

**REGISTER EARLY!**

Complete this form, scan and email to:  
exhibit@geoconvention.com



# EXHIBITOR CONTRACT

COMPANY INFORMATION (Please print your company name as you would like it to appear on all convention printed materials)

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

EXHIBIT SPACE (visit [www.geoconvention.com](http://www.geoconvention.com) to view exhibit space floor plans); **Exhibition runs May 15 - May 17, 2023, Calgary Telus Convention Centre**

_____ Booths (10' x 10' - 4 minimum) <b>Island</b> x \$2,795 per 10' x 10' space	\$ _____
_____ Booths (10' x 10') <b>Corner</b> x \$2,495 per 10' x 10' space	\$ _____
_____ Booths (10' x 10') <b>In-Line</b> x \$1,950 per 10' x 10' space	\$ _____
_____ Non-Profit Booth (10' x 10') <b>In-Line</b> x \$850 per 10' x 10' space	\$ _____
_____ Enhanced Exhibitor Listing (app and handbook) - \$100	\$ _____
Subtotal	\$ _____
Plus 5% GST (82578 9597 RT0001)	\$ _____
<b>Grand Total (CAD)</b>	<b>\$ _____</b>

Do you have any special placement or other considerations?

*The exhibit committee will make every attempt to meet your requests, but they cannot be guaranteed*

### PAYMENT BY CHEQUE

GeoConvention prefers payment by VISA or MasterCard

Payment by Cheque:  
Please make cheques payable in Canadian Funds to:

GeoConvention Partnership  
600, 900 - 6 Avenue SW  
Calgary, Alberta, T2P 3K2  
Canada

NSF cheques are charged a \$25 fee.  
Wire Transfers are charged a \$45 processing fee

### PAYMENT BY CREDIT CARD

AMEX                      VISA                      MasterCard

Please indicate your card information below

\_\_\_\_\_ Security Code

\_\_\_\_\_ Expiry

\_\_\_\_\_ Date

### AUTHORIZATION

I, as a duly authorized representative of the company identified above, do hereby make application for exhibit space at GeoConvention and accept the terms and conditions of the Exhibitor Manual and the decisions of the convention. All cancellation requests received on or before December 9, 2022 are subject to a 20% cancellation and administration fee. Cancellations must be made in writing to the Exhibits Committee. Cancellation requests received after December 9, 2022 will be accepted as a withdrawal from the Exhibition but will NOT receive any refund on payments made.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

### NOTE:

Please find the GeoConvention Partnership Terms and Conditions attached. By signing the space application and incorporating these terms by reference, the exhibitor agrees to abide by these rules and regulations and those of the Calgary Telus Convention Centre and the GeoConvention Organizing Committee

# GeoConvention Partnership Exhibition Terms and Conditions (Rev. 2023)



## 1. GeoConvention 2023

Its partners, organizing committees, volunteers, staff and contracted staff will hereafter be referred to as "the Convention".

## 2. Booth Assignment

Booth space will be assigned at the discretion of the Convention based first on selected criteria as outlined in the Exhibitor Prospectus and then on a first-come, first-served basis. The Convention reserves the right to make any changes to the exhibit floor plan for any reason and at any time without advanced notice.

## 3. Assignment or Transferability

Exhibitors may not re-assign or sublet any space allotted to them.

## 4. Payment

Exhibitor booth applications must be accompanied with full payment. Applications received which do not include full payment will be returned. The Convention reserves the right to refuse exhibit applications which have not been paid in full.

## 5. Booth Cancellations

All cancellation requests received on or before December 9, 2022 are subject to a 20% cancellation and administration fee. Cancellations must be made in writing to the Exhibits Committee. Cancellation requests received after December 9, 2022 will be accepted as a withdrawal from the Exhibition but will NOT receive any refund on payments made.

## 6. Booth Construction and Arrangement

Construction of Exhibitor Booths is the sole responsibility and expense of the exhibiting company.

## 7. Booth Personnel

Exhibit booths must be staffed during the stated exhibit hall hours by qualified employees of the Exhibitor.

## 8. Conduct of Exhibitors and Representatives

Annoyance: The Convention reserves the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth.

Microphones Presentations and Music: The use of microphones and music is permitted, but the volume must not be such as to cause any annoyance to other Exhibitors. The Convention reserves the right to prohibit their use if in the Convention's opinion any annoyance is being caused. The use of microphones and music is not permitted on the Earth Science for Society Exhibit Floor.

## 9. Display Rules and Regulations

For all booth types, an exhibit booth must be contained in the space as contracted, to the maximum heights stated. The exhibit hall ceiling may be used for suspension of pre-approved displays only. No ceiling projection will be allowed. No display material exposing on unfinished surface to nearby booths will be permitted. Displays must be contained within the assigned booth spaces which in the opinion of the Convention do not interfere with other Exhibitor's displays. Canvassing or distributing advertising materials outside of the Exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall, and company may be excluded from future convention events.

## 10. Volatile or Toxic Liquid/Substances etc.

Volatile or toxic liquid etc. must not be stored in the display areas without permission in writing of the Convention. Exhibitors who obtain such permission must provide at least two fire extinguishers of an approved type and retain these on their stands. Exhibitors using such items will be liable for any damage caused.

## 11. Events, Receptions, Off-site Promotions, etc.

No Exhibitor events, receptions, promotions, or similar activities may be conducted during the hours of the exhibition. Nor may the Exhibitor do anything that, in the judgement of the Convention, will in any way interfere with or compete for the exhibition attendees while the show is in progress.

## 12. Early Tear Down Fine

The exhibit hall will close on May 17th at 3:31PM. Tear down before exhibit hours end is very disturbing to other exhibitors. Therefore, tear down will not commence until close of show. Any exhibitor dismantling their exhibit material before close of the show will be charged with a fine of \$500.00

## 13. Storage

Exhibitors will not be permitted to store boxes or packing crates that are visible to exhibition attendees. Boxes and crates that are visible must be placed in storage and must be properly labeled for storage. Boxes/Crates not properly labeled will be removed and destroyed for refuse. Storage is the responsibility of the Exhibitor and is available by contract with the show provider.

## 14. Care of Exhibit Space and Premises

The Exhibitor, at their own expense, shall install carpet in their exhibit space, shall take good care of their exhibit space, and will keep and maintain the aforesaid premises in good order at all times. Banners may be rigged from the ceiling; however, banners of significant weight must be approved in advance by the Convention. Distribution of food and beverages by the Exhibitor in the exhibit hall is prohibited unless otherwise authorized by the Convention and official convention caterer.

## 15. Collateral/Giveaways/Prize Drawings

Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by Exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize draws, awards for signing of names, addresses, etc. are responsible for complying with all applicable laws. Announcements of prize draws on the exhibit floor will be at the sole discretion of the Convention.

## 16. Compliance

The Exhibitor assumes all responsibility for compliance with and agrees to comply with all applicable local, provincial and federal laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and of the operators and/or owners of the property in which the convention is held. Cloth decorations must be flameproof and wiring must comply with the fire department and insurance underwriter's rules.

## 17. Limitation of Liability

The Convention, its partners, volunteers and staff are not responsible for any loss, theft or damage of the property of the Exhibitor or its employees or representatives. Further, the Convention, its partners, volunteers or staff, will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use of occupancy of the booth space or the participation in the Convention by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Convention, the Calgary TELUS Convention Centre, and their employees, volunteers, agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by the Exhibitor or Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding and such liability caused by the sole negligence of the Convention or the Calgary TELUS Convention Centre and their employees, volunteers and agents. The Convention, its partners, volunteers, or staff accepts no liability to any persons or body for any loss, injury or damage howsoever and whether directly from any action or cause whatsoever undertaken, organized or sponsored by the Convention, its partners, volunteers or staff.

## 18. Exhibitor's Liability

Every exhibitor hereby accepts liability for all acts or omissions of him/herself, contractors, agents and visitors and undertaken to indemnify the Convention. To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings claims, demands, costs and expenses whatsoever, which may be taken or made against the Convention or incurred or become payable by them arising out of the supply by the exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Convention on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third-party liability insurance.

## 19. Insurance

The Exhibitor acknowledges that the Convention and The Calgary TELUS Convention Centre do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for Exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. Neither the Convention nor the Calgary TELUS Convention Centre will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or Lockouts, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Convention or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holdings of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value of the contents of her/his stand and all associated equipment and materials.

## 20. Exhibit Floor Schedule Changes

If due to any unforeseen circumstances it is found necessary to close the exhibition on any day or days or to alter the hours the exhibition is open, the Convention reserves the right to do so at their sole discretion without notice.

## 21. Convention Date Changes

The Convention reserves the right to postpone the holding of the exhibition from the set dates, and hold the exhibition on other dates as near to the original dates as possible, utilizing the right only where circumstances necessitate such action and without any liability to the Convention. A convention date change will not change the deadlines from withdraw and reimbursement as stated above in section 5.

## 22. Termination of the Convention Meeting

In the event that the premises where the Convention now is to be held shall, in the sole opinion of the Convention, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state or federal governmental agency or by reason of any other occurrence beyond the control of the Convention, the Convention may cancel or terminate exhibition. In the event of such cancellation or termination, the Exhibitor waives any and all claims the Exhibitor may have against the Convention for damages and expenses and agrees to accept in complete settlement and discharge of all claims against the Convention the Exhibitor's pro-rated share of the total amount paid by all Exhibitors less all costs and expenses incurred by convention in connection with the Convention including a reserve for future claims and expenses in connection therewith.

## 23. Exhibitor Loss

The Convention will not be in any way liable or responsible for the loss or disappearance, by theft or otherwise, of any object items, goods or materials whether personal or commercial property from the Exhibitors booth space or from the exhibit hall. The Convention may provide certain security services as a convenience to Exhibitors, however, neither the providing of or failure to provide such services, nor the failure of security guards to prevent the theft or loss of property, shall be grounds for holding either the Convention or the Calgary TELUS Convention Centre liable for any related loss, damage, or claim. Responsibility for the security of an Exhibitor's area, product and property rest solely with the Exhibitor.

## 24. Amendment to Contract Regulation

All points not covered specifically are subject to the discretion of the Convention. The Convention may, in its sole discretion, make reasonable changes, amendments or additions to the GeoConvention Terms and Conditions. Any such changes shall be binding on the Exhibitor equally with the other regulations contained herein.

## 25. Agreement

By signing the space application form and incorporating these terms by reference, the Exhibitor agrees to abide by these rules and regulations, and those of the Calgary TELUS Convention Centre and by the decisions of the Convention.

## 26. Motorized Vehicles

Motorized vehicles are not permitted on the exhibit floor except those reasonably necessary to assist persons with disabilities or only after they have been pre-approved by the Convention.