



2019 AGM and Safety Conference & Locate Rodeo

Exhibitor Trade Show Package

Dear Potential Exhibitor:

CAPULC is pleased to invite you to be a participant at our AGM and Safety Conference & National Locate Rodeo and Workshops to be held at Festival Place in Sherwood Park, Alberta from April 17 – April 18, 2019. Festival Place is an excellent venue with lots of space for exhibitors and attendees. Sherwood Park is near Edmonton and a short distance to the Edmonton International Airport for those flying into the event. We have a great program with various speakers and presenters on topics important to our industry. We also have a networking event in the Trade Show area on the evening of April 17th. This year we will be hosting our 1st National Locate Rodeo, so you will certainly want to be apart of this year's events.

All booths are on a "first come, first served" basis. All booths will be supplied with a table 6 or 8-foot table and two chairs. All booth spaces will be divided with pipe and drape partitioning and 8" curtained backdrop.

Please read the information below carefully and select your choice of booth.

Booth Options

Includes exhibit space, all meals, presentations, workshops, networking event and 1 exhibitor pass.

10 x 10 Booth	\$1000.00 + GST	Member Price	=\$1050.00
10 x 10 Booth	\$1500.00 + GST	Non-Member Price	=\$1575.00

(Become a **Gold** (\$2500.00) or **Silver Sponsor** (\$1000.00) and receive 1 free booth & exhibitor registration)

Registration

All booths come with 1 Free Exhibitor Registration to the conference, including meals and sessions.

Additional Exhibitor Registrations can be purchased for **\$150.00** per person.

Sponsorship

Looking to promote your products and services to CAPULC members? Consider becoming a sponsor of CAPULC. Sponsorship levels offer recognition at Conferences and highlight your support for our Association.

Conference Sponsorship Opportunities

Spaces available	Cost (each)	General Description
2	\$2500.00	Conference Lunch – Day 1
1	\$2500.00	Guest Speaker
2	\$1500.00	Networking Event – Food/Bar Service
1	\$1000.00	Early Bird Registration Prize
1	\$1000.00	Conference Breakfast
2	\$1000.00	Locate Rodeo BBQ
1	\$700.00	Live Music – Stiletto Band
1	\$500.00	Rodeo Awards – Plaques/Trophies
1	\$500.00	Audio/Visual
1	\$500.00	Shuttle Bus
1	\$500.00	Lanyards (logo)
4	\$250.00	Conference Program



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SPONSORSHIP LEVEL BENEFITS

GOLD LEVEL SPONSORS (\$2500.00 per year)

- Gold Sponsors **Logo** will be the largest and will appear in the first tier on our sponsorship page on the CAPULC website and all appropriate marketing material.
- Gold Level Sponsors will be highlighted as the **events host** with signage and announced first at our **AGM and Member Meetings** as Gold sponsors of the actual event, venue, lunch, keynote speakers, etc.
- Gold Level Sponsors will be highlighted and announced first at our **National Locate Rodeo and Educational Workshops**. (sponsors will be advertised during the competition, awards ceremony, meals, promotional videos, workshops, media, website and social media platforms) **Gold level sponsors logo will be the largest and will appear on event banners and signage.**
- Gold sponsors will be highlighted in our **Annual Publication** (CAPULC presents **"The Locator"** Magazine) and highlighted on our **Social Media** pages. (Twitter, CAPULC News, LinkedIn) Gold sponsors logo will be the largest and appear at the top of the sponsors list.
- Gold Sponsors will have an opportunity to showcase their products to our members in a **Direct Mailer or Email Advertisement**.
- Gold sponsors will receive a **Free Ad** on our **CAPULC website** and highlighted in our **CAPULC Marketplace**.
- All presentations and minutes from CAPULC meetings will be sent out electronically to our members highlighting our sponsors.
- Gold sponsors will receive a **free 20 x 10 booth space** at our annual **AGM and Safety Conference**. (**1st choice of booth selection**)

SILVER LEVEL SPONSORS (\$1000.00 per year)

- Silver Level Sponsors **Logo** will be the 2nd largest and will appear in the second tier on our sponsorship page on our website and all appropriate marketing material.
- Silver Level Sponsors will be highlighted with signage and announced second at our **AGM and Member Meetings** as Silver sponsors of the actual event, venue, lunch, keynote speakers, etc.
- Silver Level Sponsors will be highlighted and announced second at our **National Locate Rodeo and Educational Workshops**. (sponsors will be advertised during the competition, awards ceremony, meals and workshops)
- Silver sponsors will be highlighted in our **Annual Publication** (CAPULC presents **"The Locator"** Magazine) and highlighted on our **Social Media** pages. (Twitter, CAPULC News, LinkedIn)
- Silver Sponsors will have an opportunity to showcase their products to our members in a **Direct E-mail Advertisement**.
- Silver sponsors will receive a **Free Ad** on our **CAPULC**
- All presentations and minutes from CAPULC meetings will be sent out electronically to our members highlighting our sponsors.
- Silver sponsors will receive a **free 10 x 10 booth space** at our annual **AGM and Safety Conference**. (**2nd choice of booth selection**)

BRONZE SPONSORS (\$500.00 per year)

- Bronze sponsors Company **Logo** will be the smallest and will appear in the third tier on sponsorship page on our website and all appropriate marketing material.
- Bronze Level Sponsors will be highlighted with signage and announced last at our **AGM and Member Meetings** as Bronze sponsors of CAPULC.
- Bronze Level Sponsors will be highlighted and announced last at our **National Locate Rodeo and Educational Workshops**. (sponsors will be advertised during the competition and awards ceremony)
- Bronze sponsors will be highlighted in our **Annual Publication** (CAPULC presents **"The Locator"** Magazine) and highlighted on our **Social Media** pages. (Twitter, CAPULC News, LinkedIn)
- All presentation and minutes from CAPULC meetings will be sent out electronically to our members highlighting our sponsors.
- Bronze sponsors will receive a **25% discount on a 10 x 10 booth space** at our annual **AGM and Safety Conference**. (**3rd choice of booth selection**)
- Bronze sponsors will receive a **25% discount on Ads** placed on our **CAPULC website**



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Exhibitor Registration Form

Exhibitor Information

Key Contact					
Organization					
Email			Telephone		
Billing Address					
Billing Address 2					
City		Province		Postal Code	

Booth # Preferences

1st _____ 2nd _____ 3rd _____

Booth selection is on a "first come, first served basis" CAPULC has the right to make a final determination of all space assignments. CAPULC shall have no liability for failure or inability to meet exhibitor's requests, and exhibitor shall have no right to cancel due to CAPULC's failure to meet exhibitor's requests.

Booth Options

Includes 1 exhibitor pass, exhibit space, table and 2 chairs. All meals, events and sessions are included.

- | | | | |
|--|-----------------|-------------------------|-------------------|
| <input type="checkbox"/> 10 x 10 Booth | \$1000.00 + GST | Member Price | =\$1050.00 |
| <input type="checkbox"/> 10 x 10 Booth | \$1500.00 + GST | Non-Member Price | =\$1075.00 |

Sponsorship Options

Please check out the [Sponsorship Level Benefits](#) and [Sponsorship Application Form](#). There are many benefits to becoming a **Gold** & **Silver Sponsorship** Levels include the cost of a booth.

Extras

- | | | |
|---|----------------|------------------|
| <input type="checkbox"/> Additional Exhibitor Registration
(Includes Meals & Sessions) | \$150.00 + GST | =\$157.50 |
|---|----------------|------------------|

Exhibitor Names (badges issued at event) _____;

- | | | |
|---|----------------|------------------|
| <input type="checkbox"/> Electrical Set-up per booth. | \$150.00 + GST | =\$157.50 |
|---|----------------|------------------|

Payment

- Invoice my company
- Cheque

Please make cheques payable to **CAPULC** and mail to: **PO Box 925, Station T Calgary, AB T2H 2H4**

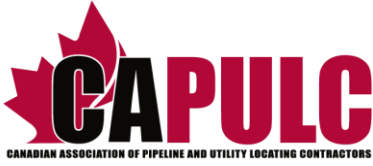
- Credit Card

CAPULC will issue electronic invoices which can be paid online via **PAYPAL**

If you have any questions, please contact Jason at jasonmugford@capulc.ca



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Sponsorship Form

Please remit to:

The Canadian Association of Pipeline & Utility Locating Contractors or CAPULC
PO Box 925, Station T
Calgary, Alberta T2H 2H4
Phone: 1-888-492-8279

Date: _____

1. Membership Selection

Sponsorship Type

Annual CAPULC Corporate sponsorships are promoted at the following levels:

<input type="checkbox"/> Bronze*	\$ 500.00	<input type="checkbox"/> Locate Rodeo BBQ	\$ 1000.00
<input type="checkbox"/> Silver*	\$ 1000.00	<input type="checkbox"/> Live Music	\$ 700.00
<input type="checkbox"/> Gold*	\$ 2500.00	<input type="checkbox"/> Rodeo Awards	\$ 500.00
<input type="checkbox"/> Conference Lunch	\$ 2500.00	<input type="checkbox"/> Audio/visual	\$ 500.00
<input type="checkbox"/> Guest Speaker	\$ 2500.00	<input type="checkbox"/> Shuttle Bus	\$ 500.00
<input type="checkbox"/> Early Bird Prize	\$ 1000.00	<input type="checkbox"/> Conference Program	\$ 250.00
<input type="checkbox"/> Conference Breakfast	\$ 1000.00	<input type="checkbox"/> Lanyards/name tags	\$ 250.00

2. Company Information

Company Name: _____

Mailing Address: _____

Phone #: _____

Fax#: _____

Website: _____

3. Contact Information

Name: _____

Title: _____

Phone #: _____

E-mail: _____

4. Payment Information

Cheque *Cheque are payable to CAPULC

Credit Card *Invoices will be issued and payments can be made **online**

*Plus GST

For more information about CAPULC Membership or Sponsorship contact:

[Jason Mugford, Executive Director](#)

www.capulc.ca



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Exhibitor Tradeshow Package continued

Tradeshow Information

Exhibit Times and Information:

<u>Move-in</u>	Tuesday April 16 th , 2019 Wednesday April 17 th , 2019	6:00 pm – 9:00 pm 6:00 am – 8:00 am
<u>Move-out</u>	Thursday April 18 th , 2019	4:00 pm – 7:00 pm

Please note the Tradeshow area will be open from 8:00 am – 7:00 pm on April 17 & 8:00 am – 4:00 pm on April 18

Electrical Connections

If you require electricity for your booth, please indicate on your registration form. The charge is \$150.00 for an electrical connection per booth.

Shipping

Festival Place cannot accept shipments. Please ensure you bring your trade booth and equipment with you or have it shipped directly to your hotel.

Vendor Draws

If you wish to participate, you will display your draw prize at your booth. (limit one prize per booth) along with a container to collect business cards of the attendees who visit your booth. **Draws will take place on Wednesday, April 17, 2019 from 3:45 pm – 4:15 pm**

Accommodations

A block of rooms has been arranged at the **Hampton Inn by Hilton Sherwood Park** use **code CAP** when booking. Rooms are **\$139.00 per night** for a standard 2 Queen Beds and includes free breakfast and free wifi. **The cut-off date to receive the discounted room rate is March 16, 2019**

Park Centre & Hotel is only 950 meters (5-minute walk) from Festival Place and has standard King rooms starting at \$119.00, this is a small hotel next to Festival Place with only 38 rooms and 2 suites. **Book early, limited space!**

Wi-Fi

Wi-Fi access is **Free** for all exhibitors.
Network is – **wireless Strathcona**
Password is – **no password needed**

Cancellation Policy

Confirmation and receipts will be issued after payment is received in full. Cancellations must be made in writing before April 1, 2019. **Any cancellations received on or after April 1, 2019 will not be refunded.**

Trade Show Rules & Regulations



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- 1. Space Rental:** The application for exhibit space, when received by the CAPULC, shall constitute a valid contract between parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, the CAPULC reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant.
- 2. Cancellation of Exhibit Space:** All Cancellations must be made in writing. Display space may be cancelled up to April 1, 2019 without penalty; however, any cancellations made on or after April 1, 2019 will NOT be refunded.
- 3. Use of Space & Restrictions:** The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties and only products and/or services of the exhibitor may be exhibited. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated and where an exhibitor's display is built beyond limitations, the CAPULC reserves the right to correct such violations by having the exhibitor alter, remove, or rearrange any or all of the display, so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. The CAPULC reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighboring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common areas of the facility.
- 4. Installation, Exhibit Hours and Dismantling:** Each exhibitor is responsible for setting up and removing their own exhibit. Dates and hours for installation, exhibiting and dismantling will be specified by the CAPULC. Goods received after the opening of the conference must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits must be set up before 8:00 am on April 17, 2019 and should always be staffed during **Trade Show Times** (refer to page 4 for times). No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing on April 18, 2019. All exhibits must be removed by 7:00 pm April 18, 2019 and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. The CAPULC reserves the right to remove any exhibit, any excess garbage, materials, packaging, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.
- 5. Fire Regulations:** All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to C.S.A. or UL specifications. Fire exits and aisles must always be kept clear. The exhibitor assumes full responsibility for ensuring exhibits meet these standards.



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6. **Electrical Code Requirements:** All exhibitors must comply with the Electrical Safety Code Requirements of EPCOR. The exhibitor assumes full responsibility for ensuring exhibits meet these standards. Exhibitor must supply their own power bars and extension cords.
7. **Damage to Property:** Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors, property and shall indemnify the CAPULC and FESTIVAL PLACE against and hold them harmless from any complaints, suits or liabilities resulting from negligence of the exhibitor in connections with the exhibitors use of space.
8. **Care of Building:** Painting, nailing, or drilling of floors, walls, ceilings, or any other part of the building is not permitted. Exhibitors laying any floor coverings must use adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to the ceilings, walls, pipes or electrical fixtures.
9. **Exhibitor Badges:** Exhibitor badges will be supplied by the CAPULC for exhibit personnel. These must always be worn while in the show building and exhibit area and are required for entry to the conference and meals. Exhibitor badges are to be worn by only those company representatives who will staff the booth.
10. **Liability:** Neither the CAPULC nor any of its officers, directors, employees or agents, nor the owners, employees or representatives of the Radisson Red Deer will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contact. The exhibitor upon submitting their registration form expressly releases the foregoing Association, individuals, and firms from and agrees to indemnify same against any or all claims, for such loss, damage or injury.
11. **Exclusive Rights:** Participating exhibitors have the exclusive right to promote or sell goods or services in the conference. All other parties who attempt to make any sales solicitations without the expressed written consent of the CAPULC will be permanently removed from the conference area.
12. **Booth Assignment:** Booth selection is on a "first come, first served basis". The CAPULC has the right to make a final determination of space assignments. The CAPULC shall have no liability for failure or inability to meet exhibitor requests, and exhibitor shall have no right to cancel due to the CAPULC's failure to meet exhibitor's request.

If you have any questions, please contact Jason Mugford:

jasonmugford@capulc.ca

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