

# EXHIBIT OPPORTUNITIES CAF-FCA 2006 CONFERENCE



**Delta Centre-Ville, Montreal, Quebec  
June 4 – 6, 2006**

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The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) presents its conference:

## *"Apprenticeship – A Winning Formula"*

The Delta Centre-Ville, in Montreal is the place to be for the CAF-FCA June 4 – 6, 2006 Apprenticeship Conference. We'll be revving up at least 450 energized individuals with a fast-paced program which will drive this 2 ½ day event into high gear.

### **About Us**

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) is a diverse, not-for-profit organization bringing together key stakeholders of the Canadian apprenticeship community: business, labour, the Interprovincial Alliance of Apprenticeship Board Chairs (IPA), educators, persons with disabilities, women, members of visible minorities, aboriginal persons, the Canadian Council of Directors of Apprenticeship (CCDA), and Human Resources and Skills Development Canada (HRSDC).

### **CAF-FCA Mission**

- Influencing pan-Canadian apprenticeship strategies through research, discussion and collaboration.
- To promote apprenticeship as an effective model for training and education, contributing to the development of a skilled, high quality, productive, inclusive and mobile labour force.

### **CAF-FCA Vision**

CAF-FCA is a driving force for healthy, vibrant and progressive apprenticeship systems, on a pan-Canadian level.

### **Conference Objectives**

- To provide a meaningful opportunity to gain extensive insight from speakers and delegates; discuss strategic directions; and network with others within the apprenticeship community.
- To recognize the Champions of and leaders in apprenticeship training in Canada: including employers, labour organizations, educators, apprentices, governments and others.
- To present and discuss CAF-FCA initiatives which are of interest to the apprenticeship community.

# Exhibitor Opportunities

## Space is Limited – Reserve Now

### Exhibitor's Benefits:

- Listing in the Final Conference Program.
- 1 copy of the final participants list in text delimited format.
- The space will accommodate 2 booth staff.
- Access to a broad stakeholder community. It is expected that approximately 450 participants will attend the conference.

### Date:

The **CAF-FCA 2006 Conference "Apprenticeship – A Winning Formula"** will be held Sunday, June 4 through Tuesday, June 6, 2006.

### Exhibition Location:

Delta Centre-Ville, 777 University Street, Montreal, Quebec H3C 3Z7

Exhibition Hours:		Exhibit Logistics:
Sunday, June 4	12:30 – 19:00	Exhibition set-up / tear-down:
Monday, June 5	07:00 – 17:00	Move-in: Sunday, June 4, 10:00 to 12:00
Tuesday, June 6	07:00 – 15:00	Move-out: Tuesday, June 6, starting at 15:00

All exhibit space must be ready and staffed beginning at 12:30 in time for the Opening on Sunday, June 4, 2006. As a courtesy to the attendees and to fellow exhibitors, exhibitors are encouraged to maintain staff in their booth during the exhibit hours.

In order to reserve your space, please complete the attached Application and Contract for Exhibit Space.

### Special Exhibitor Activity:

There will be a reception on the exhibition floor on Sunday, June 4, 2006 between 18:00 and 19:00.

### Booth Space:

Each booth is 8' deep by 10' wide (2.5 m. x 3 m.). Double booths are available upon request.

#### *The rental of each space **includes:***

- ✓ 1 8' high back drape
- ✓ 3' high side drape
- ✓ 1 8' draped and skirted table and 2 chairs
- ✓ 1 wastebasket
- ✓ Limited crate storage
- ✓ General site security

#### *The rental of each space **does not include:***

- ◇ Transportation of the exhibitor's materials
- ◇ Customs brokerage service fees
- ◇ Electrical services
- ◇ Any other installations or services required by the exhibitor
- ◇ Any crating or uncrating services
- ◇ Additional booth security

**NOTE:** The exhibitor may rent additional items or make special arrangements (at the exhibitors' expense) through the official service contractor.

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**RULES AND REGULATIONS FOR EXHIBITORS AT  
CAF-FCA 2006 CONFERENCE  
"APPRENTICESHIP – A WINNING FORMULA"  
JUNE 4 – 6, 2006, DELTA CENTRE-VILLE  
MONTREAL, QUEBEC**

**General Information:**

1. The cost for a single booth is \$500 and \$1,000 for a double booth.
2. The completed Application and Contract for Exhibit Space must be submitted to the CAF-FCA Office. The exhibit space is secured only on receipt of the payment and payment is due upon the signing of the contract. Please make cheques payable to **CAF-FCA 2006 Conference "Apprenticeship – A Winning Formula"**.
3. CAF-FCA reserves the right to re-sell the Exhibit Space if the signed contract and payment are not received within 30 days of the receipt of the application.
4. The conference secretariat reserves the right to decline any Application and Contract for Exhibit Space and the right to amend the rules and regulations governing exhibit space at their discretion.
5. All cancellations must be made in writing and submitted to the CAF-FCA up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. All payments are non-refundable and non-transferable in the event of cancellation by the Exhibitor after May 5, 2006. The Exhibitor is responsible for the entire booth cost, plus applicable taxes.
6. Each booth display can have a maximum of two representatives and does not include admission to the conference sessions. Exhibitors wishing to attend the conference sessions or activities must complete the Conference Registration and Hotel Accommodation Form and submit their payment to **CAF-FCA 2006 Conference "Apprenticeship – A Winning Formula"**.
7. By completing and submitting the Application and Contract for Exhibit Space, you give consent to the CAF-FCA to collect your personal information in order to process your application, to maintain contact with you, and to send you information related to CAF-FCA projects and activities. This consent may also include the sharing of such information with a third party for the purposes of managing certain aspects of the exhibition activity.

**Exhibitor's Liabilities:**

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA), Golden Planners Inc. (GPI), the Delta Centre-Ville, their successors and any officer or staff thereof, shall not be liable or any way responsible for the safety of the exhibitor, the exhibitor's property, agent or employees through theft, damage by fire, accident or any other cause. The CAF-FCA, GPI and the Delta Centre-Ville and all of their representatives, employees or agents (hereby referred to as Management), will be exempted from and indemnified for any claims for injury, damage, destruction, or loss caused by the exhibitor, and further will be exempted from and indemnified from any claims for injury to the exhibitor or any of the exhibitor's representatives, agents or employees.

**Exhibit Restrictions:**

The CAF-FCA has the right to decline any exhibit or portion thereof which, in the opinion of CAF-FCA, is not appropriate or in keeping with the character of the Conference. It may restrict any exhibits which, because of noise, method of operation, material or for any other reason become objectionable or interfere with adjacent exhibits or other activities.

No exhibitor shall do any act, which shall constitute an infringement upon the rights and privileges provided under this application to any other exhibitor. Interviews, demonstrations, distribution of literature, supplies, souvenirs, etc., must occur inside the display space. Canvassing, solicitations of business or the use of

advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials of firms, which are not exhibitors, is prohibited.

### **Rights and Privileges:**

The Exhibitor agrees to abide by all rules and regulations adopted by Management in the best interests of the Exhibition, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Exhibition.

Management reserves the right to cancel this contract and to withhold possession of display space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Exhibition Rules and Regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made and any further occupancy of such space.

The rights to the exhibitor by this application may not be assigned without the written consent of CAF-FCA.

### **Fire Regulations:**

All exhibitors must meet the requirements of the Montreal Fire Department and the Delta Centre-Ville, including that all decorations, draperies and / or fabrics be fireproof.

### **Hydro Regulations:**

All exhibitors must meet the electrical requirements of Hydro Québec and the Delta Centre-Ville. In the normal case, this means that all electrical equipment to be operated shall be CSA approved. If you are planning to exhibit any electrical equipment that does not bear a CSA approval sticker, please contact Golden Planners Inc. Failure to comply could result in the revocation of show privileges.

### **Insurance/Liability:**

The exhibitor shall arrange for insurance coverage for all exhibit merchandise on site and in transit inclusive of business interruption insurance, if applicable. The CAF-FCA, GPI and Delta Centre-Ville shall not be responsible for any loss or damage thereto, however incurred. The exhibitor must carry his or her own fire insurance and public liability insurance.



**CANADIAN APPRENTICESHIP FORUM –  
FORUM CANADIEN SUR L'APPRENTISSAGE**  
116, rue Albert Street, Suite/Pièce 812, Ottawa, ON K1P 5G3  
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**www.caf-fca.org**

**CAF-FCA 2006 Conference  
*Apprenticeship – A Winning Formula***

**APPLICATION AND CONTRACT FOR EXHIBIT SPACE**

Department / Organization: ("The Exhibitor")		
Contact:		
Title:		
Address:		
City:	Province:	
Postal Code:	Telephone:	
Fax:	E-mail:	
Number of Booth(s) Requested: __ 8' x 10 at \$500 each	Applicable Booth Fee: \$ _____	Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> MasterCard  <input type="checkbox"/> Visa <input type="checkbox"/> American Express  <input type="checkbox"/> Please invoice my organization
Quebec Sales Tax (7.5%): (QST# 1211169458)	\$ _____	
Goods and Services Tax (7%): (GST# 865349435-RT0001)	\$ _____	
<b>TOTAL AMOUNT DUE:</b>	\$ _____	Card Number:
		Expiry Date:

Please make cheques payable to **CAF-FCA 2006 Conference "Apprenticeship – A Winning Formula"**. Consideration of applications will be based on the order of their receipt by the Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage. CAF-FCA reserves the right to approve at its sole discretion, all applications.

**Cancellations:** The Exhibitor may cancel the exhibit commitment up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. All payments are non-refundable and non-transferable in the event of cancellation by the Exhibitor after May 5, 2006. The Exhibitor is responsible for the entire booth cost, plus applicable taxes. All cancellations must be made in writing and submitted to the Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage.

**Please return the completed contract to: Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage, 116 Albert Street, Suite 812, Ottawa, ON K1P 5G3 or by fax at (613) 235-7117, E-mail [suzanne\\_leblanc@caf-fca.org](mailto:suzanne_leblanc@caf-fca.org). Please retain a copy for your records.**

**Acceptance of Contract**

Name (please print):	Title:
Authorized Signature:	Date:

This contract may be signed and sent by facsimile. In this event the contract is binding.