



**September 18 – 21, 2011  
Ottawa Convention Centre  
Ottawa, Ontario**

**Exhibitor & Sponsorship  
TERMS AND CONDITIONS**

**DEFINITIONS:**

As used herein "CCRC." shall mean The Canadian Capital Region Chapter, a corporate entity, its directors, officers, employees, members, volunteers, agents, and representatives; "Exhibitor" shall mean the company participating in the Exhibit Hall; its directors, officers, employees, volunteers, agents, and representatives; "Exhibit Hall" shall mean the exhibition area as setup in the Ottawa Convention Centre.

**ASSIGNMENT OF DISPLAY SPACE:**

CCRC will assign all exhibit booths and sponsorship opportunities. An Exhibitor with an established history of exhibiting at past RIMS Canada Conferences will have priority in the booth allocation process provided the application and payment are received by January 15, 2011 with terms of 30 days, and with respect to sponsorship opportunities full payment due on or before May 31, 2011. Exhibit booth allocation will be established for Exhibitors based upon the date of receipt of the Exhibitor's Application with payment, the number of exhibit spaces requested, and space availability. CCRC reserves the right to determine the eligibility of location of all Exhibitors. Exhibitors are requested to demonstrate products and services which are of professional interest to Risk Managers.

**EXHIBITOR/SPONSORSHIP**

**APPLICATION/CONTRACT:**

The Exhibitor/Sponsorship Application/Contract, including these Terms and Conditions, when properly executed by the Exhibitor/Sponsor shall, upon written acceptance by CCRC constitute a valid and binding contract allowing exhibit space at the 2011 RIMS Canada Conference, September 18-20, 2011, in the Ottawa Convention Centre.

**EXHIBIT SPACE RENTAL AND FEATURES:**

Exhibitor acknowledges that the booth rental price includes basic booth set-up and other items specified herein. The price does not include any other exhibit services beyond those itemized in this contract. The Exhibitor at its cost may arrange additional services directly with the Official Services Contractor, (where so specified) or through the National Event Planner, POP Kollaborative. Inquires should be directed to:

Charlene Roth-Diddams

Tel: 1-877-266-2192 (toll free in Canada)

1-403-266-2192 (outside of Canada)

Fax: 1-403-257-7665

Email: [charlene@POPhasEmail.com](mailto:charlene@POPhasEmail.com)

Exhibit space rental includes (per standard booth):

NOTE: Electrical requirements are not included

- 10' x 10' booth space
- 8' high back drape
- 3' high side drape
- 1 skirted table
- 2 padded chairs

**Exhibit space rental also includes:**

- Special periods throughout the Conference dedicated to Exhibitors.
- Admission for all persons with a valid Exhibitor badge to the Opening Reception on Sunday, September 18, 2011
- One Gala ticket per single Exhibitor Booth (two for double booth, etc.); additional tickets can be purchased prior to the Conference, as well as on site from the National Event Planner.
- 24-Hour General Security in the Exhibit Hall.

The Ottawa Convention Centre will be responsible for maintaining all common areas. The Ottawa Convention Centre will not clean or maintain exhibit space. Garbage cans placed in the common areas will be emptied. Exhibitors will be responsible for maintaining an acceptable standard of cleanliness in booth interiors.

### **CUSTOMIZED BOOTHS, FOOD & BEVERAGES BY EXHIBITOR OR SPONSOR:**

Any special or unusual booth construction, configuration or installation must be identified in the application and approved in writing in advance, by CCRC.

Any food and beverage, including but not limited to bottled water, distribution proposed by the Exhibitor or Sponsor must be identified and approved by The Ottawa Convention Centre through POP Kollaborative. Each Exhibitor is hereby requested to advise what they plan to do in their booth (entertainment), and whether beverages or food distribution is planned. Approval must be provided by CCRC beforehand with **no exceptions**.

Food & Beverage requirement contact Charlene Roth-Diddams of POP Kollaborative at 1-877-266-2192 (toll free in Canada) or 403- 266-2192 (outside of Canada) or email [charlene@POPhasEmail.com](mailto:charlene@POPhasEmail.com)

### **PAYMENT REQUIREMENTS AND CHARGES FOR EXHIBITOR and/or SPONSORSHIP**

#### **CANCELLATION:**

Exhibitors agree to submit payment in full (\$3800.00 single booth + 13% HST = \$4294.00 etc.) at time of application or no later than 30 days following the application request. Sponsors agree to submit a non-refundable deposit of 25% at time of application and will submit payment for the remaining balance no later than May 31, 2011. An invoice detailing payment options will be forwarded upon receipt of the contract.

If the Exhibitor provides notice of cancellation prior to April 30, 2011, the Exhibitor forfeits half the cost of the booth(s).

If the Exhibitor decides to cancel after April 30, 2011, the Exhibitor forfeits any refund.

Cancellations must be received in writing by CCRC at:

Attention: Charlene Roth-Diddams,  
POP Kollaborative  
430, 318 11 Avenue SE  
Calgary, Alberta T2G 0Y2

Email: [charlene@POPhasEmail.com](mailto:charlene@POPhasEmail.com)

### **CANCELLATION BY CCRC:**

CCRC reserves the right to cancel Exhibitor or Sponsor space should payment not be received from the Exhibitor or Sponsor when due, or should any other term or condition of this contract be breached by the Exhibitor or Sponsor. In the event that space or sponsorship is cancelled by CCRC, arising from breach of contract or nonpayment of booth rental or sponsorship payment when due, all payments made to date by the Exhibitor or Sponsor will be forfeited. CCRC may lease such cancelled space to another Exhibitor at its discretion.

If CCRC should be prevented from holding the Conference or part of the Conference due to any cause beyond its control or if it cannot permit the Exhibitor to occupy its rented space or the Sponsor to fulfill its sponsorship commitment due to circumstances beyond the control of CCRC (including but not limited to actual anticipated riot, acts of terrorism, strike, fire, civil disobedience, inclement weather, peril, lockout, Act of God, etc.), the Exhibitor/Sponsor shall not be entitled to a refund of fees, and CCRC shall have no further obligation or liability to the Exhibitor/Sponsor, its directors, employees, agents, officers, representatives, volunteers or customers. CCRC shall not be responsible for shipping charges, construction costs, labour charges or expenses for preparation of exhibits in the event that an exhibition is postponed or cancelled for any reason whatsoever, or in the event that the materials fail to arrive.

### **REGISTRATION, BADGES AND STAFFING:**

All persons visiting the Exhibit Hall and the 2011 RIMS Canada Conference are required to wear an appropriate badge while in attendance. Exhibitor personnel must wear a badge at all times. Exhibitor's Registration packages and badges will be available on Saturday, September 17, 2011 during the Exhibitor Set-Up hours. Exhibitors will receive three Exhibitor badges per rented booth; any additional badges are available at a cost \$50.00 plus 13% HST each. Instructions for acquiring badges will be forwarded well in advance of the Conference.

CCRC reserves the right, at any time, to request proper identification from the person whose name is imprinted on the badge. A fee of \$10.00 plus 13% HST will be charged for replacement of lost badges. Temporary badges, valid only during installation and dismantling, should be obtained for any authorized personnel (Exhibitor Company employees and independent contractors) at the registration desk. All Exhibitors or independent contractors will be required to obtain temporary badges to be permitted entry into the Exhibit Area.

## **EXHIBIT SCHEDULE:**

The proposed hours for the Exhibit Hall are as follows:

- Sunday, September 18, 2011  
11:00AM – 5:00 PM
- Monday, September 19, 2011  
9:00AM – 6:00 PM
- Tuesday, September 20, 2011  
9:00AM – 2:00 PM

The Exhibitor or Sponsor agrees that a condition of this contract is that its booth(s) will be staffed continuously by at least one representative throughout these hours on these dates. CCRC reserves the right to change Exhibit Area hours in the best interest of the Conference.

## **DECORATION:**

CCRC shall have full discretion and authority in the placement, arrangement and appearance of all items displayed by an Exhibitor and/or Sponsor and may require the replacement, rearrangement of any item or any booth, and no liability shall attach to CCRC that may evolve from Exhibitor/Sponsor thereby. Exhibitors building a special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to Exhibitors in adjoining booths. If such surfaces remain unfinished at 10:00 AM of the opening day of the Conference, it is agreed that CCRC shall authorize the necessary finishing and Exhibitor/Sponsor must pay all charges involved therein. All materials must be in accordance with the City of Ottawa Fire Regulations and the Ottawa Convention Centre Regulations regarding the placement of materials and signage.

## **COMPETITION DRAWS AND CONTESTS:**

Any prize or similar draws, contests or competitions by the Exhibitor/Sponsor, must be approved by CCRC prior to the Conference, and permission for same must be requested by July 31, 2011. All promotions and competitions conducted in conjunction with Exhibitor's display must be free of any obligation on the part of the winner and must not violate any Federal, Provincial or Municipal laws or regulations in effect at the time. ***Exhibitors will be responsible to get their prizes to the respective winners.***

## **OBSTRUCTIONS AND PROJECTIONS:**

No Exhibitor and/or Sponsor, at any time, shall obstruct aisles, walkways, open spaces, or in any way affect the display or view of neighbouring Exhibitors. The standard draped booth package height is 8' high. Exhibitors wishing to lift the heights restrictions must do so in writing to CCRC c/o Charlene Roth-Diddams, at POP Kollaborative.

## **LIABILITY:**

Exhibitor/Sponsor assumes all risks of loss for bodily injury or property damage arising from Exhibitor's or Sponsor's participation in the Exhibit Hall of the 2011 RIMS Canada Conference. CCRC and POP Kollaborative assumes no liability for injury of any person or loss or damage to the property of Exhibitor, its directors, officers, representatives, employees, members, volunteers, agents, invitees or guests, at any time.

## **INDEMNITY:**

Exhibitor and/or Sponsor shall at all times indemnify, release and hold harmless CCRC, The Risk and Insurance Management Society Inc., as well as POP Kollaborative Inc. (including their directors, officers, employees, members, volunteers, and agents) from and against all claims, actions, damages, awards, loss and expense including, without limitation, those in respect of loss of life, bodily or personal injury, to any person including Exhibitor's or Sponsor's directors, officers, representatives, employees, agents, and contractors or damage to property including Exhibitor's/Sponsor's property arising from the actions, errors or omissions of the Exhibitor or Sponsor, its employees, agents, representatives, invitees, guests, and contractors or for any person for whom the Exhibitor/Sponsor is responsible during its occupancy, or move-in, or move-out of the Ottawa Convention Centre.

## **EXHIBITOR INSURANCE:**

The Exhibitor shall provide to CCRC, at the Exhibitor's sole cost and expense, proof satisfactory to CCRC that it carries and has in full force and effect, Commercial General Liability Insurance in connection with the use of the Exhibit Space, in an amount not less than \$2,000,000 inclusive for bodily and personal injury and property damage for any one occurrence. Such insurance shall cover all operations of the Exhibitor while on the premises of the Ottawa Convention Centre and shall include coverage for products and completed operations, contractual liability, employees as additional insured's, employers' liability, tenants' legal liability and non-owned automobile liability. The policy shall contain a cross liability clause and the following shall be added to the policy as additional insured's: The Canadian Capital Region Chapter of Risk and Insurance Management Society Inc, The Risk & Insurance Management Society Inc., and POP Kollaborative Inc.

The Exhibitor shall provide a Certificate of Insurance to POP Kollaborative by July 31, 2011. If expiry of the policy occurs between that time and the end of the 2011 RIMS Canada Conference, replacement Certificates shall be provided, so that CCRC has proof of continuous coverage.

**EXHIBIT HALL RULES:**

No demonstrations or solicitations shall be permitted outside of the Exhibitor’s assigned space and/or outside permitted hours. Solicitation in the Exhibit Hall is limited to persons wearing badges and only in registered booths. No signs or placards may be displayed on persons or otherwise outside the assigned exhibit space. This includes, but is not limited to, facility walls and space above booths.

**SECURITY IN THE EXHIBIT AREA:**

General security in the Exhibit Area will be provided by CCRC from the first evening any booth is installed and every day thereafter, from the official opening of the Exhibit Area until its official closing. However, Exhibitors are solely responsible for their own exhibit material and the insurance for it. Exhibitors may arrange additional security for individual booth space and contents, at their own expense.

**CONFLICTS WITH CONFERENCE SCHEDULE:**

No Exhibitor and/or Sponsor shall conduct any event or hospitality suite which would encourage attendees away from the exhibition area during the hours in which the Exhibit Hall is open or during the time in which conference advertised activities are taking place.

**COMPLIANCE:**

Exhibitor and/or Sponsor assumes all responsibility for compliance with all pertinent bylaws, ordinances, regulations, and codes of duly authorized local, provincial and federal authorities, including but not limited to those concerning fire, safety, smoking and health, together with the rules and regulations of the operators and/or owners of the Ottawa Convention Centre.

**OBJECTIONABLE CONDUCT:**

CCRC reserves the right to, at any time, reject, prohibit, restrict or remove Exhibitors, exhibits, persons, things or the operation of exhibits which may be objectionable to the participants or to CCRC. Without limiting the generality of the foregoing this paragraph applies to personal conduct, noise, odour, method of operation, printed material or handouts, or any other reason which becomes, as determined by CCRC, objectionable or otherwise detracts from the exhibition or the 2011 RIMS Canada Conference. CCRC reserves the right to alter or

close any exhibit which does not conform to either the TERMS or CONDITIONS of this contract or reasonable standards as defined by CCRC in its sole discretion. No refund shall be given under such circumstances. The action does not constitute the exclusive remedy available to CCRC and CCRC may avail itself of any remedy available to it in addition to this section.

**ASSIGNMENT:**

This agreement shall not be assigned or transferred by the Exhibitor and/or Sponsor. It binds the Exhibitor, its directors, officers, employees, agents, volunteers, representatives, and its successors, if any, as well as any affiliated companies and their representatives.

**SUBLET:**

Subletting, assigning and apportioning of any exhibit space is prohibited. Sharing of an exhibit booth by two or more companies is prohibited. Only the registered Exhibitor may display in its allotted booth space.

**NOTICE:**

All notices under this Exhibitor Application/Contract must be in writing sent via registered mail, facsimile or e-mail to POP Kollaborative at the address shown in the Exhibitor Services Information.

**CONFERENCE MANAGEMENT:**

The official event management company for the 2011 RIMS Canada Conference in Ottawa is POP Kollaborative, and they will respond to requests for information about the Conference.

Attention: Charlene Roth-Diddams  
2011 RIMS Canada Conference  
430, 318 11 Avenue SE  
Calgary, Alberta T2G 0Y2  
Phone: 1-877-266-2192 (toll free in Canada)  
1-403-266-2192 (outside of Canada)  
Fax: 1-403-257-7665

Email: [charlene@POPhasEmail.com](mailto:charlene@POPhasEmail.com)

For the most up to date information regarding the 2011 RIMS Canada Conference – Capital ConneXions, please visit our website.

[www.rimscanadainformation.ca](http://www.rimscanadainformation.ca)