



November 22, 2019 - DoubleTree Hotel

## **VENDOR / EXHIBITOR REQUEST FORM**

Thank you for your interest in participating at the 2019 CTEC Conference! The CTEC Conference welcomes CTEC related vendors and exhibitors to the 2019 CTEC Conference in Edmonton, Alberta. Please take a moment to review the entire form prior to completing.

We believe that providing CTEC teachers with direct contact to colleagues, business, industry and organization stakeholders equips teachers to share daily their knowledge and relevant experiences with their students up to date. Thank you.

*See you there!*

**Unfortunately, proposals with incomplete details cannot be processed.**

Please email 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/conferences>

| VENDOR / EXHIBITOR CONTACT INFORMATION |  |                    |     |
|--|--|--------------------|-----|
| Name(s):                               |  | Email:             |     |
| Vendor Org. Name:                      |  | Vendor Org. Email: |     |
| Address:                               |  | Phone: (Business)  | ( ) |
| City:                                  |  | Phone (cell):      | ( ) |
| Postal Code:                           |  | Fax:               | ( ) |

\*We are limiting the number of vendors/exhibitors to 16 and we encourage early registration by vendors.

| Cluster Category: Please select (check) all the CLUSTERS that may 'connected' to your organization: |   |  |   |   |  |  |                                |
|---|---|--|---|---|--|--|--------------------------------|
| <input type="checkbox"/>  | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>  | <input type="checkbox"/>                            | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>       |
| <b>BIT</b><br>Business, Administration, Finance & Information Technology                            | <b>HRH</b><br>Health, Recreation & Human Services | <b>MDC</b><br>Media, Design & Communication Arts | <b>NAT</b><br>Wildlife, Forestry, Energy, Agriculture & Environmental Stewardship | <b>TMT</b><br>Trades, Manufacturing, Transportation | <b>CTF</b><br>Middle Years Career and Technology Foundations Gr. 5 – 9 Options | <b>GEN</b><br>Assessment Classroom Management Alberta Ed & ATA Updates | <b>OTHER</b><br>Please Specify |
|   |   |  |   |   |  |  |                                |
|   |   |  |   |   |  |  |                                |
| <b>Identify which OCCUPATIONS you work with:</b>  |   |  |   |   |  |  |                                |

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

Vendors/Exhibitors have two (2) opportunities to engage with the CTEC Conference delegates.

- Vendor table/booth \$400
  - Table/booth in main ballroom where all Friday meals occur and registration venue Thursday evening
  - Vendors setting up Thursday will have all materials moved from Registration hall to the Ballroom by venue staff after the Thursday festivities
- Workshop Sponsor \$600
  - Table/booth outside workshop/laboratory for designated workshop
  - 10-15 minutes presentation to workshop participants
  - Recognition of advertising, website program and workshop signage.
- Both Vendors/Workshop Sponsors will be profiled 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 October 15th, 2019, or when total space is booked, whichever comes first.

Due to venue limitations we are only able to accommodate 16 units as follows:

- Ballroom Exhibit Hall Display - \$400/table (16 available)**  
All delegate meals will be held in the Ballroom. Multiple concurrent presentations/sessions will also be held in the Ballroom throughout the day on Friday.

**VENDOR DISPLAY SET-UP OPTIONS:**

| Thursday Evening – Nov. 21   |                          | Friday – Nov. 22            |                          |
|------------------------------|--------------------------|-----------------------------|--------------------------|
| Set-up                       | 3pm – 5pm                | Set-up                      | 7am – 8am                |
| Delegate Social/Registration | 5pm – 10pm               | Delegate Meals and Sessions | 8am - 7pm                |
| Take down – Friday           | 6pm – 9pm                | Take down – Friday          | 6pm – 9pm                |
| No Preference                | <input type="checkbox"/> | No Preference               | <input type="checkbox"/> |

| VENDOR OPTIONS  | Please Check             | UNIT COST   |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
|---|--------------------------|-------------|------|-------------|-------------|----------------------------|-----|-----|--------------|-----|-----|-----------------------------|--|--|--------------------------------------|--|--|
| Ballroom Exhibit Hall Display (includes 1 meal package)   | <input type="checkbox"/> | \$400.00    |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Workshop Sponsor (includes 1 meal package)  | <input type="checkbox"/> | \$600.00    |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Ballroom Exhibit & Workshop Sponsor   | <input type="checkbox"/> | \$900.00    |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| <b>ACCOMMODATION &amp; MEAL INFORMATION</b>   |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| <b>ACCOMMODATIONS – please book directly through <u>DoubleTree by Hilton Hotel West Edmonton</u>, prices do not include taxes):</b>   |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| <table border="1"> <thead> <tr> <th>Room</th> <th>Single Rate</th> <th>Double Rate</th> </tr> </thead> <tbody> <tr> <td>Deluxe Standard Guest Room</td> <td>159</td> <td>159</td> </tr> <tr> <td>1 King Suite</td> <td>189</td> <td>189</td> </tr> <tr> <td colspan="3">Suites available on request</td> </tr> <tr> <td colspan="3">Book CTEC teachers for special rates</td> </tr> </tbody> </table> |                          |             | Room | Single Rate | Double Rate | Deluxe Standard Guest Room | 159 | 159 | 1 King Suite | 189 | 189 | Suites available on request |  |  | Book CTEC teachers for special rates |  |  |
| Room  | Single Rate              | Double Rate |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Deluxe Standard Guest Room  | 159                      | 159         |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| 1 King Suite  | 189                      | 189         |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Suites available on request   |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Book CTEC teachers for special rates  |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| MEAL Costs  |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Vendors and Workshop Sponsors will receive one (1) meal package per vendor table or workshop sponsorship.   |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Cost to purchase additional meal(s) = \$225/meal  |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |
| Go to: <a href="#">DoubleTree by Hilton Hotel</a> website and follow the prompts <b>OR</b> Phone central reservations on toll free number (1)(780) 484-0821 or 1-800-661-9804 and quoting group name ' <a href="#">Career and Technology Education Council of ATA</a> '   |                          |             |      |             |             |                            |     |     |              |     |     |                             |  |  |                                      |  |  |

**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:  
<https://ctec.teachers.ab.ca/conferences/Conf2019/pages/Home.aspx>

## CONTRACT FOR VENDOR / EXHIBITOR / SPONSOR 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 in Edmonton, Alberta on November 21-23th, 2019. Vendor/Exhibits will happen only on Friday November 22, 2019 with the option to participate Thursday evening, November 21, 2019.
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:*

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**Vendor/Exhibitor Name**

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**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.