

2025 CSLA-OALA Congress

Registration Form for Sponsors & Exhibitors

Sponsorship and Trade Show fees are quoted in Canadian funds and are subject to HST. Payment to the “Canadian Society of Landscape Architects” in full is required to secure space. Upon receipt of the trade show form, you will be invoiced by the CSLA.

Please complete this form and submit it and your company logo (in JPG or PNG format) by email to Katherine Velluso at awards@csla-aapc.ca to reserve sponsorship opportunities or trade show space.

Company Name					
Address					
City		Province		Postal Code	
Primary Contact			Title		
E-mail			Phone		
On-Site Contact(s)			Email		

Participation

Options	Cost (ea.)	# of items	Total
Sponsor - Title	\$25,500		
Sponsor - Partner	\$15,500		
Sponsor - Principal	\$8,500		
Sponsor - Associate	\$5,500		
Sponsor - Emerging	\$2,500		
Trade Show Booth: please indicate your preferred booth locations (according to the floor plan): 1. _____ 2. _____ 3. _____ Notes on booth preferences and location: _____ _____ _____	\$2,600		
Total (plus applicable taxes to be invoiced)			

Acceptance of Terms and Conditions

Sponsors and exhibitors withdrawing their prior and including April 30, 2024, will have their payment refunded (minus a 10% Processing Fee). Cancellations received on or after May 1, 2024 will be subject to full contract price.

I have read and acknowledge all of terms (authorized signature required).

Company Representative Name (Print)	Signature	Date
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Checklist

Please E-mail the following to Katherine Velluso at awards@csla-aapc.ca

- the completed form,
- a high resolution, digital copy of your company logo for inclusion on congress promotional material. Logos must be JPG or PNG format.

Terms and Conditions

Dates – we reserve the right 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 the Society.

Rules and Regulations - The Sponsor shall comply with all rules and regulations set by the Society for the event and agree that the Society'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 Society from and against any loss, injury or damages whatsoever suffered by the Society 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 the Society with respect to loss, injury or damage sustained or suffered by any other exhibitor, attendees of the Conference, and their respective directors, officers, agents and employees.

Conduct – the Society reserves the right at any time to alter or remove Sponsor displays or any part thereof and to expel a Sponsor or Exhibitor if, in the Society's opinion, their conduct or presentation is objectionable to the Society or to other participants.

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

Privacy Protection – The SALA and CSLA adheres to international, federal, and provincial privacy protection legislation, Anti-SPAM Legislation and EU General Data Protection Regulation. The Society cannot release delegate lists or contact information.

Shipping, Storage & Materials Handling - The venue does not accept exhibitor shipments. Any exhibit materials sent to the hotel may be refused and/or returned to the sender without notice. All brokerage, shipping and handling costs are the responsibility of the exhibitor.

The policy for the Showcase is the same as most other shows. These limits will be enforced.

- Exhibitors will be accountable if they obstruct the visibility of neighboring booths.
- Exhibitor booths will be pipe and draped. Please ensure all material stays within the confines of your booth.
- Use removable double-sided carpet tape to secure carpets and all other materials to the floor.
- All costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Packing materials (cartons, etc.) may be stored in your booth. There is no onsite storage.

Garbage/Recycling - Garbage and recycling bins will be provided by the hotel in a central location within the trade show space for disposal of any unwanted materials (signage will be provided as to the location of the bins). Only garbage, broken down cardboard boxes and paper will be accepted; all other materials brought into the hotel must be removed by the exhibitor. If excessive clean-up is required at a particular booth once set up or tear down is complete charges may apply to the responsible exhibitor directly.

Wi-Fi - Will be available.

Additional Information

Katherine Velluso, CSLA Officer, Awards and Honors
12, Forillon Crescent.
Kanata (Ontario) K2M 2W5
613-859-6905 | awards@csla-aapc.ca