



# 2019 Application For Exhibit Space

## Exhibitor Information

*\*Please note – this is how you will appear in all media\**

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Exhibiting the following products/services:

\_\_\_\_\_

What equipment and products are you bringing to set up your display" (i.e...building materials, etc) :

\_\_\_\_\_

Please check one:      Returning Exhibitor

New Exhibitor

Category for our booth is: \_\_\_\_\_

*(see page 3 for categories)*

## Rate Information – Booth Space

- 10'x10' Booth Space

**Early Bird Registration Deadline: December 15<sup>th</sup>, 2018**

Early Bird Rates:

- Corporate, Education, Government Rate: \$ 575 / after December 15<sup>th</sup> : \$ 650
- Not-for-profit\* Rate: \$ 450 / after December 15<sup>th</sup>: \$ 525

Number of Booths Required:	<input type="text"/>	Booth (s) Amount:	<input type="text" value="\$"/>
Cost per Booth:	<input type="text" value="\$"/>	GST ( 5% )	<input type="text" value="\$"/>
		TOTAL AMOUNT:	<input type="text" value="\$"/>

\*Not for Profit Registration Number: # \_\_\_\_\_

\*\*Electrical & Internet are not included. Please order through  
RBC Convention Centre Winnipeg [www.wcc.mb.ca/planners/order-forms/](http://www.wcc.mb.ca/planners/order-forms/)

**Please make cheque payable to : Rotary Career Symposium**

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**Applications can be scanned and emailed to: [info@rotarycareersymposium.ca](mailto:info@rotarycareersymposium.ca)**

**Or by mail at: Rotary Career Symposium  
P.O. Box 34115  
Fort Richmond  
Winnipeg, MB R3T 5T5**

## Exhibitor Terms & Conditions

# ROTARY CAREERS SYMPOSIUM

March 11<sup>th</sup> – 13<sup>th</sup>, 2019 • RBC Convention Centre Winnipeg

1. Choose from the following categories for booth placement:

- Arts and Culture
- Business and Finance
- Education, Training, Social Services, Post-secondary
- Employment Services and Training
- Engineering and Architecture
- Government, Public Administration
- Health, Sciences
- Human Services
- Law, Public Safety, Corrections, Security
- Science, Technology, Mathematics
- Service Industry
- Skills, Trades, Manufacturing and Transportation

2. Booth details:

- A single booth space measures 10'x10' (multiples can be rented)
  - All booths will be draped (3 ft sides and 8 ft backdrop)
  - Rental fees will include one 8-foot decorated table and two folding chairs
  - Any additional furniture must be ordered and paid for from Central Display by the exhibitor [www.centraldisplay.ca](http://www.centraldisplay.ca)
  - Any internet or other communication device connections, as well as installation of banners and electrical services must be ordered by the exhibitor, from the RBC Convention Centre Winnipeg – [www.wcc.mb.ca/planners/order-forms/](http://www.wcc.mb.ca/planners/order-forms/)
3. Rental fee is for the single registered exhibitor, and may not be transferred or sublet without written permission of Management.
  4. Booth locations will be designated by the Show Manager. Adjustments may be made by Show management to provide maximum utilization of hall space.
  5. Exhibitors are required to abide by all rules and regulations, as established by the show management and by the Rotary Career Symposium (herein called "Management").
  6. Management reserves the right to reject or prohibit exhibits and/or exhibitors, whom Management considers, does not meet the goals of the Rotary Career Symposium.
  7. Management reserves the right to relocate exhibitors when, in Management's opinion, such moves are necessary to maintain the quality, traffic flow, character and good order of the show. Exhibitors

# ROTARY CAREERS SYMPOSIUM

March 11<sup>th</sup> – 13<sup>th</sup>, 2019 • RBC Convention Centre Winnipeg

- agree to abide by all rules adopted by Management. Management shall have the final decision in adopting any rules and regulations deemed necessary prior to, during, and after the show.
8. Exhibits must be wholly contained within the allotted exhibit space. Sales activities, demonstrations, and distribution of any printed material, souvenirs, or any other materials shall be confined to the exhibitor's allotted space.
  9. In the event an exhibitor fails to make all payments by the appointed time herein, all rights of the exhibitor shall cease and terminate. Any and all payments on account hereof, prior to the said time, may be retained by Management's liquidated damages and not as penalty. Management has the right to rent said space to another exhibitor.
  10. Exhibitors are not permitted to supply or sell food and/or beverages within the exhibit space.
  11. The exhibitor shall not conduct his/her person or operate equipment at a level of sound that is determined at the sole discretion of Management, to be detrimental to the welfare of the show and/or other exhibitors.
  12. The exhibitor agrees that no display may be dismantled or started to be dismantled, or any goods removed, during the entire show schedule, and must remain intact until close at 3:00 pm of the last day of the Symposium.
  13. The exhibitor agrees to comply with all applicable privacy laws, including the Personal Information and Electronic Documents Act (Canada, "Privacy Laws") and in particular, with respect to any personal information about an identifiable individual, collected, used or disclosed, during or in connection with the show.
  14. Reasonable security will be provided at all times on the show premises, primarily to assure public safety. Exhibitor's property will be placed on display at its own risk; Management assumes no liability for loss or damage thereto. The exhibitor will assume all responsibility for loss or damage to his property due to theft, fire, flood, or any other cause beyond the control of Management.
  15. The Exhibitor agrees to indemnify and save Management and/or any of its agents, partners, employees or sponsors, harmless from any damage, liability, claim, cost or expense (including legal fees), whatsoever arising from any injury or damage to said exhibitor, their agents, employees or invitee, or to other exhibitors, their agents or employees of any applicable Privacy Laws. Exhibitors shall be liable for any damages to the building, furniture, or fixtures contained therein, or approaches and entrances therein, or approaches and entrances thereto, by virtue of the terms of this agreement. This extends to any materials used for Management's demonstration and sales activities.
  16. Exhibitors shall provide to Management, a Certificate of Insurance issued by their insurance agent/broker. This Certificate must certify the Exhibitor has General Liability Insurance that is effective between the Ingress and Egress dates and time in the amount of no less than \$1,000,00. Exhibitors who have not supplied this Certificate by Ingress day will not be allowed to move in.
  17. In the event the building should be destroyed by fire or the elements, or if any other circumstances whatsoever should occur which might make it impossible for Management to permit exhibitors to

# ROTARY CAREERS SYMPOSIUM

March 11<sup>th</sup> – 13<sup>th</sup>, 2019 • RBC Convention Centre Winnipeg

occupy the premises, or if the show is cancelled, the exhibitor shall pay for space only for the period the space was or could have been, occupied. Management will in no way be responsible for any claims or damage that might arise in consequence thereof.

18. Exhibits must comply with fire regulations and all display materials must be fireproof.
- 19. You can not provide any 'giveaways' that can be harmful to students, or can cause damage the facility**
20. The sale of articles is prohibited, unless articles bear the label of a recognized testing laboratory; such as C.S.A,C.G.A., OR U.L. of C., or has been locally approved by the Minister having jurisdiction. Exhibitors must abide by all copyright and trademark laws as they apply. In Manitoba, contact the Department of Labour or the Canadian Standards Association.
21. Management reserves the right to appoint all show services and will make all information available to exhibitors. Any items such as carpet, furniture, etc, will be rented from display contractors as provided by Management and the Winnipeg Convention Centre. Such items are NOT covered by this contract.
22. This contract may only be cancelled by either party, provided notice in writing is received by the other, at least ninety (90) days prior to ingress day of the show. If the exhibitor cancels after this date, they are liable for full payment of their rental space.

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*Application for the above space is hereby submitted in accordance with the terms and conditions on the following page. Rental is for the applicant only and may not be transferred or sublet to another party. It is agreed the above registered applicant will submit proof of insurance two weeks prior to the event. Location and space availability are totally the prerogative of Show Management. Upon confirmation of space assignment and acceptance of this application by the Rotary Career Symposium, the undersigned agrees to be bound by the terms and conditions herein.*

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Exhibitor Authorized Signature, Title

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Date

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Show Management Authorization

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Date

ROTARY CAREERS SYMPOSIUM  
 March 11<sup>th</sup> – 13<sup>th</sup>, 2019 • RBC Convention Centre Winnipeg



## 2019 Exhibitor Registration Checklist

	Early Bird Deadline	Final Deadline
<b>Not-for-Profit                      Booth Registrations &amp; Rates                      (10 x 10)</b>	<b>\$ 450  <i>December 15, 2018</i></b>	<b>\$ 525  <i>March 1, 2019</i></b>
<b>Booth Registrations &amp; Rates                      (10 x 10)</b>	<b>\$ 575  <i>December 15, 2018</i></b>	<b>\$ 650  <i>March 1, 2019</i></b>
<b>Insurance Certificate</b>	<i>*this is required BEFORE you                      will be able to Ingress</i>	<b><i>March 1, 2019</i></b>
<b>Electrical &amp; Internet</b> *through the RBC Convention Centre Winnipeg <a href="http://www.wcc.mb.ca/planners/order-forms/">www.wcc.mb.ca/planners/order-forms/</a>	<b><i>February 15, 2019</i></b>	<b><i>On-Site</i></b>
<b>Ceiling Signage</b> *through the RBC Convention Centre Winnipeg <a href="http://www.wcc.mb.ca/planners/order-forms/">www.wcc.mb.ca/planners/order-forms/</a>	<b><i>Not applicable</i></b>	<b><i>February 15, 2019</i></b> <i>*signage must be on-site by March 7, 2019</i>
<b>Central Display</b> <a href="http://www.centraldisplay.ca">www.centraldisplay.ca</a>	<b><i>February 15, 2019</i></b>	<b><i>On-site</i></b>

# Thank you for participating in the 2019 Rotary Career Symposium

## Questions?

Please do not hesitate to contact us at

e. [info@rotarycareersymposium.ca](mailto:info@rotarycareersymposium.ca)

t. 204.771.2249