



2018 CETA/ACTE & AETA JOINT CONVENTION
September 26-29, 2018
Montréal, Québec, Canada



SPONSORSHIP / EXHIBIT APPLICATION

Please complete and return pages 1 & 2 by **June 15, 2018** to:

Canadian Embryo Transfer Association

P.O. Box 39, Kemptville, Ontario, Canada K0G 1J0

Tel: 613-340-1536 • Fax: 613-652-1421 • Email: CETA.ACTE@Gmail.com

Company Name: _____

Street Address & City: _____

Province/State: _____

Postal Code/Zip Code: _____

Company Telephone: _____

Fax: _____

Company Email Address: _____

Web Site: _____

Name of Representative(s) Attending: _____

Name of Contact Person: _____

Tel: _____

Email: _____

Do you consent to receiving commercial electronic messages (CEM's) from the following: GES Canada Ltd., ConsultExpo Event Services Inc., show management (CETA/ACTE & AETA), hotel, AV company & others pertaining to the 2018 Joint Convention?

YES NO

MARKETING & COMMUNICATIONS:

A Sponsor/Exhibitor Brochure will be included in each of our attendee's registration packages. To ensure that you are included in the brochure and the looped PowerPoint presentation, please send the following information to the CETA/ACTE office by **Aug 1, 2018**:

- Company contact information, if different from above (i.e. address, telephone, fax, email and web address, etc.)
- Sponsoring companies should submit a high quality logo (.tif, .jpg or .eps format)

REQUISITION & CONTRACT FOR EXHIBIT SPACE:

For the sum of \$ _____ CAD or \$ _____ USD you are hereby requested to reserve exhibit space for us at the CETA/ACTE and AETA Joint Convention at the 'Hotel Bonaventure Montreal', Montreal, Quebec, Canada from September 27-29, 2018. We enclose herewith our cheque payable to the **Canadian Embryo Transfer Association**, in the sum of \$ _____ CAD or \$ _____ USD. All rules and regulations governing the exhibit have been read by us and are hereby accepted and are a part of the contract, and we agree to comply with them. It is agreed that in the event the CETA/ACTE and AETA shall fail to open the exhibition or furnish space to us, it will refund all sums paid hereunder, which shall be in full liquidation of all loss or damage suffered by us.

CANCELLATION POLICY: All confirmed/contracted exhibit space cancelled by August 1, 2018 will be subject to a \$300.00 CAD/USD service charge per space. All cancellations after August 1, 2018, will forfeit the entire booth fee.

DATE: _____

COMPANY/FIRM: _____

SIGNED BY: _____ TITLE: _____

Canadian Embryo Transfer Association (CETA/ACTE)

Email: CETA.ACTE@Gmail.com ♦ Tel: 613-340-1536 ♦ Fax: 613-652-1421 ♦ Mail: P.O. Box 39, Kemptville, ON, Canada K0G 1J0



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SPONSORSHIP & EXHIBIT FEES

* All fees are payable by cheque only in Canadian (CAD) or American (USD) funds *

Please make your cheque payable to: **Canadian Embryo Transfer Association**

Please complete pages 1 & 2 and return (with payment) **by June 15, 2018** to:

Canadian Embryo Transfer Association, P.O. Box 39, Kemptonville, Ontario, Canada K0G 1J0

EXHIBIT FEES

EXHIBIT	QUANTITY	American Dollars (USD) / Canadian Dollars (CAD)	TOTAL
EXHIBIT BOOTH		Canadian Exhibitors: \$ 1,785 CAD/BOOTH (fee includes 5% GST) Non-Canadian Exhibitors: \$ 1,350 USD/BOOTH	
ELECTRICAL OUTLET (110V)	Please indicate if you require an electrical outlet for your booth: YES <input type="checkbox"/> NO <input type="checkbox"/>		
BOOTH NUMBER PREFERENCE: (See diagram)	1 st Choice - #	2 nd Choice - #	3 rd Choice - #
Please list potential exhibitors that you do not wish to be located next to. We will do our best to accommodate your request but limited space may prevent it. _____			

SPONSORSHIP FEES

INDIVIDUAL SPONSORSHIP CHOICES	✓	DATE	American Dollars (USD) / Canadian Dollars (CAD)	TOTAL
BREAKFAST		Friday, Sept 28	\$ 2500 USD OR \$ 3150 CAD	
		Saturday, Sept 29	\$ 2500 USD OR \$ 3150 CAD	
BREAKS		Friday, Sept 28 (morning)	\$ 1250 USD OR \$ 1575 CAD	
		Friday, Sept 28 (afternoon)	\$ 1250 USD OR \$ 1575 CAD	
		Saturday, Sept 29 (morning)	\$ 1250 USD OR \$ 1575 CAD	
		Saturday, Sept 29 (afternoon)	\$ 1250 USD OR \$ 1575 CAD	
LUNCH		Friday, Sept 28	\$ 3500 USD OR \$ 4400 CAD	
		Saturday, Sept 29	\$ 3500 USD OR \$ 4400 CAD	
AUDIO-VIDEO EQUIPMENT		Thursday, Sept 27	\$ 1500 USD OR \$ 1900 CAD	
		Friday, Sept 28	\$ 1500 USD OR \$ 1900 CAD	
		Saturday, Sept 29	\$ 1500 USD OR \$ 1900 CAD	
FARM TOUR		Wednesday, Sept 26	\$ 1500 USD OR \$ 1900 CAD	
SUGAR BUSH TOUR		Wednesday, Sept 26	\$ 1000 USD OR \$ 1250 CAD	
GOLF TOURNAMENT		Thursday, Sept 27	\$ 5000 USD OR \$ 6300 CAD	
PRE-CONFERENCE SEMINAR: ET101		Thursday, Sept 27	\$ 2500 USD OR \$ 3150 CAD	
ANY GENERAL SESSION		PER SESSION	\$ 3500 USD OR \$ 4400 CAD	
BANQUET ENTERTAINMENT		Friday, Sept 28	\$ 5000 USD OR \$ 6300 CAD	
BANQUET – MULTIPLE SPONSORS (MAX 4)		Friday, Sept 28	\$ 5000 USD OR \$ 6300 CAD	
BANQUET – SOLE SPONSOR		Friday, Sept 28	\$ 20,000 USD OR \$ 25,000 CAD	
NAME/LOGO ON REGISTRATION BAG		Single Sponsorship Opportunity	\$ 5000 USD OR \$ 6300 CAD	
COMPANION TOURS		Friday, Sept 28	\$ 2500 USD OR \$ 3150 CAD	
		Saturday, Sept 29	\$ 2500 USD OR \$ 3150 CAD	
GENERAL SPONSORSHIP		Amount Specified by Sponsor		
			TOTAL SPONSORSHIP	
			TOTAL EXHIBIT	
			TOTAL SPONSORSHIP + EXHIBIT	



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INFORMATION AND RULES GOVERNING SPONSORSHIP & EXHIBITS

SPONSORSHIP ASSIGNMENT:

All choices of sponsorship will be dealt with according to sponsorship level and then on a first come first serve basis, providing the application is received by the deadline date of **June 15, 2018**.

SPONSORSHIP INFORMATION:

- *Sole sponsor of the banquet* will have the opportunity to address the delegates during the banquet and will be recognized with signage.
- Sponsorship levels will be recognized on a screen in the exhibit room, in the convention program and sponsor/exhibit brochure and the company name will be posted on both association web sites, if the application is received by **June 15, 2018**. The sponsorship level will also be displayed at each event that the company sponsors.
- In addition to complimentary breakfast on Friday, Sept 28 and Saturday, Sept 29, each sponsoring/exhibiting company will receive complimentary tickets for two (2) representatives for lunch on Friday, Sept 28 and Saturday, Sept 29 and two (2) tickets for the banquet on Friday, Sept 28.
- **SPONSORSHIP LEVELS will be used to recognize the support of sponsoring companies. The sponsorship levels will be recognized as indicated in the chart below. PLEASE NOTE: If also exhibiting, the exhibit fee (\$1350 USD/booth OR \$1700 CAD/booth) will be added to your sponsorship to determine your sponsorship level.**

SPONSORSHIP LEVELS	
DOUBLE PLATINUM	\$20,000 and up
PLATINUM	\$10,000 to \$19,999
GOLD	\$7,500 to \$9,999
SILVER	\$5,000 to \$7,499
BRONZE	\$2,500 to \$4,999
FRIEND	Less than \$2,500

EXHIBIT SPACE ASSIGNMENT:

Exhibit spaces will be assigned according to sponsorship level and then on a first come first serve basis, providing the application is received by the deadline date of **June 15, 2018**. The Exhibit Chairman reserves the right to make reasonable adjustments in location of booths for the benefit of the exhibitor and the betterment of the total exhibit.

USE OF EXHIBIT SPACE:

The Exhibit Chairman reserves the right to decline or prohibit any exhibit or part of an exhibit which in his opinion is not suitable and in keeping with the character of the Convention. No spaces shall be sublet without the direct written consent of the Exhibit Chairman. Displays will be permitted on the exhibit floor only by official exhibitors. Distribution of advertising matter by representatives of firms who are not official exhibitors is strictly forbidden.

The Exhibit Chairman reserves the right to restrict exhibit to a minimum noise level and to suitable methods of operation and display of materials. If for any reason an exhibit or its contents are deemed objectionable by CETA/ACTE or AETA, the exhibit will be subject to removal. This reservation includes person, things, conduct, printed material or any item of poor character which the CETA/ACTE or AETA considers objectionable to the Convention's well-being. In the event such as eviction or restriction is enforced, CETA/ACTE or AETA will not be liable for refunding rental fees or funds for exhibit equipment rental except at its own discretion. Exhibitor agrees that the CETA/ACTE or AETA may substitute the actual space assigned to exhibitor if necessary.

Exhibitors are urged to use novel and unique ways to attract attention to their exhibit space. The basic responsibility for attracting meeting participants to the exhibit is the exhibitors.



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INFORMATION AND RULES GOVERNING SPONSORSHIP & EXHIBITS *continued...*

EXHIBIT SPACE & EQUIPMENT:

Exhibit booth set-up will include a 10 ft X 10 ft booth with 8 ft tall backdrop and 3 ft tall sides (pipe & drape) with one skirted table, two chairs, a waste basket and an identification sign. The room is carpeted. Please indicate on your application if you require an electrical outlet (110V) for your booth.

We will be utilizing the services of 'GES Canada Ltd.' for booth space & shipping and 'ConsultExpo Event Services Inc.' for custom services at the Canadian border. (NOTE: companies that submit an application to exhibit will receive additional information).

HOURS OF EXHIBIT / INSTALLING / DISMANTLING:

For maximum exposure to attendees, breakfast, breaks and lunch will be held in the exhibit area.

Thursday, September 27	12:00 PM – 5:00 PM	Exhibit Setup
Friday, September 28	7:00 AM – 5:00 PM	Exhibits Open
Saturday, September 29	7:00 AM – 2:00 PM 2:00 PM	Exhibits Open Exhibit Teardown

SECURITY & LIABILITIES:

CETA/ACTE, AETA, the hotel, the convention facilities or their corporate entities will not be responsible for loss of any material by or for any cause. Each exhibitor must make provision for safeguarding of his goods, materials, equipment and display at all times and exhibitors are urged to carry their own insurance through their own sources at their own expense. The exhibit room will be locked during the evening.

The management will exercise care for the protection of the exhibitors, materials and displays. Beyond this, the CETA/ACTE and AETA or any officer or staff member will not be responsible for the safety of the property of the exhibitor, his agents, employees from theft, damage by fire, accident or any other cause.

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

CANCELLATION POLICY:

All confirmed / contracted exhibit space(s) cancelled by August 1, 2018, will be subject to a \$300.00 CAD/USD service charge per space. All cancellations after August 1, 2018, will forfeit the entire booth fee.