

Buildings for Tomorrow

OCTOBER 28-30, 2014

METRO TORONTO CONVENTION CENTRE

application for exhibit space

Company Information

Company Name: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Telephone: _____ Fax: _____ Mobile: _____

Email: _____

Contact Person: _____ Title: _____

Booth Assignment

Booths will be assigned based on the date the application and payment are received. Additional consideration will be given to conference sponsors.

Booth Pricing

Cost per booth: ■ SINGLE 1,500 + \$195 (HST) = \$1,695

■ DOUBLE \$2,800 + \$364 (HST) = \$3,164

HST Registration # 124383076 RT0001

Booth Selection

If your choices are not available at time of selection, show management will assign the best available space. Keep in mind the chance of obtaining one of your choices increases if you consider selections throughout the hall.

Please complete all five choices. Booth required: SINGLE DOUBLE

1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____ 5th choice: _____

Exhibitor does not wish to be located adjacent to: _____

Please mail this application form to the address below with the full booth fee enclosed. CCBST reserves the right to re-assign or cancel a booth if payment is not received in full.

Applicant's authorized signature: _____ Date: _____

Onsite Program Listing

To be included in the On-Site Program, please email by August 29, a profile of your company and a logo to: sherryd@taylorenterprises.com. The profile should be a maximum of 50 words. Company information should include: company name / full mailing address / phone / fax / website /contact / email.

Payment Information (payment in full is required with application)

Payment type:   

Card No.

Exp. Date:

Name of card holder: _____

Signature of card holder: _____



Please mail with payment to:

The Organizing Committee
14th Canadian Conference on
Building Science and Technology
2800 - 14th Avenue
Suite 210, Markham, ON L3R 0E4

Questions? Contact: Conference and Expo Manager: Sherry Denesha
Tel: (416) 491-2886, ext. 234 • Fax: (416) 491-1670 sherry@associationconcepts.ca

Buildings for Tomorrow

exhibitor terms and conditions

Exhibitor Etiquette:

Show Management reserves the right to restrict audio from any source which interferes with activities in neighbouring booths.

Public service announcements will be made for emergencies and general Conference and Expo information only.

Exhibitors are not permitted to distribute literature or promotional items, from their company or any other company, beyond their contracted exhibit space.

Hospitality suites sponsored by an exhibiting company must not be in use until the Conference and Expo have closed.

Booth displays and equipment shall not extend into the aisles, including signs, banners, furniture, etc. All demonstrations must be confined to the exhibitors own booth.

Exhibit Booths:

Exhibit booths will be equipped with back walls and side rails covered with flame proofed drape. Each booth will be supplied with one 6 foot draped table and two chairs.

Assignment of Space:

Booth assignment will be prioritized based on the date the application and payment are received, with additional consideration given to conference sponsors.

Set-up, Show & Dismantle Hours:

Exhibit Set-up

Tuesday, October 28 10:00 am - 4:00 pm

Expo Open

Tuesday, October 28 6:00 pm - 10:00 pm

Wednesday, October 29 7:30 am - 3:00 pm

Thursday, October 30 7:30 am - 3:30 pm

Exhibit Dismantle

Thursday, October 30 3:30 pm - 6:00 pm

Display Contractor:

Stronco Show Services has been appointed official Supplier of exhibit services and equipment. Tel: 905-270-6767, Fax: 905-270-6771. (An illustrated catalogue will be included in your exhibitor package).

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's display, equipment, or the property brought upon the premises of the MTCC and agrees to indemnify, defend and hold harmless OBEC, the MTCC and its owners, servants, agents, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the MTCC premises excluding any liability caused by the negligence of OBEC or the MTCC or its owners, servants, agents and employees.

Shipping and Storage:

Shipping can be arranged through Stronco Logistic, Gerrit Watson, Tel: 905-270-6767, Fax: 905-270-6771, as well as material handling and drayage. (Cost information will be provided in your exhibitor package). It will be the exhibitor's responsibility to arrange for the shipping of all materials to and from the MTCC and for moving exhibitor material from the MTCC loading dock area to the booth location.

Floor Load:

The floor load capacity throughout the convention floor and exhibit area is 300 pounds per square foot.

Electrical Connections:

Each exhibitor will be supplied with one 1500 watt outlet. While general illumination in the exhibit area is good, you may wish to obtain spotlights for special effects. Full information on the cost of connections and special wiring, as well as the charge for the rental of spotlights can be obtained by contacting ShowTech at

416-585-8109. (Order forms are included in your exhibitor package). Additional fees are the exhibitor's responsibility.

Space Restrictions:

Demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth.

Cash sales are prohibited in the exhibit area.

No exhibitor shall assign or sublet the whole or any part of their assigned space.

Height Restrictions:

Show management must approve any structures that exceed 8 feet.

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, ceilings, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage to the MTCC.

Refund and Cancellation Policy:

Notice of cancellation must be made in writing (no exceptions) and sent to Sherry Denesha at sherry@associationconcepts.ca, Conference Manager for OBEC. Cancellations received by 5:00 pm EST, Friday, September 5, 2014 will be refunded 50% of the cost of the booth. A decrease in rental space is considered to be the equivalent of a cancellation. Cancellations made after this date will receive no refund.

Fire Precautions:

No combustible decorations, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All cloth decoration must be flameproof. All flammable materials and fluids must be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

Hold Harmless:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend OBEC, Stronco, the MTCC and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and legal fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the MTCC and its employees, and agents.

In addition, exhibitors acknowledge that OBEC, Stronco, and the MTCC, do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption or property damage insurance covering such losses by exhibitors.

Admission to the Exhibit Area:

Admission to the exhibit area will be by badge only and this rule will be strictly enforced.

Show Closing:

Exhibitors should ensure that proper arrangements have been made regarding the return of exhibit material to exhibitor facilities.

Exhibitor Restrictions:

Any promotional material that is given to delegates must first be approved by OBEC. The purpose of this restriction is to ensure that Sponsors are given the utmost value for their sponsorship commitment. Should you wish to supply items such as lanyards, bags etc. or supply services from outside vendors such as (i.e. entertainment/massages, coffee or beverage services/oxygen bar) this must be approved by OBEC.