

# ENGAGEMENT + IMPACT



## EXHIBITOR CONTRACT

Conference: Engagement + Impact  
Location: [LE WESTIN MONTRÉAL](#)  
270 St. Antoine Ouest  
Montreal, Quebec H2Y 0A3 - Canada  
Exhibitor Dates: Sunday, May 31 to Tuesday, June 2, 2015

Regular booth includes:

- 8' x 10' / 1.83m x 3.05m
- 8' back drape, 3' side drape / 2.44m back drape, 0.91m side drape
- One standard electrical outlet and one extension cord, if required
- One 6' x 24" black-skirted table
- Two chairs

Booth location will be determined by CPRS.

We, *[insert company name]* \_\_\_\_\_, agree to pay The Canadian Public Relations Society, Inc. (CPRS) the fee applicable to the space required and to abide by all rules and regulations adopted by CPRS (see reverse side of this contract).

If this contract is faxed or e-mailed to CPRS, we authorize CPRS to take any and all steps in reliance on our faxed contract as though it were an original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On acceptance by CPRS, a signed copy of this contract and an invoice will be sent to you for the full amount plus GST and QST.

### OFFICE USE ONLY

Space Cost:  
Total:  
Space Size:  
Accepted by:

Code No:  
Booth Number(s):  
Date:

## CONDITIONS OF CONTRACT

1. CPRS agrees to provide the Exhibitor with a standard draped booth and side railings plus one standard electrical outlet at no charge provided it is required and requested prior to the move-in of the Conference.
2. All other electrical wiring and outlets shall be at the Exhibitor's expense. All operating electrical equipment used in the exhibit must have C.S.A. or equivalent provincial power authority approval.
3. Space contracted by the Exhibitor may not be sublet without the prior written permission of CPRS.
4. The Exhibitor agrees to abide by all regulations and rules adopted by CPRS in the best interests of the Conference, and agrees that CPRS shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Conference.
5. Exhibitor will be liable for and will indemnify and hold harmless CPRS from any loss or damages whatsoever suffered by CPRS 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, other Exhibitors, CPRS, the owner of the building and their respective agents, servants and employees and members of the public attending the Conference, 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.
6. This contract may be cancelled by either party provided written notice is received by the other at least one year prior to the first day of the Conference, in which case all monies paid by the Exhibitor will be refunded. If the Exhibitor cancels after this date but prior to six (6) months of the Conference he/she shall be liable for 50% of the contracted space costs. If the Exhibitor cancels within six (6) months but prior to ninety (90) days of the Conference he/she shall be liable for 75% of the total contracted space costs. If the Exhibitor cancels within ninety (90) days prior to the Conference he/she will be liable for 100% of the total contracted space costs.  
  
By cancelling this contract the Exhibitor forfeits all rights or claims to the allocated space and CPRS is free to rent to others and collect the cancellation charge as liquidation damages.
7. CPRS reserves the right to alter or change the space assigned to the Exhibitor.
8. CPRS 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 Exhibitors or their personnel if, in CPRS' opinion, their conduct or presentation is objectionable to other Conference participants.
9. Exhibitor agrees to confine his/her presentation within the contracted space only, and within the maximum height set by the Conference rules and regulations and to maintain a staff in his/her booth space during Conference hours.
10. All goods shipped to the Conference must be clearly marked with the name of the Exhibitor and the number of his/her space. Goods must not be shipped to the Conference with shipping charges to be paid on arrival, as these will not be accepted by CPRS. CPRS assumes no responsibility for loss or damage to goods before, during the period of the Conference, nor after its closing.
11. The Exhibitor is responsible for the placement and cost of insurance related to his/her participation in the Conference.
12. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Conference and must remain intact until the closing hour of the last day of the Conference. The Exhibitor also agrees to remove his/her exhibit, equipment and appurtenances from the Conference building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as they may be incurred.
13. CPRS reserves the right at its sole discretion to change the date or dates upon which the Conference is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, CPRS shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of CPRS whether similar 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 CPRS. A refund of all monies paid by the Exhibitor to CPRS will be made by CPRS in the event that the Conference is not held as proposed by CPRS.
14. CPRS 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 Conference rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him/her and any further occupancy of such space.
15. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between CPRS, official contractors serving companies and the building in which the Conference will take place and according to the labour laws of the jurisdiction in which the building is located.

# EXHIBITOR CONTRACT

Company Name:		
Address:		
City:	Prov/State:	Postal/Zip Code:
Contact Name:		
Title:		
Telephone:	Fax No.:	
Email address:		
Website:		

Item	Price	Number	Total
<b>Booth Package #1</b> which includes: <ul style="list-style-type: none"> <li>1 - 8' x 10' booth (value \$2,500)</li> <li>2 Full Conference registrations (value \$2,055)</li> <li>Enhanced conference website listing (value \$500)</li> <li>Banner ad (value \$450)</li> <li>1 pre-conference eblast (value \$150)</li> <li>1 ad in conference program (value \$500)</li> <li>Pre-registered attendee list (as at May 1, 2015) (\$250)</li> </ul> <b>Total Value: \$6,405</b>	\$4,895		
<b>Booth Package #2</b> which includes: <ul style="list-style-type: none"> <li>1 - 8' x 10' booth</li> </ul>	\$2,500		
<b>With Booth Package #2</b> , you may purchase one (1) full-conference registration at the exhibitor rate	\$735		
<b>Additional options:</b> Pre-show e-marketing (two eblasts) Pre-registered attendee list (as at May 1, 2015)	\$300 \$250		
<b>Standard electrical outlet &amp; one extension cord</b> (included with booth; please indicate if required)	No charge		

GST (#108075607)  
QST (#1021032499TQ0001)

<b>Subtotal</b>	
<b>5% GST</b>	
<b>9.975% QST</b>	
<b>TOTAL</b>	