



Canadian Parking Association
Association canadienne du stationnement

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2020 ANNUAL CONFERENCE & TRADE SHOW
EXHIBITOR PACKAGE

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Complete and Return Exhibitor Forms page 7 - 9

Important Dates and Deadlines

FRIDAY, AUGUST 7

Deadline for booth cancellations. No refunds after this date.

FRIDAY, AUGUST 28

Deadline for balances due and Exhibitor Staff discounts. Full payment required for all sales after this date.

Deadline for discounted special event tickets for Exhibit Staff.

No refunds for Exhibit Staff or special event ticket cancellations after this date.

TRADE SHOW SET UP & MOVE-IN

SATURDAY, October 3

GES Move-in: 6 pm – 10 pm
Early Exhibitor Set Up: TBC

SUNDAY, October 4

Exhibitor Move-in: 7 am – 3 pm

EXHIBITOR MOVE OUT

TUESDAY, October 6

2 pm – 6 pm

I. CONFERENCE SITE

HOTEL BONAVENTURE MONTREAL

900 Rue de la Gauchetière O, Montréal, QC H5A 1E4

Phone: (514) 878-2332

Request CPA group block for Canadian Parking Association Event CCPAI

HOTEL RESERVATIONS:

By Phone - Direct:	514.878.2332
By Phone - Toll Free:	800.267.2575
Online - English:	https://reservations.travelclick.com/97993?groupID=2627039
Online - French :	https://reservations.travelclick.com/97993?groupID=2627039&languageID=3

STANDARD ROOM RATES **Single/Double** \$229 **Triple** \$249 **Quadruple** \$269
 Complimentary WiFi is available in all guest rooms and suites.

Reservation Cut Off Date September 10, 2020

Reservations and deposits received after September 10, 2020, or exceeding the contracted room block, will be confirmed on a space and rate available basis only.

Cancellations are allowed with no penalty up to 72 hours prior to the arrival date.

Multiple Registrations under the same name/credit card number must be assigned and confirmed to an individual by **Friday, August 28, 2020**. After that date, reservations within a group block that are not assigned to registered individuals will be cancelled and returned to the block.

SCAM ALERT: If you are contacted by Exhibitor Housing Services or any other 3rd party agency to book your room for the CPA conference be advised that the Canadian Parking Association is NOT affiliated in any way with these companies and your reservation may not be honoured. The CPA does not utilize a housing service for any bookings.

2. OFFICIAL SERVICES SUPPLIERS

Refer to Exhibitor Order Forms online at <http://canadianparking.ca/exhibitors2020/>

GES Canada

Exclusive Move in / Move out to Conference Level

Show Services: Freight, materials handling, trade show rentals.

Customs Brokers

Electrical: Order through CPA's registration forms.

Internet: Order WiFi or HSIA for the Exhibition space through CPA's Registration forms.

Rigging: Due to the ceiling height restrictions, rigging will not be available. Please design your exhibit space accordingly, to exclude any overhead elements.

3. TRADE SHOW SCHEDULE

SHOW SET UP (GES Canada):	Saturday	October 3	Noon – 6 pm
EXHIBITOR MOVE IN:	Saturday	October 3	6 pm – 10 pm
	Sunday	October 4	7 am – 3 pm

All exhibits must be fully installed by 2 pm on Sunday, October 4, 2020

TRADE SHOW EXHIBITION HOURS	(Times are approximate and are subject to change pending final program.)	
Sunday, October 4	5 pm – 6 pm 6 pm – 8:30 pm	Welcome and Keynote (Exhibit Hall Closed) Grand Opening and Reception
Monday, October 5	1:30 pm – 4:00 pm	Trade Show
Tuesday, October 6	10 am – 2 pm	Final Trade Show with Luncheon

Exhibit staff are encouraged to attend all presentations and events outside of the Exhibition Hours. Each full exhibit staff will be required to purchase a ticket separately for the Awards Event and the Final Social Event. Registration fees have been reduced to exclude these events, making attendance optional. Extra tickets for guests can also be purchased separately. This is necessary in order to confirm seats and meal requirements.

EXHIBITOR MOVE OUT: Tuesday, October 6, 2 pm – 6 pm

TEAR DOWN: exhibitors who leave or commence dismantling their exhibits before the official closing of the trade show on the final day will be fined \$1,000. Please don't disrupt the exhibition by leaving early.

All exhibits or material not removed from the premises on move out day Tuesday, October 6, will be stored at the expense of the exhibitor and are subject to disposal without notice.

The schedule is tentative and subject to changes. The trade show floor is not open for the entire duration of the conference dates and must be vacated between sessions according to the show schedule. The Trade Show Floor will open 15 minutes prior to official times for exhibit staff to pre-set for the session.

4. BOOTH SET UP

IMPORTANT NOTICE: The St. Laurent Room where the exhibit area will be located has very limited ceiling height of 9 ft, with 8 ft beams in certain areas. Overhead rigging cannot be accommodated, and booth displays must not exceed 8 ft in height. Columns are present throughout the room and are indicated on the floorplan. When choosing your booth space, please keep these conditions and the following information in mind:

- Exhibitors who select spaces in the centre isle are asked to keep the vertical portion of displays to a minimum to facilitate good sight lines across the hall. Column styles are acceptable but should not exceed 8 ft. in height.
- Spaces as indicated may be purchased in combination to create the desired footprint for your exhibit.
- Separating pipe & drape will be installed as displayed on the floorplan. Requests to alter the booth orientation may be requested and adjusted at the discretion of show management.

- All booths located around the perimeter may be reserved as 10x10, 10x20 or 10x30 spaces. Sidewall drape will be 3 ft in height to indicate the booth width. Exhibit items within the booths must not exceed 4 ft in height on the sides and must not exceed 8 ft. in height along the back wall. Exhibits that obstruct other displays will be adjusted as required.
- Booths 35 to 44 are 8 x 10 ft booths with doors separating the spaces that cannot be blocked.

Special pricing is available for these smaller spaces which can be used in combination, provided displays do not block the doors between the booths. These spaces are ideal for static, unstaffed displays.

- Overhead rigging facilities are not available in the St. Laurent room due to limited ceiling heights.
- One Exhibit staff member is included for each single booth space purchased (additional staff at posted rates).

The exhibit hall is carpeted. Drapery Colour: Black

5. RULES & REGULATIONS

1. The Canadian Parking Association assumes no liability for damages or injuries caused as a result of negligence on the part of the exhibiting company, his/her staff or agents, the Bonaventure Hotel Montreal, GES Canada, FreemanCo, or any other contractors or agents associated with this conference and exhibition.

Exhibiting company agrees to carry and upon demand provide to the CPA evidence of Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 that provides coverage for any liabilities arising over the course of, or as a result of this event, and names the Canadian Parking Association as specifically insured.
2. All exhibitors shall be members of the Canadian Parking Association or be registered at the non-member rates. Registration fees are provided on the Registration Form attached to this document.
3. For each 10' x 10' booth space purchased, one Exhibit Staff pass is included in the cost of the booth rental. For example, 1 x 10x10 includes one staff; 2 x 10x10 includes two staff, to a maximum of four free staff. Exhibit Staff holding the CPA membership must be assigned to the complimentary booth staff at the time of application, and before non-members can be added. Exhibitor passes that are included in the booth rental fee are non-transferable and have no cash value, should an individual not be identified. Incomplete forms will be returned for confirmation if one staff per booth is not identified. Up to two more staff per MEMBER COMPANY may be registered at a reduced member rate. All other staff registrations will be at the posted member/non-member rates. To qualify for the booth staff discount rates:
 - Exhibit staff must be included and named on the company's Canadian Parking Association membership by January 31 of the current year (membership conditions apply).
 - Exhibit staff must be employees of the exhibiting company or have a direct affiliation (CPA reserves the right to disqualify applicants if insufficient confirmation is provided).
 - Exhibit staff must be pre-registered on the application form or identified before August 21, 2020 to qualify for the discounted rates, after which time full fees apply.
4. Exhibit Staff registration fees have been reduced by the cost of the tickets for the awards and final social events. In order to achieve accurate counts for seating and food & beverage, tickets must be pre-purchased separately. A reduced Exhibit Staff rate is available. Tickets purchased after August 31, or at the door will be based on availability and at full posted price. No refunds on special event tickets after August 31.
5. Individual Trade Show Passes cannot be purchased in combination. Exhibitors agree to pay and will be invoiced for full regular fees for individuals who register on site for multiple events on different days.
6. Exhibitors and their staff will not be authorized to enter the trade show area until their registration is complete, and fees are paid in full. All outstanding amounts must be paid by credit card or cheque at the registration desk.
7. Nametags will be issued at registration and must be worn at all times to gain access to the trade show and other events authorized by the nametag.
8. Name tags found to be used on unauthorized persons will be confiscated and full price will be charged for its return to the owner.
9. Use of rented space:
 - Pipe and drape will be provided as required and used to enhance the overall look of the trade show. CPA reserves the right to adjust pipe and drape to accomplish this goal.
 - MAXIMUM display height on the back wall is 8 ft. and side walls is four (4) feet on either side. This applies to draping, exhibit materials, monitors, equipment etc. Booth(s) must be designed and/or constructed so as not to obstruct the view of neighbouring exhibitors. CPA will remove display items that do not conform to this requirement.
 - Island booths will have back drape orientation as indicated on the floor plan. If draping is required for directional purposes, it will be limited to four (4) feet. Displays that corner other exhibits are limited to eight (8) feet on the back and four (4) feet on the sides.
 - Displays that block the clear view to other displays will be removed or adjusted to allow for clear sight lines.

- Where masking is required to fill in open areas beside or behind exhibits, the exhibiting company may be required to cover the costs, if excessive.
 - Easels, signage or promotional props will NOT be permitted in the aisles. Storage of packing and storage boxes is prohibited on the trade show. Boxes, crates, wiring, etc., stored behind drapes that are unsightly will be removed at the exhibitors' expense.
 - Staff must not congregate or conduct business outside of the booth space into the aisles. Please purchase sufficient booth space to accommodate registered staff and potential visitors to the exhibit.
10. Exhibitors shall pay all costs associated with their exhibit including, but not limited to electrical, internet, rentals, shipping, unloading, set up, tear down and removal of their exhibits. Arrangements must be made directly with the official show contractors.
 11. Applicants must provide a description of the merchandise to be exhibited in the area provided on the Registration Form. No exhibitor shall be permitted to exhibit merchandise other than that specified in the application form.
 12. The space shall not be sublet or shared by the exhibitor with persons not authorized by the Canadian Parking Association. Applicants may apply to present a shared booth space by contacting Carole Whitehome at carole@canadianparking.ca. Additional fees and other conditions may apply. Only the exhibiting company's brand may be displayed in the exhibit space. Exhibitors are expected to respect the spirit of these regulations when registering staff and designing their exhibit.
 13. Distributors may display brands from other equipment or services suppliers, provided those companies have reserved their own exhibit space. There are no exceptions to this, and exhibitors will be asked to remove any equipment or branding that is not wholly owned by the exhibiting company.
 14. The Canadian Parking Association reserves the right to prohibit the use of any materials or displays that, in its judgement, may compromise the CPA's reputation and/or the safety of the conference participants.
 15. Exhibitors shall register contests or draws with the Canadian Parking Association at the registration desk. All draws will be made under the supervision of the Board of Directors at scheduled times agreed upon during the trade show.
 16. No exhibitor will commence dismantling or removing their exhibit until the trade show floor has been officially closed and all delegates have left the area after the final exhibition session. Exhibitors seen dismantling their exhibit prior to the end of the show WILL BE FINED \$1000 FOR DISREGARDING THE OFFICIAL SHOW HOURS.
 17. Neither CPA nor the Bonaventure Hotel will be responsible for injury, loss or damage to persons, goods, equipment or decorations, caused by accident, loss or any other cause, during the move-in and move-out operations, while on the exhibit premises, while transporting goods to and from the exhibit area, or while in the storage areas.
 18. In the event said Trade Show is cancelled or is not held by reason of acts of God, strikes, lockouts or other labour or industrial disturbances, civil disturbances, interruptions by government or court order, future valid orders of any regulatory body having jurisdiction, acts of the public enemy, wars, riots, failure or inability to secure materials or labour, fire, lightning, tempest, flood, explosion, and/or other causes beyond the control of the CPA, then CPA shall be in no way whatsoever liable to the Exhibitor other than to return to the Exhibitor, without interest, such sums (if any) as have been paid to CPA in advance in connection with said Trade Show space rental. This excludes any expenses paid by the Exhibiting Company to third party suppliers for items such, but not limited to show services rentals, transportation, travel, etc.

6. PAYMENT POLICY

Payments for conference & trade show registration shall be made to:

Canadian Parking Association

350 – 2255 St. Laurent Blvd., Ottawa, ON K1G 4K3

Tel 613-727-0700 | Fax 613-727-3183

Specific services not provided by the CPA must be ordered through and paid to the official show contractors in accordance with their policies. Acquisition and payment for all other services, supplies, accessories, labour, etc., are the responsibility of the exhibitor.

EXHIBIT SPACE

A deposit of **50 percent** of the total of booth fees, plus the full fees for any extra event tickets must accompany the registration form. Registration forms received without the appropriate deposit and without the exhibit staff identified will not be accepted. The CPA must receive the total balance owing no later than August 28, 2020. Exhibit space will not be guaranteed until the CPA has received payment in full.

The CPA reserves the right to reassign, relocate or cancel exhibit space as required, in order to provide the best possible distribution of exhibits.

EXHIBIT STAFF

All exhibit staff must be pre-registered. **Registration fees that have not been included on the booth rental form are due by August 31, 2020.** To qualify for discounted exhibit staff rates for registration and event tickets, exhibit staff must be pre-registered by August 28, 2020. After that date, full fees apply.

Member Rates: Annual Memberships provide for multiple employees to be eligible for discounted conference fees. Only those staff who are included in the company's membership are eligible for member rates. Additions may be made to membership categories up to conference dates. Substitutions or membership cancellations are not permitted. All others must register at the non-member rates. Exhibiting companies holding a current membership with the CPA may select the Member rate of \$400 for each of the two additional staff allowed for any person already named on the membership list.

Non-Members: Exhibiting companies that do not hold a full membership must select the Non-Member rate for booths selected, plus the non-member rate for ALL additional Exhibit Staff.

Exhibit Staff will be listed on the Attendee List at the time of registration. To opt out of being included on the list, staff must contact patty@canadianparking.ca to request to be removed.

EXHIBIT SPACE REGISTRATIONS RECEIVED AFTER AUGUST 1, 2020

Exhibitors who register after **August 31, 2020** must submit full payment, including Exhibit Staff registrations.

Last-minute registrations will be accepted at the registration desk. Payment in full is required in the form of cheque or credit card (Visa, MasterCard or AMEX) only. **Invoices will not be issued at the registration desk.**

All accounts must be paid in full before access is granted to the trade show area. There will be no exceptions.

7. CANCELLATION POLICY

EXHIBITORS – BOOTH CANCELLATION

Requests for cancellation and refunds on exhibit space must be received in writing at the Canadian Parking Association, 350 – 2255 St. Laurent Blvd., Ottawa, ON K1G 4K3 up to or on **August 7, 2020.**

Cancellations up to this date are subject to a \$550 administration fee per booth cancelled.

Refunds will not be issued after August 7, 2020. No refunds for Fundraisers & Sponsorships.

EXHIBIT STAFF & DELEGATES

Cancellations received in writing before **August 28, 2020** will forfeit \$200 per registrant.

No refunds after August 8, 2020 or for no-shows.

No refunds on Event Tickets after August 28, 2020.

8. EXHIBITOR PROMOTION

Exhibitors will be showcased on the CPA's web site and in the 3rd quarter issue of The Parker. If you want your company's product/service to be included in this conference issue, forward a brief company bio to info@canadianparking.ca before July 15, 2020.

Bio's received after this date may not be included due to printing deadlines. Submissions must be no longer than 100 words in length, in rich text format. Submissions will be edited to fit the space available.

SPONSORSHIPS

A comprehensive Sponsorship Program is available for participants to show their support of the CPA and help to provide a world-class event to delegates. Conference sponsors will receive incentive packages based on their level of contribution. We simply cannot provide the best quality to participants without the generous assistance from our sponsors. Refer to CPA website for sponsorship details and make your selection.

Acknowledgements will commence immediately upon payment of the sponsorship item. For information on available sponsorships, visit canadianparking.ca/sponsorship2020/ to view the Sponsorship opportunities available.

For further information contact Patty Kettles at 613-727-0700 x 12, or patty@canadianparking.ca.

EXHIBITING COMPANY

* the person named here will be the main contact for CPA and will receive all conference-related correspondence.

Company Name (as it will appear on all conference materials) _____ Date _____

Show Contact Name* _____ Title _____

Address _____

City _____ Prov | State _____ Postal | Zip _____

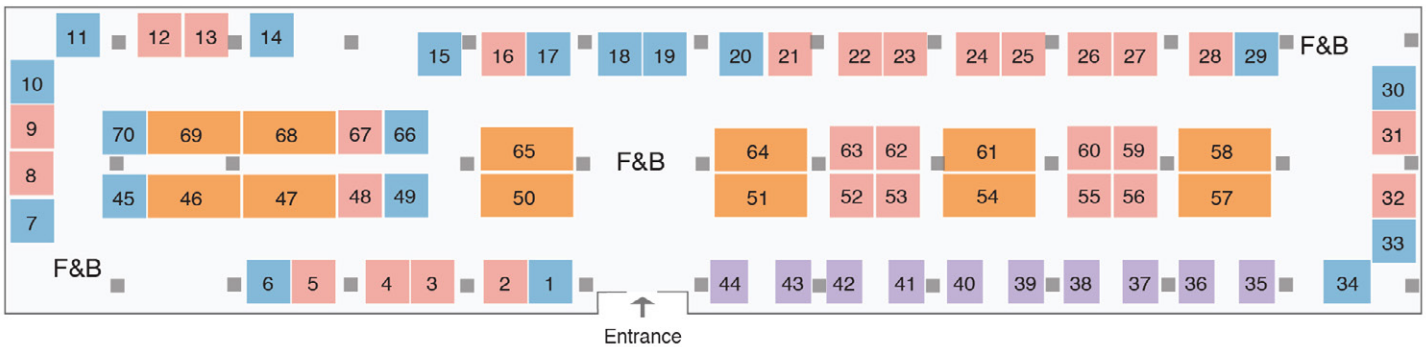
Telephone _____ Fax _____ E-Mail _____

Product line: provide a brief description of your product/services, equipment type, product names that will be exhibited, and any other detail to describe your exhibit.

BOOTH SELECTION

From floor plan, select and indicate booth number(s) in order of preference. Booth selections are not guaranteed without payment in full. The CPA reserves the right to reassign booths as required to ensure an equal distribution of exhibit types. **FOR AVAILABLE SPACES, visit: canadianparking.ca/exhibitors2020**

8x10 Regular Single
 10x10 Regular Single
 10x10 Premium Single
 10x20 Premium Double



8X10 REGULAR SINGLE
 Choice:
 1st _____ | 2nd _____ | 3rd _____

10X10 REGULAR SINGLE
 Choice:
 1st _____ | 2nd _____ | 3rd _____

10X10 PREMIUM SINGLE
 Choice:
 1st _____ | 2nd _____ | 3rd _____

10X20 REGULAR DOUBLE
 Combine singles as required.
 1st choice _____ | _____
 2nd choice _____ | _____
 3rd choice _____ | _____

10X20 PREMIUM DOUBLE
 1st choice _____ | _____
 2nd choice _____ | _____
 3rd choice _____ | _____

TRIPLE OR QUAD
 Combine singles/doubles as required.
 1st choice _____ | _____ | _____ | _____
 2nd choice _____ | _____ | _____ | _____
 3rd choice _____ | _____ | _____ | _____

**EXHIBIT
STAFF**

COMPLIMENTARY STAFF: Name **one Member or Non-member staff per single space** purchased

Booth # _____ First Name _____ Last Name _____

Booth # _____ First Name _____ Last Name _____

Booth # _____ First Name _____ Last Name _____

Booth # _____ First Name _____ Last Name _____

★ **ADDITIONAL STAFF @ \$400 PER MEMBER: Limit 2 per Member Company**

First Name _____ Last Name _____

First Name _____ Last Name _____

ADDITIONAL MEMBER STAFF @ MEMBER RATE \$510 (unlimited)

First Name _____ Last Name _____

First Name _____ Last Name _____

ADDITIONAL STAFF @ NON-MEMBER RATE \$815 (unlimited)

First Name _____ Last Name _____

First Name _____ Last Name _____

DIETARY RESTRICTIONS (Provide staff name(s) and details): _____

★ Exhibit Staff must be employees of the exhibiting company or have a direct affiliation (CPA reserves the right to disqualify applicants if insufficient confirmation is provided).

All Exhibit Staff must be pre-registered before August 21, 2020 to qualify for any discounted rates, otherwise, regular posted rates will apply.

After August 28 and on site:

EXHIBIT STAFF
 Member: \$575 Non-member: \$865

Exhibit Staff have access to all trade show exhibition sessions and presentations, including meals served in the general areas and on the trade show floor. Tickets for Awards and Final Social events must be purchased separately.

Refer to CPA Exhibitors Rules & Regulations for detailed information.

BOOTH FEES

Fee includes one staff per 10x10

	SINGLE 8x10	SINGLE 10x10 Regular Premium	DOUBLE 10x20 Regular Premium	TRIPLE OR QUAD
Member	\$2,425	\$2,525 \$2,650	\$4,550 \$4,775	Combine singles/doubles as required.
Non-Member	\$3,000	\$3,375 \$3,550	\$6,475 \$6,800	

BOOTH FEE
(From chart)
= \$ _____

SERVICES

Electrical: for each 1500 watt outlet: _____ outlets @ \$100 = \$ _____
 High Speed Internet: \$150 / connection / day: _____ days @ \$150 = \$ _____
 WiFi: (WiFi is free in all guest rooms. For the convention level, use your own service provider, or) \$15 / connection: _____ codes @ \$15 = \$ _____

ADDITIONAL EXHIBIT STAFF

Included with each single booth fee: _____ @ \$0.00 = \$ _____
 Member (first 2 per company): _____ @ \$400 = \$ _____
 Member (unlimited): _____ @ \$510 = \$ _____
 Non-Member (unlimited): _____ @ \$815 = \$ _____

EVENT

Monday Awards Event (one per registered staff) _____ @ \$ 75 = \$ _____
 After August 28 _____ @ \$100 = \$ _____
 Guest _____ @ \$125 = \$ _____
 Tuesday Final Social Event (one per registered staff) _____ @ \$ 75 = \$ _____
 After August 28 _____ @ \$100 = \$ _____
 Guest _____ @ \$125 = \$ _____
 Table of 10 _____ @ \$800 = \$ _____

PAYMENTS

Payments in Canadian funds by cheque or money order (payable to Canadian Parking Association), or Credit Card:

★ 50% of sub-total must accompany registration to have booth selection reserved. Balance is due Friday, August 28, 2020. Booth selection is not guaranteed until paid in full.

★ Sub Total = \$ _____
 GST 5% = \$ _____
 QST 9.975% = \$ _____
 Total CDN Funds = \$ _____
 DEPOSIT PAID = \$ _____

CREDIT CARD: VISA MasterCard AMEX

CARD # _____ Expiry (mm/yy) ____ | ____

Card Holder Name _____

Signature _____

TERMS & CONDITIONS

Acceptance of the terms and conditions of this document constitutes a binding agreement between the Canadian Parking Association and the Exhibiting company, therefore the person who signs on behalf of the exhibiting company warrants that they are authorized to represent and commit the company to the terms of this document, and any additions, deletions or changes required thereafter in the completion of the exhibiting company's registration.

Name _____

Title _____

Signature _____

Date _____