

Better Buildings

2010

Green & Thriving

April 13 & 14

Exhibitor Registration and Information

Exhibitors are entitled to one complimentary Better Buildings 2010 Conference pass. We ask that these individuals register as an exhibitor by filling out page one of this form and then mailing or faxing it in. Alternatively, you may fill out this form, scan it and then email the file to info@betterbuildings.org.

Exhibitor Name:	<input type="text"/>		
Company:	<input type="text"/>	Address:	<input type="text"/>
City:	<input type="text"/>	Province:	<input type="text"/>
Name of Representative 1:	<input type="text"/>	Postal:	<input type="text"/>
	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		

All exhibitors MUST be registered in order to enter the tradeshow area. If you are planning to have more than two individuals staff your exhibit they will be required to register and pay the appropriate conference fees.

CANCELLATION POLICY: Cancellations will be accepted until March 19, 2010. Cancellations received in writing prior to this date will be entitled to a full refund. Any cancellations received after March 19 will not be entitled to a refund and the exhibitor agrees that Better Buildings 2010 has the right to resell the space at no benefit to the exhibitor who has cancelled. Any space not paid for in full by March 19 will be released back to the available pool.

Location of Booth: Please view the floor plan and then list your three preferences below. Exhibit Booth cost \$850.00

_____ First Choice _____ Second Choice _____ Third Choice

Confirmation & Payment

- VISA MasterCard
- Cheque enclosed (Payable to Better Buildings Conference)
- Invoice my company

All payment of fees must be submitted prior to the conference.
Please make cheques payable to Better Buildings Conference.

<input type="text"/>	<input type="text"/>
Card Number	Expiration Date
<input type="text"/>	
Card Holder's Name (please print)	
<input type="text"/>	
Signature	

It is understood that this agreement and the rental charge are for the rental of the exhibit space. The exhibitor agrees that Better Buildings 2010 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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Three ways to register:

- 1) Complete and fax page one of this document to: (204) 777-0326
- 2) Complete and mail page one of this document to:

Better Buildings Conference
P.O. Box 75 STN Main
Winnipeg, Manitoba R3C 2G1

- 3) Complete and email the registration form.

Print, scan and email back to info@betterbuildings.org

- Exhibitors are asked to list their first, second and third choice for location within the exhibitor area on page one of this document. These spaces will be allocated on a first come first serve basis.
- Exhibitors MUST begin their set-up on Monday April 12, 2010 between 6:00 and 8:00 pm. Set up must be completed by 8:00 pm. There will be no exceptions allowed. Show hours are on April 13 from 11:30 am – 6:00 pm and April 14 from 8:30 am – 4:30 pm.
- Exhibitors must remove their booths and materials from the facility by 6:00 pm on Wednesday, April 15, 2010.

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 Better Buildings 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 feet X 10 feet. 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.



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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, Better Buildings 2010 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. Better Buildings 2010, 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

Better Buildings 2010 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 Better Buildings 2010 their conduct or presentation is objectionable to other show participants.

7. Meals and Refreshment Breaks

Meals and/or refreshment breaks are not provided by Better Buildings 2010.

8. Arrival Procedures

Upon arrival, please proceed immediately to the registration area that will be clearly marked on the main floor (South East Concourse) at the WCC. When you register, you will be provided with the most up-to-date information with regard to set-up. All displays must be delivered to the loading dock, north end entrance at the WCC during the designated times below. The WCC will provide a Dock Master to direct and assist your move in.

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.

Volunteers will be available to provide directions at the loading bay, but may not be able to provide lifting assistance. Please ensure arrangements are made for any heavy lifting required.

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

