



Manitoba Trade and Investment
Manitoba Intergovernmental Affairs and Trade
 1100 - 259 Portage Avenue, Winnipeg, Manitoba R3B 3P4
 Telephone: (204) 945-2466 / Fax: (204) 957-1793 / NA Toll Free: 1-800-529-9981

TRADE ASSISTANCE PROGRAM (TAP)
APPLICATION FORM for TRADE SHOWS

COMPANY:

CONTACT:

ADDRESS:

WEBSITE:

TELEPHONE:	FAX:	EMAIL:
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EVENT:

LOCATION:

DATE(S):

PURPOSE OF PARTICIPATING:

PRODUCTS TO BE PROMOTED:⁽¹⁾

TOTAL ESTIMATED COSTS TO BE INCURRED BY APPLICANT:⁽²⁾

Trade Show Space:	Labour:
Freight:	Accommodation & Meals:
Rentals & Services:	Other:
Transportation	Total:
Specify Other:	

Important Notes:

1. Enclose two copies of your sales promotion literature;
2. List all costs which you expect to incur in order to participate.

Contract Conditions:

1. This application becomes a valid contract when signed by the applicant and an official of Manitoba Trade and Investment, of Manitoba Intergovernmental Affairs and Trade.
2. The Department of Intergovernmental Affairs and Trade reserves the right to refuse applications, to determine products and services eligible, and to determine the scope of assistance. Only products or services in which there is a substantial content of Manitoba labour and material are eligible.
3. Applicants for trade fair assistance shall comply with and abide by the rules and regulations of any trade show and local buildings and trade union agreements.
4. The applicant indemnifies the Department of Intergovernmental Affairs and Trade from any liability whatsoever.
5. **Claims for Payment: Within fifteen (15) days of project completion, the applicant company will submit to the Department of Intergovernmental Affairs and Trade the Results Form and a claim for the grant, supported by proof of payment made for eligible expenses incurred in relation to the project. Copies of cancelled cheques, or receipted invoices, are required to process a claim for payment.**
6. Within six (6) months after the grant is made and thereafter, at such times as the Minister of Intergovernmental Affairs and Trade may require, the applicant may be required to produce evidence satisfactory to the Minister of the manner in which the grant was used or is being used.

On behalf of my company, I hereby make application for assistance as described in the Trade Assistance Program Application (Show) brochure, and agree that if the application is approved, I will comply with the terms and conditions of the contract.

Date: _____ **Signed:** _____

Title: _____

Company: _____

FOR DEPARTMENTAL USE:

Recommended: _____ **Date** _____
 Director/Senior Manager

Approved: _____ **Date** _____
 Executive Director, Manitoba Trade & Investment

Maximum Dept. Share \$ _____ (which represents the actual space costs only.)
