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## **VENDOR/EXHIBITOR REQUEST FORM**

**Unfortunately, proposals with incomplete details or non-payment cannot be processed.**

*Please email all completed form to:* [**conferencedirector@ctecalberta.ca**](mailto:conferencedirector@ctecalberta.ca)

For more information about our conference, please visit our website at:

[*http://ctec.teachers.ab.ca*](http://ctec.teachers.ab.ca)

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| VENDOR/EXHIBITOR CONTACT INFORMATION | | | | | | |
| **Name(s):** |  | | | | | |
| **Business/Industry/**  **Organization:** |  | | | | | |
| **Will provide logo jpeg for display and promotion purposes?** | Yes | |  | | No |  |
| **Address:** |  | | | | | |
| **Phone (Business):** | (     ) | **Phone (cell):** | | (     ) | | |
| **Fax:** | (     ) | **Email:** | |  | | |
| **Session Speaker?** | *Please also complete a Speaker Form with details below.* | | | | | |
| **Delegate Bag Items\*?** | *We anticipate 200 delegates.* | | | | | |
| **Date Submitted:** |  | | | | | |

*\*In addition we would be pleased to include and publicize to delegates any of your promotional material for your business/ industry/organization in the CTEC delegate bags.*

# Cluster Category: Please select (check) all the CLUSTERS that may be ‘connected’ to your business/ industry/organization:

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| BIT  Business, Administration, Finance & Information Technology | HRH  Health, Recreation & Human Services | MDC  Media, Design & Communication Arts | NAT  Wildlife, Forestry, Energy, Agriculture & Environmental Stewardship | TMT  Trades, Manufacturing, Transportation | CTF  Middle Years Career and Technology Foundations  Gr. 5 – 9  Options | GEN  Assessment  Classroom Management  Alberta Ed & ATA Updates | OTHER  Please Specify |
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| **Identify which OCCUPATIONS you work with most:** | | | | | | | |
| * Computing Science (CSE) * Enterprise and Innovation (ENT) * Financial Management (FIN) * Information Processing (INF) * Management & Marketing (MAM) * Networking (NET) | * Community Care Services (CCS) * Cosmetology (COS) * Criminal Justice Studies (CJS) * Esthetics (EST) * Foods (FOD) * Health Care Aide (HCA) * Health Care Services (HCS) * Human and Social Services (HSS) * Legal Studies (LGS) * Recreation Leadership (REC) * Tourism (TOU) | * Design Studies (DES) * Communication Technology (COM) * Fashion Studies (FAS) | * Agriculture (AGR) * Environmental Stewardship (ENS) * Forestry (FOR) * Primary Resources (PRS) * Wildlife (WLD)) | * Construction (CON) * Electro-Technologies (ELT) * Fabrication (FAB) * Logistics (LOG) * Mechanics (MEC) * 5th Class Power Engineering (PEN)) | * Business * Communication * Human Services * Resources * Technology | * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ | * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_ |

**ORGANIZATION** **DETAILS**

**Vendor/Exhibitor Display Info and Service Request:**

Vendors/Exhibitors are encouraged to submit a speaking request. The majority of displayers will have the opportunity to present at the ‘Vendor round-up’ within the Ballroom. All presentations will be 15-30 minutes in length. Alternatively, some vendor/exhibitors may wish to provide Delegates with a longer session in a break-out room. We will promote your contribution in our advertising, website program, and at sponsored social events.

Please complete this entire Vendor/Exhibitor form and submit electronically along with payment for table exhibit chosen from the list below.

**NOTE:** *Space will be awarded on a first come-first served basis with preference being given to the first received completed vendor/exhibitor form including full payment for the exhibit space. The deadline for booking and paying for space will be September 15th, 2018, or when total space is booked, whichever comes first.*

Dueto venue limitations we are only able to accommodate 40 units as follows:

* **Wildrose Ballroom Exhibit** **- $695/table (30 available)**

All delegate meals will be held in the Ballroom. Multiple 15 - 30 minute presentations/sessions and ‘Vendor Round-up’ will also be conducted in the ballroom throughout the conference. Exhibitors are invited to submit speaker/session proposals (*see form below*)

* **Thursday Evening Vendor Round-up and Networking Reception**

– networking opportunity, Vendor BINGO

* **Friday Evening Gala -*Ol’ Time Barn dance -*** Steve Newsome Band will be playing live on stage! The Country Pride Dancers will be doing a show and staying around for demonstrations and dance tutorials - line dance style. Cash bar provided by the Sheraton Hotel. Other evening activities TBA

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| **SET UP** | **Thursday, Nov. 22nd** | 1:00 - 4:00 |
| Registration | 1:00 - 5:00 |
| **CONFERENCE HOURS – displays should be open Fri. 8:00 – 4:00 and Sat.8:00 – 12:00.** | | |
| **TAKE DOWN** | **Saturday, Nov. 24th** | 12:30 - 3:00 |
| Cluster Round Table Networking | 12:30 - 3:00 |

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| **VENDOR/EXHIBITOR SPEAKING REQUEST: (*check all applicable*)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Time Block:** | **Location:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | Exhibit Ballroom | | |  | | | | Session Room | | | | |  | | | | | | | | No preference | | | | | |  | | | |
| Saturday | Exhibit Ballroom | | |  | | | | Session Room | | | | |  | | | | | | | | No preference | | | | | |  | | | |
| No time preference | Exhibit Ballroom | | |  | | | | Session Room | | | | |  | | | | | | | | No preference | | | | | |  | | | |
| **Length of Session:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | 15 min. | |  | | | 25 min. | | | | |  | | | | | 50 min. | | |  | | | | | Half Day: 2.5hrs | | | | | |  |
| Saturday | 15 min. | |  | | | 25 min. | | | | |  | | | | | 50 min. | | |  | | | | | Half Day: 2.5hrs | | | | | |  |
| No time preference | 15 min. | |  | | | 25 min. | | | | |  | | | | | 50 min. | | |  | | | | | Half Day: 2.5hrs | | | | | |  |
| **Type of Session:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | Lecture | | | | |  | | | | | Hands-On (*specify*) | | | | | | | | |  | | | | |  | | | | | |
| Saturday | Lecture | | | | |  | | | | | Hands-On (*specify*) | | | | | | | | |  | | | | |  | | | | | |
| No time preference | Lecture | | | | |  | | | | | Hands-On (*specify*) | | | | | | | | |  | | | | |  | | | | | |
| **Audio-visual needs: *Free Wi-Fi throughout the hotel*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NOTE:** | **\*\* We are unable to provide computers and adapters for presenters.**  **\*\* We are only able to provide LCD projectors for presenters in session rooms.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | LCD Projector/screen in  session room | | | | | | | |  | | | | | | No AV Needed | | | | | | | | | | | | |  | | |
| Saturday | LCD Projector/screen in  session room | | | | | | | |  | | | | | | No AV Needed | | | | | | | | | | | | |  | | |
| No time preference | LCD Projector/screen in  session room | | | | | | | |  | | | | | | No AV Needed | | | | | | | | | | | | |  | | |
| **Do you require either of these?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electric outlet | |  | | | | | | | | Other (explain): | | | | | | | | | | | |  | | | | | | | | |
| **Would you be willing to repeat your session?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Every attempt will be made to schedule this repeat session in a mutually convenient time slot.* | | | | | Yes | | | | | | |  | | | | | No | | | | | | | | |  | | | | |
| *Best day?* | | | | | Friday | |  | | | | | | | Saturday | | | |  | | | | | No preference | | | | | |  | |
| *Best Time slot?* | | | | | AM | |  | | | | | | | PM | | | |  | | | | | No preference | | | | | |  | |

A committee member will be in touch to finalize details as the conference date gets closer.

***Thank you!***

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| DESCRIPTION OF PRESENTATION TO APPEAR ON THE CONFERENCE WEBSITE.Please include a precise session description to publicize on the conference website. The description is limited to 350 characters. *The CTEC Conference program committee reserves the right to edit descriptions.* |
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| SPEAKER’S BIOGRAPHY Please note any relevant biographical information to be included on the conference website. The Speaker’s Biography is limited to 300 characters. *CTEC Conference program committee reserves the right to edit**the Speaker’s Biography.* |
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*The CTEC Council is unable to pay for photocopying and hotel costs (meals & rooms) for the presenter(s). Thank you for your proposal. Please e-mail questions and presentation proposal to* [conferencedirector@ctecalberta.ca](mailto:conferencedirector@ctecalberta.ca)

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| **VENDOR/EXHIBITOR REGISTRATION DETAILS - WORKSHEET** | **NUMBER** | **UNIT COST** | **TOTAL** |
| **Ballroom Exhibit Hall Display** |  | **$695**  **per table** |  |
|  |  |  |  |
| **Thursday Evening Vendor Round-up and Networking Reception**  – networking opportunity |  | **FREE** |  |
| **EXTRA MEAL PACKAGE/S *(one meal package is complimentary)*:**  – ***additional*** Meal package/s***:*** $195/*extra person* |  | **$195.00** |  |
| **Friday Gala - Ol’ Time Barn Dance.** Gear up in your best Old West, and come listen to Steve Newsome Band play live, and learn country dance and take in a show by Country Pride Dancers. |  | **FREE** |  |
| **TOTALS** |  |  |  |
| **ACCOMODATIONS – please book directly through:**  **Sheraton Hotel and Conference Centre**   * *3310 50 Avenue* * *Red Deer, Alberta*   *T4N 3X9 Canada*   * *Phone: (1)(403) 346-2091*      * Go to: [**Sheraton Hotel Red Deer**](http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3490&SWAQ=958P) and follow the prompts **OR** * Phone central reservations on toll free number *(1)(403) 346-2091* and quoting group name ‘**Career and Technology Education Council of ATA**’ | **N/A** | **N/A** | **N/A** |

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For more information about our conference, please visit our website at:

[*http://ctec.teachers.ab.ca/conferences*](https://ctec.teachers.ab.ca/conferences/Pages/Conference%202016.aspx)

**CONTRACT FOR VENDOR/EXHIBITOR SERVICES**

**TERMS AND CONDITIONS**

1. The following terms and conditions form part of, and are to be read in conjunction with, the terms contained in the Application Form.

2. For the purpose of these provisions:

(a) “Vendor/Exhibitor” means the party named as the Vendor/Exhibitor in the Application Form requesting exhibit space(s);

(b) “Association (CTEC)” means the Career and Technology Education Council (CTEC)

of the Alberta Teachers’ Association (CTEC).

(c) “Event” means the Career and Technology Education Council Conference to be held in Canmore, Alberta on November 24-26th, 2016.

3. The Application Form must be returned to the Association (CTEC) by no later than 90 days prior to the first day of the Event.

4. Any Application Form that is returned to the Association (CTEC) which is not accompanied by a signed copy of these terms and conditions and a cheque for the full amount owing for the exhibit space(s) requested by the Vendor/Vendor/Exhibitor in the Application Form will be considered void.

5. Any cancellation by the Vendor/Exhibitor must be done by notice in writing and received by the Association (CTEC) by no later than 90 days prior to the first day of the Event.

6. If the Vendor/Exhibitor cancels its appearance, but does not do so in accordance with the procedure set out above, the monies that the Vendor/Exhibitor paid to the Association (CTEC) for the exhibit space(s) will not be refundable.

7. Other than those items listed in the Application Form, the Association (CTEC) will not be responsible for the provision or cost of any materials, supplies or services used or required by the Vendor/Exhibitor in connection with the exhibit space(s).

8. Except as otherwise provided in this agreement, the Association (CTEC) will not be responsible for receipt or storage of any materials, supplies or equipment; any special, incidental or consequential damages in any circumstances, including circumstances arising from the Association (CTEC)’s cancellation of the Event or the exhibit space(s) for any reason or at any time whatsoever.

9. The Association (CTEC) reserves the right to refuse any application for any reason up to 60 days prior to the first day of the Event, in which case the monies that the Vendor/Exhibitor paid to the Association (CTEC) for the exhibit space(s) will be refunded to the Vendor/Exhibitor by no later than 60 days after the Event.

10. The Association (CTEC) reserves the right to cancel the Vendor/Exhibitor’s exhibit(s) at any time before or during the Event, if, in the opinion of the Association (CTEC), the exhibit is not an accurate reflection of the description of the exhibit(s) that the Vendor/Exhibitor provided in the Application Form, in which case the monies that the Vendor/Exhibitor paid to the Association (CTEC) for the exhibit space(s) will not be refundable.

11. If the Association (CTEC) cancels the Event or the Vendor/Exhibitor’s exhibit(s), the Association (CTEC) may, in its discretion, compensate the Vendor/Exhibitor for all or part of the costs that the Vendor/Exhibitor incurred in preparation for the Event or otherwise. Such compensation by the Association (CTEC) shall not be construed to be a waiver of the Association (CTEC)’s rights under clause 8 of this disclaimer or otherwise stop them from relying on those rights.

12. By signing below, the Vendor/Exhibitor acknowledges that it has read these terms and conditions in full and understands that they form part of the application and agreement for the provision of exhibit space at the Event.

13. The Vendor/Exhibitor agrees to comply with applicable privacy legislation with respect to the personal information of any identifiable individuals. The Vendor/Exhibitor also agrees that the Association (CTEC) may collect, use and disclose the Vendor/Exhibitor’s personal information to the extent necessary to carry out the purposes for which the parties are contracting.

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| **Signature of Vendor/Exhibitor**  *Please print or type the following information:* |
| **Vendor/Exhibitor Name** |
| **Vendor/Exhibitor Company Name** |
| **Address (*including postal code*)** |
|  |
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The Alberta Teachers’ Association (CTEC) requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. Additionally, contact information submitted by speakers and Vendor/Exhibitors may be shared with other ATA professional development sub-groups for the purposes of recommending your services.

For inquires, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to our privacy policy on the Alberta Teachers’ Association (CTEC) website. Please contact the ATA at 780-447-9400 or 1-800-232-7208 and ask for the privacy officer for more inquiries about privacy concerns.

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