

CRMTA 2017 Trade Show Details

BOOTH RENTAL CONTACT INFORMATION

CRMTA (Certified Registered Massage Therapist Association)

Suite 212, 5615 101 Avenue NW, Edmonton, AB

c/o Conference Coordinator Ph: 780-679-5997 E: crmtaconference@crmtaab.com

SET-UP OF BOOTH

Friday, May 26, 2017 from 10:30am – 4:30 pm **ONLY. NO EXCEPTIONS.**

DATE & SHOW HOURS

You must be prepared to receive attendees from 5:00-9:30pm on Friday, May 26; AND from 10:30 – 5:00pm on Saturday, May 27.

LOCATION

Delta Calgary South Hotel

135 Southland Drive SE, Calgary, AB T2J 5X5

TRADE SHOW COLOUR Black back walls/black 4' foot side walls

BOOTH ASSIGNMENTS The Committee reserves the right to locate booths for the benefit of the CRMTA Conference Tradeshow

MEALS – 1 meal per booth is provided for Friday reception and Saturday breakfast and lunch. Extras are available for purchase prior to the show at \$25.00 each. Saturday Gala Dinner tickets are \$75 each. (Tickets **MUST** be pre-booked as per exhibitor contract. No meal orders will be taken the day of the show)

Damage to Show Property

Exhibitors are responsible for any damage caused by them to Show property.

Booth Space Restrictions

All exhibit structures, activities, and materials must be confined to within the limits of the space assigned. Tall display items should be placed at the back of your booth so as not to impede on the view of other exhibitors (please advise organizers of any tall displays). Salespersons are to keep within the boundaries of their specified booth.

Exhibitor Draws

Must be drawn at your booth and the winners contacted by the exhibitor.

Bookings

Booths will be allotted by the Trade Show Committee prior to the Show and exhibitors will be e-mailed confirmation of their attendance in the show. To ensure your spot, please book as soon as possible. It is to your advantage to book early as there is a limit to the number of booth spaces available and all are first come first served.



Move-Out

NO DISPLAYS MAY BE REMOVED FROM THE SHOW BUILDING PRIOR TO 5:00 P.M. ON SATURDAY, MAY 26, 2017.
Move-out must be completed by 10:00 p.m. on Saturday, May 26, 2017.

Terms of Payment

1. Booth space can only be guaranteed by receipt of a completed contract and full payment.
2. If booking by phone or fax, VISA or MASTERCARD payments are acceptable.
3. No post-dated cheques will be accepted.
4. All booths and location will be approved by the Trade Show Committee.
5. Full payment must be made **NO LATER THAN FRIDAY, MAY 5, 2017.**
6. No booth set-up will be allowed unless contract has been paid in full.
7. Absolutely **NO** refunds will be issued.

Move-In

Move-in times are on 10:30am – 4:30 p.m. **ONLY. NO EXCEPTIONS WILL BE MADE.**

EXHIBITORS MUST BE AT THEIR BOOTH ON FRIDAY, MAY 26, 2017 NO LATER THAN 5:00PM ready to receive conference attendees.

Exhibitor Package & Staffing

The maximum number is 2 EXHIBITORS per booth. Due to the size of the booth there cannot be any more than 2 people manning each booth. A package containing exhibitor passes, extra meals tickets (only if ordered with booth registration), program etc. will be distributed during set up on the day of the Show by the Trade Show Committee. The Committee asks that Exhibitors remain in their booths during the designated trade show viewing times and coffee breaks specified in the program.

Booth Package

All booths will contain one (1) 6' covered table with skirting; 2 padded chairs. Drapes consist of 8 foot back drapes and 4 foot side drapes except for centre booths which have 4 foot back drapes and 4 foot side drapes.

Liability

Exhibitors are responsible to check their own insurance policies to be sure that coverage includes trade show participation and that the Delta Calgary South Hotel and the CRMTA are named as additional named insured for the event date. The CRMTA does not accept responsibility for theft, vandalism, negligence or bodily injury specific to dangerous items in the booth.

NO BOOTH WILL BE ALLOWED TO SET UP UNTIL PROOF OF INSURANCE IS PROVIDED



CRMTA Conference 2017 Trade Show - May 26 and 27, 2017

Exhibitor Contract

We hereby make application for exhibit space in the *CRMTA Conference 2017 Trade Show*, under the management of Certified Registered Massage Therapists Association (CRMTA). We agree to abide by the Rules and Regulations (**printed on back**) and as outlined and instituted at the discretion of the CRMTA, to benefit the efficient and effective management and operation of the *CRMTA Conference 2017 Trade Show*. We understand the allocation of space is at the absolute discretion of the CRMTA Conference Committee hereinafter referred to as the Management. **Furthermore, we agree to have our space completely set up on Friday, May 26 by 4:30pm, and to keep it set up until 5:00 p.m. Saturday, May 28.**

Company: _____

Contact Person: _____

Address: _____

City: _____ Province : _____ Postal Code : _____

Telephone: _____ Onsite Phone: _____

E-mail Address: _____

Additional Representative (Max 2 People): _____

Specify products or services to be displayed: _____

Exhibitor Requirements: (Each booth contains: 1 skirted 6' table with side & back drapes, 2 chairs) Friday reception, Saturday breakfast and lunch for 1 staff included in booth price)

10x10 Booth Space - \$750 Power - \$15 Internet - \$10

Extra Table (s) @\$10 each _____ (specify size required, ex. 4 foot)

Extra Meals (Friday reception) _____ @\$25

Extra Meals (Saturday breakfast) _____ @\$25 Extra Meals (Saturday Lunch) _____ @\$25

Saturday Gala Dinner Ticket _____ @\$75

FINANCIAL TERMS:

Full payment must accompany contract. Payment can be made by cheque, Visa, MasterCard, or cash. **Please make cheques payable to CRMTA.** Mail or drop off entry to: CRMTA, Suite 212, 5615 101 Ave NW, Edmonton, AB T6A 3Z7 c/o Conference Coordinator or email: crmtaconference@crmtaab.com Ph: 780-679-5997

Total payment is enclosed in the amount of \$ _____

Visa/MasterCard # _____ Expiry Date ____/____ CVV _____

FOR OFFICE USE ONLY

Total \$ _____ Method of Payment _____ Booth # _____
Date Received _____ Receipt # _____ Entered by _____



RULES AND REGULATIONS

MANAGEMENT

1. The management reserves the right to reject or prohibit exhibits or exhibitors they consider objectionable or to relocate exhibits or exhibitors, when in their opinion such moves are necessary to maintain the character and / or good order of the Show.
2. The management reserves the right to make such changes, amendments and additions to the rules and regulations as shall be considered necessary to the proper conduct of the Show. Interpretation of the rules and regulations shall rest with the Management and their decision shall be final.
3. Approval of show management must be acquired prior to the distribution (for sale or promotion) of any food or beverage products.
4. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for the Management to permit Exhibitors to occupy the premises or if the Show be cancelled, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor, and the Management will be in no way responsible for any claims or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by the Management in the event of this Show not being held as proposed, and the Management shall be released from any and all claims for damages or otherwise.

EXHIBITOR

1. No cancellation of space will be permitted. Terms for payment are as stated in Contract.
2. All electric wiring over and above the one pre-paid 15amp service provided in the Contract shall be at the Exhibitor's expense.
3. It is agreed that the space shall not be sublet without written permission of the Management.
4. The Exhibitor will hold the Management harmless from any damage, expense or liability, arising from any injury or damage to said Exhibitor, his agents, servants or employees, or to the property of the said Exhibitor occurring in the said building or the approaches and entrances thereto.
5. If the Exhibitor fails to comply in any respect with the Contract and Rules and Regulations, all rights of the Exhibitor hereunder shall cease and terminate, and Management may thereupon rent said space.
6. The Exhibitor's property shall be placed on display and exhibited at their own risk and the management assumes no responsibility for damage thereto. The Exhibitor shall assume all responsibility for loss or damage to their property due to fire, theft, flood, lightning, earthquake, explosion, or any cause beyond the control of the Management.
7. All goods shipped to this Show must be clearly marked with the name of the Exhibitor and booth number. The Management assumes no responsibility for loss or damage to goods before, during or after the Show.
8. The Exhibitor is responsible for the placement and cost of insurance related to their participation in the Show.
9. The Exhibitor agrees that no display will be dismantled or goods removed during the entire Show but will remain intact until closing. The Exhibitor also agrees to remove their exhibit and equipment from the Show building by 7:00 p.m. the day of the show or in the event of failure to do so, the Exhibitor agrees to make alternate arrangements or pay for such additional costs as may be incurred. Exhibitors are responsible for security of their exhibits upon closure of show at 5:00 p.m.
10. Exhibitor is liable for any damage caused to building floors, wall, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns or floors or to standard booth equipment without written permission of the Management.
11. The Exhibitor agrees to observe all Union Contracts and Labour Relations Agreements in force. Agreements between Management and official contractors servicing this building or companies operating in the building in which the Show will take place and to observe the Labour Laws of the Jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with his display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body or which may be in violation of the regulation of the Canadian Fire Underwriters Association or any other similar body.
12. The Exhibitor shall undertake to maintain qualified personnel in their booth during the Show hours.

