

TAGS Trade Show Registration Form

OCTOBER 18, 2011



The City of Edmonton's Capital City Clean Up is hosting TAGS: The Anti-Graffiti Symposium (TAGS) from October 18 and 19, 2011, with the help of the Complaints and Investigation Section of the Community Standards Branch and the Edmonton Police Service.

The 2011 TAGS conference is offering businesses opportunities to display their products and services at a **one-day TAGS TRADE SHOW on October 18, 2011**. Participation in the event will provide you with opportunities to network with local, national and international contacts working to remove and prevent graffiti vandalism. Approximately 250 participants are expected to attend the conference.

As part of your registration fee of \$875 + GST, exhibitors will receive:

- One full registration to all of the conference's activities on October 18 and 19
- One meal pass for one person to stay at your table for October 18. Note: If exhibitors want this second person to attend the conference sessions on either October 18 or 19, they must register this person separately for the conference. As space at the conference is limited, admittance to sessions by this second person will be strictly enforced. Thank you.
- One 6"X3" table including skirting and two chairs in a space able to accommodate a desktop display or a free-standing display with table in-front.

Optional extras

- Electrical outlets \$50 each
- Additional access to all of the conference's features by additional exhibitor staff will require them to register as conference participants. Conference registration fee is \$275 + GST before September 12, 2011 (\$325 + GST after September 6).

TRADE SHOW REGISTRATION DEADLINE: SEPTEMBER 6, 2011

Terms and Conditions

Once a booth has been purchased, no refunds will be provided unless the booth can be filled by another representative. Payment for exhibits must accompany the registration form. Exhibits cannot be reserved. Exhibits will be accepted on a first-come first-served basis.

Unless predetermined by Capital City Clean Up, exhibitors must confine all displays and promotional materials to their designated spaces. Please refrain from the following: interfering with other exhibitors through excessive noise, or overlapping displays, traveling outside of your designated area while marketing your product, deterring attendees from other displays, use of materials with excessively strong odors, flammable or explosive materials and materials prohibited by law. The exhibitor is required to have MSDS sheets on site for any materials in their exhibit.

Capital City Clean up Reserves the right to refuse and dismiss any applicant for the trade show, as well as the ability to restrict or remove any booth, display item or exhibitor that, in the opinion of Capital City Clean Up representatives, is deemed inappropriate for the event.

Storage and Shipping must be arranged and paid for directly to the Westin Hotel as per the attached shipping instruction form.

To Register

Complete the attached registration form and return it, with payment, to:

Brett Nisbet
Assistant Conference Coordinator
Capital City Clean Up
2nd Floor, Beaufort Building
10835 - 120 Street
P.O. Box 2359
Edmonton, AB T5H 3P9
Phone: (780) 495-0326
Fax: (780) 498-7098
Email:
brett.nisbet@edmonton.ca
www.tagsconference.com



Main Contact (Person attending the conference who will complete registered access to the conference).			
First Name		Last Name	
Position/Title			
Company/Agency:			
Business Address			
City	Province/State	Country	Postal/Zip Code
Business Phone	Cell Phone	Home Phone	Fax
Email		Website	
Special Meal Requirements:			
Second Contact (Access to Exhibit Only)			
First Name		Last Name	
Position/Title			
Special Meal Requirements:			
BOOTH TITLE: <i>As it will appear in the program.</i>			
COMPANY/AGENCY PROFILE			
Provide a brief description of your company/agency including goals and mandate (no longer than 200 words).			
DISPLAY/EXHIBIT REQUIREMENTS			
Please give a description of your proposed display and materials you will be bringing for your booth (NOTE: any section of the display that extends beyond the predetermined boundaries will be subject to removal).			
PAYMENTS			
Exhibit Booth: \$875 + GST	\$	Type of Payment	Number
Electrical Outlet: \$50 each + GST	\$	<input type="checkbox"/> VISA	
	\$	<input type="checkbox"/> MasterCard	
TOTAL	\$	<input type="checkbox"/> Cheque	
		Name on Card	
AGREEMENTS			
I agree to the terms and conditions for presenting at the 2011 TAGS TRADE SHOW as outlined on the registration form.			<input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing to have my name/contact information added to the participant list that will be shared with all conference delegates.			<input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing to be photographed and video taped and to have the images used in promoting the TAGS conference and work of the conference organizers.			<input type="checkbox"/> Yes <input type="checkbox"/> No
The exhibitor agrees to indemnify and hold harmless the City and its agents and employees from and against any and all losses, claims, demands, payments, suits, judgments, charges, expenses, actions, causes of action and costs arising of or in consequence of the exhibitor's negligence associated with the event. The exhibitor agrees to take all liability for the loss or damage of any property of the exhibitor, which may occur during their installation, or removal of their display.			
Your personal information is being collected under the Authority of Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , and will be used to aid in maintaining accurate records, to provide contact information for the program and to administer the 2011 TAGS conference and the City of Edmonton Graffiti Management Program. It will be treated in accordance with the privacy protection provisions of Part 2 of the <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection, contact the Volunteer Coordinator, 2nd Floor, Beaufort Building, 10835 – 120 Street, Edmonton AB, T5H 3P9 or (780) 496-8047.			
TRADE SHOW EXHIBITOR Signature			Date

SHIPPING INSTRUCTIONS:

Please note that the loading dock is at street level. Access off 99th street along a one way alley.
Delivery truck will need to have a lift as the hotel only offers a hand pumpjack.

DELIVER TO: *"NAME OF YOUR GROUP"*

c/o The Westin Edmonton

**ATTN: Shipping & Receiving (Mon-Fri, 7:30am-4pm) or Front Desk (After Hours)
(As Per Bill Klein)**

10135 - 100 Street Edmonton, ABT5J 0N7

PH: (780) 426-3636

CHOOSE ONE: DELIVER TO:

MEETINGS

OR

GUEST ROOMS

NAME OF MTG ROOM: MB/SK Foyer

GUEST NAME: _____

NAME OF EVENT: _____ **ARRIVAL DATE:** _____

DATE(S) OF EVENT: _____ **COMPANY NAME:** _____

BOX(ES) _____ *of* _____ *(multiple boxes must be numbered)*

Westin use ONLY: Package Number: _____

- The Westin Edmonton is not responsible for lost boxes if the above shipping instructions are not followed
- Shipper's return address should include shipper's name, address and telephone number. Multiple packages within a single shipment should be numbered in sequence (1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- **Please advise your Catering or Sales representative that you are shipping boxes. Specify the # of boxes being shipped, as large shipments may require a separate storage room.**
- Heavy boxes (over 50 lbs) should be identified to avoid injury of staff (either yours or ours) while lifting.
- Hotel has limited storage space so ALL materials/deliveries will only be accepted 2 days prior to the event.
- We require exhibitors to ship freight to the designated drayage company, which will deliver boxes to the appropriate exhibit booth location.
- **UNITED STATES Shipments:** Please ensure shipments have adequate time allocated for Customs Clearance and arrange this directly with your Custom Broker. The Westin Edmonton is not responsible for any delays that may occur.
- **REGULAR SHIPPING HOURS OF OPERATION (Shipping and Receiving Department):**
 - Monday – Friday 7:30am – 4:00pm
- **AFTER HOURS PACKAGE DELIVERY (Front Desk)**
- **SERVICE FEES** - Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account.
- All waybills for outbound packages must be thoroughly completed by the shipper. For liability purposes, it is not the responsibility of hotel employees to complete waybill shipping forms for clients
- **INBOUND PACKAGE HANDLING FEES:**
 - 0 to 5 lbs \$5.00 each
 - 6 to 20 lbs \$ 10.00 each
 - 21 to 50 lbs \$15 .00 each
 - Over 50 lbs \$25.00 each
 - Crates \$50.00 each
 - Pallets \$75.00 each
- **OUTBOUND PACKAGE HANDLING FEES**
 - \$5.00 per box

TAGS 2011 SPONSORSHIP OPPORTUNITIES



Capital City Clean Up is very fortunate to have strong corporate and business sponsors. In addition to participating in the trade show, exhibitors have the opportunity to sponsor the following exciting special events and products. Please consider one of the following options:

ATTENDANCE GIFT

Your company has the opportunity to supply a branded delegate gift which will be given to the attendees of the event upon registration. As the sponsor for this your company will receive recognition during the conference and in the conference program.

GRAND PRIZE SPONSORSHIP – MINIMUM \$500

There is an opportunity for an organization to provide a Grand Prize for a draw that will be taking place during the TAGS conference. The prize must have a value of at least \$500. All attendees will receive a ballot or ticket for the draw with the sponsoring company's name on it. The grand prize sponsor will choose a ticket stub from a pool of all of the attendees. Attendees must be present to win.

REFRESHMENT BREAK \$1500

Coffee breaks within the conference provide a great opportunity for sponsorship. Sponsors can provide the breaks with coffee, muffins, bagels, and juices as refreshments for the attendees. If such a sponsorship is made, the sponsor will have the opportunity to display some of their company advertisements in the break area. As well, an announcement will be made to notify the attendees of who provided the refreshments.

WINE AND CHEESE – \$3000

This reception will take place immediately following the days event on October 18, 2011 from 4:30 to 6:30 pm. The reception unites delegates in a comfortable social environment perfectly suited for casual conversation and your highest visible presence as a marquee sponsor.

If you are interested in participating in any of the above sponsorship opportunities, please contact:

Sharon Chapman
Graffiti Project Manager
Capital City Clean Up
2nd Floor, Beaufort Building
10835 - 120 Street
P.O. Box 2359
Edmonton, AB T5H 3P9
Phone: (780) 442-4711
Fax: (780) 498-7098
Email: sharon.chapman@edmonton.ca
www.tagsconference.com

