



VENDOR / EXHIBITOR REQUEST FORM

Thank you for your interest in participating at the 2020 HPEC Conference! Please review the HPEC Vendor/Exhibitor request form if you have any questions please contact me directly at pmbohnert@gmail.com. We look forward to working with you in providing Educators from across Alberta the very best experience possible at the Lethbridge HPEC 2020 Conference.

See you there!

Unfortunately, proposals with incomplete details cannot be processed.

Please email completed form to: pmbohnert@gmail.com.

For more information about our conference, please visit our website at:

<http://www.hpec.ab.ca/hpec-2020-20-20-vision-towards-wellness>

*We are limiting the number of vendors/exhibitors to 16 and we encourage early registration by vendors.

Vendors/exhibitors are invited to submit a **SPEAKER SUBMISSION form that can be found on our website.

Vendor/Exhibitor Display Info and Service Request:

VENDOR / EXHIBITOR CONTACT INFORMATION			
Name(s):		Email:	
Vendor Org. Name:		Vendor Org. Email:	
Address:		Phone: (Business)	()
City		Phone (cell):	()
Postal Code		Fax:	()

Please complete this entire Vendor/Exhibitor form and submit electronically along with payment for table exhibit chosen from the list below.

NOTE: Space will be awarded on a first come-first served basis with preference being given to the first received completed vendor/exhibitor form including full payment for the exhibit space. The deadline for booking and paying for space will be April 1, 2020, or when total space is booked, whichever comes first.

Due to venue limitations we are only able to accommodate 16 units as follows:

- **Exhibitor Display**
 - **\$400/table (11 available)**
 - **\$300/table (5 available) not for profit organizations**
- **Sponsorship Display**
 - **Keynote** - **\$750/table (12 available)**
 - **Venue sponsors** - **\$100/table (5 available)**
 - **Nutrition breaks sponsor** - **\$100**
 - **Lunch sponsors** - **\$100**
 - **HPEC sponsor** - **\$250**

Schedule – April 30 – May 2, 2020	
Set-up (Lethbridge College)	April 30 2pm – 5pm
Delegate Social/Registration (Lethbridge College)	April 30 5pm – 11pm
Concurrent Sessions (Lethbridge College)	May 1 8am – 4pm
Concurrent Sessions (Lethbridge College)	May 2 8am – 12pm

VENDOR & SPONSOR OPTIONS	Please Check
Exhibitor	\$400.00 <input type="checkbox"/>
Exhibitor (not for profit)	\$300.00 <input type="checkbox"/>
Keynote Sponsor	\$750.00 <input type="checkbox"/>
Venue Sponsor	\$100.00 <input type="checkbox"/>
HPEC Sponsor	\$250.00 <input type="checkbox"/>
Lunch Sponsor	\$100.00 <input type="checkbox"/>
Nutrition Sponsor	\$100.00 <input type="checkbox"/>

ACCOMMODATION & MEAL INFORMATION

ACCOMMODATIONS – Delegates and Displayers must directly book accommodations. A list of approved hotels have been identified on the conference website.

MEALS – Each displayer will receive one (1) meal package per vendor table or sponsorship.

Cost to purchase additional meal(s) = \$25/meal

Unfortunately, proposals with incomplete details or non-payment cannot be processed.

Please email all completed form to: pmbohnert@gmail.com

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CONTRACT FOR VENDOR / EXHIBITOR / SPONSOR SERVICES

TERMS AND CONDITIONS

1. The following terms and conditions form part of, and are to be read in conjunction with, the terms contained in the Application Form.
2. For the purpose of these provisions:
 - (a) "Vendor/Exhibitor" means the party named as the Vendor/Exhibitor in the Application Form requesting exhibit space(s);
 - (b) "Association (HPEC)" means the Health and Physical Education Council (HPEC) of the Alberta Teachers' Association (ATA).
 - (c) "Event" means the Health and Physical Education Council Conference in Lethbridge, Alberta on April 30 to May 2, 2020.
3. The Application Form must be returned to the Association (HPEC) by no later than 60 days prior to the first day of the Event.
4. Any Application Form that is returned to the Association (HPEC) which is not accompanied by a signed copy of these terms and conditions and a cheque for the full amount owing for the exhibit space(s) requested by the Vendor/Vendor/Exhibitor in the Application Form will be considered void.
5. Any cancellation by the Vendor/Exhibitor must be done by notice in writing and received by the Association (HPEC) by no later than 60 days prior to the first day of the Event.
6. If the Vendor/Exhibitor cancels its appearance, but does not do so in accordance with the procedure set out above, the monies that the Vendor/Exhibitor paid to the Association (HPEC) for the exhibit space(s) will not be refundable.
7. Other than those items listed in the Application Form, the Association (HPEC) will not be responsible for the provision or cost of any materials, supplies or services used or required by the Vendor/Exhibitor in connection with the exhibit space(s).
8. Except as otherwise provided in this agreement, the Association (HPEC) will not be responsible for receipt or storage of any materials, supplies or equipment; any special, incidental or consequential damages in any circumstances, including circumstances arising from the Association (HPEC)'s cancellation of the Event or the exhibit space(s) for any reason or at any time whatsoever.
9. The Association (HPEC) reserves the right to refuse any application for any reason up to 30 days prior to the first day of the Event, in which case the monies that the Vendor/Exhibitor paid to the Association (HPEC) for the exhibit space(s) will be refunded to the Vendor/Exhibitor by no later than 30 days after the Event.

10. The Association (HPEC) reserves the right to cancel the Vendor/Exhibitor's exhibit(s) at any time before or during the Event, if, in the opinion of the Association (HPEC), the exhibit is not an accurate reflection of the description of the exhibit(s) that the Vendor/Exhibitor provided in the Application Form, in which case the monies that the Vendor/Exhibitor paid to the Association (HPEC) for the exhibit space(s) will not be refundable.
11. If the Association (HPEC) cancels the Event or the Vendor/Exhibitor's exhibit(s), the Association (HPEC) may, in its discretion, compensate the Vendor/Exhibitor for all or part of the costs that the Vendor/Exhibitor incurred in preparation for the Event or otherwise. Such compensation by the Association (HPEC) shall not be construed to be a waiver of the Association (HPEC)'s rights under clause 8 of this disclaimer or otherwise stop them from relying on those rights.
12. By signing below, the Vendor/Exhibitor acknowledges that it has read these terms and conditions in full and understands that they form part of the application and agreement for the provision of exhibit space at the Event.
13. The Vendor/Exhibitor agrees to comply with applicable privacy legislation with respect to the personal information of any identifiable individuals. The Vendor/Exhibitor also agrees that the Association (HPEC) may collect, use and disclose the Vendor/Exhibitor's personal information to the extent necessary to carry out the purposes for which the parties are contracting.

Signature of Vendor/Exhibitor

Please print or type the following information:

Vendor/Exhibitor Name

Vendor/Exhibitor Company Name

Address (including postal code)

The Alberta Teachers' Association (ATA) requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. Additionally, contact information submitted by speakers and Vendor/Exhibitors may be shared with other ATA professional development sub-groups for the purposes of recommending your services.

For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association (ATA) website. Please contact the ATA at 780-447-9400 or 1-800-232-7208 and ask for the privacy officer for more inquiries about privacy concerns.