



EXHIBIT OPPORTUNITIES

The Delta Hotel and the St. John's Convention Centre is the place to be for the CAF-FCA June 6 – 8, 2010 Apprenticeship Conference. Approximately 450 participants are expected to attend.

Conference Objectives

- To provide opportunities to gain extensive insight from speakers and delegates; discuss strategic directions; and network with others within the apprenticeship community.
- To present and discuss CAF-FCA initiatives which are of interest to the apprenticeship community.
- To provide opportunities for others within the apprenticeship community to share ideas and initiatives underway in Canada.
- To increase the number of partnerships at various levels demonstrating support and commitment from the apprenticeship community.
- To increase the participation from employers.

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 Mission Statement

- 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 2010 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!

Exhibitors' Benefits:

- Listing on the conference web site.
- Listing in the Final Conference Program.
- 1 printed copy of the final participants list to be provided on-site.
- Access to a broad stakeholder community. It is expected that approximately 450 participants will attend the conference.

Date:

The **CAF-FCA 2010 Conference "The Framework for Canada's Renewable Resource"** will be held Sunday, June 6 through Tuesday, June 8, 2010.

Exhibition Location:

St. John's Convention Centre, 120 New Gower St., St. John's, NL, A1C 6K4

Exhibition Hours:**		Exhibit Logistics:
Sunday, June 6	12:00 – 18:30	Exhibition set-up / tear-down:
Monday, June 7	07:00 – 19:00	Move-in: Sunday, June 6, 08:00 to 12:00
Tuesday, June 8	07:00 – 14:00	Move-out: Tuesday, June 8, starting at 14:00

**The Exhibit Hall must be vacated while the plenary is in session to avoid any disruption.

All exhibit space must be ready and staffed beginning at 12:00 in time for the Conference Opening on Sunday, June 6, 2010. 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 6, 2010 between 17:30 and 18:30.

Booth Space:

Each booth is 8' deep by 10' wide (2.5 m. x 3 m.).

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

Rules and Regulations for Exhibitors

General Information:

1. The cost for a booth is \$750.
2. The completed Application and Contract for Exhibit Space must be submitted to CAF-FCA 2010 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 2010 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 7, 2010.** 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 St. John's Convention Centre (SJCC), 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 SJCC 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 St. John's Fire Department and the St. John's Convention Centre, including that all decorations, draperies and / or fabrics be fireproof.

Hydro Regulations:

All exhibitors must meet the electrical requirements of NL Hydro and the St. John's Convention 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 SJCC 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.



Canadian Apprenticeship Forum
Forum canadien sur l'apprentissage

APPRENTICESHIP

The Framework for Canada's Renewable Resource

June 6 to 8, 2010 St. John's, Newfoundland & Labrador



APPLICATION AND CONTRACT FOR EXHIBIT SPACE

Department / Organization: ("The Exhibitor")		
Contact:		
Title:		
Address:		
City:	Province:	
Postal Code:	Telephone:	
Fax:	E-mail:	
Booth Fee: 8' x 10' booth at \$750	\$ 750.00	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
GST/HST (13%): (GST# 865349435-RT0001)	\$ 97.50	
TOTAL AMOUNT DUE:	\$ 847.50	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 7, 2010.** The Exhibitor is responsible for the entire booth cost, plus applicable taxes. All cancellations must be made in writing and submitted to CAF-FCA 2010 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.