



The Manitoba Child Care Association
 46th Annual "Passport to Excellence" Conference
 May 23rd & 24th, 2024, Victoria Inn, Winnipeg, Manitoba

TRADE SHOW APPLICATION

EXHIBITOR NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____

POSTAL/ZIP CODE: _____ PHONE: _____

EMAIL ADDRESS: _____

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 _____ No Table Needed _____

I plan to have a give away prize at my booth Yes _____ No _____

What type of product or service will you be displaying? _____

A maximum of 2 booths will be available to exhibitors, per day.

Item	Cost	Required (circle)	Total:
Booths	\$500.00 each	1 2	\$.00
Electrical	\$60.00 for both days	Yes No	\$.00
Lunch	\$40.00 X _____ Per person per day	1 2 3 __Veg __Vegan __ GF	Thursday \$40.00x _____ Friday \$40.00 x _____ Total: _____
		Total Cost:	\$.00

Credit Card Information (Visa and Mastercard Only)

Cardholder Name: _____

Card Number: _____ CVS: _____

Expiry Date: _____

Cardholder Signature: _____

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.

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. Command strips, "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.
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 12, 2024**, and 75% of the application fee will be refunded. **NO REFUNDS WILL BE ISSUED AFTER APRIL 13, 2024.**
11. Booth confirmation and allocation will be sent only after all applications and payments have been received and the tradeshow deadline for applications has closed.

The Exhibitor agrees:

- That no display may be dismantled or goods removed during their scheduled show run. Take down is after 3:15 pm on Friday.
- 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 7:30 am on Thursday, May 23. Move in can take place between 6:00 am and 7:30 am on the day of the display or between 6:30 pm and 9:00 pm the evening before.
- To make arrangements with the hotel to access the Tradeshow area after hours as the area is locked between 9:00 pm - 6:00 am.
- To ensure all exhibitor items are cleared out of booth at the end of the show, this includes catalogues, flyers, etc.
- Tradeshow vendors who order lunch will be served in an allocated breakout room. Lunches must be preordered.
- Only 3 exhibitor tags will be provided per booth and only 3 exhibitors will be allowed in the tradeshow space at any given time.
- Exhibitors are not to use any space other than their booth to conduct daily business.

I have read and understand the terms and conditions.

Signature

Date

Applications and payments will be processed as they are received.

Please submit all pages and payment to:

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

***Mail to: MCCA, 2- 2350 McPhillips Street,
Winnipeg, Manitoba R2V 4J6***