

invitation to sponsors &
exhibitors

CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

CONGRESS

WINNIPEG - 2016



Home: locally
inspired



CSLA Congress
AAPC Congrès

www.csla-aapc.ca

your invitation to sponsor



The Canadian Society of Landscape Architects (CSLA) is pleased to announce the **2016 Congress Sponsor Program**.

The CSLA Congress is the premier networking and educational event for the growing Canadian landscape architecture profession. The CSLA represents all major decision-makers from Canada's landscape architecture profession, including landscape architects from private practices, educational facilities, municipalities, government ministries and agencies. The Congress provides a rare opportunity to engage with a cross-section of industry leaders.

Reach those working today to shape our landscape. We invite you to participate in this exciting event.

A range of sponsorship benefit options are available for participation in this unique opportunity. We look forward to your support as both a sponsor and participant.

The theme of the 2016 Congress is **Home: locally inspired**. Bringing the focus back to the local, this Congress will ask individuals to contemplate the influences of our work as landscape architects and its effects on the communities that we serve in order to improve all of our lives. How do we design/build our home for ourselves or for others? At what scale do we perceive our home and our community, and what influences it? What does it mean to call a place our home?

location and dates

The CSLA Congress will be held at the Fort Garry Hotel and Spa and Conference Centre from June 23rd to June 25th, 2016.

additional information

For further information about this exciting event, please contact:

Michelle Legault
Executive Director, CSLA
executive-director@csla-aapc.ca
1-866-781-9799

or

Aaron Hirota
CSLA Congress Sponsorship Coordinator
ahirota@mcgowanrussell.com

sponsorship levels and associated benefits

The following describes the sponsorship levels and associated benefits. For trade show and exhibit opportunities, please refer to the next page.

Partner \$7,000	Principal \$4,000	Associate \$2,000	
X			Two tickets to the CSLA Gala.
X			Sponsor of a keynote speaker, gala dinner or other major event.
X	X		Complimentary Congress Registration for two.
X	X	X	Logo recognition in preliminary program.
X (full-page)	X (half-page)	X (quarter page)	Advertisement in the Congress Program.
X	X	X	Promotional material in delegate kits (1 piece)
X	X	X	Logo recognition and link to company website on CSLA bulletins and Congress news flashes before Congress.
X	X	X	Logo recognition in Congress program
X	X	X	Logo recognition and link to company website on CSLA website.
		X	Recognition as sponsor one of the planned meals.

trade show prospectus



date

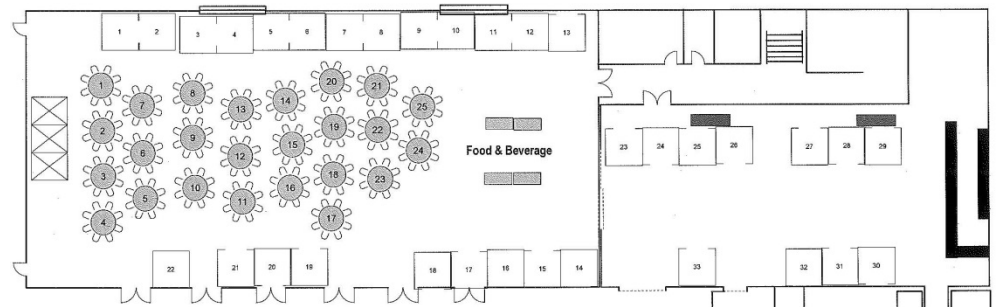
The 2016 Congress Trade Show will be held on Saturday, June 25th, 2016.

general information

The Trade Show is one of the main features of the Congress, ensuring your product or services are on display throughout the event.

location & floor plan

The trade show will be held in the Fort Garry Hotel and Conference Centre's Grand Ballroom and Foyer.



schedule and hours

set-up: Friday, June 24th, from 12 p.m. to 6 p.m.

exhibits open: Saturday, June 25th from 8 a.m. to 4 p.m.

take-down: Saturday, June 25th, from 5 p.m. to 9 p.m.

fees

Regular booth: \$1,500

Each booth includes:

_8 x 10 space defined by pipe and drape, 3 feet high on sides and 8 feet high at back

_6 foot skirted table

_2 chairs

_carpeting

Fees are quoted in Canadian funds and are subject to 13% HST. **Payment in full is required to secure space.**

facilities/equipment

The trade show equipment and facilities include:

- o 1 breakfast, nutrition breaks, and 1 buffet lunch
- o Up to 2 Exhibitor Registration Badges (each additional is \$75)

You will be notified of your booth/ table assignment three weeks prior to the event.

booth assignment

Applications will be date-stamped on receipt. Priority placement will be given to sponsors and then space will be assigned on a first-come, first-served basis, providing the applicant has no outstanding debts with the CSLA. No change to assignments may be made without the agreement of the CSLA.

hotel accommodations

A block of rooms is being held at the Fort Garry Hotel. For more information, please visit the www.csla-aapc.ca and click on Events, Congress 2016.

sponsorship/trade show form



Please complete this form and submit it by email or by mail to the CSLA Office with payment to reserve sponsorship opportunities or trade show space.

company information

Company name: _____

Contact person: _____

Title: _____

Address: _____

City/Town: _____ Province: _____

Postal code: _____ Tel: _____

Email: _____

sponsorship level

Select one or more of the following sponsorship levels:

- Partner = \$7,000 + HST
- Principal = \$4,000 + HST
- Associate = \$2,000 + HST
- Trade Show Booth = \$1,500 + HST

sponsorship form (con't)

The "Partner" and "Principal" level package **and** each trade show booth includes up to (2) exhibitor badges. Additional exhibitor registration badges are \$75.00 each.

Names for Exhibitor Badges

Name: _____

Name: _____

Additional Badges (at \$75 each)

Name: _____

Name: _____

payment

Select desired sponsorship level(s):

\$ _____ Partner = \$7,000

\$ _____ Principal = \$4,000

\$ _____ Associate = \$2,000

\$ _____ Regular Trade-Show Booth = \$1,500

\$ _____ Additional Registrations (\$75 each)

\$ _____ Subtotal

\$ _____ Plus 13% HST

\$ _____ Total

sponsorship form (con't)

Select one of the following payment options:

_By credit card (please include receipt - use the PayPal option located at: <http://www.csla-aapc.ca/events/sponsorship-trade-show>)

_By cheque or bank draft (payable to the *Canadian Society of Landscape Architects*)

acceptance of terms and conditions

Exhibitors withdrawing their application prior to and including April 15th, 2016, will have their payment refunded. Cancellations received after April 15th, 2016 will be subject to full contract price.

I have read and accept the terms and conditions outlined below. This agreement will act as a binding contract when received by the CSLA.

Signature

Date

checklist

Please mail or email the following to the CSLA at the address below by April 1st, 2016:

- o the completed form
- o the cheque or credit card information, and
- o a high-resolution .jpg of your company logo.

**CSLA, 12 Forillon, Ottawa ON K2M 2W5
executive-director@csla-aapc.ca**

To confirm your sponsorship, this form, payment and a high-resolution .jpg of your company logo must be received by April 1st, 2016.

SHIPPING INFORMATION AND EXHIBITOR POWER REQUIREMENTS

Please be advised that small packages and boxes (easily lifted) relating to your event will be received by The Fort Garry at no charge. **Limited storage is available.**

If the delivery consists of pallets or if a bobcat is required, there will be a charge of \$100.00 per trip (in and out). Notification must be received 14 days in advance of the anticipated delivery date. If adequate notice is not received, the charge may increase to \$200.00 on ingress.

All delivered materials pertaining to this event must be clearly addressed as follows (all boxes should be marked as '1 of 3', '2 of 3', etc.):

Attention: Catering Manager
The Fort Garry
222 Broadway, Winnipeg MB R3C 0R3
Event Name
Event Date
Event Room
Booth Number
Number of Boxes
On-Site Contact Name

The Hotel assumes no responsibility for lost or damaged personal property or equipment. All items must be removed from the function room immediately following the function.

Guests are responsible for having all boxes and items left at the Hotel upon completion of an event returned to them. Boxes/items left behind for later delivery must have a corresponding weigh-bill and guests must arrange for their own courier service within a reasonable time upon completion of the event.

Please return the completed PAGE 2 for our records:

Company Name _____

Company Address _____

Telephone Number / Email Address _____

Name of Representative _____

Event Name _____

Dates Required: _____

Estimated dimensions of boxes _____

Date and estimated time of delivery _____

Date and estimated time of pick up _____

EXHIBITOR POWER REQUIREMENTS (IF APPLICABLE)

ELECTRICAL SERVICE DESCRIPTION	DAILY RATE	QUANTITY	TOTAL
Standard 15 amp – 120 volt double plug	\$35.00		
200 amp power drop	\$150.00		
Extension Cord	\$5.00		
		TOTAL	
		GST – 5%	
		PST – 8%	
		GRAND TOTAL	

**PAYMENT REQUIRED
IN ADVANCE:**

Cardholder Name _____

Credit Card Number _____

Expiration Date _____

TERMS AND CONDITIONS OF CONTRACT BETWEEN THE SPONSOR AND THE CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

Dates – CSLA reserves the right, at its sole discretion, to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Sponsor to CSLA.

Rules and Regulations - The Sponsor shall comply with all rules and regulations set by CSLA for the event and agree that CSLA's decision to adopt and enforce any such rule or regulation shall be final and binding.

Indemnity – The Sponsor shall indemnify and hold harmless the CSLA and the from and against any loss, injury or damages whatsoever suffered by CSLA as a result of the Sponsor's failure to comply with the terms and conditions of this contract or as a result of the Sponsor's participation in the event, including without limitation, any third party claim against CSLA with respect to loss, injury or damage sustained or suffered by any other exhibitor, the owner of the building, attendees of the congress, and their respective directors, officers, agents and employees.

Loss or damage – In consideration of the Sponsor's participation in the congress, the Sponsor hereby releases CSLA, their directors, officers agents and employees from and all claims, losses or damages whatsoever suffered or sustained by the Sponsor in connection with the congress, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business profits, whether arising from any act of CSLA or otherwise.

Conduct – CSLA reserves the right at any time to alter or remove Sponsor displays or any part thereof, including printed material, products, signs and to expel sponsors if, in CSLA's opinion, their conduct or presentation is objectionable to CSLA or to other participants.

Trade-Show – Sponsorships will be allocated on a first-come first-served basis. The Sponsor shall not assign the contract or sublet their trade show space to another company or individual. The sponsors shall not share booth space with another company.

Shipping – Goods must not be shipped to the show with any shipping charges to be paid on arrival and any such goods will not be accepted. CSLA assumes no responsibility for loss or damage to the Sponsors' goods or property before, during or after the show. Unused items will not be shipped back or returned to the Sponsor.

Gaming – The sale of raffle tickets, lotteries and/ or gambling is not permitted.

Privacy – CSLA is subject to the Protection of Personal Information Act, and cannot release delegate lists or contact information.

For further information, contact:

Michelle Legault, Executive Director
Canadian Society of Landscape Architects
12 Forillon
Ottawa ON K2M 2W5

1-866-781-9799

executive-director@csla.ca

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Photos: Winnipeg Tourism

