



Air Transport Association of Canada  
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**ATAC TRADE SHOW  
November 7 - 9, 2010  
Westin Bayshore Hotel - Vancouver, BC**

**EXHIBITORS APPLICATION/CONTRACT**

Company Name:(Full Company Name to be listed on Exhibitor Listings)

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Full Mailing Address:

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Contact Person:

\_\_\_\_\_ Position:\_\_\_\_\_

Telephone:(\_\_\_\_\_)\_\_\_\_\_ Fax:(\_\_\_\_\_)\_\_\_\_\_

Email: \_\_\_\_\_

**REQUIREMENTS**

The standard booth size for The ATAC Trade Show 2010 is 8 x10 feet, which includes 8' back, and 3' side curtains. The exhibit area is carpeted.

**Booth charges:**

ATAC Member Company:	\$1045.00
Each additional 80 sq. ft costing	\$ 850.00

Non-ATAC Member Company:	\$1595.00
Each additional 80 sq. ft costing	\$1350.00

Prices do not include applicable taxes.

A non-refundable 50% deposit will be required with the application with remaining balance due in full by the due date in order to confirm reservation. Exhibit space is assigned on a first come first served basis, when application is received with deposit. To guarantee advanced booth space, deposits must be received with application. **Final payment is due August 1, 2010.**

Booth cost does not include electrical services, carpet, forklift fees, audio/visual rentals and the provision of tables and/or chairs. These items are available as additional services, please refer to order forms from our Official Services Contractors. Full exhibitor kit will contain all details and applicable order forms.

**EXHIBITORS APPLICATION/CONTRACT**

**Booth Size:** (sq. ft) \_\_\_\_\_

**Preferred location:** 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

**Number of persons in your group:** \_\_\_\_\_ (2 free Exhibitor Passes to staff your booth, per 8 x10 booth space) Additional passes available at a cost of \$85.00 each plus tax.

**Company Profile:** The description of your company will be included in our industry magazine's November issue of Flightplan, and will also be posted on the ATAC website. Email your profile to Debbie Simpson, Trade Show Coordinator at [tradeshow@atac.ca](mailto:tradeshow@atac.ca).

**Product Information:** Please provide a full description of the products/services you wish to exhibit or sell within your booth. Only those items listed in this contract will be permitted in your display area.

SPACE COST: \$ \_\_\_\_\_ **NOTE:** ATAC Membership must be paid in full for Member discount rate.

Add 12% HST \$ \_\_\_\_\_  
HST# R106690449

50% Non-Refundable \$ \_\_\_\_\_  
Deposit required to confirm space

Total: \$ \_\_\_\_\_ **(Final Payment due August 1, 2010)**

**METHOD OF PAYMENT**

Cheque payable to: Air Transport Association of Canada **(Canadian Funds Only Please)**

Master Card \_\_\_\_\_ American Express \_\_\_\_\_ Visa \_\_\_\_\_

CARD # \_\_\_\_\_ 3 or 4 digit V-Code on back of card \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

CARD HOLDER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

This contract is executed at: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2010

Executed by (print name) \_\_\_\_\_

Signature \_\_\_\_\_

**PLEASE FAX CONTRACT TO ATAC OFFICE: (613) 230-8648**

## **REGULATIONS AND CONDITIONS – Vancouver, BC 2010**

**Please take a few moments and review these rules. They are designed to help exhibitors prepare for the show and avoid any potential pitfalls. Thank you.**

In these rules, regulations, and conditions, the term “Exhibitor” means all employees and/or sub-contractors of employees and the “Exhibition” means the Air Transport Association of Canada Trade Show. The term “Organizers” as used in these regulations and conditions relates solely to ATAC.

### **Duration of Exhibition:**

Sunday, Nov 7, 2010	0800 - 1500	Exhibitor Set-up
	1800 - 1930	Chairman's Reception in the Trade Show
Monday, Nov 8, 2010	0730 - 0830	During Breakfast
	0930 - 1000	Coffee Break
	1330 - 1430	Trade Show
Tuesday, Nov 9, 2010	0730 - 0830	During Breakfast
	1000 - 1030	Coffee Break
	1200 - 1400	Trade Show Luncheon

**The above are tentative exclusive trade show hours. The Trade show hall is open for delegates for the entire day for those not attending ATAC business meetings. Trade Show doors will close at 1700hrs. Monday upon arrival of security.**

**Application for Space:** Applications for space must be made on the organizer provided form and shall contain particulars for the exhibit. The organizers reserve the right to accept or refuse any application in their sole and unfettered discretion.

**Payment for space:** A non-refundable deposit of Fifty (50) percent of the total is payable and must accompany the application for space. The balance is due no later than August 1, 2010. If the total booth payments are not made when due, any previous deposit may be forfeited and the space re-allotted if the Organizers, in their sole discretion, so decide. Should an Exhibitor have to cancel obligation, the 50% deposit is non refundable and the balance will only be refunded should the Organizer be able to re-sell the reserved space. The Exhibitor must pay any loss incurred by the Organizers by reason of such non-payment of the balance of the rental space. In determining the said loss, the Exhibitors agree to be bound and condition exceeding the total rental of the Exhibitor space, had they completed their agreement in accordance with the application for the space.

**Allotment of Space:** The Organizers in their absolute discretion shall deal with all applications for space. The Organizers shall, however, be entitled for any reason, which, in their opinion, is in the general interest of the Exhibition, to vary the general layout or the situation and area of any particular space in substitution for that originally allotted and shall be bound by the Organizers decisions with respect to the allotment of space. Booth separation of competitors is not guaranteed.

**Occupation of space:** If the Exhibitor fails to occupy its allocated booth space by 3 pm. on November 7, 2010, then all payment in respect of the booth space shall be forfeited to the Organizers. The Organizers have the absolute right to re-let or otherwise deal with the booth space.

**Building and Dismantling of Exhibition:** All work must be completed and all exhibits must be in place by no later than 3:00 pm November 7, 2010. Dismantling of the Exhibition will begin after closing on the final day and the removal of all exhibits, stands and debris must be completed by no later than 6 pm November 9, 2010, unless a later date has been agreed upon in writing by the Organizers and the hotel. Failure to meet this 6 pm deadline may result in a cleaning fee. The Organizers will agree with the Exhibitors on the dates and times, when the exhibits and other properties can be received at the Exhibition Hall.

Goods may not be delivered or removed from the exhibition during the hours it is open to visitors except with the written permission of the Organizers. Empty cases, packing and other debris etc., may not be stored in the stands or in the offices. An area will be provided for this purpose either on or off site. To minimize the risks of accidents, and unless otherwise agreed with the Westin Bayshore Hotel caterer will not sell alcohol during the set-up and tear down activities

**No Smoking Policy:** The Westin Bayshore Hotel provides a totally **smoke-free environment** to its clientele. according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Hotel and also in the loading docks.

## **REGULATIONS AND CONDITIONS – Vancouver, BC 2010**

**Obstruction of Gangways and Open Spaces:** No exhibitors shall at any time obstruct or allow to be obstructed by his/her goods, or in any other manner, gangways or open spaces and no signs or projections may be hung or projected over the gangways or open spaces without the express written permission of the Organizers.

**Stand Fitting:** A dimensioned drawing and full details of the Organizers shell scheme will be provided to each exhibitor as applicable. Exhibitors are responsible for the erection of benches, counters or other contrivances for displaying their goods. Exhibitors must comply with all applicable laws, regulations and conditions of any competent authority as they relate to this Exhibition and the Exhibitors and are bound, thereby, and are required to indemnify the Organizers, against any claim, action or loss occasioned by any breach thereof, without limiting the generality of the foregoing. Exhibitors will not be permitted to display their goods in such a manner as, in the opinion of the Organizers, obstructs the light or impedes the view along open spaces or gangways or may occasion to, or otherwise affect the display of other Exhibitors. No person shall make fast to the roof structure or any gut wires or tackle of any description or cut or drill or fix to the floor, walls, or other parts of the Exhibition Hall. Exhibitors agree to indemnify the Organizers of any damage incurred as a result of the Exhibitors failing to observe any of these rules and regulations or any other rules and regulations that may be issued from time to time by the Organizers.

**Lighting or Power on Stands:** the organizers will provide general gangways lighting. Exhibitors must provide, at their own expense, all necessary connections in accordance with regulations to be issued separately by the Organizers and to pay for their electrical current consumed on such apparatus. Exhibitors are deemed to have notice of such regulation and are to be bound thereby. The contractors officially appointed by the Organizers will only install such apparatus and connections. All electrical work carried out by, or on behalf of Exhibitors is at all times subject to inspections and approval by the authorized representative of the Organizers. No source of power or lighting may be utilized other than that provided by the Organizers. The Organizers reserve the right to withhold electrical supply from any Exhibitor who has not complied with all such regulations above mentioned.

**Fire Precautions:** All materials used for the building, decorating, draping or covering of booths and/or stands must be non-flammable, or rendered so by being immersed in a fire proofing solution. These precautions must be carried out in accordance with existing regulations and must meet with the approval of the applicable fire authorities. Exhibitors must comply with the fire prevention rules.

**Insurance Liability:** The Organizers will not be responsible for the safety or property of any exhibit caused by fire, storm, tempest, lightning, national emergency, war, labour dispute, strikes, lockouts, civil disturbance, explosions, inevitable accidents, force majeure, or any other cause not within the sole control of the Organizers, or for any loss if damage occasioned, if by reasoning of the happening of such events, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable, for the holding of the Exhibition.

**The Exhibitor shall, from time of take-over of the rented space, maintain Public Liability and Property damage Insurance, to a limit of \$2,000,000.00 inclusive, until the rented space is released back to the Organizers. Exhibitors are advised that any contractor they may employ must be able to show proof of insurance in the amount of \$2,000,000.00 Public Liability and Property Damage Insurance. Insurance Policies held by the Exhibitor and any contractor they employ must name the Air Transport Association of Canada as Additional Insured on their policies.**

“The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor’s displays, equipment and other property brought onto the premises of the Westin Bayshore Hotel and shall indemnify and hold harmless the Hotel agents, servants and employees from any and all such losses, damages and claim.

**Postponement or Abandonment:** The Exhibitor waives any claim against the Organizers for damages of any kind against the Organizers in respect of any loss of damage consequential upon the prevention, or postponement, or abandonment of the Exhibition, by reason of the happenings of any event referred to in Condition 12, or otherwise of the Exhibition Building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organizers control and the Organizers shall be entitled to retain all the sums paid by Exhibitors, or such thereof, as the Organizers shall consider necessary. If, in the opinion of the Organizers, by re-arrangement or postponement of the period of the Exhibition, or by substitution of another Building, or any other reasonable manner or contracts, for space, shall be binding upon the parties, except as the size and position, as to which any modification, substitution, or re-arrangement they consider necessary shall be determined by the organizers.

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**Advertising Matter:** All handbills, printed matter or advertisements of any kind intended for distribution or display within the Exhibition may only be distributed from the Exhibitor's stand and Exhibitors shall not distribute printed matter, or literature, of any nature in the vicinity of the entrances or exits. Exhibitors must not station any attendants, or place anything in, or over the gangways, or upon any space other than that allotted to them. Attendants must NOT promenade in the Exhibition Building for advertising purposes, nor use audible means of attracting the attention of visitors, to the annoyance or inconvenience of other Exhibitors.

**Passes and Tickets of Admission:** Passes – which are not transferable – to admit Exhibitors, will be supplied to Exhibitors and no Exhibitors will be admitted without such pass being produced on entering to an official appointed by the Organizer.

**Food, Beverage and Alcohol:** The sole right for the distribution and sale of any article of food, drink (whether alcoholic or not) are held by the catering concessionaires, and no Exhibitor may sell, give away or distribute any such article without the written consent of the exclusive supplier or Organizers.

**Cleaning:** The Organizers will arrange cleaning of all public areas. Exhibitors requiring special cleaning services should make arrangements, at their own expense, with the official services contractors.

**Exhibition Services:** The Organizers accept no responsibility for breakdown or failure of any of the services provided for, or in connection with the Exhibition.

**Admission to the Exhibition:** The Organizers reserve the right to refuse any person admission to the Exhibition, as they deem necessary in their sole unfettered discretion.

**Effect as default in Payment:** In the event that an Exhibitor shall fail to pay all amounts due hereunder when due, the Organizers may, without affecting remedies of the Organizers, bar the Exhibitor for taking possession of the space granted by this agreement, may retain any sums previously paid by the Exhibition without any rebate of allowance whatsoever to the Exhibitor.

**Use of Space:** any other corporate entity or individual may not occupy space leased by the Exhibitor named overleaf in whole or in part except by express written permission of the Organizers. Application must be submitted in writing at least 30 days prior to the Show Date.

**Floor Covering:** Floor covering, of a standard acceptable to the Organizers, is compulsory, whether rented from the Official Show Contractor, or provided by the Exhibitor.

**Deposits:** Any sums forfeited to the Organizers in accordance with any provision hereof shall be deemed a genuine pre-estimate of liquidated damages suffered by the Organizers and not a penalty.

**Changes:** If any changes of clauses or part or parts of clauses in the Contract and Regulations and Conditions are illegal, unlawful or unenforceable, it or they shall be considered separate and severable from the agreements and the remaining provisions of the agreement shall remain in full force and effect and shall be binding upon the parties hereto as though the clause or clauses or part or parts of clauses have never been included.

**Amendment of Rules, Regulations and Conditions:** The Organizer reserves the right to alter, add to, waive or otherwise modify any of the Rules, Regulations, and Conditions of this document, and will notify the Exhibitors of such changes in writing within 48 hours of the changes being made.