

* Discounted Pricing:

The 2016 Exhibitor Rate, Special 2016 Rate and Early Bird pricing applies to those applications received and paid in full by the deadline date. Applications that do not comply with this requirement will not receive the discounted pricing.

Four or More

Organizations registering four or more booths will receive a 10% discount. Multiple registrations and payments must be submitted together in order to receive the discount.

Booth Layout:

CSAE will make every effort to meet booth placement requests, however not all requests can be fulfilled. CSAE reserves the right to place booths where they will best meet the needs of all exhibitors and the physical layout of the exhibit hall.

Please select one:

- Inline Corner Peninsula* Island

* all peninsulas will be placed around the show hall perimeter only. No "end of the aisle" peninsulas will be accommodated.

Type of business:

Neighbour requests and details on the booth layout:

Cancellation Policy:

Cancellations are accepted in writing to geeta@csae.com until September 15, 2017. A cancellation fee of \$300 will be charged for each cancelled registration. No refunds will be issued after September 15, 2017.

Legality:

CSAE will take photographs and video at the CSAE 2017 Showcase and utilize them in CSAE news or promotional material whether in print, electronic, or other media, including the CSAE website and social channels. By participating in the CSAE 2017 Showcase you grant CSAE the right to photograph, record (on digital, video, film, tape, or otherwise) and distribute you and use your name for such purposes, and to edit same at the CSAE's discretion.

The undersigned is fully authorized to commit the Exhibitor to the following: if this application is accepted, the Exhibitor agrees to be bound by all terms and conditions of this contract and those set forth in the 2017 Exhibitor Manual.

Corporate Sponsors:

Level 1:



Level 2:



Terms and conditions

CSAE 2017 Showcase - October 26, 2017, 10 AM - 2 PM - Mile One Centre

By registering for the CSAE 2017 Showcase the Exhibitor agrees with the following Terms and Conditions.

Acceptance of the Contract by CSAE creates a legally binding document between CSAE and the Exhibitor.

1. In these Terms and Conditions, the following words shall have the following meaning:

a. The term **'Exhibitor'** means any Company, Organization, Partnership, Firm or individual to whom space has been allocated for the purpose of exhibiting and who is responsible for appointing an employees, servants or agents to coordinate the Exhibitor's participation (Booth contact). An 'Exhibitor' is an applicant that has been accepted for participation in the Showcase by CSAE. Upon acceptance, the Exhibitor contract shall create a legally binding Contract between CSAE and the Exhibitor.

b. The term **'Showcase'** means CSAE 2017 Showcase.

c. The term **'Contract'** means the Contract for Exhibition Space entered into between CSAE and the Exhibitor, which incorporates these Terms and Conditions.

d. The term **'CSAE'** shall include all employees, servants and agents of CSAE, organizers of CSAE 2017 Showcase.

e. The term **'Exhibit facility'** means the Mile One Centre, St. John's, NL. The term **'Official supplier'** means any supplier or contractor appointed by CSAE or the Exhibit facility to provide services or products to the exhibitors on exclusive or non-exclusive basis.

g. The term **'Exhibit space/booth/booth area'** means the contracted space as specified on the exhibit registration form.

h. The term **'Show floor'** means the space in the Exhibit facility where CSAE 2017 Showcase is taking place.

i. The term **'Booth contact'** means any employee, servant or agent appointed by the Exhibitor to coordinate the Exhibitor's participation at the Showcase.

2. The Exhibitor shall comply with all rules and regulations of the Exhibit facility and agrees that CSAE's decision to adopt and enforce any such rule or regulation shall be final and binding. All rules and regulations established by CSAE will be specified in the Exhibitor manual distributed to the Booth contact provided in the registration form, 3 months prior to show dates.

3. CSAE reserves the right to cancel this Contract and to withhold possession of the space or to expel the Exhibitor there from if the Exhibitor fails to comply with any terms and conditions of this Contract, with those outlined in the Exhibitor manual or the show rules and regulations, in which case the Exhibitor shall forfeit as liquidated damages all payments made pursuant to this Contract, all without limiting CSAE's other rights and remedies at law under this Contract as a result of such failure to comply. CSAE shall not be responsible to the Exhibitor for any losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as a result of such cancellation.

4. The Exhibitor shall indemnify and hold CSAE harmless from and against any loss, injury or damages whatsoever suffered by CSAE as a result of the Exhibitor's failure to comply with the terms and conditions of this contract or as a result of the Exhibitor's participation in the show including without limitation any claims for loss or theft of property, pilferage, personal injury, or loss of business or profits, whether arising from any act of CSAE, any other Exhibitor, the Exhibit facility, attendees of the show and their respective director, officers, agents and employees. In addition, each Exhibitor is required to indemnify and hold the Exhibit

facility harmless from all liability (damage or accident) which might ensue from any cause resulting from or connected with transportation, placing, removal or display of exhibits.

5. This Contract may be canceled by the Exhibitor provided a written notice is received by no later than September 15, 2017, in which case all monies paid by the Exhibitors will be refunded less a fee of \$300 per registration. If the Exhibitor cancels after September 15, 2017, the Exhibitor will be responsible for the full contract price. No refunds will be issued after September 15, 2017.

6. CSAE has the right to cancel the Showcase for any reason and shall not be liable for any losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor by reason of any such changes or cancellation, other than to refund in full of any amounts paid by the Exhibitor to CSAE.

7. The Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the Exhibitor so comply.

8. CSAE reserves the right to alter or change the space assigned to the Exhibitor. CSAE further reserves the right, at its sole discretion to change the date upon which the show is held.

9. The Exhibitor shall not assign this contract or sublet, share or apportion the assigned exhibit space or any part thereof or permit same to be used by any other than the registered organization without the prior written consent of CSAE. Any attempt to do so is null and void and will result in immediate cancellation of this Contract and the forfeiture of any amounts paid by the Exhibitor to CSAE.

10. Access to the show floor for move-in and move-out is strictly limited to Exhibitors wearing Exhibitor badges issued by CSAE. No other form of identification will be accepted. Badges are not transferable. CSAE reserves the right to withdraw any badge issued to any Exhibitor, if complaints have been received regarding his or her conduct.

11. At all times during the show hours, the booth should be staffed by competent personnel. The Exhibitor must provide at least one staff per booth during show hours. The Exhibitor agrees to comply with CSAE's booth personnel policy which allows no more than two (2) personnel per 10'x10' booth space at a time during show hours. CSAE asks the Exhibitors to rotate their staff to comply with this policy. Exhibitor badges must be worn at all times. All booth staff must have an Exhibitor badge; business delegates whose organization is participating in the Showcase are not allowed access on the show floor for move-in or move-out or to work in the booth unless they wear the Exhibitor badge (different from Conference Attendee badge). Furthermore, access to education sessions and networking events is not included in the booth space registration or exhibitor badge registration.

12. Exhibitor's display must comply with all requirements of CSAE including maximum booth height requirements. In-line booths may not exceed the maximum display height of 8 ft. Requests to exceed this height will be considered upon submission in writing accompanied by a drawing. If your booth backs onto another booth and the display item is not finished, extra draping will be required. Any extra draping required will be at the cost of the Exhibitor. The display must not block or impede other Exhibitors or fire regulations. The side walls of each booth may not be increased in height; side walls are to remain at 3'. You may remove the side panels to join two or more booths together.

13. An island is a block of exhibit space with aisles on all 4 sides (minimum of 4 10'x10' booths). To avoid obstruction of sight lines to neighbouring booths, the maximum wall height for an island is 15 feet, and must be set back from the perimeter of the booth by 2' on all sides. If exhibit structure must be placed at the edge of island for support, it must not be of solid construction, and display materials may not be affixed to the supports. Exhibitor to forward plans and schematic for approval prior to ordering.

14. If **Exhibitor** fails to submit a booth sign order form, the fascia board sign included in the cost of the exhibit space will be provided stating the name of the Exhibitor's organization as indicated in the CSAE database. CSAE may, at Exhibitor's expense, remove or alter anything if, in their opinion, it is desirable to do so in the interests of the show.

15. For signs and banners being hung over booth, the distance from the floor to the bottom of the sign may not exceed 15 feet. This applies to all booth types, whether inline or an Island. Show Management approval is required before the order is placed.

16. Booth flooring is mandatory. Booth carpeting is included in the price of your booth space. Exhibitor is responsible for the cost of flooring other than the booth carpet as provided.

17. The registration fee is for the booth space, exhibitor badges (2 per 10'x10' booth), carpet and booth ID sign. It does not include any exhibit rental (modular or display), furniture, equipment, utilities, internet/wifi or any other accessories or services.

18. The receipt of the registration form with or without payment does not automatically constitute acceptance to exhibit. In order to exhibit, the registration form and the payment must be received and processed. Exhibitors that do not submit their payment will not be considered registered until the amount is paid in full. Should the Showcase be sold out, the Exhibitor whose payment has not been received and processed will be placed on the waitlist. The 2016 Exhibitor and Early Bird pricing applies to those applications received and paid in full by the deadline date. Applications that do not comply with this requirement will not receive the discounted pricing. Organizations registering four or more booths are eligible for a 10% discount. Payments must be submitted at the same time to receive this discount.

19. **Exhibitor shall appoint a Booth contact** who will be in receipt of all important exhibitor information prior to the Showcase including but not limited to Exhibitor manual, exhibitor updates, alerts, changes, floor plans, Lists of Participants and forms. Should the Booth contact change at any point, it is the responsibility of the Exhibitor to advise CSAE of such change. CSAE is not liable for any losses (direct or consequential), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as a result of failing to report this change of contact.

20. **The Exhibitor must adhere to the Show schedule.** Move-in of the exhibits will take place on Wednesday, October 25, 2017. No heavy items such as crates or exhibits requiring the use of dollies, fork lifts, loading docks or freight elevators, are allowed on Thursday, October 26, 2017 at any time. If the use of the loading docks or freight elevators is required, upon approval from CSAE any expenses associated with such use will be the responsibility of the exhibitor. The booth must be ready and all the installations completed by 9:00 am on Thursday October 26, 2017. In the case that the Exhibitor fails to open the booth or uncover the exhibit, CSAE may arrange for the booth to be removed and the Exhibitor shall be liable for any expenses that may be incurred. CSAE will not be liable for any losses, direct or consequential, sustained by the Exhibitor as a result of this action. No material may be removed from the show floor while the show is in progress. Exhibitors must not dismantle their booth before 2 p.m. on Thursday, October 26, 2017. Failure to comply with this requirement could result in forfeiting the right to exhibit in future years. Exhibitor agrees to remove the exhibit and all equipment from the Show floor by the final move-out time set forth in the Exhibitor manual. If the Exhibitor fails to do so, Exhibitor agrees to pay for such additional costs as may be incurred by CSAE or the Exhibit facility to remove and/or store any such items.

21. **CSAE reserves the right at any time to alter or remove exhibits or any part thereof including printed material, products, signs, entertainment, lights or sound and to expel Exhibitors or their personnel if, in CSAE's opinion, their conduct or presentation is objectionable to CSAE or to other show participants. In addition, Exhibitor agrees to limit the distribution of promotional material or products to their exhibit space.** Exhibitors, their agents, representatives or associates are under no circumstances allowed to distribute promotional material or products on the show floor to attendees or other Exhibitors, unless an approval has been obtained from CSAE. CSAE reserves the right to stop any activity on the part of the Exhibitor conducted outside of the contracted exhibit space. Any hospitality or entertainment format activity (including mascotts) provided by the Exhibitor should be confined within the booth area only.

22. **The Exhibitor agrees to not sell** or permit the sale of any concessionable items in the Exhibit facility.

23. **The Exhibitor agrees not to conduct or permit to be conducted** any radio, television broadcasting or video production in the exhibit facility without prior written authorization from the exhibit facility. All expenses incurred in radio or television broadcasting and video tape productions are the responsibility of the producing company of the Exhibitor.

24. **Exhibitor listing will be published electronically.** CSAE does not accept responsibility for any omissions,

misquotations or any other errors which may occur in the compilation of the publication.

25. **The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show.** The Exhibitor shall carry, with insurers registered to do business in the **Province of Newfoundland and Labrador**, a comprehensive general liability insurance policy for bodily injury (including death) and property damage in an amount of not less than \$ 5 million with CSAE, **Mile One Centre, the St. John's Convention Centre and the St. John's Sport & Entertainment Ltd** as additional insured to the policy with respect to the liability arising out of or in any way connected to the Exhibitor's participation in the Showcase. The Exhibitor agrees to furnish immediately to CSAE, upon request, a certificate of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies. If the Exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to CSAE at law or under this Contract, CSAE shall have the right to take possession of the display space for such purposes as it sees fit and the Exhibitor will be held liable for the full contract price for the said space. The Exhibitor understands that neither CSAE, the Exhibit facility or the Official Supplier maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

26. Use of an Exhibitor Appointed Contractor (EAC) is subject to approval by CSAE. Should the Exhibitor require a non-official contractor (other than those specified in the Exhibitor manual) for the setup, configuration or décor of the exhibit space, the Exhibitor agrees to provide CSAE with the name of the organization that is to perform the above mentioned activity and the number of workers no less than 30 days prior the start of the Showcase.

27. EAC compliance. EAC's must carry, with insurers registered to do business in the **Province of Newfoundland and Labrador**, a comprehensive general liability insurance policy for bodily injury (including death) and property damage in an amount of not less than \$ 5 million with CSAE, **the Mile One Centre, the St. John's Convention Centre and the St. John's Sport & Entertainment Ltd** as additional insured to the policy with respect to the liability arising out of the operations conducted during their presence on the show floor. If requested, the EACs must provide CSAE with a certificate of insurance. The EACs must also comply with the Building Regulations and, when required by the Exhibit facility, provide proof of good standing with the **Occupational Health and Safety Act of Newfoundland**. In addition, the EACs must comply with the **Workplace Health, Safety & Compensation Commission of Newfoundland and Labrador** and the Exhibit facility's requirements and policies in place at the time of the event. Written pre-job hazard assessment may be required; specific tasks for such assessment will be outlined in the Exhibitor manual. Note that certain services are considered exclusive to the Exhibit facility and as such only these contractors may be used. The EACs must comply with the showcase schedule times outlined in the Exhibitor manual and carry CSAE issued badge identification to be allowed access on the show floor for move-in and move-out only.

28. **The Exhibitor agrees to comply with the rules and regulations of any unionized contractors (CUPE Local**

569-01)) which may be used to service the Exhibitors.

29. **CSAE will take photographs and video and may use any such material for news or promotional purposes whether digital, in print or any other media, including the CSAE website.** By participating in the Showcase, Exhibitor grants CSAE the right to use Exhibitor's name and photograph/video for such purposes. Exhibitor waives the right to inspect or approve the finished product in any format. In addition, all rights to royalties or other compensation arising or related to use of photographs/video are waived by the Exhibitor.

30. **Each Exhibitor is responsible for obtaining all necessary licenses and permits to use any copyrighted material in their booth.** The Exhibitor shall remain liable for and shall indemnify and hold CSAE and its officers, representatives and employees harmless from all claims, suits, damages liability, expenses and costs, arising from or out of violation or infringement by the Exhibitor, Exhibitor's representatives, employees of any patent, copyright, trademark or trade secret rights or privileges. In addition, **The Society of Composers, Authors and Music Publishers of Canada, (SOCAN) and Re-Sound Music Licensing Company** are empowered to administer the process of the legal use of copyrighted music. Pursuant to a license agreement between the **Exhibit facility and SOCAN and Re-Sound**, the Exhibit facility is obligated to collect license fees, in accordance with applicable tariffs, from all Exhibitors and users of the facility in respect of the performance of musical works on the premises which are arranged for or authorized by the Exhibitor. Exhibitor is responsible to advise the Exhibit facility if copyrighted music is going to be used during the Showcase and is responsible for any fees arising from or connected with use of such material.

31. **Exhibit space is to be returned by the Exhibitor in the same condition as it was handed over.** No nails, screws or any other fixtures may be driven into any part of the contracted exhibit space including the floors. In the case of any damage including the structure, floor, cable, ducts, etc. or alterations such as paint or any other permanent covering, it shall be repaired or restored to its initial condition at the Exhibitor's expense.

32. **Personal Information Protection and Electronic Documents Act (P.I.P.E.D.A.)** Exhibitor hereby extends permission for CSAE to collect, maintain, and use Exhibitor's information for the purposes of:

- a) Contacting Exhibitor by mail, fax, telephone or e-mail concerning any matter associated with the Showcase, or future Showcases
- b) Maintaining internal records related to the Showcase
- c) Disclosing of Exhibitor's information to third parties for:
 - i. Establishing and processing billing arrangements and payments
 - ii. Providing the information to Official suppliers and the Exhibit facility related to the Showcase
 - iii. And for any other purpose which may be deemed necessary by CSAE

CSAE is committed to protecting Exhibitor's information from unauthorized use and access while such information is in CSAE's care. The Exhibitor, upon signing this Contract, acknowledges and consents to the collection, use and disclosure of Exhibitor's information by the CSAE in accordance with the provisions outlined herein.

33. **Any changes additions, alterations, or deletions made to this Contract by any person, organization, company, or corporation, without the express**