

# 8th Annual CFGA Conference

November 14-16, 2017, Delta Guelph Hotel & Conference Centre Guelph, ON

*Next Generation Forage  
Cropping Systems:  
Profit Above, Wealth Below*

## Call for Exhibitors

Does your business provide products or services to forage producers and grassland managers?

Are you a conservation or land stewardship organization concerned with the continued loss of our nation's grasslands?

If so, you should consider having an exhibit space at this year's conference. Exhibit spaces are limited in number and will be assigned on a first-come, first-served basis. Be sure to reserve your space early.

### Exhibit Space

Each exhibit space includes:

- One six-foot draped table and two chairs
- Your company's name and logo included in the Conference Program

### Booking Exhibit Space

To book your exhibit space, complete the booth space reservation form on page 2, scan it and submit it by email to the **Conference Coordinator**: [conference@canadianfga.ca](mailto:conference@canadianfga.ca)

Exhibit spaces are limited in number and will be assigned on a first-come, first-served basis. Be sure to reserve your space early to avoid disappointment.

### Exhibitor Option 1: \$750 plus GST

This option is for exhibit space only, and does not include participation by exhibit attendants in conference sessions, breaks, lunches or the CFGA Leadership Awards Luncheon. Tickets for the banquet can be purchased separately.

### Exhibitor Option 2: \$1,150 plus GST

This option includes exhibit space and full conference registration for one exhibit attendant, which includes participation in all sessions, breaks, lunches and the CFGA Leadership Awards Luncheon. Additional banquet tickets can be purchased separately.

### Additional Exhibit Attendants

Additional exhibit attendants who wish to participate in the full conference must register at the applicable rate and details are on the conference website.

### Exhibit Set-up and Tear-down

Exhibitors may set up their exhibits commencing at 12:00 noon on Tuesday, November 14 and all exhibits are to be set up by 5:00 pm, as the Welcome Reception commences at 5:30 pm that evening.

Exhibits tear-down commences at 3:30 pm on Thursday, November 16 and all exhibit materials must be removed from the hotel premises by 6:00 pm on November 16, 2016.

### Exhibit Hours

#### Tuesday, November 14:

5:30 pm – 7:00 pm (*Welcome Reception*)

#### Wednesday, November 15:

8:30 am – 7:00 pm (*Pre-Banquet Reception from 5:15 pm – 7:00 pm*)

#### Thursday, November 16:

8:30 am – 3:30 pm

Please note that most conference participants will be attending conference sessions and will visit exhibits during the welcome reception, morning and afternoon breaks and during the pre-banquet reception. Exhibitors may want to register to participate in the full conference and also attend sessions.

### Exhibit Space Payments

After submission of your exhibit space application form you will be provided with details of how payments can be made.

### Your Organization's Logo

Please provide your organization's logo as follows:

1. A low-resolution .jpg version for electronic application.
2. A high-resolution vector illustration version (e.g. Adobe Illustrator or equivalent) saved to .eps format, for print production.

### Cancellation and Refund Policy

Refunds of payments made for Exhibit Spaces will only be granted if written notification of cancellation is submitted to the Conference Coordinator before October 20, 2017. Refunds, less a processing fee of \$50.00 plus GST, will be issued after the Conference. No refunds will be provided for cancellations received after October 20, 2017.

To reserve your exhibit space at the 8th Annual CFGA Conference, please complete this form, scan it and submit by email to the **Conference Coordinator**: [conference@canadianfga.ca](mailto:conference@canadianfga.ca)

# EXHIBIT SPACE APPLICATION FORM

Please indicate your selection:

**Exhibitor Option 1: \$750 plus HST** (does not include conference registration)

**Exhibitor Option 2: \$1,150 plus HST** (includes one full conference registration)

Company Name:

Company Address:

City:

Province:

Postal Code:

Contact Person:

Contact Business Title:

Contact E-mail:

Contact Tel:

Signature:

Date:

## ***Limitation of Liability***

All property of the company exhibiting (Exhibitor) is understood to remain in the care, custody and control of the Exhibitor's designated representative, while in transit to or from the primary location, and while within the confines of the Exhibit area. Exhibitors are advised to consult with their insurance company regarding coverage of their exhibit materials and other equipment against loss or damage, and public liability insurance against injury to individuals and the property of others.

Each Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Delta Guelph Hotel and Conference Centre (the Hotel), its owners or managers, which result from any act or omission of the Exhibitor. The Exhibitor agrees to defend, indemnify and hold harmless, the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from the Exhibitor's use of the property.

The Exhibitor agrees to strictly adhere to, and comply with, the applicable terms and conditions in this agreement regarding the Exhibit premises; and further the Exhibitor shall at all times protect, indemnify, save, and hold forever harmless the Canadian Forage and Grassland Association, its members and administrators, its directors, contractors and employees, from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor, as well as from any and all loss, cost, damage liability, or expense arising from any accident or other occurrence.

## ***Building Signage Posting Rules***

No advertising or promotional materials or signs can be posted, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the Fairmont Winnipeg Hotel or furniture. Distribution of promotional stickers or labels is strictly prohibited.

## ***Fire Regulations***

The Delta Guelph Hotel and Conference Centre enforces strict fire safety regulations. No materials are permitted to block or impede any exit within the Hotel. The display of flammable fluids or substances is strictly prohibited. If any materials are found to be in contravention of this regulation, they will be removed.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

I have read and understand the Terms and Conditions as indicated above and accept to comply with them.

\_\_\_\_\_  
Signature of Authorized Company Representative

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Business Title: