

EXHIBITION INFORMATION

We are pleased to welcome your organization/company as a participant in the GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show. Please read this document for important information.

1. OFFICIAL FUNCTION TITLE: GAC-MAC · AGC-AMC Winnipeg 2013

2. DATES OF CONVENTION: May 22 -24, 2013

3. PLACE OF CONVENTION: Winnipeg Convention Centre
375 York Avenue Winnipeg, Manitoba, Canada R3C 3J3

4. HOURS OF EXHIBITING:

Set up	Tuesday, May 21	1.00 PM – 6.00 PM
Icebreaker reception	Tuesday, May 21	7.00 PM – 10.00 PM
Exhibition hours	Wednesday, May 22	10:00 AM – 6:00 PM
	Thursday, May 23	10:00 AM – 6:00 PM
	Friday, May 24	10.00 AM – 4.00 PM
Exhibit take-down	Friday, May 24	4.00 PM – 6.00 PM

5. BOOTH RENTAL PRICING: Commercial/Government: \$1008; University/College: \$728; Arts/Crafts: \$392 (GST and PST included).

6. SPACE AVAILABILITY

Booth space will be ready for exhibitors to arrange displays on Tuesday, May 21, 2013 1:00 PM – 6:00 PM. Neither exhibitors nor merchandise may enter prior to this time.

7. SHIPPING, RECEIVING, UNLOADING, MOVING AND HANDLING OF EXHIBITOR'S MATERIAL AT SHOW SITE

The conference and trade show on site service provider is Central Display Ltd. (e-mail: info@centraldisplay.ca; www.centraldisplay.ca/contact.aspx; Tel: 204-237-3367; Fax: 204-2351063).

Each exhibitor booth is supplied with:

10' × 8' Flame Resistant Draped Booth

8' high Back wall

3' high side arms

1 – 6' Decorated Table

2 – Folding chairs

1 – Waste basket

1 – Electrical outlet

Additional presentation services/equipment (digital services, computer equipment, projector rentals, etc.) are available from AVW- TELAV (Winnipeg Convention Centre – Tel: 204-775-6198; web site: www.avwtelav.com) or any other audio visual provider you choose. Hardwire internet connections are available upon request from the Winnipeg Convention Centre (contact WCC Event Coordinator Suzanne Lahr - e-mail: suzannel@wcc.mb.ca). WiFi will be available throughout the building during the convention.

Trade Show participants who require freight handling and storage services can request them from Central Display Ltd. by completing the Material Handling Form (available on request from Central Display or Bill Buhay) and emailing it to Central Display (info@centraldisplay.ca).

8. WINNIPEG CONVENTION CENTRE PARKING

The Winnipeg Convention Centre has two levels of climate controlled underground parking to accommodate up to 560 vehicles.

The entrance to the parkade is from Carlton Street (East side), with the exit of the lower parking level onto Edmonton Street (West side). The exit for the upper parking level is via Edmonton Street (daytime hours to 3 p.m.) or via Carlton Street (map: <http://www.wcc.mb.ca/pdf/dntnmap.pdf>).

Both parkade levels are monitored by Security Officers and Cameras 24 hours a day, however, users are reminded that articles of value should not be left/stored in any vehicle as the Centre is not responsible for any loss or theft.

Both parkade levels are accessible via the Centre's passenger elevators located at the corners of the parkade, as well as stairwells. Designated disabled parking stalls are located immediately adjacent to each passenger elevator. All elevators are marked with colour-coded icons for ease of use and building pillars are numbered.

Parking Fees

Event Rates	\$2.00
Under half hour	\$4.00
Under 1 hour	\$6.00
Under 2 hours	\$9.00
Under 3 hours	\$12.00
Under 4 hours	\$15.00

4-12 hours	\$18.00
12-24 hours	\$7.00
Evening	\$7.00

The parkade accepts cash & credit cards for the payment of parking fees (no interact).

Vehicle Access

The parkade accommodates standard passenger vehicles (cars, half-ton trucks and vans), however, oversized sports utility vehicles and other vehicles may exceed the parkade height restriction. A measure bar for vehicle height is located at the entry door.

Display Materials & Freight Items

The upper parkade level is serviced by two freight elevators, which must be utilized (through advance arrangements via the Centre's receiver/security office) to move any display units or other goods from the parkade level to the Centre's function rooms. Displays/goods & materials are NOT ALLOWED to be transported via the passenger elevators. The primary loading dock to be utilized is located at the north west corner of the ground level. (At the Edmonton Street & St. Mary Avenue corner)

9. DISPLAY BOOTHS

As indicated on the Conference Floor plan, all exhibit spaces measure approximately 3 m (10 feet) long and 2.5 m (8 feet) deep and are equipped with pipe and drape, table with cloth, two chairs, waste basket and electrical outlet. Displays and exhibits shall not be placed in such a manner as to interfere with other exhibits.

10. USE OF EXHIBIT SPACE

All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to him without the knowledge and consent of the Exhibits Coordinator. Aisles must be kept clear and exhibits shall be arranged so that sales personnel will remain inside the space rented.

11. NOISY OR OBNOXIOUS EQUIPMENT

If the operation of any equipment or apparatus produces noise of sufficient volume or odours found to be annoying to the neighboring exhibitors or guests, it will be necessary to discontinue such operation.

Radio, television, motion pictures or other sound and visual aids will be operated in such a manner and placed so as not to provide inconvenience to other exhibitors. Sounds must be at a level to reach no further than the immediate vicinity of the Exhibitor's area.

The Exhibits Coordinator reserves the right to prohibit use of any equipment contravening these regulations.

12. CONCESSIONS

Any and all concessions in the building including (but not limited to) checkroom, food, alcoholic beverages and refreshment privileges are specifically reserved, and the Exhibitor agrees that none of the aforementioned items shall be sold or offered by the Exhibitor on, from or about the leased space, without the prior written permission of GAC-MAC · AGC-AMC Winnipeg 2013 Exhibits Coordinator and the Winnipeg Convention Centre.

13. LIABILITY

GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and/or the Winnipeg Convention Centre and/or their personnel will NOT be responsible for loss, theft and/or damage or injury to exhibits, merchandise or personnel or other properties while such are on the property. The Exhibitor shall accept full responsibility for any and all damage caused by the Exhibitor or its representatives and agrees to indemnify and save harmless GAC-MAC · AGC-AMC and/or the Winnipeg Convention Centre and/or their personnel from and against any such loss, theft, damage or injury, no matter how caused.

14. PROTECTION OF EXHIBITORS PROPERTY

GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and/or the Winnipeg Convention Centre will NOT be responsible for the safety of exhibits and/or merchandise or personnel against theft, damage by fire, accident or any other cause. In all cases, Exhibitors should provide their own insurance. Please note that the exhibit rooms will be locked between 11pm and 6am each day (the Winnipeg Convention Centre does provide 24-hour building – not exhibits walk through - security).

15. ENQUIRIES

Any notice or enquiries should be addressed to the Exhibits Coordinator at the applicable address specified herein:

Bill Buhay
E-Mail: bill.buhay@gmail.com
Phone 204-786-9226; Fax 204-774-4134
Mailing Address:
Department of Geography
University of Winnipeg
Canada R3B2E9

16. SURRENDER OF SPACE

The exhibitor shall on termination of the Term of Agreement surrender the premises to GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show, and the Winnipeg Convention Centre, in the same state and condition as at the commencement of the period, and clean and free of signs, displays and other debris, merchandise and equipment.

In the event that the space is not vacated by the Exhibitor at the end of the period, GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and/or the Winnipeg Convention Centre has the right to remove from the space, at the expense of the Exhibitor, all merchandise, goods and property of any kind which may be then in the space, and GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and/or the Winnipeg Convention Centre shall not be liable for any damage or loss to such merchandise, goods or property which may be sustained by reason of such removal or by storage after such removal; and the Exhibitor expressly releases GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre from any and all claims for such damages in that respect.

It is understood and agreed that on account of the shortness of the term of the Agreement, the time for surrender of the space at the expiration of the Agreement (no later than 6pm on Friday May 24, 2013) is of the essence of the Agreement. In the event that the Exhibitor fails to surrender the space as herein provided, the Exhibitor shall pay GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre, for all the damages which GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and/or the Winnipeg Convention Centre may have to pay, or may have sustained.

17. COMPLIANCE WITH LAWS AND INDEMNIFICATION

The Exhibitor will not do or permit anything to be done in, upon or about the space of the building, or bring or keep anything therein which will in any way conflict with the regulations of the Fire, Police or Health Departments or with the rules, regulations, by-laws or ordinances of any governmental authority having jurisdiction over the premises or the business conducted therein, all of which the Exhibitor undertakes to abide by and conform to.

The Exhibitor covenants and agrees that it will indemnify and hold harmless GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre against any penalty imposed for, or damage arising out of, the violation of any laws or ordinances by the Exhibitor, its agents, employees, visitors, guests or licensees; and that it will protect, indemnify and hold harmless GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre against any and all damage or expenses arising out of any accident or occurrence on or about the Premises causing injury or death of any person or damage to property, and against any and all damage or expenses arising out of any failure of the Exhibitor.

18. INSURANCE

The Exhibitor shall not do, or permit anything done, in or about the leased space or bring into, or keep upon the leased space, anything which will in any way affect the fire risk or increase the

rate of fire or other insurance on the building, or which will in any way invalidate or conflict with fire insurance policies covering the building. Should the rate of any type of insurance on the Building be increased by reason of any violation of the Agreement by the Exhibitor, GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre, in addition to all other remedies, may pay the amount of such increase, and the amount to be paid shall become payable by the Exhibitor as additional rent on demand. GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show and the Winnipeg Convention Centre will not assume toward the Exhibitor any responsibility for the safety of exhibits against theft, fire, damage, accidents or for any cause whatsoever.

In all cases, the Exhibitor must insure its own exhibits and merchandise.

19. WAIVER

No consent to any variation of any term or condition of this Agreement shall be valid unless in writing and identified with the agreement.

20. NOTICES

Any notice by either party to the other shall be in writing and shall be given and shall be deemed to be duly given if either delivered personally or sent by registered mail addressed to GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show or to the Exhibitor at the address given in the Agreement.

It is understood and agreed to by the Exhibitor that each and all of these Rules and Regulations shall become part of this Contract and/or Agreement between the Association and/or show management and the Exhibitor. The Exhibitor agrees to accept and legally abide by each and all of these Rules and Regulations.

21. ON-SITE SUPERVISION

The Trade Show Coordinator is charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Any exceptions to, or deviation from, these Rules may be made only on his authority.

GAC-MAC · AGC-AMC Winnipeg 2013 Conference and Trade Show
per:

Bill Buhay