



## CanWEA OPERATIONS AND MAINTENANCE SUMMIT 2020 EXHIBIT SPACE ORDER FORM

Wednesday January 29 and Thursday January 30, 2020  
Hilton Mississauga/Meadowvale  
6750 Mississauga Road, Mississauga, ON L5N 2L3

### Table Top Exhibit space \$2,000 per space

All costs are quoted in Canadian Funds and are subject to 13 % HST.

**Exhibitors will receive the following:** An 8' x 8' space: 6' draped table, two chairs, pipe and draped space (blue drape). Space is already carpeted. 2 complimentary conference registrations / booth attendant passes.

**\*Please note that due to space restrictions exhibit spaces in the foyer are 8' wide x 4' deep.**

*There are 17 exhibit spaces available positioned inside the plenary/meal room and 12 spaces available positioned in the foyer near the buffets and breaks. Attendees will have the opportunity to network with exhibitors during breaks, lunch and the reception. Space will be allocated on a first come, first serve basis.*

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### Method/Terms of Payment

Payment in full is required at time of booking.

This application **must** be accompanied by credit card details to secure an exhibition space. Exhibit Space order forms will not be processed until payment is received. Fees are quoted in Canadian funds.

CREDIT CARD TYPE:      VISA                      MASTERCARD                      AMEX

\_\_\_\_\_  
CREDIT CARD NUMBER

\_\_\_\_\_  
EXPIRY DATE

\_\_\_\_\_  
SECURITY CODE

\_\_\_\_\_  
CARD HOLDER NAME

\_\_\_\_\_  
SIGNATURE OF CARDHOLDER

I have read and agree to the terms and conditions outlined on page 2.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT SPACE ALLOCATION

Please indicate the preferred location for your exhibit space. Space will be allocated on a first come/first served basis.

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

## EXHIBIT DETAILS

**Exhibit Guidelines:** Each exhibitor will be provided with an 8' x 8' space: 6' draped table, two chairs, pipe and draped space (blue drape). Space is already carpeted.

**Set Up Time:** Tuesday Jan 28 6pm to 9pm  
**Dismantle Time:** Thursday Jan 30 5:00pm

**Electricity:** Please let us know if you require a power bar for your exhibit space. Additional charges will apply.

**Internet:** Please let us know if you require internet access for your exhibit space. Additional charges will apply.

**Shipping:** Please note that there is a box handling fee of \$5.00 per box from the venue. All materials and displays may be carried in during set up and must be removed during tear down. If you are staying as a guest at the Hilton Mississauga (event host hotel), you are permitted to having your materials shipped to your hotel room as a guest of the hotel.

Exhibitor is responsible for all set up and dismantling of their space.

## CONTRACT TERMS & CONDITIONS

1. CanWEA reserves the right, at its sole discretion, to change the date or dates upon which the event is held or to cancel the event and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Exhibitor to CanWEA.
2. The Exhibitor shall not assign contract or sublet the space or any part there of or permit same to be used by any other person, without the prior written consent of CanWEA. Any attempt to do so renders this contract null and void and will result in immediate cancellation of this contract with no refund.
3. The Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the Exhibitor so comply.
4. The Exhibitor shall indemnify and hold harmless CanWEA from and against any loss, injury or damages whatsoever suffered by CanWEA as a result of the Exhibitor's participation in the event, including without limitation, any third party claim against CanWEA with respect to loss, injury or damage sustained or suffered by any other exhibitor or sponsor, the owner of the building, attendees of the conference, and their respective directors, officers, agents and employees.
5. This contract may be cancelled provided written notice is received by either party on or before Friday December 6, 2019, monies paid by the Exhibitor will be refunded less an administration fee of \$150. If the Exhibitor cancels after such date, they will be held responsible for the full contract price.

**Please complete order form and submit by email to: [valkelly@canwea.ca](mailto:valkelly@canwea.ca)**

CanWEA GST # 13450-0008