



Fall Conference
Fairmont Jasper Park Lodge
September 12 - 15

DATES & TIMES:

BILD Knowledge Centre Hours:

September 13 & 14 – 10:30 am to 2:00 pm

SET UP:

Thursday, September 12 – 10:00 am to 5:00 pm

TEAR DOWN:

Saturday, September 14 – 2:00 pm to 6:00 pm

LOCATION:

Mary Schaffer Room, Fairmont Jasper Park Lodge

All exhibitors 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

TABLE TOP BOOTH – 4' x 7' = \$699

BILD KNOWLEDGE CENTRE 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): _____

BILD KNOWLEDGE CENTRE TERMS & CONDITIONS

READ CAREFULLY

Returning a signed copy of the BILD Knowledge Centre 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, 2019.

REGISTRATION

Only registered delegates are permitted to staff the booth. Any unregistered staff is not permitted to attend. This will be strictly enforced. Conference name tags must be worn during exhibitor hours of operation. Conference registration is \$649 for exhibitor booth operators. Registration begins in June. **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, 2019 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. Detailed shipping instructions will be sent prior to the conference. 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 exhibitor hall 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 Thursday, September 12 between 10:00 am and 5:00 pm. Tear down begins Saturday, September 14 at 2:00 pm and must be completed by 6:00 pm that day.

BILD KNOWLEDGE CENTRE HOURS

The BILD Knowledge Centre is open to conference delegates from 10:30 am to 2:00 pm Friday, September 13 and Saturday, September 14. 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 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 BILD Knowledge Centre promotional materials.

LANYARDS

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

Signature

Date

	Premier	Table Top
Booth dimension	8'x8'	4'x7'
Price	\$1,599	\$699
Company logo with hyperlink on BILD Knowledge Centre webpage	X	
Company listed on BILD Knowledge Centre webpage		X
Company logo with hyperlink in conference App	X	
Company listed with hyperlink in conference App		X
Ad in conference App	X	
Company logo on screen at breakfast	X	X
Skirted table and 2 chairs	X	X
Booth drapes	X	
2 x 110 volt power outlets	X	X
Logo included on tent card on lunch tables	X	
Social media mention with app ad	X	

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