**Western Cities HR Conference, October 8 to 11, 2019**

Delta Grand Okanagan, Kelowna, British Columbia

[www.westerncitiesconference.com](http://www.westerncitiesconference.com)

*Please complete and return to e-lynx@shaw.ca*

**VENDOR DISPLAY AGREEMENT**

Western Cities HR Conference is pleased to host a Vendor Display at our 2019 conference in Kelowna, British Columbia. We have two levels of displays available:

1. **Sponsor Showcase** which is available only to our Platinum and Gold sponsors and is located in a premium location in the Grand Foyer. (Please contact e-lynx@shaw.ca if you are interested in a sponsorship opportunity.)
2. **Vendor Displays** which are non-sponsorship opportunities located in a separate room that is easily accessible to the main gathering area. Ten vendor display tables are available for rent.

**Vendor Displays**

Purpose: To provide opportunity for vendors to directly interact with conference attendees. Vendors will be listed in the program and delegates will be informed about the Vendor Displays via signage and the MC.

Participation in the Vendor Display is limited to organizations who demonstrate, to the satisfaction of the organizing committee, a direct relevance to the attendees at the conference. The committee reserves the right to decline any application deemed to be not related to the spirit of the conference.

Bronze and Silver sponsors have the opportunity to add a vendor display table to their package for the reduced rate of $1500.

Sponsors who also purchase a vendor table will receive first choice of the display spaces. Remainder will be assigned by the planning committee.

**Displays (See attached)**

* Space: 10 feet by 5 feet size
* Included:
	+ Table: 6 feet; 2 chairs
	+ Power will be provided upon request (bring your own extension cords)
	+ Internet connection is limited to hotel wifi.
* Room is accessible to main meeting space and Grand Foyer (4 entrances).
* Display space will be allocated on a first come – first booked basis (payment received).

*Vendors are responsible for delivery, through the designated service entry, of display items to conference rooms, set-up, take down, power cords, garbage, additional lighting.*

**Cost:**

* $2500 for display space, table and 2 chairs only – does not include sponsorship recognition
* $1500 – additional for Bronze and Silver sponsors to add a vendor display table.
* $1000 – Not for profit agency related to municipal government/public sector

**Hours**

Display room open during conference hours.

Set up available Tuesday evening (6pm to 9pm) or Wednesday morning 7am; Takedown by 1pm on Friday.

**Conference Attendance and Meals**

Note: Purchase of a display space does not provide access to conference sessions. Conference attendance is available at a 25% discount.

Meals: Breakfast, coffee and lunch passes for 2 people included. Additional passes available for cost ($250). Gala banquet ticket is not included but is available for purchase (purchase via Registration Link on website).

**Cancellation Policy**

There is no charge for cancellations prior to August 15, 2019. All cancellations must have been received by Sept. 1, 2019 for a 50% refund. Cancellations after this time will not receive a refund.

**Limitations of Liability**

Western Cities HR Conference 2019, its partners, volunteers and committee members are not responsible for any loss, theft or damage to the property of the exhibitor, his/her employees or representatives. Further, Western Cities HR Conference 2019 will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use or occupancy of the exhibit space or the participation in the conference by the Vendor.

**ACCEPTANCE OF AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), as an authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the above terms and conditions. We agree to pay the sum of \_\_\_\_\_\_ for the rental of a vendor display space at the Western Cities HR Conference 2019.

Please indicate which display space you prefer. **Please note Tables 1, 10, 9, 8, 6 are already booked.**

\_\_\_\_\_\_1st Choice \_\_\_\_\_\_2nd Choice \_\_\_\_\_3rd Choice

Once your signed agreement is received and accepted, you will be sent an invoice from our finance partner (Leduc County). Payment is due on receipt of the invoice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:

Please indicate if you wish to purchase additional meal passes: yes \_\_\_\_ (# of passes \_\_\_\_) no \_\_\_\_\_\_

Please indicate if you wish to add a sponsorship at a discounted rate: \_\_\_\_ Bronze ($1500) \_\_\_\_ Silver ($4000)

If you wish to send any attendees to the conference as delegates, you qualify for a 25% discount. Please use the sponsor link on Eventbrite to register. [www.westerncitiesconference.com](http://www.westerncitiesconference.com)

**Shuswap/Pennask/Skeena** Keynotes, breakfast, lunch, and Breakout Session 1, plus Gala banquet

**Grand Foyer** – networking space, coffee breaks, buffet table for breakfast and lunch. Premium Sponsor Showcase location.

**Western Cities HR Conference 2019 Vendor Display Layout**

Vendor Displays

1

2

3

4

5

6

8

7

10

9

