



PRESENTED BY:



EXHIBITOR REGISTRATION AND INFORMATION

All 2013 Exhibitors are eligible for the [Early-Bird Registration until January 15, 2014](#).

Please contact Sarah at info@manitobabuildingexpo.com to book your booth(s) again. After January 15 exhibitor registration will open to the public so please register now – we expect the show to sell out quickly!

Exhibitors are entitled to **two complimentary** Manitoba Building Expo Exhibitor passes (which include lunch). Extra lunch tickets are available for purchase. Please complete the form below and fax to [\(204\) 777-0326](tel:204-777-0326) or email a scanned copy to info@manitobabuildingexpo.com.

Exhibitor Name: _____ Company: _____

Address: _____

City: _____ Province: _____ Postal: _____

Representative 1: _____ Representative 2: _____

Phone: _____ Email: _____

- 1) Electrical Service Needed (15 amp duplex - \$100.00): YES / NO
- 2) Will you be presenting a new product or technology for which you'll be doing a demonstration? YES / NO
- 3) How many booths would you like to purchase? _____

All exhibitor representatives MUST be registered in order to enter the tradeshow area. Please contact us for additional exhibitor badges.

CANCELLATION POLICY: Cancellations will be accepted until August 1, 2014. Cancellations received in writing prior to this date will be entitled to a full refund. Any cancellations received after August 1, 2014 will not be entitled to a refund and the exhibitor agrees that Manitoba Building Expo has the right to resell the space at no benefit to the exhibitor who has cancelled. Any space not paid for in full by August 15, 2014 will be released back to the available pool.

LOCATION OF BOOTH: All booths are 8' X 10'. View the floor plan and list your preferred location (subject to availability).

Premium Booth: \$1000.00 + GST Corner Booth: \$950.00 + GST Standard Booth: \$900.00 + GST

First Choice _____ Second Choice _____ Third Choice _____

CONFIRMATION & PAYMENT

- VISA MASTERCARD AMEX
- Cheque enclosed Invoice my company

All payment of fees must be submitted prior to the conference. Please make cheques payable to Manitoba Building Expo.

	/	
Card Number	Expiration Date	CVV Code
Address of Credit Card		
Card Holder's Name (please print)		Signature

It is understood that this agreement and the rental charge are for the rental of the exhibit space. The exhibitor agrees that Manitoba Building Expo and its employees, contractors and sub-contractors accept no responsibility for damage, theft or any loss to displays, materials or personal property. The exhibitor agrees to pay the rental fee prior to the show date.



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EXHIBITOR REGISTRATION AND INFORMATION

Two ways to register:

- 1) Complete and fax page one of this document to: (204) 777-0326
- 2) Complete the registration form. Print, scan and email back to info@manitobabuildingexpo.com
 - Exhibitors MUST begin their set-up on Tuesday, September 9, 2014 between 6:00 and 9:00 pm. There will be no exceptions allowed. Show hours are Wednesday, September 10, 2014 from 9:30 am – 5:00 pm.
 - Exhibitors must remove their booths and materials from the facility by 10:00 pm on Wednesday, September 10, 2014.

EXHIBIT RENTAL AGREEMENT: TERMS AND CONDITIONS

1. RENTAL

Agreement: Submission of a signed contract and payment of the rental fee in full will indicate agreement with the terms and conditions stated in this document.

(a) Booth Space Assignment

Booth space allocation will be assigned after registration has been completed and approved, and payment is received in full. The management reserves the right to assign space in such a way as to avoid duplication of service and/or product. Confirmation will be sent from Manitoba Building Expo when the Rental Agreement has been accepted. Should the payment have already been received in full, where booth space is no longer available, the total payment received will be promptly returned in full.

(b) Commissionable Sales

The Winnipeg Convention Centre has waived their right to a commission on all sales by exhibitors at the Marketplace. In lieu a \$ 65.00 flat fee must be paid if you intend to sell items at the marketplace. If you are displaying product or services but not selling on site you are not liable to pay the fee.

2. BOOTH DESIGN, DECORATION AND ASSIGNMENT

Basic Booth

Assigned display area is approximately 8' deep X 10' wide. One 6' draped and skirted table and 1 chair will be provided along with side and back draping. The exhibitor agrees to confine his/her presentation to the contracted space only. Booth signs will not be provided. All booths will be numbered for easy identification.

Note: Table top style exhibits will not be allowed. For further clarification please call (204) 777-2662.



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EXHIBIT RENTAL AGREEMENT: TERMS AND CONDITIONS

3. DISPLAY COMPANY

The Display Services supplier is Central Display Ltd. 7 – 850 Marion Street, Winnipeg, MB, Canada, R2J OK4 (204) 237-3367.

4. HANDLING AND SHIPMENTS

(a) International Shipments

The customs brokers for all U.S and International shipping will be provided through an associate of Central Display.

For international shipments please contact:

Bob Hobson, Service Plus International Inc.

1063 Sherwin Road, Winnipeg, MB R3H 0T8

Phone: (204) 633-4830, Fax: (204) 633-0054

Email: bob@serviceplusinternational.com

(b) Handling of Exhibit Materials

The WCC has limited storage and therefore advance shipments for exhibitions are to be arranged with Central Display. Shipments will NOT be accepted by WCC. Please note that shipped goods that are stored, delivered, or picked-up by Central Display must be prearranged and a fee will be charged to the owner of the shipped goods by Central Display Ltd. Exhibitors are responsible for the arrangements and related cost for off-site storage before, during and after the show. Upon receipt of full payment, exhibitors will be provided with all necessary contact information.

5. LIABILITY

(a) Insurance

Every reasonable precaution will be taken to prevent losses and protect the interest of Exhibits. Under no circumstances will the WCC, Manitoba Building Expo, BOMEX 2014 or Central Display Ltd., nor their employees and/or agents be held accountable or liable for such losses and or damages however caused and the same are released from accountability or liability for any damage, loss, harm, injury to person or any property of the Exhibitor, however caused, or any of its officers, agents, employees or representatives, nor for goods sent to the WCC, before or remaining after the exhibit, nor while in transit to or from the exhibit or during the exhibit.

(b) Liability for Damages

Pursuant to the agreement, Exhibitors shall be liable for any damages caused by same, or by their representatives, to building floors, walls, and columns, as well as to the property of other Exhibitors. Exhibitors shall refrain from using, or allowing the use of nails, screws, hoods, or other fixtures for fastening objects to building structures. Any damages caused by any Exhibitor, their agents or employees shall be repaired at the Exhibitor's expense.

(c) Fire Prevention

All decorations, displays, materials and signage must comply to the WCC fire prevention standards. Manitoba Building Expo, or any designated employee of the WCC, will have the authority to remove any item or materials that are considered to be fire hazards to the WCC.

(d) Other Exhibitors

Any activity by any Exhibitor must not be such as to cause inconvenience to other Exhibitors.



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6. MANAGEMENT

Manitoba Building Expo reserves the right at any time to change display times, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights, or sound, and to expel Exhibitors or their personnel if, in the opinion of Manitoba Building Expo their conduct or presentation is objectionable to other show participants.

7. MEALS AND REFRESHMENT BREAKS

Complimentary meals and refreshments will be provided by the Manitoba Building Expo for registered exhibit representatives (2 exhibitor lunch tickets will be provided per booth.) This lunch will be served in the centre of the tradeshow floor. Meals and refreshments will also be available for purchase on event day.

8. ARRIVAL PROCEDURES

All displays must be delivered to the 3rd Floor loading dock; you will enter from the ramp, which is located off Edmonton Street. The WCC will provide a Dock Master to direct and assist your move in. We do not accept any exhibitor shipments prior to show.

Should you require any assistance, set-up can be arranged, for a fee, from Central Display Ltd.

Please note that if an Exhibitor needs access to the loading dock at any other time during the duration of the conference, it must be arranged through the WCC. This arrangement may result in extra cost to the Exhibitor.

For any questions directly related to the conference please call (204) 777-2662 or email info@manitobabuildingexpo.com.



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SPONSORSHIP OPPORTUNITIES

GOLD SPONSOR \$3,000

- Dedicated signage at the event recognizing your company as a major sponsor
- Company name & logo on event handout material, signage, posters, pamphlets etc.
- Company name & logo on website with a link to your company website
- Logo recognition throughout the event
- VIP seating for two at luncheon
- Booth in the exhibitor area (Value \$850)
- Verbal recognition at the event
- Pre printed tickets will be provided for distribution
- Drink tickets at post-event afternoon reception

SILVER SPONSOR \$1,500

- Dedicated signage at the event recognizing your company as a sponsor
- Company name & logo on event handout material
- Company name & logo on website with a link to you company website
- Logo recognition throughout the event
- Booth in the exhibitor area (Value \$850)
- Verbal recognition at the event
- Pre printed tickets will be provided for distribution

BRONZE SPONSOR \$750

- Company name & logo on event handout material
- Company name & logo on website with a link to you company website
- Pre printed tickets will be provided for distribution

THREE EASY WAYS TO SPONSOR:

Option 1: Fax your completed sponsorship form to: (204) 777-0326

Option 2: Mail your completed sponsorship form to:
BOMA Manitoba, P.O. Box 3107, Winnipeg, MB R3C 4E6

Option 3: Email your completed sponsorship form. Print, scan and email back to info@bomamanitoba.ca.

FOR MORE INFORMATION:

Call (204) 777-2662 or email info@bomamanitoba.ca.

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Sponsor Information: (Please check desired sponsorship category above and fill out the following information.)

Contact Person: Title:

Company: Address:

City: Province: Postal:

Website: Phone:

Email:

- VISA MASTERCARD AMEX
- Cheque enclosed Invoice my company

All payment of fees must be submitted prior to the conference. Please make cheques payable to Manitoba Building Expo.

/

Card Number Expiration Date

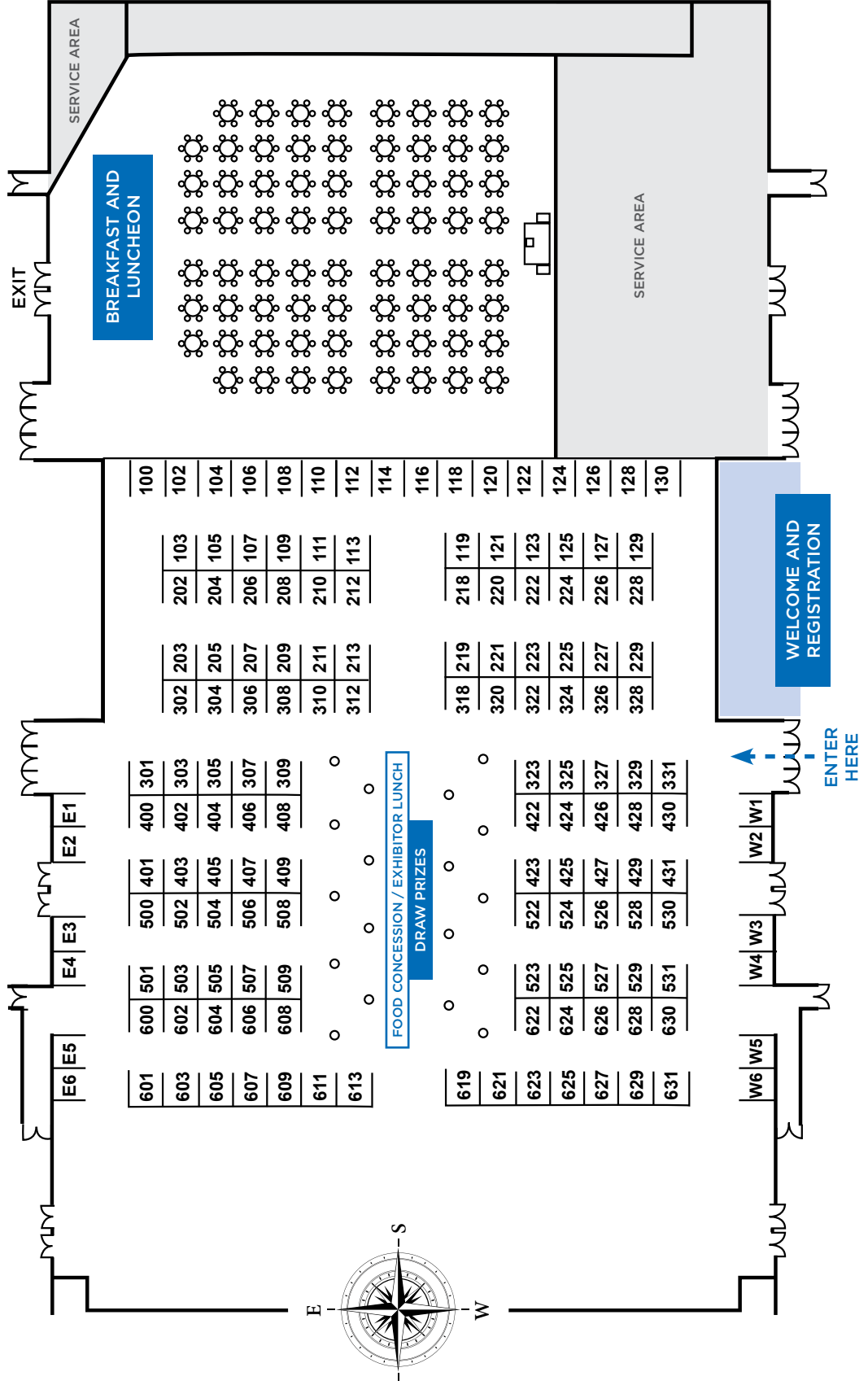
Card Holder's Name (please print)

Signature

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MANITOBA BUILDING EXPO



PLEASE NOTE: This is a tentative floor plan and is subject to change depending on the purchase of multiple booths.