



2023 CSLA-SALA Congress

Invitation to Sponsors & Exhibitors

TCU Place, Saskatoon
June 15th to 17th, 2023

Registration Form

Sponsorship and Trade Show fees are quoted in Canadian funds and are subject to HST. Payment to the “Canadian Society of Landscape Architects” in full is required to secure space. Upon receipt of the trade show form, you will be invoiced by the CSLA.

Please complete this form and submit it and your company logo (in JPG or PNG format) by email to Katherine Velluso at coordinator@csla-aapc.ca to reserve sponsorship opportunities or trade show space.

| | | | | | |
|-----------------|--|----------|-------|-------------|--|
| Company Name | | | | | |
| Address | | | | | |
| City | | Province | | Postal Code | |
| Primary Contact | | | Title | | |
| E-mail | | | Phone | | |

Participation

| Options | Cost (ea.) | # | Total |
|--|------------|---|-------|
| Sponsor - Title | \$25,000 | | |
| Sponsor - Partner | \$15,000 | | |
| Sponsor - Principal | \$8,000 | | |
| Sponsor - Associate | \$5,000 | | |
| Trade Show Booth: please indicate your preferred booth locations (according to the floor plan): 1. ____ 2. ____ 3. ____ | \$2,000 | | |
| Total (plus applicable taxes to be invoiced) | | | |

Acceptance of Terms and Conditions

Sponsors and exhibitors withdrawing their prior and including April 30, 2023, will have their payment refunded (minus a 10% Processing Fee). Cancellations received on or after May 1, 2023 will be subject to full contract price.

I have read and acknowledge all of terms (authorized signature required)

| Company Representative Name (Print) | Signature | Date |
|-------------------------------------|-----------|------|
|-------------------------------------|-----------|------|

Checklist

Please E-mail the following to Katherine Velluso at coordinator@csla-aapc.ca

- the completed form,
- a high resolution, digital copy of your company logo for inclusion on congress promotional material. Logos must be vectored (AI or EPS) or JPG (2400 px)

Terms and Conditions

Dates – we reserve the right to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Sponsor to the Society.

Rules and Regulations - The Sponsor shall comply with all rules and regulations set by the Society for the event and agree that the Society's decision to adopt and enforce any such rule or regulation shall be final and binding.

Indemnity – The Sponsor shall indemnify and hold harmless the Society from and against any loss, injury or damages whatsoever suffered by the Society as a result of the Sponsor's failure to comply with the terms and conditions of this contract or as a result of the Sponsor's participation in the event, including without limitation, any third party claim against the Society with respect to loss, injury or damage sustained or suffered by any other exhibitor, attendees of the Conference, and their respective directors, officers, agents and employees.

Conduct – the Society reserves the right at any time to alter or remove Sponsor displays or any part thereof and to expel a Sponsor or Exhibitor if, in the Society's opinion, their conduct or presentation is objectionable to the Society or to other participants.

Gaming – The sale of raffle tickets, lotteries and/or gambling is not permitted.

Privacy Protection – The SALA and CSLA adheres to international, federal, and provincial privacy protection legislation, Anti-SPAM Legislation and EU General Data Protection Regulation. The Society cannot release delegate lists or contact information.

Sponsorship/Trade Show Form

Please complete this form and submit it by email to the SALA Office at sala@sala.ab.ca to reserve sponsorship opportunities or trade show space.

| | | | | |
|------------------------|--|-----------------|--------------|--------------------|
| Company Name | | | | |
| Address | | | | |
| City | | Province | | Postal Code |
| Primary Contact | | | Title | |
| E-mail | | | Phone | |

Participation:

| Options | Cost (ea.) | # | Total | Options | Cost (ea.) | # | Total | |
|----------------------|------------|---|-------|-------------------|--------------|---|-------|--|
| Sponsor - Title | \$20,000 | | | Table Décor | Cost/In-kind | | | |
| Sponsor - Founder | \$15,000 | | | Lanyards & Badges | Cost/In-kind | | | |
| Sponsor - Partner | \$10,000 | | | Stage Décor | Cost/In-kind | | | |
| Sponsor - Principal | \$5,000 | | | Delegate Bags | Cost/In-kind | | | |
| Associate | \$3,000 | | | Stage Lighting | Cost/In-kind | | | |
| Trade Show Booth (s) | \$1,500 | | | Printing | Cost/In-kind | | | |
| Keynotes (3) | \$2,000 | | | Plant Material | Cost/In-kind | | | |
| Gala Reception | \$2,000 | | | Notebooks | Cost/In-kind | | | |
| Conference App | \$1,000 | | | Promo Item | \$250 | | | |
| Signage | \$1,000 | | | Other: | | | | |
| Registration Desk | \$1,000 | | | | | | | |
| Charging Stations | \$1,000 | | | | | | | |
| Education Sessions | \$250 | | | | | | | |
| Room AV Equipment | \$1,000 | | | | | | | |
| Speaker Green Room | \$1,000 | | | | | | | |
| AGM Sponsor | \$500 | | | | | | | |
| Total | | | | | | | | |

TRADE SHOW: Booth # On Floor Plan (see information document for the floor plan):

| 1 st choice | 2 nd choice | 3 rd choice |
|------------------------|------------------------|------------------------|
| | | |

Acceptance of Terms and Conditions

Exhibitors withdrawing their prior and including April 30, 2023, will have their payment refunded (minus a 10% Processing Fee). Cancellations received on or after May 1, 2023 will be subject to full contract price. The SALA, CSLA its Members, employees, and agents ('the SALA' & 'the CSLA') assume no responsibility for the security, loss, or damage of any materials or merchandise stored or used at the 2023 Showcase of Products & Services. The participants, the company, its employees, and agents ('the Participant') shall indemnify and save harmless 'the agencies' for injury or damage or loss from partaking in the 2023 SALA/CSLA Showcase of Products & Services. 'The Participant' assumes the responsibility of restoring the booth space to its original condition. 'The Participant' will pay for any damage that 'The Participant' causes directly to the TCU Place. Speakers listed at each time slot are not guaranteed. Where required, replacement speakers may be substituted at the discretion of the conference organizers. Exhibit booths are subject to change by the organizers.

I have read and acknowledge all of terms (authorized signature required)

Checklist

Please E-mail the following to executive-director@csla-aapc.ca

- the completed form, and
- a high resolution, digital copy of your company logo for inclusion on congress promotional material. Logos must be vectored (AI or EPS) or JPG (2400 px).

Terms and Conditions

Dates – we reserve the right, at their sole discretion, to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Sponsor to the Society.

Rules and Regulations - The Sponsor shall comply with all rules and regulations set by the Society for the event and agree that the Society's decision to adopt and enforce any such rule or regulation shall be final and binding.

Indemnity – The Sponsor shall indemnify and hold harmless the Society from and against any loss, injury or damages whatsoever suffered by the Society as a result of the Sponsor's failure to comply with the terms and conditions of this contract or as a result of the Sponsor's participation in the event, including without limitation, any third party claim against the Society with respect to loss, injury or damage sustained or suffered by any other exhibitor, the owner of the building, attendees of the Conference, and their respective directors, officers, agents and employees.

Loss or damage – In consideration of the Sponsor's participation in the Conference, the Sponsor hereby releases the Society, their directors, officers, agents and employees from all claims, losses or damages

whatsoever suffered or sustained by the Sponsor in connection with the Conference, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business profits, whether arising from any act of the Society or otherwise.

Conduct – the Society reserves the right at any time to alter or remove Sponsor displays or any part thereof, including printed material, products, signs and to expel sponsors if, in the Society's opinion, their conduct or presentation is objectionable to the Society or to other participants.

Gaming – The sale of raffle tickets, lotteries and/or gambling is not permitted.

Privacy Protection – The SALA and CSLA adheres to international, federal, and provincial privacy protection legislation, Anti-SPAM Legislation and EU General Data Protection Regulation. The Society cannot release delegate lists or contact information.

Trade Show Guidelines and Policies

Exhibitor Registration / Badges - Register all exhibitor booth personnel by completing page 6 and submit it to SALA by [March 31, 2023](#).

Shipping, Storage & Materials Handling - The hotel does not accept exhibitor shipments. Any exhibit materials sent to the hotel may be refused and/or returned to the sender without notice. All brokerage, shipping and handling costs are the responsibility of the exhibitor.

Show Services will receive, store, and deliver items directly to the exhibit booth. If you require assistance with materials handling, set-up or tear down and more please contact SALA. Fees will apply.
Set-Up and Tear Down

To be communicated at a later date: If you bring your own material and deliver to meeting space directly on June 19, 2023, at the appointed time there is no charge. In order to minimize waiting times and to facilitate larger deliveries, exhibitors **must** book a move-in time. We appreciate your patience in adhering to the schedule. Designated move-in times must be arranged by contacting the SALA office before [March 31, 2023](#).

Set-up is Thursday, June 19, 2023 from 6:00 am to 12:00 pm. Early and/or late access to the Showcase space will not be permitted.

The policy for the Showcase is the same as most other shows. These limits will be enforced.

- Exhibitors will be accountable if they obstruct the visibility of neighboring booths.
- Exhibitor booths will be pipe and draped. Please ensure all material stays within the confines of your booth.
- Use removable double-sided carpet tape to secure carpets and all other materials to the floor.
- All costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Access to Showcase: You may access the show room at 6:00 am. Ensure you are wearing your badge.
- Packing materials (cartons, etc.) may be stored in your booth. There is no onsite storage.

Move-Out Procedures - To be communicated at a later date: Display take-down begins on Thursday, June 19, 2023 at 10:00 pm. DO NOT dismantle booths prior to that time - anyone doing so will not be invited to next year's show.

Move-out proceeds on a first come, first-serve basis for access to the loading docks.

The exhibit space will need to be completely clear from the hotel by **Friday, June 20, 2023 at 1:00 am**

Garbage/Recycling - Garbage and recycling bins will be provided by the hotel in a central location within the trade show space for disposal of any unwanted materials (signage will be provided as to the location of the bins).

Only garbage, broken down cardboard boxes and paper will be accepted; all other materials brought into the hotel must be removed by the exhibitor. If excessive clean-up is required at a particular booth once set up or tear down is complete charges may apply to the responsible exhibitor directly

Showcase Staffing

- View program updates regularly on our website at <http://www.csla-aapc.ca/events/2023-congress>.
- We recommend that you staff your booth during all breaks. Please refer to the Preliminary Program-at-a-Glance that will be released in mid-February.
- As the program is constantly evolving, visit <http://www.csla-aapc.ca/events/2023-congress>.

Power / Electricity at Your Booth

Installation of electrical power lines and individual exhibitor power outlets are not included with Showcase booths. These services must be arranged through the AV Vendor. Details to follow.

Wi-Fi

These services must be arranged through the SALA and the AV Vendor. Details to follow.

Liability

The Saskatchewan Association of Landscape Architects, Canadian Society of Landscape Architects and the TCU Place are not responsible for any injury to person, or for loss or damage to any products, equipment or booth furnishings caused by fire, theft, accident or neglect at any time.

Parking

Extended parking in the loading dock is not permitted; the dock is for active loading and unloading only. Any vehicle left unattended at the dock is subject to removal by the hotel at the owner's risk and expense.

The hotel does not have dollies, carts, or other moving aids. During set-up, operation and tear-down of the Showcase, all common areas must be kept clear. This includes hallways, aisles, stairs and ramps. Fire exits, hose cabinets and pull stations must remain in clear sight and accessible at all times.

Parking onsite and in the area is extremely limited.

Hotel Facilities

It is the exhibitor's responsibility to take proper care and due diligence while moving equipment and materials through all areas of the hotel. Exhibitors are responsible for any damage incurred and will be charged accordingly. Nails, tape, screws, tacks, pins etc. area strictly prohibited on all hotel walls.

Exhibitor floor space must be protected from damage to the carpet, and all furnishings must be free standing.

Tape used to mark the exhibit floor must be completely removed at the conclusion of the Showcase. Tape that leaves flue residue on the carpet or flooring is not permitted; any expense for cleaning of tape residue will be charged to the exhibitor directly.

Lost and Found

While the hotel is not responsible for any items left behind, the hotel will keep and log any items located for a maximum of three months. If the Exhibitor believes to have left any items at the hotel, please contact the Lost and Found Department. Any items not claimed within three months will be disposed of by the hotel without notice.

Waste Management Program

To support the ongoing efforts that the hotel is taking to improve sustainability performance, the general objectives are to reduce waste and use the energy to increase the diversion rate on the exhibit floor. By considering the number of materials provided at your booth, along with the ability to recycle or donate leftover materials, you will greatly assist the hotel in meeting sustainability targets.

Additional Information

Katherine Velluso, CSLA Communications Coordinator
12, Forillon Crescent.
Kanata (Ontario) K2M 2W5
613-659-9605 | coordinator@csla-aapc.ca