

EXPO CONTRACT

MAY 28 – JUNE 3, 2016

energizing
communities

congress 2016

OF THE HUMANITIES AND SOCIAL SCIENCES

► **DEADLINE FOR EARLY BIRD PRICING IS FEBRUARY 29, 2016.**

Please complete all four (4) pages of this form.

CONTACT INFORMATION

Organization _____	
Contact Person _____	
Contact Email _____	
Contact Telephone _____	Fax _____
Mailing Address _____	
City _____	Province/State _____
Postal Code/Zip Code _____	Country _____
Website _____	Twitter handle _____
Name of Organization as it is to appear on access badges, <i>Congress Guide</i> and booth signage: _____	
If booth is being shared by multiple organizations, please provide full name and website of each. If organization is bilingual, please provide name in English and French. Use a separate sheet if necessary.	

SPECIAL INSTRUCTIONS

The Federation will endeavour to accommodate any special requests regarding signage, placement, proximity to another organization, etc. but cannot guarantee that they will be fulfilled.

SUBMIT

COMPLETE AND RETURN ALL FOUR (4) PAGES OF THIS CONTRACT WITH PAYMENT TO:

Ashley Craven
Federation for the Humanities and Social Sciences
275 Bank Street, Suite 300
Ottawa, Ontario CANADA K2P 2L6

Telephone (613) 238-6112 ext. 314
Fax (613) 238-6114
acraven@ideas-idees.ca

Completion of this form does not secure your booth. Once you receive a countersigned application, at that time your application has been approved and your participation has been confirmed.

AUTHORIZED REPRESENTATIVE

I am the authorized representative of the above-named organization with the full power and authority to sign and deliver this contract. The company agrees to comply with all of the policies contained in the *Exhibitor Guide* (to be provided following receipt of signed contract) and Terms and Conditions — Rules and Regulations furnished with this form.

Name _____

Title _____

Signature _____

Date _____ **Please sign and date page 4.**

FEDERATION APPROVAL

Name _____

Signature _____

Date _____



BOOTH EQUIPMENT

Pipe and Drape Booth (6'6" deep x 8' high x 10' wide)	Hardwall Booth (6'6" deep x 8' high x 10' wide)
<p>Each pipe and drape booth includes:</p> <ul style="list-style-type: none"> • 1 skirted table (6') <u>or</u> 1 lockable counter (40") • 2 chairs • 1 wastebasket • 1 black lettered sign featuring company name (text only/no logo) • 1 duplex power supply (120 volt/15 amp) • 3 access badges <p>Carpeting is provided throughout the show floor.</p>	<p>Each hardwall booth (Octanorm exhibition system) includes:</p> <ul style="list-style-type: none"> • choice of 3, 4 or 5 shelves • 1 skirted table (6') <u>or</u> 1 lockable counter (40") • 2 chairs • 1 wastebasket • 1 vinyl lettered header featuring company name (text only/no logo) • 2 spotlights (75-150W) • 1 duplex power supply (120 volt/15 amp) • 3 access badges <p>Carpeting is provided throughout the show floor.</p>

BOOTH SELECTION

Standard booths are pipe and drape. Hardwall booths with shelving are an additional \$250 per booth. See attached images.

Indicate your selection(s) by ticking the appropriate box(es).

		1 BOOTH (10' wide) 3 badges	2 BOOTHS (20' wide) 6 badges	3 BOOTHS (30' wide) 9 badges	4 BOOTHS (40' wide) 12 badges
FULL WEEK (May 28 – June 3, 2016)	Prior to February 29	<input type="checkbox"/> \$1550	<input type="checkbox"/> \$2950	<input type="checkbox"/> \$4200	<input type="checkbox"/> \$5300
	March 1 – April 1	<input type="checkbox"/> \$1750	<input type="checkbox"/> \$3150	<input type="checkbox"/> \$4400	<input type="checkbox"/> \$5500
PARTIAL WEEK (May 28 – 31, 2016)	Prior to February 29	<input type="checkbox"/> \$1150	n/a	n/a	n/a
	March 1 – April 1	<input type="checkbox"/> \$1350	n/a	n/a	n/a
PARTIAL WEEK (June 1 – 3, 2016)	Prior to February 29	<input type="checkbox"/> \$1000	n/a	n/a	n/a
	March 1 – April 1	<input type="checkbox"/> \$1200	n/a	n/a	n/a
HARDWALL BOOTHS WITH SHELVING — base price plus \$250 per booth		<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	<input type="checkbox"/> \$750	<input type="checkbox"/> \$1000
Total Amount		\$	\$	\$	\$

PAYMENT

Full payment due with signed contract

Cheque (in Canadian funds only) payable to the **Federation for the Humanities and Social Sciences**

Mastercard VISA American Express

Number _____ Expiry Date _____

Total amount per above \$ _____ I hereby authorize the Federation to charge the above amount to the credit card number provided.

Name of Cardholder _____ Signature of Cardholder _____

EXPO SET-UP

Installation of Exhibits:
Friday, May 2710:00–17:00
Dismantling of Exhibits:
Friday, June 314:00–17:00

EXPO HOURS

Saturday, May 289:00–17:00
Sunday, May 299:00–17:00
Monday, May 309:00–17:00
Tuesday, May 319:00–17:00
Wednesday, June 19:00–17:00
Thursday, June 29:00–17:00
Friday, June 39:00–14:00

KEY DATES

February 5 Deadline to hire an assistant
March 1 Deadline to submit exhibitor description for <i>Congress Guide</i>
March 1 Deadline to submit event description for <i>Congress Guide</i>
March 1 Deadline to reserve an ad in <i>Congress Guide</i>
April 1 Deadline to supply artwork for ads in <i>Congress Guide</i>
April 1 Deadline to schedule in-booth events



BOOTH SPECIFICATIONS

Organization _____

Contact Person _____

Contact Email _____

Contact Telephone _____

Please select one (1).

Pipe and Drape booths				
	<input type="checkbox"/> 1 booth, 6'6" x 10'	<input type="checkbox"/> 2 booths, 6'6" x 20'	<input type="checkbox"/> 3 booths, 6'6" x 30'	<input type="checkbox"/> 4 booths, 6'6" x 40'

Hardwall booths 3 shelves				
	<input type="checkbox"/> 1 booth, 6'6" x 10'	<input type="checkbox"/> 2 booths, 6'6" x 20'	<input type="checkbox"/> 3 booths, 6'6" x 30'	<input type="checkbox"/> 4 booths, 6'6" x 40'

Hardwall booths 4 shelves				
	<input type="checkbox"/> 1 booth, 6'6" x 10'	<input type="checkbox"/> 2 booths, 6'6" x 20'	<input type="checkbox"/> 3 booths, 6'6" x 30'	<input type="checkbox"/> 4 booths, 6'6" x 40'

Hardwall booths 5 shelves				
	<input type="checkbox"/> 1 booth, 6'6" x 10'	<input type="checkbox"/> 2 booths, 6'6" x 20'	<input type="checkbox"/> 3 booths, 6'6" x 30'	<input type="checkbox"/> 4 booths, 6'6" x 40'

At what height would you like the lowest shelf? _____ (Weight restriction of 30 lbs per 3'3" shelf.)

Each booth includes one (1) skirted table (6') or one (1) lockable counter (40").

If you are reserving more than one (1) booth, please indicate the quantity of each.

Other	<input type="checkbox"/> Skirted Table		<input type="checkbox"/> Lockable Counter	
	Quantity: _____		Quantity: _____	

TERMS AND CONDITIONS — RULES AND REGULATIONS

1. The Exhibitor agrees to abide by all rules and regulations adopted by the Federation for the Humanities and Social Sciences (herein after referred to as the Federation) in the best interests of the exhibition, and agrees that the Federation shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the exhibition.
2. The Exhibitor will be liable for and will indemnify and hold harmless the Federation, Global Convention Services Ltd. (herein after referred to as the Exhibit Supplier), and the University of Calgary (herein after referred to as the University) any loss or damages whatsoever suffered by the Federation or the Exhibit Supplier as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, or other Exhibitors, the Federation, the Exhibit Supplier, the University, employees and members of the public attending the exhibition, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space.
3. The Exhibitor hereby releases and discharges the Federation, the Exhibit Supplier, and the University, their respective directors, officers, agents, employees and contractors, from any and all losses, liability, damages, costs and expenses, claims, whatsoever suffered or sustained by the Exhibitor in connection with the exhibition, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business or profits whether arising from any act of any of the Federation, the Exhibit Supplier, or the University, or otherwise.
4. Space contracted by the Exhibitor may not be sublet without the prior written permission of the Federation.
5. The Federation reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product signs, lights or sound, and to expel an Exhibitor or its personnel if, in the Federation's opinion, their conduct or presentation is objectionable to other exhibition participants.
6. The Federation reserves the right to alter or change the space assigned to the Exhibitor.
7. **The Exhibitor agrees to confine its presentation within the contracted exhibit space only and to distribute only printed material or promotional items that relate directly to the product or service of the contracted Exhibitor. Any presentation is to be within the maximum height set by the Federation, and the exhibit space must be staffed during exhibition hours.**
8. This contract may be canceled by either party, provided written notice is received by the other by March 31, 2016, in which case all monies paid by the Exhibitor will be refunded, less a \$150.00 administration fee. If the Exhibitor cancels after this date, it shall be liable for 100% of the total contracted space costs. By canceling this contract, the Exhibitor forfeits all rights or claims to the allocated space and the Federation is free to rent it to others and collect the cancellation charge as liquidation damages.
9. The Federation reserves the right to cancel this contract and to withhold possession of exhibit 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 by them and any further occupancy of such space.
10. The Federation reserves the right at its sole discretion to change the date or dates upon which the exhibition is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the Federation shall not be liable in damages or otherwise for storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of the Federation, whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of the Federation. A refund of all monies paid by the Exhibitor to the Federation will be made by the Federation in the event that the exhibition is not held.
11. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between the Federation, official contractor serving companies and the building in which the exhibition will take place and act according to the labour laws of the jurisdiction in which the building is located and observe the provisions of the provincial Human Rights Code and the Labour Standards Act in the hiring and treatment of exhibit booth staff.
12. All goods shipped to the exhibition must be clearly marked with the name of the Exhibitor and the number of its space. Goods must not be shipped to the exhibition for shipping charges to be paid on arrival, as these will not be accepted by the Federation or the University. The Federation assumes no responsibility for loss or damages to goods before, during the period of the exhibition, nor after its closing. If, due to unforeseen circumstances beyond the control of the Federation, the Exhibitor's materials do not arrive in time for display during the entire period of the exhibition, or any portion thereof, the Federation assumes no liability for damages or losses to the Exhibitor and is under no obligation to refund the Exhibitor's fees.
13. **The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the exhibition but must remain intact until 14:00 on Friday, June 3, 2016 (the closing hour of the last day of the exhibition) or until 17:00 on Tuesday, May 31, 2016 for a partial week Exhibitor. The Exhibitor also agrees to remove its exhibit equipment and appurtenances from the University by the final move-out time limit (17:00 on Friday, June 3, 2016) or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.**
14. The Federation shall not be liable for any loss or damage to the property of the Exhibitor or their employees due to fire, robbery, accidents or any cause whatsoever, that may arise for use and occupancy of the leased space of the University. The Exhibitor agrees to indemnify and hold harmless the Federation, the Exhibit Supplier, the University and their employees against any and all claims of any person whomsoever, arising out of acts of omission of Exhibitors or their employees. The Federation assumes no liability for damages or losses resulting from, or related to, the failure of the Exhibitor to comply with the provisions of this Agreement.
15. **Each Exhibitor has the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property, products, equipment or decoration and inability to meet its obligations outlined in this contract and Terms of Agreement — Rules and Regulations. The following insurance coverage will be mandatory:**
 - i) **Comprehensive General Liability insurance with a minimum limit of \$2,000,000 CDN.**
 - ii) **The Policy shall include the Federation for the Humanities and Social Sciences, Global Convention Services Ltd., and the University of Calgary as additional insureds and shall contain a cross-liability clause.**

Expo contact name (printed) _____

Expo contact signature _____

Date _____

