



Exhibitor Space Contract
ARMA Canada 2008 Conference
Delta Fredericton
Woodstock Road
Fredericton, New Brunswick
June 1-4, 2008

A River of Information ... A Sea of Solutions!

Company Information

Company

Name : _____

Address 1: _____

Address 2: _____

City : _____ Prov/State: _____

Postal/Zip Code _____

Contact Name: _____ Email: _____

Phone : _____ Fax : _____

Please send to mike.cabatu@gnb.ca: a brief description about your company (50 words or less in Word format)

- a company logo (300 dpi or higher)
- website location (url)

Payment

To secure a booth, a deposit in the amount of fifty (50) percent is required. Upon receipt of the executed Contract, an invoice will be sent for the full amount of the booth rental, with the deposit amount deducted. CONTRACTS cannot be processed without the required deposit being paid. The deposit is 50% of your total space cost, plus HST (14%).



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Please add meals for other staff members that may attend (2 lunches per day are included in this Contract)
(Limit 2 additional per meal)

- Breakfast (\$20)
- Lunch (\$20)
- Dinner (\$50)

How Many (max. 2 each)?

Total Extra Meals Cost:

Please add full delegate conference registrations at \$200 each for my company (includes all meals).

- Registrations (\$200)

How Many?

Total Extra Full Delegate Registrations:

Please forward the completed form and a cheque (in Canadian funds) payable to "ARMA Canada – Conference Account" to:

Fred Wideman, HBA
Supervisor Document Services
Thames Valley District School Board
1250 Dundas Street, London, Ontario
N5W 5P2

Email: f.wideman@tvdsb.on.ca



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Acknowledgement of Contract and Conditions

We agree to pay the ARMA Canadian Region – Conference Account, the published amount and to abide by all rules and regulations as outlined by ARMA CANADA. ARMA CANADA reserves the right to change the rules and regulations at its sole discretion. All overdue accounts are subject to two (2%) per month (24% per annum) interest charges. If this Contract is faxed to ARMA CANADA, we authorize ARMA CANADA to take any and all steps in reliance on our faxed Contract as though it were an original.

Company

Name (please print): _____

Authorized by

(print name): _____

Authorized by

(Signature): _____

Dated: _____



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Conditions and Terms of Exhibitor Space Contract

1. The Exhibitor hereby agrees to rent the space granted by ARMA CANADA (“Space”) according to the terms and conditions as set out in this Contract.
2. Exhibitor’s products or services must be relevant to the Information and Records Management industry to participate in the ARMA CANADA Regional Conference.
3. ARMA CANADA reserves the right, at its discretion, to alter or change the Space assigned to the Exhibitor. Space will be assigned on a first come, first serve basis. ARMA CANADA reserves the right, at its discretion, to alter or remove exhibits or any part thereof, including printed materials, product signs, lights or sound, and to expel the Exhibitor or their personnel if, in the opinion of ARMA CANADA, their conduct or representation is not indicative of professional conduct. ARMA CANADA expects all participants to conduct themselves in a professional manner.
4. The Exhibitor agrees to confine its presentation within the Contracted Space only, and within a maximum height of ten feet set by the Event rules and regulations and to maintain a staff in its booth at all times during the Event hours.
5. **ELECTRICAL** - All electrical wiring and outlets shall be at the Exhibitor’s expense. All operating electrical equipment used in the exhibit must have Canada Standards Approval or equivalent provincial authority approval.
6. Space contracted by the Exhibitor may not be sublet without the prior written permission of the ARMA. CANADA Conference Committee. The Exhibitor agrees to abide by all rules and regulations adopted by ARMA CANADA in the best interests of the Event, and agrees that ARMA CANADA shall have the final decision in adopting any rule or regulation deemed necessary.
7. **CANCELLATION:** This Contract may be cancelled by either party providing written notice is received by the other at least six (6) months prior to the Event, in which case all monies paid by the Exhibitor will be refunded. If the Exhibitor cancels after this date, but prior to 60 days of the event, then it shall be liable and accountable for two-thirds of the total contracted Space costs. If the Exhibitor cancels, within 60 days prior to the Event, it will be liable and accountable for 100% of the total Contracted Space costs. By canceling this Contract, Exhibitor forfeits all rights or claims to the allocated Space and ARMA CANADA is free to rent it to others and collect the cancellation charge as liquidated damages and not as a penalty.
8. **MATERIAL HANDLING:** All goods shipped to the Event must be clearly marked with the name of the Exhibitor and the number of its Space. No goods will be received on a COD basis to be paid by ARMA CANADA. ARMA CANADA assumes no responsibility for loss or damage to goods before, during the period of the Event, nor after its closing.



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9. **INSURANCE:** The Exhibitor is responsible for the placement and cost of insurance related to the Exhibitor's participation in the Event, at the Exhibitor's own expense, and shall maintain an insurance policy in an inclusive amount of \$2,000,000.00 for any one accident or occurrence for damages due to bodily injury or property damage.
10. Notwithstanding any other provision contained in this Contract, the Exhibitor shall be held responsible for and shall indemnify and save harmless ARMA CANADA from and against all claims, loss, injury, damages and costs of any kind whatsoever arising directly or indirectly out of:
- any act, omission or neglect of the Exhibitor, its officers, agents, employees, servants, invitees or licenses;
 - any use, occupation, possession, operation or maintenance of the Space; or
 - any breach by the Exhibitor of its obligations under this Contract.

This indemnity shall survive the terms of this Contract.

11. **TEAR DOWN:** The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Event, but must remain intact until the closing hour of **2pm Tuesday June 3, 2008**. The Exhibitor also agrees to remove its exhibit, including all equipment and accessories from the Event building by the final move out time limit being **5pm, Tuesday, June 3, 2008** or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
12. ARMA CANADA reserves the right, at its discretion, to change the date or dates upon which the Event is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, ARMA CANADA shall not be liable, relating to damages or otherwise, for Exhibitor's failure to carry out the terms of this Agreement in whole or in part, where damages caused, directly or indirectly, by or in consequence of fire, storm, flood, water, rebellion, insurrection, riot, civil commotion, strike by any cause whatsoever, whether similar to or dissimilar from the causes enumerated herein. In the event that the Space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such Space only for the period during which it was or could have been used as determined within the discretion of ARMA CANADA. A refund of all monies paid by the Exhibitor to ARMA CANADA will be made in the event that the Event is not held as proposed by ARMA CANADA.
13. ARMA CANADA reserves the right to cancel this Contract and to withhold possession of Space if the Exhibitor fails to perform any material condition of this Contract, or refuses to abide by the Event Rules and Regulations as outlined, in which case, the Exhibitor shall forfeit, as liquidated damages and not as a penalty, all Space rental payments made by the Exhibitor and any further occupancy of such Space.
14. The Exhibitor agrees to observe all union and labor regulations in force, agreements between ARMA CANADA, and itself, official Contractors serving companies, the building in which the Event is being held and according to the jurisdiction labor laws.