



## **SUPPLIER EXPO REGISTRATION**

Tuesday October 1, 2019

1:00 p.m. – 4:30 p.m.

**VICTORIA INN HOTEL & CONFERENCE CENTRE**  
1808 Wellington Avenue, Winnipeg, MB

*Supplier Expo is a cost effective forum to meet and build a network with potential clients within a short time period.*

CIFST Manitoba Section invites your company to participate in this popular annual show in other Canadian Provinces coming back to Manitoba for the third time.

All registered exhibitors receive:

- 10' x 8' draped booth with an 8' high back wall; 3' high side-arms
- 1 – 6' skirted table to display literature, samples and any other information on products and service
- Logo and brief company description in Exhibitor Guide

Supplier Expo is open to both CIFST members and non-members. For a company to obtain the member rate, any person in the company who is a member of CIFST can register.

**EARLY BIRD REGISTRATION, BEFORE JUNE 1, 2019**  
**Members \$225 (CDN), Non-Members \$425 (CDN)**

**REGISTRATION AFTER JUNE 1, 2019**  
**Members \$265 (CDN), Non-Members \$465 (CDN)**

### **SPONSORSHIP OPPORTUNITIES - \$500**

Includes:

- Complementary half cost booth space for display.
- Company name and/or logo printed on all promotional materials and in four email marketing blasts
- Company logo showcased during event.
- Priority listing on CIFST MB Section webpage alongside company logo.
- Verbal sponsorship acknowledgement during the event.
- A ½ page ad in the Exhibitor Guide and ½ page ad in the CIFST MB Section Newsletter.

**SUPPLIER EXPO  
REGISTRATION FORM**

Please complete the fields below and return by email to [cifst@cifst.ca](mailto:cifst@cifst.ca). You will receive a receipt after processing payment.

<b>CONTACT NAME:</b>	
<b>COMPANY:</b>	
<b>ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	
<b>COMPANY WEBSITE:</b>	
<b>PHONE:</b> (    )	<b>FAX:</b> (    )
Booth Representative #1	Booth Representative #2
<p><b>BUSINESS/PRODUCT FEATURED. Provide 50 words description to be included in Exhibitor Program and attach your COMPANY LOGO.</b></p>          <p>Select your options Before June 1/19: CIFST Member <input type="checkbox"/> CDN\$225 plus HST Non-CIFST Member <input type="checkbox"/> CDN\$425 plus HST After June 1/19: CIFST Member <input type="checkbox"/> CDN\$265 plus HST Non-CIFST Member <input type="checkbox"/> CDN\$465 plus HST Sponsorship \$500 + ½ cost of the booth: _____ = _____ Purchase ad in the Exhibitor Program: <input type="checkbox"/> 1 page CDN\$ 200 <input type="checkbox"/> ½ page CD\$ 100 <input type="checkbox"/> ¼ page CNDN\$ 50</p>	
<b>If you require electricity, please contact Central Display <a href="mailto:info@centraldisplay.ca">info@centraldisplay.ca</a> to make arrangements. \$80 paid directly to them.</b>	
<b>Name on Credit Card:</b>	
<b>Credit Card Number:</b>	
<b>Expiry Date:</b>	
<b>Type of Credit Card:</b> <b>Master Card</b> <b>Visa</b>	
<b>TERMS OF ACCEPTANCE and SIGNATURE</b>	
<input type="checkbox"/> I, the applicant for this registration, understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the below Terms and Conditions.	
<b>Please type first and last name:</b>	

## SUPPLIER EXPO EXHIBITORS DETAILS

- LOCATION:** Victoria Inn Hotel – Ball Room; 1808 Wellington Avenue, Winnipeg, MB, R3H 0G3
- DATE:** Tuesday, October 1, 2019
- SET UP TIME:** 11:30 a.m. to 12:45 p.m.
- EXHIBIT TIME:** **1:00 p.m. to 4:30 p.m.**
- NUMBER OF EXHIBITS:** 50
- SUPPLIED TO EXHIBITORS:** Draped booth, One 1 – 6' skirted table, two chairs
- ADDITIONAL DETAILS:** Exhibitors may use the tabletops to display literature, samples, etc. There will be **NO** access to kitchen facilities for food preparation. Please note that for Health and Safety purposes the Hotel does not allow any food to be brought in, or taken from the Banquet facility.  
If an exhibitor wishes to give samples of hot food at their booth then prior arrangements will need to be made. The hotel will supply the booth with a chafing dish at a cost of \$30.00 per chafing dish.  
A fee of \$200 will be also be added to the invoice to have the Hotel Chef prepare food for tradeshow. By law no food is allowed to be prepared in the banquet area for health and safety reasons and must be cooked in kitchen area. The exhibitor is responsible for having a hand washing station per booth - if food is being handled. Samples of iced tea, baked goods, chocolates etc. - nonperishable good may be brought in with no additional charges. Platters etc. must be brought in by vendor as the hotel will provide nothing for these items.
- OTHER PROVISIONS:** Complimentary coat check and free parking provided. Complimentary snacks, beverages and a cash bar will be available throughout the event.
- HOTEL BLOCK GROUP #** 861937. Rooms will be released one month prior to the event. Subject to availability.
- SHIPPING & RECEIVING:** All shipments sent to the hotel will only be received if they contain the following Details in a label: Supplier Expo, Oct 1, 2019.  
The hotel will not receive items prior to 48 hrs in advance of the event. A fee of \$50 Per item, per day will apply to the exhibitor. The hotel or CIFST MB do not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before, during or after the event. All items must be removed after the tradeshow  
Deliveries will be accepted between 11:30 am – 1:00 pm  
If availability permits and exhibitor requests to leave an item behind for pick up the next day, a labour fee of \$200 will apply to the exhibitor.  
A disposal fee of \$50 will apply to the exhibitor for each item left behind.



## TERMS AND CONDITIONS

Exhibitors are required to follow these terms and conditions.

### CHANGES AND CANCELLATIONS

- CIFST MB Section reserves the right, at its sole discretion, to change the date upon which Supplier Expo is held or to cancel it 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 CIFST MB Section.
- An Exhibitor may cancel registration provided written notice is received by CIFST MB Section. Cancellations received up to August 1, 2019, will be honoured and a full refund will be returned to the exhibitor. Exhibitor cancellations after August 1<sup>st</sup> will forfeit their entire payment.

### ASSIGNMENT

- The Exhibitor shall not assign this registration or any part thereof or permit same to be used by any other person, without the prior written consent of CIFST MB Section. Any attempt to do so will render registration null and void and will result in immediate cancellation of registration with no refund.

### CONDUCT

- CIFST MB Section reserves the right at any time to alter or remove printed material, products, signs, lights or sound if, in CIFST MB Section's opinion, the Exhibitor's actions and/or conduct are objectionable to CIFST MB Section or to other participants.

### COMPLIANCE

- 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.

### Liability

- The Exhibitor expressly assumes all risk associated with, resulting from, or arising in connection with the exhibitor's participation or presence at the event, including, without limitation, all risks of theft, loss, harm or injury to the person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither the Management nor the exhibit facility nor the exhibit service contractors, nor any of their respective officers, directors, shareholders, agents, employees or representative shall be liable for, and exhibitor hereby releases all of them from, and convents not to sue any of them with respect to, any and all risks, damages and liabilities described in this paragraph and will hold harmless and indemnify Management from such risks, damages and liabilities.

### Displays

- No displays and/or exhibits may be attached to the drapes, lighting, chandeliers, walls or wall decorations, or hung from the ceiling. All displays must be maintained in a safe manner so as not to create any danger to any other exhibitor or participant at the display. To avoid obstructing other exhibitors, nothing may extend beyond the booth space allocated.

### Insurance

- The Exhibitor is required, at their sole cost and expense to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft or damage occurring prior to, during and after the exposition.

**No Exhibitor space is guaranteed or reserved until full payment and a signed copy of these Rules and Regulations is received by the organizer.**

**All Exhibitor registrations will be confirmed by email.**