# EXHIBITOR OPPORTUNITY

## Connect with over 350 delegates from the human services and justice sectors

COMPANY/ORGANIZATION:

(as you would like it to appear in marketing materials and the conference program)

CONTACT NAME:

ADDRESS S:

CITY: PROVINCE:

POSTAL CODE:

COUNTRY:

TELEPHONE: EMAIL: (required)

Please indicate if electricity is required:

Yes

No

Please indicate if a table is required:

Yes

No

The undersigned hereby authorizes Provincial HSJCC to reserve exhibit space for use by the above company or organization and agrees to abide by the Exhibit Rules and Guidelines printed in the attached document.

**Exhibitor Options – November 20-22nd, 2017:**

|  |  |
| --- | --- |
| **Rate Details** | **Lobby Exhibitor** |
| For Profit | $ 1,500.00 |
| Not for Profit | $ 1,000.00 |

**Exhibit Fee**: Includes 8ft table and **one complimentary registration** to the conference. Second exhibitor will be a regular conference rate (Max 2 exhibitors per table).

|  |
| --- |
| Please email the completed form with credit card information to [sherry@innovative4you.com](mailto:sherry@innovative4you.com)  If paying by cheque: Please mail the completed form with your cheque to:  CMHA Ontario c/o Provincial HSJCC  180 Dundas Street West, Suite #2301, Toronto, ON M5G 1Z8  Attention: Patricia Larmond |

Cardholder Name: Phone:

Card #: Expiry: CVC: Signature:

**Total Payment Enclosed: $**

Cheque

VISA

MasterCard

# PROVINCIAL HSJCC 2017 EXHIBIT RULES & GUIDELINES

The application for space shall be made in writing on the exhibitor application form and returned to Sherry Sim, Conference Event Planner, at [sherry@innovative4you.com](mailto:sherry@innovative4you.com)



1

**Assignment**: Exhibit space is assigned on a first-come, first-served basis with priority to sponsors of the PHSJCC Conference who are entitled to a space with their sponsorship. The PHSJCC will attempt to honour all requests for exhibit space but reserves the right to change location assignments at any time, as necessary. The exhibition area will be located in the conference level foyer at the Toronto Marriott Eaton Centre. A floor plan will be provided on-site, on a table at your exhibit location.



2

**Payment:** Full payment is required upon submission of exhibitor application.



3

**Cancellation:** PHSJCC must be notified in writing in the event of cancellation. If prior to September 31st, 2017, a $100.00 admin fee is charged. If after September 31st, the full amount will be charged.



4

**Exhibit Fee: For Profit** Lobby Exhibitor Rate: $1,500.00. A N**on-Profit** Lobby Exhibitor Rate: 1,000.00. This includes one 8’ skirted table and chair for the duration of the **3 day event.** Electricity will be supplied upon request. Hardwire internet is available at an extra cost. Exhibitor may choose to contract the space without a table and use the space for other styled displays (example: self- standing pop up banner(s) and literature stands.)



5

### Exhibit Hours:



6

Set up: Monday, Nov 20th 6:00am–8:30am Exhibition Open: Monday, Nov 20th 8:30am–4:30pm

Tuesday, Nov 21st 8:30am–5:00pm

Wednesday, Nov 22nd 8:00am–12:00pm

Dismantling: Wednesday, Nov 22nd 11:00am – 1:00pm

**Event Attendance and Registration:** All individuals must complete a registration form, and wear a conference name badge at all times. Exhibitors are encouraged to attend conference activities in order to maximize exposure and capitalize on key networking opportunities.



7

**Care of Exhibits:** Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screen, bolts or any tool or material which could mark the floor or walls is prohibited. Any property damage by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor’s expense.



8

**Security:** Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display. Please do not leave any laptops or any items of value unattended at any time. The Toronto Marriott Eaton Centre and the PHSJCC are not responsible for loss or damage to equipment, exhibits or any other property brought into the hotel for the purpose of meetings, conventions or exhibits.



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**Insurance:** It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor will obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 Combined and Single Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer’s liability and contractual liability. This policy shall be in effect during the hours of the conference, move-in and move-out. If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub- contractors comply with the insurance provisions contained herein.



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