



ASQ Canada Conference 2017

September 25 and 26, 2017 at the Canada War Museum, Ottawa, Ontario and the Canadian Museum of History in Gatineau, Quebec.

*A Confederation of Quality Professionals Working
Toward an Inclusive and Sustainable Canada*

Exhibitors must complete this form, keep a copy, and return a copy to the address below or send an electronic copy to Ruth Stanley at ruthstanley61@gmail.com

Address: ASQ Canada Conference 2017
C/O Richard Dare, Registrar
22 Bainbridge Ave., Nepean, ON K2G 3S9.

Phone: +1 (613-523-4608), Ruth Stanley, Chair ASQ Ottawa Valley Section 407

EXHIBITOR APPLICATION FORM

We are looking for exhibitors that showcase issues or products of general interest to quality practitioners. Our aim is to provide a mix of local (National Capital Region) and national/international exhibitors at the conference <http://conference2017.asqottawa.ca/>

\$1,000 for an exhibitor booth = 1 standard size table and 2 complementary conference tickets		
Organization Name:		
Mailing Address:		
City:	Province/State:	Postal/ Code
Country:		
Telephone:		
Website:		
Contact Name:		
Position:		
Signature:		
Date:		
Total Amount Payable for Booth and 13% HST =		

Payment Method: Company cheque
Name of Conference Participant No 1:
Name of Conference Participant No 2:

A corporate logo and 50 word company profile for web should be sent in electronic format to the email address above.

Payment by cheque will be accepted, payable to the "ASQ Ottawa Valley Section 407" and forwarded to the address above.

EXHIBITION TERMS & CONDITIONS

The **Canadian Harmonized Sales Tax (HST)** at 13% is applicable to all goods and services offered by the Conference.

Exhibition space will be allocated only on receipt of the signed Exhibition Application Form. An email will be provided to confirm the booking, together with a receipt as proof of payment. The full balance is due and payable by May 30, 2017.

Exhibitors may set up on September 26 at 7:30 am at their assigned location. Take down will be by 5:30 pm. Exhibitors are free to attend presentations, provided that at least one person remains to attend to the exhibitor table.

All monies are payable in Canadian dollars. Cheques should be made payable to the ASQ Canada Ottawa Valley Section 407 and must be drawn on a Canadian bank.

Cancellation Policy. In the event of cancellation by the Exhibitor a service fee of 25% of the Total Payable Amount applies for cancellations prior to September 1, 2017. No refunds will be made for cancellations after this date and any refunds will be processed after the Conference

Should the Conference be cancelled, Exhibitors will receive a full refund of their contribution..

The Conference reserves the right to rearrange the **floor plan** and/or relocate any exhibit without notice. The Conference will not discount or refund for any space not used.

If it is intended to utilize a **custom built stand**, the Conference must be advised and such advice must include full details and dimensions. All display constructions require the approval of the Conference Coordinator. A pro-rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan. The conference is not responsible for any loss or damage to booth contents or the custom stands.

No exhibitor shall assign, sublet or apportion the whole or any part of their **booked space** except upon prior written consent of the Conference Coordinator.

Authorized Signature: Ruth Stanley,
 Chair, ASQ Ottawa 407 and ASQ Canada Conference 2017 Co-Chair
 Date January 20, 2017