



Fall Conference  
Fairmont Jasper Park Lodge  
September 13 - 16

**DATES & TIMES:**

**TRADE SHOW HOURS:**

September 14 & 15 – 10:30 am to 2:00 pm

**SET UP:**

Thursday, September 13 – 10:00 am to 5:00 pm

**TEAR DOWN:**

Saturday, September 15 – 2:00 pm to 6:00 pm

**LOCATION:**

Mary Schaffer Room, Fairmont Jasper Park Lodge

*All Trade Show participants are responsible for registering their attendees and booking their hotel accommodations. Make sure to mention BILD Alberta to receive a preferred room rate.*

**DOOR PRIZE:**

Will you be supplying a door prize?

- YES
- NO

**LOGO:**

Email company logo in EPS & PNG formats

**BOOTH SELECTION (DEPTH BY WIDTH):**

- PREMIER BOOTH – 8' X 8' = \$1,599
- GENERAL BOOTH – 6' X 6' = \$899 – **1 LEFT**
- TABLE TOP BOOTH – 4' x 7' = \$699

**PAYMENT METHOD:**

- VISA or MasterCard – [Click here to pay online](#)
- Cheque – BILD Alberta will email invoice upon receipt of agreement





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**TRADE SHOW AGREEMENT INFORMATION**

**COMPANY NAME:** (AS IT WILL APPEAR ON MATERIAL – DO NOT INCLUDE INC., LTD, ETC.)

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV:** \_\_\_\_\_ **POSTAL:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**TYPE OF PRODUCT EXHIBITING:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_ **LAST NAME:** \_\_\_\_\_

**ONSITE CONTACT (IF DIFFERENT THAN ABOVE):** \_\_\_\_\_

**INVOICING INFORMATION (IF DIFFERENT THAN ABOVE):** \_\_\_\_\_

**CONFERENCE APP LISTING – PUBLISHED LATE SUMMER**

**PREMIUM EXHIBITOR (COMPLETE):**

**CONTACT:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **WEB:** \_\_\_\_\_

**TWITTER:** \_\_\_\_\_ **FACEBOOK:** \_\_\_\_\_

**LINKEDIN:** \_\_\_\_\_

**COMPANY OR PRODUCT DESCRIPTION FOR CONFERENCE APP (50 WORDS):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL EXHIBITOR (COMPLETE):**

**CONFERENCE APP LISTING**

**CONTACT:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **WEB:** \_\_\_\_\_



## TRADE SHOW TERMS & CONDITIONS

### READ CAREFULLY

Returning a signed copy of the trade show document confirms you have read and agree to the following conditions.

### PAYMENT

Payment must be made within **30 days of invoice** by Cheque, Visa, or MasterCard. Payment is **non-refundable** as of June 1, 2018.

### REGISTRATION

Only registered delegates are permitted to staff the Exhibitor's booth. Any unregistered staff is not permitted to attend. This will be strictly enforced. Conference name tags must be worn during trade show hours of operation. Conference registration is \$625 for trade show booth operators. Registration begins in April. **All exhibitors are responsible for booking hotel rooms directly with The Fairmont Jasper Park Lodge or at other hotel locations in town.**

### REGISTRATION CANCELLATIONS

Registration cancellation fees are in effect as of July 1, 2018 and can be viewed on the conference registration website.

### SHIPPING

Overnight shipping is not available and there is no shipping service on Saturdays or Sundays. More detailed shipping instructions will be sent prior to the conference. After the trade show ends, crates can be stored with the Lodge for collection on Monday.

### SET UP

Price includes drapes, carpet, electricity, skirted table and chair. Anything other than items previously stated will be the responsibility of the Exhibitor to arrange and provide at their own expense. *Note: The doors into the trade show are 84" tall by 70.5" wide.*

### FLOOR PLAN

Booth space is assigned by BILD Alberta in August and is subject to change. BILD Alberta reserves the right to move an Exhibitor to a different location if it becomes necessary for the best interest of the show.

### SET UP/TEAR DOWN TIMES

Set up time is 10 am to 5 pm, Thursday, September 14. Dismantling of exhibits will commence no earlier than 2:00 pm Saturday, September 16, and must be completed by 6 pm that day.

### TRADE SHOW HOURS

The trade show is open to conference delegates from 10:30 am to 2:00 pm Friday, September 15 and Saturday, September 16. Booths must be manned at all times during these hours.

### LIABILITY

BILD Alberta, its volunteers and staff, The Fairmont Jasper Park Lodge and its staff shall not be liable for any damage to the Exhibitor's property; loss of business to the Exhibitor; loss by theft; damage by fire or other means; any injuries to the Exhibitor, its employees, agents, customers, or guests arising from any cause or matter whatsoever.

### DOOR PRIZE DRAWS

All door prize draws will be awarded to the winners at the time of the draw. All prizes will be handed out by the trade show Exhibitor.

### COMPANY LOGO

The Exhibitor will submit a corporate logo in EPS and PNG formats within 30 days of completing the contract to be used in trade show promotional materials.

### LANYARDS

Exhibitor cannot distribute or wear lanyards (badge strings) of any type other than the ones provided by BILD Alberta.



	Premier	General	Tabletop
<b>Booth dimension</b>	8'x8'	6'x6'	4'x7'
<b>Price</b>	\$1,599	\$899	\$699
<b>Company logo in printed material</b>	X	X	
<b>Company logo with hyperlink on trade show webpage</b>	X		
<b>Company listed with hyperlink on trade show webpage</b>		X	
<b>Company listed on trade show webpage</b>			X
<b>½ page ad in event guide</b>	X		
<b>Company logo with hyperlink in conference App</b>	X		
<b>Company listed with hyperlink in conference App</b>		X	
<b>Company listed in conference App</b>			X
<b>Event guide ad in conference App</b>	X		
<b>Company logo on screen at breakfast</b>	X	X	
<b>Company listed on screen at breakfast</b>			X
<b>Skirted table and 2 chairs</b>	X	X	X
<b>Booth drapes</b>	X	X	
<b>2 x 110 volt power outlets</b>	X	X	X
<b>Opportunity to put swag on lunch tables</b>	X		
<b>Logo included on tent card on lunch tables</b>	X		
<b>Twitter mention with event guide ad</b>	X		

*Registration fees are not included in the booth price. Only registered attendees are permitted in the trade show and this includes exhibitors. One person must man the booth at all times and be registered for the conference.*

