



Exhibitor's Request Form

Transcending Barriers: Leveling the Playing Field for All
Learning Disabilities of Alberta Annual Conference
November 24-25, 2011
Capri Hotel and Conference Centre, Red Deer, Alberta

Company or Group Name:	
Contact Name:	
Address:	
Telephone:	
Fax:	
Email:	
Non-Profit Registration Number - If Applicable	
Number of Booths Required (maximum 2):	<input type="checkbox"/> First table (\$350) <input type="checkbox"/> Second table (\$150) <input type="checkbox"/> First Table (with nonprofit number) (\$125) <input type="checkbox"/> Second Table (with nonprofit number) (\$125) <input type="checkbox"/> Electrical (\$25)
Number of Nametags:	
Name on Nametag	
Name on Nametag	
Other Requirements/Comments:	

Remit Payment with signed Exhibitor Agreement to:

Learning Disabilities Association of Alberta
Attention: Conference Planning Committee
P.O. Box 29011, Lendrum P.O.
Edmonton, Alberta T6H 5Z6
Tel: (780) 462-9497

Booth not confirmed until payment is received in full.

Exhibitor Agreement
2011 Learning Disabilities of Alberta Conference
Capri Hotel and Conference Centre, Red Deer, Alberta
November 24 - 25, 2011

Contract for Display Space and Services

Between

(Enter your name to be known as the Displayer
Acting on Behalf of the Applicant)

(Applicant Company Name)

And

Learning Disabilities Association of Alberta

I, the display applicant, hereby agree to the following terms and conditions for entering a display in the Trade Fair to be held on November 24-25, 2011 at the Capri Hotel and Conference Centre, Red Deer, Alberta.

TERMS & CONDITIONS

You are invited to enter your display in conjunction with the one and one-half day conference, "*Transcending Barriers: Levelling the Playing Field for All*" Delegates including school administrators, trustees, teachers, psychologists, social workers, and other professionals as well as parents of and individuals with learning disabilities will view your display. The organization on whose behalf you will be displaying must be committed to public education and supportive of the 2011 LDAA conference.

A limited number of display spaces are available and will be allocated on a first-come, first-served basis. The cost for profit organizations is \$350.00 for the first table and \$150.00 for the second table. The cost for non-profit organizations is \$125.00 for the first table and also \$125.00 for the second table.

The equipment that will be supplied for the foregoing prices will be limited to the following:

- One 8' x 30" skirted table;
- Two chairs; and
- Electrical outlet (upon request)

Additional contracts with suppliers for any additional equipment or electronic connections are subject to prior approval by LDAA.

Any additional power needs will be at the displayers own expense. All electrical connections, installations, motors or electrical operating gear must conform to all federal, provincial, and

local electrical fire codes, and pass inspection as required. (Canadian Standards Association Approved).

During the trade show, displayers contracted for display may be terminated immediately and the displayer must agree to remove the display forthwith, if, in the opinion of the LDAA, the materials being displayed are deemed to offend the morals and values of the conference registrants. The decision of the LDAA will be final.

The LDAA may also prohibit or evict any exhibit that may detract from the general character of the exhibition as a whole. This provision applies to persons, things, conduct, printed matter, or anything of a character that is determined to be objectionable to the exhibition. In the event of such restriction or eviction, the LDAA shall not be liable for any refunds, rentals or any other exhibit expense.

No table or equipment shall obstruct access to safety equipment such as exit doors, fire cabinets, fire alarms, etc. All structures and exhibits should be confined to 8'x 30" table and the area immediately surrounding the table.

Two name tags will be issued to the displayers. Displayers are required to be present at their display area during the conference. Distribution of, and/or storage, or consumption of alcoholic beverage in the Display area is prohibited.

No displayer shall infringe upon the rights of another displayer. Canvassing, solicitation of business, or use of advertising or signs by firms other than those who have contracted space are prohibited.

SECURITY: Exhibitors are solely responsible for their own exhibit material and should insure their exhibit against any loss or damage. All property of an exhibitor is understood to remain in his or her care, custody, and control in transit to or from or within the confines of the exhibit area.

LIABILITY: Neither the Learning Disabilities Association of Alberta nor its representatives nor any of the organizing committee are responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the above named associations, individuals and committee from any and all claims for such loss, damage or injury.

The displayer shall be held liable by the Capri Hotel and Conference Centre for any damage to the hotel's carpeting, tables, chairs, or walls within the 6'x10' space surrounding their table from set up time from 7:00 am on Thursday, *November 24, 2011* until the display has been dismantled and completely removed from the hotel premises.

Exhibitors shall refrain from using, or allowing the use of nails, screws, hooks or other such fixtures for fastening objects to building structures. It is strictly forbidden to paint the floor or place anything on the floor without adequate protection. The Hotel & Conference Centre staff will maintain the cleanliness of the exhibit area. The table and immediate surrounding area will be the exhibitor's responsibility.

CANCELLATION: If contracted space is cancelled by an Exhibitor on or after October 24, 2011 or if the Exhibitor fails to occupy contracted space, the LDAA is entitled to the full amount of

space rental. If, however, the LDAA succeeds in reselling the space, the Exhibitor will be relieved of this obligation. If the booth is not occupied by 12:00 pm on Thursday, November 24, 2011, the LDAA shall have the right to such space as it sees fit and to eliminate that Exhibitor's space from the exhibit area.

METHOD OF PAYMENT

Exhibitors may pay via a cheque to the Learning Disabilities Association of Alberta.

NOTE: THE CONTRACT BECOMES OFFICIAL ONLY WHEN PAYMENT FOR THE BOOTH(S) IS RECEIVED.

For exhibitors to be confirmed, LDAA must receive payment in full.

I agree to the Terms and Conditions noted above:

Signature

Date

Position

Attach Signed Exhibitor Agreement to Exhibitor Request Form.