

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 Calgary, Calgary TELUS Convention Centre, Global 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 booth space purchased, one complimentary Exhibit Staff pass is included in the cost of the booth rental. For example, 10x10 includes 1 staff; 10x20 includes 2 staff, 10x30 includes 3 staff, 20x20 includes 4 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 member not be identified. Incomplete forms will be returned for confirmation if one member staff per booth is not identified. Up to two more staff per MEMBER COMPANY may be registered at a reduced member rate. All other exhibit staff registrations will be at the posted member/non-member rates.
4. A maximum of 5 exhibit staff, including the staff assigned with the booth space, may be registered for each 10x10 area. Should you exceed 5 exhibit staff, you must purchase additional booth spaces. Exhibit Staff must not be in the aisles and must be in their allotted space.
5. To qualify for the booth staff discount rates:
 - Exhibit staff must be included and named on the company's Canadian Parking Association membership on January 31 of the current year (membership conditions apply). Additions may be made, however changes to existing members will not be accepted and staff not already identified must register at the Non-member rate available.
 - 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, 2023 to qualify for the discounted rates, after which time full fees apply.
6. Full Exhibit Staff registration fees include tickets for the awards and final social events. In order to achieve accurate counts for seating and food & beverage, please confirm your attendance on the registration form. Tickets are available for guests at an additional fee. Tickets requested after September 1, or onsite will be based on availability and fees may apply. No refunds on special event tickets after September 1, 2023.
7. Individual Trade Show Passes and Day passes are intended for use by delegates only and cannot be purchased for use by Vendors and/or Exhibit Staff. Exhibitors will be invoiced for full registration fees if individuals are found to have registered on site for Day passes.
8. 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.
9. 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 CPA.
10. Name tags found to be used by unauthorized persons will be confiscated and the user denied access to the event. Full price will be charged for its return to the owner.
11. Use of rented space:

The space **shall not be sublet or shared** by the exhibitor with persons or other brands not authorized by the Canadian Parking Association. Violators will be required to compensate the CPA for lost revenue and may be prohibited from registering at future events.

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.

- 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 back display height is 8 ft. and side walls are 4 ft. 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. Items not conforming to this will be removed.
- Rigging options are available. Refer to Show Services documents for information.
- 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 strictly prohibited on the trade show. Boxes, crates, wiring, etc., stored behind drapes that are unsightly will be removed at the exhibitors' expense.

Staff may not congregate or conduct business outside of the booth space into the aisles. A limit of 5 staff per 10x10 space is in place. Please purchase sufficient booth space to accommodate your registered staff and potential visitors to the exhibit.

12. Exhibitors shall pay all costs associated with their exhibit including, but not limited to electrical, internet, rigging, rentals, shipping, unloading, set up, tear down and removal of their exhibits. Arrangements must be made directly with the official show contractors.
13. Applicants must provide a description of the merchandise or service to be exhibited in the space provided on the Registration Form. Exhibits may not include merchandise other than that specified in the application form.
14. 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.
15. 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.
16. 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.
17. 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 and may be prohibited from registering in future.
18. 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 strives to provide the Trade Show program as advertised. However, from time-to-time conditions arise that may require some portions of the schedule to be adjusted. 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 determined by the Canadian Parking Association, the host hotel, convention centre, and other partners.

PAYMENT POLICY

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

Canadian Parking Association
350 – 2255 St. Laurent Blvd., Ottawa, ON K1G 4K3 Tel 613-727-0700
Online <https://canadianparking.ca/calgary2023/>

Services not provided by the CPA must be ordered through 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

Payment of the total of booth fees must accompany the registration form. Balances for additional purchases such as staff, event tickets, etc., are due by September 1st. Exhibit space will not be guaranteed until the CPA has received payment in full. The CPA reserves the right to reassign and relocate 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 not included on the booth rental form are due by August 31, 2023. To qualify for discounted exhibit staff, exhibit staff must be pre-registered by this date, after which time, 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 \$460 for up to two additional staff provided those persons are already named on the company's membership.

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

EXHIBIT SPACE REGISTRATIONS RECEIVED AFTER AUGUST 31, 2023

Exhibitors who register after August 1, 2023, must register online at <https://canadianparking.ca/exhibitors2023/> and payment in full is required via credit card (Visa, MasterCard) only. Invoices will not be issued on site. 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 or via email to Teresa@canadianparking.ca up to or on **August 31, 2023**.

Cancellations up to this date are subject to an \$825 administration fee per booth cancelled.

If a company's booth is cancelled for any reason, all staff registered with the booth will be cancelled.

Refunds will not be issued after **August 31, 2023**. No refunds for event tickets, fundraisers, or sponsorships.

Exhibit Staff & Delegates

Cancellations received in writing before August 31, 2023, will forfeit \$275 per registrant. No refunds after August 31, 2023, or for no-shows.



For information, contact Teresa Buckley at:
613-727-0700 x12
teresa@canadianparking.ca

A NOTE ABOUT SUITCASING

The Canadian Parking Association is working towards rebuilding and exceeding the Conference & Trade show that attendees experienced pre-covid to deliver value to all who attend. The practice of Suitcasing at a trade show is not new, however in the past few years, it has seen a significant increase. To mitigate the damage and losses that occur as a result of this practice, the CPA has introduced stricter rules to curtail these activities on the trade show floor. Vendor companies will be monitored at the Registration stage and advised of their options for registration. Violators will forfeit their name badge and be removed from the event.

“What you allow, you encourage,” the noted ethicist Michael Josephson once said, and that sentiment applies to sleazy conduct at trade shows, too.

For those unfamiliar with the term, suitcasing refers to non-exhibitors who go to a show as an attendee, but pass out information, samples, etc. about their business from a suitcase, literally or figuratively. But what you were really witnessing was theft from show management, exhibitors, and even attendees. Suitcasers didn't pay to exhibit, and yet they're enjoying access to attendees just the same as legitimate exhibitors.

If you turn a blind eye and don't report it, you are in a small way aiding and abetting the suitcaser, which creates a kind of snowball effect that adversely touches everyone who pays to exhibit or attend. Ultimately, suitcasers can siphon revenues that legitimate exhibitors might have received. If that happens to them enough, those exhibitors may choose not to return to the show, thus making it less effective for attendees. The fewer attendees who come, the fewer exhibitors who show, and thus a vicious circle is born. By not reporting it, you're allowing the suitcaser to undermine the show at which you paid to attend or exhibit. It's in your self-interest as well as everyone else's interest, to alert show management about the suitcaser.

Dan Lumpkin, President Lumpkin & Associates