

March 4, 2024

Dear Prospective Exhibitor,

The Air Transport Association of Canada (ATAC) is pleased to invite you to participate as an exhibitor at its **Canadian Aviation Conference and Tradeshow** being held this year at the **Westin Bayshore Hotel in Vancouver, BC from Tuesday, November 5 to Thursday, November 7, 2024.**

The ATAC event is the largest gathering of the Canadian commercial aviation industry including airlines (scheduled, charter and cargo operations), flight training, aircraft manufacturers, maintenance providers, parts providers, other suppliers to the aviation industry, government aviation officials and guests.

Our tradeshow consists of 70+ booths. Attracting approximately 500 delegates, our Canadian Aviation Conference & Tradeshow is a unique opportunity to showcase aviation products and services directly to commercial aviation operators and procurement personnel at a very competitive price. Book now!

Attached are the tradeshow details for your consideration. Please feel free to contact Katherine Simunkovic at <u>tradeshow@atac.ca</u> should you require additional information.

We would be very pleased to have you join us in Vancouver and look forward to your reply.

Best regards,

Debbie Simpson Tradeshow Manager



EXHIBITOR INFORMATION

1. DISPLAY SPACE

The standard booth size for the 2024 Tradeshow is 8' x 10' (8 ft. deep x 10 ft. wide). The cost of your booth includes an 8' high back curtain and 3' high side curtains. It also includes two (2) free exhibitor booth personnel passes to staff your booth, wireless internet, and overnight security. Booth passes include access to all social functions **except for the sit-down lunch on Day 1 of the Conference (Tuesday, November 5).** Tickets can be purchased separately for lunch in advance of the event.

The booth cost does not include booth furnishings, electrical, <u>wired</u> internet, material handling fees, audio visual or any other requirements you may need. The Tradeshow Hall is a carpeted room, however, if you require a specific colour of carpet this can be purchased along with other items you may need through the tradeshow contractor Levy Show Services or Encore (in the case of Audio Visual or Wired Internet). All forms for services, except Encore, will be included in the Levy Show Services Exhibitor Kit. Encore forms, which include audio visual, wired internet and electrical, will be provided to you at the same time as the Levy Show Services Exhibitor Kit through email.

ATAC MEMBER COMPANIES (Membership must be current and in good standing)

Standard booth 8 x 10 ft.	\$ 1699.00	
Each additional 80 sq. ft.	\$ 1159.00	

NON ATAC MEMBER COMPANIES

Standard booth 8 x 10 ft.	\$ 2299.00
Each additional 80 sq. ft.	\$ 1759.00

We will be restricting the number of available double booths for sale.

NOTE: All prices are in Canadian dollars and DO NOT include tax.

2. DATES AND HOURS OF TRADESHOW ACTIVITIES (Tentative hours)

Tuesday, Nov 5	0800 - 1500 1700 - 1900	Exhibitor Set-up Opening Reception
Wednesday, Nov 6	0730 - 0830 0930 - 1000 1200 - 1330 1700 - 1900	Breakfast Coffee Break Buffet Lunch Chair's Reception
Thursday, Nov 7	0730 - 0830 1000 - 1030 1200 - 1330 1330 - 1800	Breakfast Coffee Break Buffet Lunch <u>Tradeshow Teardown</u>

Business sessions are <u>not scheduled</u> during the above Tradeshow hours. The Tradeshow Hall is open for delegates outside of the above tradeshow hours for those not attending ATAC meetings, however, exhibitors are not obligated to man their booths outside of these hours. Exhibitor booth personnel may attend business sessions providing they are not indicated as "closed" sessions and if room capacity will permit as we will prioritize seating in meeting rooms for our Operator and Industry Partner Member Delegates.

3. EXHIBITOR PASSES / BADGES

Everyone displaying at the show must wear exhibitor badges. Two (2) free passes for personnel to staff your booth are allotted for each 8 x 10 ft. booth space. The two free Exhibitor passes will allow entrance to the tradeshow <u>and</u> access to all social functions **except for the sit-down lunch on Day 1 of the Conference (Tuesday, November 5). Tickets can be purchased separately for this lunch in advance of the event.**

<u>Additional</u> booth passes (maximum of 2) are available at a cost of \$479.00 each. Additional booth passes have the **same privileges and exceptions** as the 2 free passes outlined above. If more than 2 additional booth passes are required, the full delegate registration fee will apply.

4. BOOTH MOVE-IN AND MOVE-OUT HOURS

MOVE IN

On arrival, all exhibitors should report to the ATAC Registration Desk located in the Westin Bayshore Hotel to receive their welcome package and booth personnel passes. The Tradeshow area will be open for exhibitors to set up from 0800 to 1500 on Tuesday, November 5. All displays are to be completely set up by 1500 on November 5 in order to facilitate preparation for the Reception in the Tradeshow Hall commencing at 1700.

MOVE OUT

No packing of equipment, literature etc. or dismantling of exhibits will be permitted until the official closing time of 1330 on Thursday, November 7. <u>Dismantling prior to 1330 is NOT allowed</u> as it causes disruption to the Show, other exhibitors, and delegates. Return of crates will begin promptly at 1330. To avoid any damage to your equipment, please remain in your exhibit area until crates are delivered. All exhibitor material must be packed and removed by 1800 on Thursday, November 7. The Materials Handling Provider (Levy Show Services) will remove from the building any exhibitor materials remaining in the Tradeshow Hall at the end of the scheduled move-out and handling charges will apply.

5. OUTSIDE SERVICE CONTRACTORS

Official Show Services Contractor: Levy Show Services – Order Forms for Booth Furnishings, Drayage & Material Handling, Customs and Freight Forwarding, etc. will be included in the exhibitor kit from Levy Show Services. The Encore form, for wired internet, electrical and audio visual, will be provided at the same time as the exhibitor kit. The kit will be made available in early September. Contact: Service Department Tel: 604-277-1726 or email <u>operations@levyshow.com</u>

Host Hotel: Westin Bayshore Hotel, 1601 Bayshore Drive, Vancouver, BC V6G 2V4. Any food and beverage inquiries must be directed to Nancy Beddome Tel: 604-691-6939 or email <u>nancy.beddome@westin.com</u>. See Page 2 of the Regulations and Conditions in the Contract for further details / restrictions pertaining to food and beverage.

6. ACCOMMODATION – Westin Bayshore Hotel

Special Group rates are available. Details will be provided at a later date.

SPAM ALERTS

Any company calling you purporting to assist with your hotel booking, is <u>NOT</u> affiliated with ATAC or the Westin Bayshore Hotel in any way. Please do not deal with any third-party companies. Your hotel reservations should be made directly with the Westin Bayshore Hotel only using the contact information provided from ATAC. In some cases, where people have dealt with outside companies, they have had no recourse if something went wrong.

As well, anyone trying to sell you an Attendee/Visitors/Registrants list is NOT affiliated with ATAC.

Please do not respond to these requests.

Questions?

Katherine Simunkovic Air Transport Association of Canada 222 Queen Street, Suite 1110, Ottawa, Ontario K1P 5V9 <u>tradeshow@atac.ca</u> Cell: 780-312-4946 <u>www.atac.ca</u>



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ATAC TRADESHOW Tuesday, November 5 – Thursday, November 7, 2024 Westin Bayshore Hotel, Vancouver, BC

EXHIBITOR APPLICATION / CONTRACT

Company Name: (Full Company Name as it will appear on Exhibitor Listings)

Full Mailing Address:		
Contact Person:		
	Position:	
Telephone: ()	Cell: ()	
Email:		
Administrative Contact (If different	nt than above):	
	Position:	
Telephone: ()	Cell: ()	
Email:		
Requirements The standard booth size for ATAC	Tradeshow 2024 is <u>8 ft. deep x 10 ft. wide</u> and include	es 8' high back

The standard booth size for ATAC Tradeshow 2024 is <u>8 ft. deep x 10 ft. wide</u> and includes 8' high back curtain and 3' high side curtains. The tradeshow hall is carpeted with ballroom grade carpet. Should we oversell into the Foyer a few booths in the foyer may be a combination of carpet and marble tile.

Booth charges

ATAC Member Company: Each additional 80 sq. ft.	1699.00 (Membership must be current) 1159.00
Non-ATAC Member Company: Each additional 80 sq. ft.	2299.00 1759.00

Prices do not include applicable tax of 5% GST.

Booth cost does not include booth furnishings, material handling fees, electrical services, <u>wired</u> internet, audio visual or any other requirement you may need. The tradeshow hall is a carpeted room, however, if you require a specific colour of carpet this can be purchased along with other items you may need through the tradeshow contractor Levy Show Services or Encore (in the case of wired internet or Audio Visual). Exhibitor kit will be available online in September, at which time the Encore forms will also be provided to you.

Payment Terms

Exhibitor space is on a first-come first-served basis and spots are assigned only once payment is made. An invoice will be issued once application is received. Should an Exhibitor have to cancel its obligation, 50% is

non-refundable and the balance will only be refunded should the Organizer be able to re-sell the reserved space. (See Regulations and Conditions for more detail.)

Booth Size: (sq. ft.) _____ Preferred location: 1st choice _____ 2nd choice _____ 3rd choice _____

We will be restricting the number of double booths for sale.

Booth Passes: You are allotted two (2) free booth passes to staff your booth, per 8 x 10 booth space. These two (2) free booth passes will allow entrance to the tradeshow and access to all social functions **except for the sit-down lunch on Day 1 of the Conference (Tuesday, November 5).** Tickets for this lunch can be purchased separately in advance of the event.

Additional booth passes (maximum of 2) are available at a cost of \$479.00 each. Additional booth passes have the **same privileges and exceptions** as the free passes outlined above. If more than 2 additional booth passes are required, the full delegate registration fee will apply.

Exhibitor booth personnel may attend business sessions providing they are not indicated as "closed" sessions and if room capacity will permit as we will prioritize seating in meeting rooms for our Operator and Industry Partner Member Delegates.

You will be required to register your booth personnel. ATAC will provide you the instructions closer to the event.

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
5% GST (<u>Space cost x 5%</u>)	\$ (GST # R106690449)
Total:	\$

METHOD OF PAYMENT

For your protection and that of the Association we will no longer accept receiving Credit Card information via email. Upon receipt of your application an invoice will be issued providing a secure Payment Portal for online payment.

<u>Privacy Laws including, without limitation, Canadian Anti-Spam Legislation</u> – by signing this contract you or your representative agree to receive 3rd party marketing and communication from our suppliers <u>for the sole purpose of</u> <u>services for this show</u> e.g. Levy Show Services (Logistics supplier, Material Handling Provider and Customs).

This contract is executed at	, this	day of	2024
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Executed by (print name)

Signature

PLEASE RETURN SIGNED CONTRACT TO tradeshow@atac.ca

(Please see the attached Regulations and Conditions of this contract)

Please take a few moments and review these regulations and conditions. 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 Tradeshow. The term "Organizers" as used in these regulations and conditions relates solely to ATAC.

Dates and Hours of Tradeshow Activities: (Tentative Hours)

Tuesday, Nov 5	0800 - 1500 1700 - 1900	Exhibitor Set-up Opening Reception
Wednesday, Nov 6	0730 - 0830 0930 - 1000 1200 - 1330 1700 - 1900	Breakfast Coffee Break Buffet Lunch Chair's Reception
Thursday, Nov 7	0730 - 0830 1000 - 1030 1200 - 1330 1330 - 1800	Breakfast Coffee Break Buffet Lunch <u>Tradeshow Teardown</u>

Business sessions are not scheduled during the above Tradeshow hours. The Tradeshow Hall is open for delegates outside of the above tradeshow hours for those not attending ATAC business meetings, however, Exhibitors are not obligated to man their booths outside of these hours. Exhibitor personnel may attend business sessions provided they are not indicated as 'closed' sessions and if room capacity will permit as we will prioritize seating in meeting rooms for our Operator and Industry Partner Member Delegates. Tradeshow doors will close at the end of the program day on Tuesday and Wednesday upon arrival of an overnight security guard.

<u>Application for Space</u>: 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: Exhibit space is on a first-come first-served basis. An invoice will be issued once your application is received and is due upon receipt. If the booth payments are not made when due, the space may be re-allotted if the Organizers, in their sole discretion, so decide. Should an Exhibitor have to cancel its obligation, 50% 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 rental space

<u>Allotment of Space:</u> 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 Exhibitors shall be bound by the Organizers decisions with respect to the allotment of space. Booth separation of competitors is not guaranteed. The Organizer will inform the Exhibitor of any changes to the floorplan.

Occupation of space: If the Exhibitor fails to occupy its allocated booth space by 1500 on November 5, 2024, then all payment in respect of the booth space shall be forfeited to the Organizers. The Organizers have the absolute right to relet or otherwise deal with the booth space.

<u>Media Release</u>: By registering and/or attending this event, you hereby consent to and authorize ATAC to use your name and any photographs, images and/or audio video within which you may be included on ATAC's website (<u>www.atac.ca</u>) as well as in ATAC's print and marketing publications without compensation and further explicit authorization. The use of such media by ATAC will be solely for educational, promotional and informational purposes.

Building and Dismantling of Exhibition: All work must be completed, and all exhibits must be in place by no later than 1500 on Tuesday, November 5, 2024. Dismantling of the Exhibition will begin after closing on the final day (1330 on Thursday, Nov. 7). **Dismantling of your booth is NOT allowed prior to 1330 on Nov 7** as this causes disruption to the Show, other exhibitors and delegates. The removal of all exhibits stands, and debris must be completed by no later than 1800 on November 7, 2024, unless a later date has been agreed upon in writing by the Organizers and the hotel. Failure to meet this 1800 deadline may result in additional charges. 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. If Exhibitors do not order material handling and require storage of their empty cases, there will be an additional cost for this storage.

REGULATIONS AND CONDITIONS – ATAC Tradeshow 2024 – Vancouver, BC

To minimize the risks of accidents, and unless otherwise agreed upon, the Westin Bayshore Hotel caterer will not sell alcohol during the set-up and tear down activities.

<u>** Food, Beverage and Alcohol **:</u> 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 Westin Bayshore or the Organizers.

<u>No Smoking Policy</u>: 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.

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: Pipe and Drape booths will be provided to each exhibitor as applicable. A dimensioned drawing and full details of the Organizers floor plan will be provided to each Exhibitor. 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, electrical fixtures, 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. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any other tool or material that could mark the previously mentioned surfaces is prohibited. 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 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.

<u>Fire Precautions:</u> 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. These are subject to inspection by the City of Vancouver Fire Department. Exhibitors must comply with the fire prevention rules. The Westin Bayshore cannot permit the use of any display or exhibit containing fluids unless authorized by your CSM. Because of the sensitive fire alarm system in the hotel the use of any type of smoke machine or fireworks IS PROHIBITED. The photosensitive alarms will automatically be triggered.

Exhibits with Motor Vehicles: Should motor vehicles be brought into the Hotel, the fuel tank must be taped, locked and emptied of its contents. The battery must also be disconnected. A drop sheet must be placed and left under each mechanical or vehicular exhibit to avoid any possible damage to the floor and/or its covering. All electrical equipment or illuminated displays must be C.S.A. and U.L. approved.

Insurance Liability: The Organizers will not be responsible for the safety or property of any exhibit caused by fire, storm, tempest, lightening, 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 or 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 \$5,000,000.00 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 \$5,000,000.00 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.

REGULATIONS AND CONDITIONS – ATAC Tradeshow 2024 – Vancouver, BC

Postponement or Abandonment: The Exhibitor waives any claim against the Organizers for damages of any kind against the Organizers in respect of any loss or damage consequential upon the prevention, or postponement, or abandonment of the Exhibition, by reason of the happenings of any event referred to in the clause on Insurance Liability, 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.

<u>Advertising Matter:</u> 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.

<u>Cleaning</u>: The Organizers will arrange cleaning of all public areas. Exhibitors requiring special cleaning services should make arrangements, at their own expense, with Levy Show Services.

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

<u>Admission to the Exhibition</u>: 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: The tradeshow hall at the Westin Bayshore Hotel is carpeted with ballroom grade carpet. If an Exhibitor wishes to have its own floor covering it is to be of a standard acceptable to the Organizers, whether rented from the Official Show Contractor, or provided by the Exhibitor. Should we oversell into the Foyer a few booths in the Foyer may be a combination of carpet and marble tile.

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

<u>Changes</u>: If any changes of clauses 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.

<u>Amendment of Rules, Regulations and Conditions</u>: 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.

Updated April 11

ATAC Tradeshow 2024 - Floor Map Westin Bayshore Hotel, Vancouver BC - Grand Ballroom - November 5-7, 2024 BOOTH SIZE 8'x10'



