



**Manitoba Child Care
Association**

Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.

Dear Trade show Exhibitor:

The Manitoba Child Care Association is pleased to present the 43rd Annual "*Engaging Minds, Empowering Success*" Conference, May 21 and 22, 2020. We have enclosed the application form and terms and conditions to participate in our conference trade show which will take place over two days. Last year's attendance exceeded 700 delegates and included 33 exhibitor booths and over 40+ breakout sessions.

The trade show fee includes: a draped booth, one 8ft table (please indicate on application if you require a second table or no table), two chairs, and lunch for one. There is a maximum of three booths per vendor. For an additional fee, you can purchase electrical and additional lunches (fees are noted on the application form). Please indicate on the application if you require one or more meals and if any of them are vegetarian or gluten free.

If you wish to participate, fill out the application form, date and sign the application form as well as the terms and conditions and submit all 4 pages (please keep a copy for yourself) to MCCA by January 17, 2020. If you are selected to participate in the trade show, you will be sent an email with an invoice by January 31, 2020. Payment will be due upon receipt. Your space is confirmed only after we receive payment.

The trade show will take place in the Centennial Ballrooms and will include vendors who are selling products (toys, computer software, and fundraising items) as well as representatives from organizations/non profit agencies/businesses who provide a service.

Space is limited and all applications will be reviewed on the criteria of what is appropriate and unique to ensure that duplication of services and goods are minimized. The trade show is a fun and exciting part of the conference and we welcome applications from both past and new exhibitors!

Conference delegates are early childhood educators who work in child care programs and family child care homes, directors and administrators who manage child care centres, academics from the colleges and universities who train early childhood educators, students, government policy makers, licensing authorities, and workshop facilitators.

We have also enclosed information on conference sponsorship, if you have any questions or wish to sponsor the conference in one of these ways, please contact Karen Kowalski at kkowalski@mccahouse.org or call 1-204-336-5062.

Please feel free to contact me at any time if you have any questions regarding the trade show or conference at 1-204-336-5061 or email at tbially@mccahouse.org. I look forward to seeing you at the 2020 conference!

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Bially".

Teresa Bially
Professional Development Administrator

Encl.

A maximum of 3 booths will be available to exhibitors, per day.

Thursday, May 21 & Friday, May 22 7:30am-3:15pm	Number of Booths \$475.00 Each 1 2 or 3 Booths (please circle how many booths you need)	Electrical \$60.00 (2 days)	Extra Lunch ____x\$30	=	TOTAL
	Includes 1 lunch per booth				

- Do not include payment, once selected, MCCA will send an invoice.

The Manitoba Child Care Association is committed to comply with the legal obligations imposed by the Federal Government's Personal Information Protection and Electronic Documents Act (PIPEDA) regarding the collection, use and disclosure of personal information in commercial activities. We list all exhibitors that participate in our Trade Show which is on our conference app. Your company and/or organization will be listed in this app unless you have indicated otherwise. Karen Kowalski, MCCAs Professional Development Manager, will be requesting all selected trade show vendors to provide a logo(jpeg) and other information for use in the app.

WE HEREBY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS ON THE FOLLOWING PAGE:

COMPANY NAME: _____

SIGNATURE: _____

Please submit all pages by January 17, 2020.

Fax to: 204-589-5613 Email to: tbially@mccahouse.org

*Mail to: MCCA, 2nd floor, Royal Bank Building, 2350 McPhillips Street,
Winnipeg, Manitoba R2V 4J6*



Manitoba Child Care Association

43rd Annual "Engaging Minds, Empowering Success" Conference
May 21st & 22nd, 2020 Victoria Inn, Winnipeg, Manitoba

TRADE SHOW APPLICATION

EXHIBITOR NAME:

ADDRESS:

CITY:

PROVINCE/STATE:

POSTAL/ZIP CODE:

PHONE:

EMAIL ADDRESS:

NAME OF REPRESENTATIVE/CONTACT PERSON:

EXHIBITOR NAME TAGS:

1) _____

2) _____

3) _____

Is electrical required in your space? Yes No

Do you require an additional 8ft table? Yes No

What type of product will you be displaying?

Do you require a lunch which is:

Vegetarian _____

Gluten Free _____

Indicate quantity above

LUNCHES

Thursday & Friday

Includes one lunch per booth

Extra lunches are \$30.00 each

Vendor lunches will be served from 11:30am-12:15pm

Manitoba Child Care Trade Show Terms and Conditions

1. The Manitoba Child Care Association, (herein after called MCCA) shall have the final decision in adopting any rules and regulations deemed necessary prior to, during and after the show. Exhibitors will be required to abide by all rules and regulations established.
2. MCCA does not endorse any of the products or services which may be exhibited, and reserves the right to reject or prohibit exhibits, to relocate exhibitors when in MCCA's opinion such moves are necessary to maintain the quality, traffic flow, character and good order of the show.
3. Exhibitor space may not be transferred or sublet without written permission of MCCA.
4. Exhibits must be wholly contained within the exhibit space. Sales activity, demonstrations and distribution of printed matter shall be confined to the exhibitor's booth. No exhibit may exceed 8 feet in height. No Exhibitor may injure, mar or in any way deface the premises, and in particular, no nails, hooks, tacks, or screws are to be driven into any part of the premises. Masking tape, "hold it" and fun tack may be used.
5. The Exhibitor shall not conduct him/herself, or operate any equipment at a level of sound that is determined at the sole discretion of MCCA to be detrimental to the welfare of the show or other exhibitors.
6. MCCA takes no responsibility for receiving, storing, shipping or onsite set up of Exhibitor displays/products.

The Exhibitor agrees:

- That no display may be dismantled or goods removed during their scheduled show run.
- To remove their exhibit, equipment and apparatus from the show area by final move out time, or in failing to do, agrees to pay all such additional costs as may be incurred.
- To use the receiving entrance located at the rear of the hotel for the transportation of any delivery prior to and after the event.
- To make arrangements with the hotel for the receiving, storage and shipping of their display or goods onsite prior to and after the event.
- To make appropriate arrangements to have displays and products delivered to their assigned booth space.
- To ensure display is set up prior to 7:30am. Move in can take place between 6:00am and 7:30am on the day of the display or between 5:00pm and 9:00pm the evening before.
- To make arrangements with the hotel to access the Trade Show area after hours as the area is locked between 9:00pm - 6:00am.
- To ensure all exhibitor items are cleared out of booth at the end of the show, this includes catalogues, flyers, etc.

7. Reasonable security shall be provided at all times on the show premises, primarily to assure public safety. Exhibitors' property shall be placed on display at the Exhibitors risk, and MCCA assumes no liability or loss or damage thereto. The Exhibitor agrees to indemnify and save MCCA and any of its agents, partners, employees or sponsors, harmless from any damage, liability or expense whatsoever arising from any injury or damage to the Exhibitor, their agents, employees or invitee, or to other exhibitors or their property. Exhibitors shall be liable for any damages to the building or furniture and fixtures contained therein, or the approaches and entrances thereto, by virtue of the terms of this agreement. This also extends to any materials used for MCCA's demonstration and sales activities.
8. Exhibits must comply with fire regulations. The sale of articles is prohibited unless articles bear the label of a recognized testing laboratory, such as C.S.A., C.G.U., or U.L.of C., or has been locally approved by the Minister having jurisdiction, and must abide by all copyright and trademark laws as they apply.
9. Electrical sites are available at an additional cost. Extension cords are the responsibility of the Exhibitor.
10. This contract may only be cancelled by either party providing notice in writing prior to April 3, 2020, and 75% of the application fee will be refunded. NO REFUNDS AFTER April 6, 2020.
11. Booth confirmation and allocation will only take place once payment is received.
12. Invoices are due upon receipt.

I have read and understand the terms and conditions.

Signature

Date