



EXHIBIT OPPORTUNITIES

CAF-FCA 2008 CONFERENCE, "APPRENTICESHIP – OUR COMPETITIVE ADVANTAGE", VICTORIA CONFERENCE CENTRE - VICTORIA, BRITISH COLUMBIA, JUNE 8 – 10, 2008

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) presents its conference:

"Apprenticeship – Our Competitive Advantage"

The Victoria Conference Centre is the place to be for the CAF-FCA June 8 – 10, 2008 Apprenticeship Conference. Approximately 450 participants are expected to attend.

About Us

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) is the only not-for-profit, multi-partite organization that brings together the key constituents within the apprenticeship community. CAF-FCA is a unique partnership of representatives from business, labour, the Interprovincial Alliance of Apprenticeship Board Chairs (IPA), educators, persons with disabilities, women, members of visible minorities, Aboriginal persons, the Canadian Council of Directors of Apprenticeship (CCDA) and Human Resources and Social Development Canada (HRSDC).

CAF-FCA Objectives

- To promote apprenticeship as an effective training and education system that contributes to the development of a skilled labour force.
- To provide a mechanism for key stakeholders to support the apprenticeship delivery systems across Canada

Exhibit information and communication

All communication concerning conference exhibits should be directed to:

Hélène Lamadeleine
Conference Manager
c/o Golden Planners Inc.
CAF-FCA 2008 Conference
1390 Prince of Wales Drive, Suite 310
Ottawa, ON K2C 3N6
Tel: (613) 241-9333
Fax: (613) 565-2173
E-mail: lamadeleine@goldenplanners.ca

CAF-FCA EXHIBIT OPPORTUNITIES

Space is Limited – Reserve Now!

Exhibitor's Benefits:

- Listing in the Final Conference Program.
- 1 copy of the final participants list in text delimited format.
- Access to a broad stakeholder community. It is expected that approximately 450 participants will attend the conference.

Date:

The CAF-FCA 2008 Conference "*Apprenticeship – Our Competitive Advantage*" will be held Sunday, June 8 through Tuesday, June 10, 2008.

Exhibition Location:

Victoria Conference Centre, 720 Douglas Street, Victoria, British Columbia V8W 3M7

Exhibition Hours:		Exhibit Logistics:	
Sunday, June 8	14:00 – 18:30	Exhibition set-up / tear-down:	
Monday, June 9	07:00 – 17:00	Move-in:	Sunday, June 8, 08:00 to 14:00
Tuesday, June 10	07:00 – 14:30	Move-out:	Tuesday, June 10, starting at 14:30

All exhibit space must be ready and staffed beginning at 14:00 in time for the Conference Opening on Sunday, June 8, 2008. As a courtesy to the attendees and to fellow exhibitors, exhibitors are encouraged to maintain staff in their booth during the exhibit hours.

In order to reserve your space, please complete the attached Application and Contract for Exhibit Space.

Special Exhibitor Activity:

There will be a reception in the exhibition area on Sunday, June 8, 2008 between 17:30 and 18:30.

Booth Space:

Each booth is 8' deep by 10' wide (2.5 m. x 3 m.). Double booths are available upon request.

The rental of each space includes:

- ✓ 8' high back drape
- ✓ 3' high side drape
- ✓ 1 x 8' draped and skirted table
- ✓ 2 x chairs
- ✓ 1 x wastebasket
- ✓ General site security

The rental of each space does not include:

- × Customs brokerage & service fees
- × Transportation of the exhibitor's materials
- × Drayage and Storage fees
- × Electrical services
- × Additional booth security
- × Any other installations or services required by the exhibitor
- × Any crating or uncrating services

NOTE: The Victoria Conference Centre will not accept advance shipments of exhibitor freight. All materials need to be shipped through "Events on the Move" (advance shipping/materials handling supplier). If materials are sent directly to the Victoria Conference Centre (VCC), the VCC will charge a storage and handling fee. Should you require advance shipping, materials handling or customs brokerage, please see the Materials Handling Form included at the end of this package.

The exhibitor may rent additional items or make special arrangements (at the exhibitors' expense) through the Victoria Conference Centre – the official display services contractor.

Rules and Regulations for Exhibitors

CAF-FCA 2008 Conference *"Apprenticeship – Our Competitive Advantage"* June 8 – 10, 2008, Victoria Conference Centre Victoria, British Columbia

General Information:

1. The cost for a single booth is \$750 and \$1,500 for a double booth.
2. The completed Application and Contract for Exhibit Space must be submitted to CAF-FCA 2008 Conference c/o Golden Planners Inc. The exhibit space is secured only on receipt of the payment and payment is due upon the signing of the contract. Please make cheques payable to **CAF-FCA Conference**.
3. CAF-FCA reserves the right to re-sell the Exhibit Space if the signed contract and payment are not received within 30 days of the receipt of the application.
4. The CAF-FCA reserves the right to decline any Application and Contract for Exhibit Space and the right to amend the rules and regulations governing exhibit space at their discretion.
5. All cancellations must be made in writing and submitted to CAF-FCA 2008 Conference c/o Golden Planners Inc. up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. **All payments are non-refundable and non-transferable in the event of cancellation by the Exhibitor after May 8, 2008.** The Exhibitor is responsible for the entire booth cost, plus applicable taxes.
6. Each booth display can have a maximum of two representatives and does not include admission to the conference sessions. Exhibitors wishing to attend the conference sessions or activities must complete the Conference Registration Form and submit the conference registration form payment to "**CAF-FCA Conference**".
7. By completing and submitting the Application and Contract for Exhibit Space, you give consent to Golden Planners Inc. and the CAF-FCA to collect your personal information in order to process your application, to maintain contact with you, and to send you information related to CAF-FCA projects and activities. This consent may also include the sharing of such information with a third party for the purposes of managing certain aspects of the exhibition activity.

Exhibitor's Liabilities:

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA), Golden Planners Inc. (GPI), the Victoria Conference Centre (VCC), their successors and any officer or staff thereof, shall not be liable or in any way responsible for the safety of the exhibitor, the exhibitor's property, agent or employees through theft, damage by fire, accident or any other cause. The CAF-FCA, GPI and the VCC and all of their representatives, employees or agents (hereby referred to as Management), will be exempted from and indemnified for any claims for injury, damage, destruction, or loss caused by the exhibitor, and further will be exempted from and indemnified from any claims for injury to the exhibitor or any of the exhibitor's representatives, agents or employees.

Exhibit Restrictions:

The CAF-FCA has the right to decline any exhibit or portion thereof which, in the opinion of CAF-FCA, is not appropriate or in keeping with the character of the Conference. It may restrict any exhibits which, because of noise, method of operation, material or for any other reason become objectionable or interfere with adjacent exhibits or other activities.

No exhibitor shall do any act, which shall constitute an infringement upon the rights and privileges provided under this application to any other exhibitor. Interviews, demonstrations, distribution of literature, supplies, souvenirs, etc., must occur inside the display space. Canvassing, solicitations of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials of firms, which are not exhibitors, is prohibited.

Rights and Privileges:

The Exhibitor agrees to abide by all rules and regulations adopted by Management in the best interests of the Exhibition, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Exhibition.

Management reserves the right to cancel this contract and to withhold possession of display space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Exhibition Rules and Regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made and any further occupancy of such space.

The rights to the exhibitor by this application may not be assigned without the written consent of CAF-FCA.

Fire Regulations:

All exhibitors must meet the requirements of the Victoria Fire Department and the Victoria Conference Centre, including that all decorations, draperies and / or fabrics be fireproof.

Hydro Regulations:

All exhibitors must meet the electrical requirements of BC Hydro and the Victoria Conference Centre. In the normal case, this means that all electrical equipment to be operated shall be CSA approved. If you are planning to exhibit any electrical equipment that does not bear a CSA approval sticker, please contact Golden Planners Inc. Failure to comply could result in the revocation of show privileges.

Insurance/Liability:

The exhibitor shall arrange for insurance coverage for all exhibit merchandise on site and in transit inclusive of business interruption insurance, if applicable. The CAF-FCA, GPI and the VCC shall not be responsible for any loss or damage thereto, however incurred. The exhibitor must carry his or her own fire insurance and public liability insurance.

DON'T MISS THIS OPPORTUNITY!

THE NATIONAL ABORIGINAL TRADES SYMPOSIUM TAKES PLACE JUNE 10-11. EXHIBIT SPACE IS BEING OFFERED TO CAF-FCA EXHIBITORS AT A SPECIAL DISCOUNTED PRICE OF \$250!

For more information, please contact Victoria LaBillois at 418-788-3401 or vlabillois@aboriginalhr.ca

.....or you can visit their website at www.aboriginalhr.ca





CAF-FCA 2008 CONFERENCE
"Apprenticeship – Our Competitive Advantage"
Victoria Conference Centre - Victoria, British Columbia
June 8 – 10, 2008

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

Department / Organization: ("The Exhibitor")		
Contact:		
Title:		
Address:		
City:	Province:	
Postal Code:	Telephone:	
Fax:	E-mail:	
Number of Booth(s) Requested: ___ 8' x 10' at \$750 each	Applicable Booth Fee: \$ _____	Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Please invoice my organization
Goods and Services Tax (5%): (GST# 865349435-RT0001)	\$ _____	
TOTAL AMOUNT DUE:	\$ _____	Card Number:
		Expiry Date:

Please make cheques payable to **CAF-FCA Conference**. Consideration of applications will be based on the order of their receipt by the Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (c/o Golden Planners Inc.). CAF-FCA reserves the right to approve at its sole discretion, all applications.

Cancellations: The Exhibitor may cancel the exhibit commitment up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. **All payments are non-refundable and non-transferable in the event of cancellation by the Exhibitor after May 8, 2008.** The Exhibitor is responsible for the entire booth cost, plus applicable taxes. All cancellations must be made in writing and submitted to CAF-FCA 2008 Conference c/o Golden Planners Inc.

Please return the completed contract to: **Hélène Lamadeleine, Conference Manager, Golden Planners Inc., 1390 Prince of Wales Drive, Suite 310, Ottawa, ON K2C 3N6** or by fax at (613) 565-2173 or by email at lamadeleine@goldenplanners.ca. *Please retain a copy for your records.*

Acceptance of Contract

Name (please print):	Title:
Authorized Signature:	Date:

This contract may be signed and sent by facsimile. In this event the contract is binding.