



"Shawane Dagosiwin"

(means being respectful, caring and having passion for Aboriginal research)

Showcase Exhibit Opportunity

Aboriginal Education Research Forum

May 13 - 15, 2009

Victoria Inn, Winnipeg, MB

Name of Business or Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Web site address: _____

Description of business, service: _____

I understand that as a Showcase Exhibitor, I am entitled to one complimentary conference pass. I will also receive one breakfast and lunch ticket for May 14th and 15th, 2009.

- Exhibitor Rates
 - Corporate booth \$ 200.00 \$ _____
 - Crafter's booth \$100.00 plus a piece of art \$ _____
- _____ additional lunch tickets @ \$ 20.00 each \$ _____
- _____ Banquet tickets for May 13th @ \$ 25.00 each \$ _____

I would also like to register additional staff to attend the conference.

- Early Bird Registration fee (before March 14) \$175.00 \$ _____
- Regular Registration fee (after March 14) \$200.00 \$ _____

TOTAL \$ _____

- Cheque enclosed
- Please invoice us for payment prior to April 1, 2008

Booths MUST BE PAID FOR IN FULL NO LATER THAN April 1st, 2009. ANY UNPAID BOOTHS, AS OF April 1st, WILL BE RELEASED BACK INTO THE AVAILABLE SPACE POOL. NO EXCEPTIONS WILL BE MADE.

_____ (initials) – I have read and understand all three pages of this trade show agreement

Information for Exhibitors

**Aboriginal Education Research Forum
May 13 - 15, 2009
Victoria Inn, Winnipeg, MB**

Exhibitors are entitled to one complimentary Aboriginal Education Research Forum pass plus meal tickets for one person for May 14th and 15th.

Name: (complimentary) _____

Please indicate the name(s) of additional staff members who will be attending the conference.

Name: (additional) _____

Name: (additional) _____

Please indicate the names of others staffing your booth. Please note, if these exhibitors want access to the conference, they will need to purchase an additional conference registration. If these exhibitors wish to purchase lunch tickets please place the order on the preceding page.

“Exhibitor Only” Name Tag Information:

1) Name: _____

2) Name: _____

3) Name: _____

Cancellation Policy: Cancellations will be accepted up **until April 1, 2009**. Cancellations received in writing prior to this date will be entitled to a full refund. Cancellations received from April 1 – April 15, 2009 will receive a 50% refund. Any cancellations received after **April 15** will not be entitled to a refund and the exhibitor agrees that AERF has the right to resell the space at no benefit to the exhibitor who has cancelled. **Any space not paid for in full by April 1 will be released back to the available pool.**

It is understood that this agreement and the rental charge is for the rental of the exhibit space, 1 table and 2 chairs ONLY – ordering and payment of electrical and/or telephone must be made directly to the Victoria Inn. **The contact is Elena Gagliardi at 786-4801.** The exhibitor agrees that AERF and its volunteers, employees, contractors and sub-contractors accept no responsibility for damage, theft or any loss to displays, materials or personal property. The exhibitor, signed below, **agrees to pay the rental fee prior to April 1, 2009.**

Authorized Company Signature

Date

Please make cheques payable to Planners Plus Inc. and mail payment with the completed forms to Shannon Barry, c/o Planners Plus Inc., 106 – 475 Provencher Blvd, Winnipeg, Manitoba, R2J 4A7. FAX: (204) 255-2523.

For additional information, contact:

Shannon Barry, Conference Coordinator at (204) 253-8623 or e-mail Shannon@plannersplus.ca

_____ (initials) – I have read and understand all three pages of this trade show agreement

Information for Exhibitors

Aboriginal Education Research Forum May 13 - 15, 2009 Victoria Inn, Winnipeg, MB

- Exhibitors **MUST** begin their set-up on **Wednesday, May 13th, 2009 between 6:00 pm and 8:00 pm. Set up must be completed by 8:00 pm. There will be no exceptions allowed.** Exhibitors must remove their booths and materials from the facility between **4:00 P.M. and 6:00 pm on Friday, May 15, 2009.**
- Please note, the exhibit area will **NOT be locked when scheduled events are not being held.** Therefore, we recommend that you remove computers and other valuables from your booth if you leave the exhibit area. For your own protection, we recommend you insure any items of value. We will not be responsible for lost or stolen articles.
- Exhibitor booths will consist of an 8 ft. skirted table and two chairs.
- **Electrical** can be arranged for the conference at a rate of \$25.00 if you order more than 7 days in advance of the show. (Rates quoted are subject to change and are in the complete control of the Victoria Inn and/or their electrical provider). **Telephone hook-ups** can be arranged at an additional cost. Long distance charges are over and above the cost of hook up service. (Rates quoted are subject to change and are in the complete control of the Victoria Inn and/or their suppliers). **To order any of the above services from the Victoria Inn, please call Elena Gagliardi at 786-4801.**
- Nametags are available for your exhibitors. **Please fill out the form on the previous page and badges will be available on May 13th when you check in.**

_____ (initials) – I have read and understand all three pages of this trade show agreement