

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 Hyatt Regency Hotel Vancouver, Levy Show Services, Encore 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. The Canadian Parking Association assumes no liability whatsoever for the health and safety of participants regardless of cause.

2. All exhibitors shall be members of the Canadian Parking Association or be registered at the non-member rates.
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 or identified before August 31, 2021 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-ordered separately. Additional fee may apply. Tickets requested after August 31, or onsite will be based on availability and fees may apply. No refunds on special event tickets after August 31.
5. Individual Trade Show Passes and day passes are intended for use by delegates only and 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 online through the CPA invoice system.
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 Whitehorne 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. In the event the 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.

PROGRAM FORMAT DISCLAIMER

The CPA endeavours to provide the Trade Show program as advertised. However, given the uncertainty of potential conditions leading up to the event, some portions may require adjustment. Any changes will be communicated in advance.

Participants are required to observe and abide by the strictest levels of health, safety and social distancing protocols implemented during the event as dictated by the Canadian Parking Association, the Hyatt Regency Hotel, and its partners.

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 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 31, 2021. 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, 2021.** To qualify for discounted exhibit staff registration rates, exhibit staff must be pre-registered by August 31, 2021. 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 \$420 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 31, 2021

Exhibitors who register after **August 31, 2021** must submit full payment, including Exhibit Staff registrations.

Last-minute registrations will be accepted ONLINE ONLY, and payment in full is required via credit card (Visa, MasterCard) 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.

CANCELLATION POLICY

Exhibitors – Booth Cancellation

Requests for cancellation and partial 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 1, 2021.**

Cancellations up to this date are subject to a **\$750** administration fee per booth cancelled.

Refunds will not be issued after August 1, 2021. No refunds for Fundraisers & Sponsorships.

Exhibit Staff & Delegates

Cancellations received in writing before **August 31, 2021** will forfeit **\$250** per registrant.

No refunds after August 31, 2021 or for no-shows.



For information, contact: Patty Kettles at 613-727-0700 x12, or patty@canadianparking.ca