



CanWEA RULES AND REGULATIONS

1. TERMS

This reservation form represents your offer to participate and is subject to acceptance by CanWEA. CanWEA reserves the right to terminate your reservation unless all of your financial accounts with CanWEA are current 30 days prior to the show. If your booth is NOT paid in full, your booth will be cancelled and no previous booth payments will be refundable.

2. ASSIGNMENT

Booths cannot be sublet or shared unless approved by CanWEA. Booth space will be assigned on a first-come, first-served basis, and by membership level. If the booths selected are filled, the closest possible booth will be assigned. CanWEA reserves the right to re-assign booth numbers and booth placement as needed at any time.

3. PAYMENT

You will receive an invoice for the full amount due. Payment will be due 30 days after the invoice date. If you are reserving a booth after June 1, 2012, then payment must be made for the full amount at the time of purchase. All checks should be in Canadian dollars, drawn on a Canadian bank, and made payable to the Canadian Wind Energy Association. If your booth is NOT paid in full by July 1, 2012, your booth will be cancelled and no previous booth payments will be refundable.

4. CANCELLATIONS

If an exhibitor company submits a cancellation of their contracted exhibit space in writing by April 15th, 2012, 50% of the net contract price will be refunded. After April 15th, 2012, no refunds will be considered.

5. BOOTH SPECIFICATIONS

All booths are 10'x10' except the island booths as noted on the floor plan. Pipe and drape backs are 8' high and side rails are 3' high. A one-line booth sign is included. Display material cannot exceed 8' in height for interior linear booths. Display material cannot exceed 12' in height for in-line perimeter booths. Display materials may be the maximum height for 8' of the booth sides but no higher than the side rail for the 5' nearest the aisle. The height limit for island booths is 20'. Hanging signs may be adjusted by show management to ensure the integrity of the show. No sign with company name or logo may be visible with 10' of adjoining booth backwall or sidewall.

All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or attendees. Crates and other packing materials may not be stored behind the pipe and drape. Carpet is mandatory for all exhibitors.

Split Island Booth: A split island booth is a peninsula booth which shares a common back wall with another peninsula booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. 16 feet (16') is the maximum height allowance, including signage.

End Cap Booth: No end cap booths are permitted.

6. OUTSIDE CONTRACTORS

Exhibitors may use contractors other than the Official Exhibit Contractor to set up and dismantle exhibits if Exhibitor provides to CanWEA a copy of the applicable form provided in the Exhibitor Services Manual. This authorization must include the name and address of each contractor, a certificate of insurance, the name of the supervisor, and the number of workers. The exhibitor assumes full responsibility for all acts of its contractors and agrees to hold harmless and indemnify CanWEA for any loss or any damage to the Direct Energy Centre and Allstream Centre.

7. EXHIBITOR ADMISSION

Two exhibit admissions are included with a standard 100 sq. ft. booth. One additional exhibitor pass is added per additional 100 sq ft purchased, the maximum number of passes is 7. These admissions are non-transferrable between companies. Additional exhibitor admissions will be available for purchase.

Exhibitors will have access to the exhibition floor, opening reception and 5 breaks for the 2 ½ days. Lunch tickets (for Monday and Tuesday) can be purchased separately for \$50.00 per person. One day lunch tickets are not available. Exhibitor admission entitles the Exhibitor to attend the **EXHIBITION HALL and the PLENARY SESSIONS ONLY.**

Booth personnel not displaying the proper exhibitor badge may be removed from the exhibit hall at the discretion of CanWEA. The exhibiting company takes responsibility for adherence to these admission regulations.

ADMITTANCE DURING NON-SHOW HOURS

Exhibit personnel will not be allowed to enter the exhibit floor earlier than two hour prior to the opening of the show. Exhibitors must have their CanWEA exhibitor badge for non-show hours admittance and make arrangements with show management and security ahead of time.

8. DAMAGE TO PROPERTY

The exhibiting company is liable for any damage caused to building floors, walls or columns or to standard booth equipment. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building floors, walls or columns or to standard booth equipment.

9. FOOD AND BEVERAGE

Any exhibiting company interested in providing any form of food or beverages on the show floor, please be advised that all food and beverage services for your booth must be ordered from the Direct Energy Centre's food service vendor. No outside contractors will be permitted.

10. FIRE AND SAFETY REGULATIONS

No flammable liquids may be stored inside the Direct Energy Centre. Prior notification and approval will be necessary from the Toronto Fire Department to display any heat producing products or chemical materials, gases, etc., deemed hazardous by the fire department.

11. LABOUR

Exhibitors are required to observe all contracts in effect between CanWEA, service contractors and the Direct Energy Centre and Allstream Centre. All information relating to move-in, set-up, dismantling, and move-out at the Direct Energy Centre and Allstream Centre during the CanWEA Conference and Exhibition will be included in the online Exhibitor Services Manual.

12. SOUND

All demonstration and sound equipment MUST be tuned to a conversational level and must not be objectionable to neighbouring exhibitors. If management receives any complaints, exhibitor agrees to cease use of sound equipment.

13. DISMANTLING

Exhibitors' displays may not be dismantled or packed in preparation for removal prior to the official closing time on Wednesday, October 17, 2012. Every booth must be fully staffed and operational during the entire Exhibition. Failure to respect this rule may impact participation privileges in future CanWEA conferences.