

ORGANIZATION INFORMATION

Official Organization Name:

Organization Name as you would like it to appear on ESFS materials:

Organization Website:

Facebook:

Twitter:

LinkedIn:

Address:

Postal/Zip Code:

City:

Province/State:

Primary Contact Name:

Title:

Phone:

Email:

EXHIBIT SPACE*

We require one 10' x 10' booth:

No charge; fee waived

No charge; my major sponsorship provides booth space

\$650 and recognition as sponsor

First booth no charge; one additional 10' x 10' booth at \$650

We are paying for a booth. Please send an invoice.

We have submitted our logo to the ESFS Administrator by email. Acceptable file formats include EPS, JPG, TIFF and PNG, at a minimum resolution of 300 dpi. Please submit all available versions of your logo. EPS and JPG are preferred. **Your application will NOT be processed until we receive your logo.**

We will provide Educator Resource material for 50 teacher bags.

We will provide a Door Prize.

Please rank which pavilion you wish to be placed in. (1 = most desired; 4 = least desired)[†]

___ **Resources and You** ___ **Energy for Us** ___ **One Dynamic Earth** ___ **Our Future!**

[†]The organizing committee will make every attempt to meet your requests, but they cannot be guaranteed. We appreciate your understanding.

Order forms for tables, chairs, electric outlet, parking, A/V equipment, poster boards, easels, and lunches will be available February 13, 2024.

*The organizing committee reserves the right to refuse ESFS exhibitor applications that do not meet our criteria.

Please describe your exhibit and what activities you have planned. Please use an additional page if necessary.

Blank space for describing the exhibit and planned activities.

How will you highlight the benefits of Earth Science to Society? Please use an additional page if necessary.

Blank space for highlighting the benefits of Earth Science to Society.

PAYMENT INFORMATION

Exhibitor Applications must include completed exhibitor application, exhibitor authorization (below), and if paying, full booth payment or a request for an invoice and, if sponsoring, the completed Sponsorship Form and full payment or invoice request. All payments must be received in Canadian Funds (CAD).

Please email an invoice to: _____

Please make cheque or Canadian bank draft payable to: **CSEG Foundation**

Mail to:
CSEG Foundation
RE: Earth Science for Society (ESfS)
PO Box 520 Station M
Calgary AB T2P 2J2

For information or to arrange payment by credit card, please contact the ESfS Administrator by email at esfs@cseg.ca or by phone at 403-262-0015.

AUTHORIZATION

- I verify that:
- I am an authorized representative of the organization identified above.
 - I am applying for exhibit space at the Earth Science for Society exhibition on behalf of my organization.
 - I accept the decisions of the ESfS organizing committee.

Print Name:

Date:

****ACTION REQUIRED** – Submit completed form to: esfs@cseg.ca**

NOTE: On the following pages are the Earth Science for Society (ESfS) Terms and Conditions. By signing the space application form and incorporating these terms of reference, the exhibitor agrees to abide by these rules and regulations, and those of MacEwan Conference and Event Centre and the organizing committee.

1) Earth Science for Society, its partners, organizing committees, volunteers, staff and contracted staff will hereafter be referred to as 'ESfS'.

2) Booth Assignment:

Booth space will be accepted and assigned at the discretion of ESfS based first on selected criteria as outlined in the Exhibitor Brochure and then on a first-come, first-served basis. ESfS reserves the right to make any changes to the exhibit floor plan for any reason and at any time without advance notice.

3) Assignment or Transferability:

Exhibitors may not reassign or sublet any space allotted to them without the permission of the organizing committee.

4) Payment:

Exhibitor booth registration must be paid in full within 30 days of receipt of invoice. ESfS reserves the right to refuse exhibit registrations which have not been paid in full.

5) Booth Cancellations:

All cancellation requests received on or before January 5, 2024, are subject to a 15% cancellation and administration fee. Cancellations must be made in writing to the organizing committee. Cancellation requests received after January 5, 2024, will be accepted as a withdrawal from the exhibition but will NOT receive any refund on payments made.

6) Booth Construction and Arrangement:

Construction of exhibitor booths is the sole responsibility and expense of the exhibiting organization.

7) Booth Personnel:

Exhibit booths must be staffed during ALL exhibition hours by qualified employees and/or volunteers provided by your organization. At the discretion of the organizing committee, failure to do so may result in penalties or exclusion from future ESfS events.

8) Conduct of Exhibitors and Representatives:

Annoyance: ESfS reserves the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth. The use of microphones and music is not permitted on the Earth Science for Society exhibit floor without the permission of the Exhibits committee.

9) Display Rules and Regulations:

Banners and/or ceiling hangings must adhere to rigging requirements and be approved by the MacEwan Conference and Event Centre. No display material exposing an unfinished surface to nearby booths will be permitted. Displays must be contained within the assigned booth spaces which in the opinion of ESfS do not interfere with other exhibitors' displays. All booths and displays are subject to fire code regulations and may undergo safety inspections by the MacEwan Conference and Event Centre and the Calgary Fire Department.

10) Volatile or Toxic Liquids/Substances etc:

Volatile or toxic liquids etc. must not be stored in the display areas without permission in writing of ESfS. Exhibitors who obtain such permission must provide at least two fire extinguishers of an approved type and retain these on their stands. Exhibitors using such items will be liable for any damage caused.

11) Events, Receptions, Off-site Promotions, etc:

No exhibitor events, receptions, promotions, or similar activities may be conducted during the hours of the exhibition or any activity that, in the judgement of ESfS, will in any way interfere with or compete for the exhibition attendees while the event is in progress. Canvassing or distributing advertising materials outside of the Exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall, and the organization may be excluded from future ESfS events.

12) Early Tear Down Penalty:

The exhibit hall will close on Tuesday, March 19, 2024 at 2:15 pm. As tear down before exhibit hours end is very disturbing to other exhibitors and unsafe for attendees, tear down will not commence until close of show. Any Exhibitor dismantling their exhibit material before close of the show may be excluded from future ESfS events.

13) Shipping, Storage, and Transfer:

The Exhibitor agrees to ship, at his or her own expense and risk, all articles to be exhibited. Temporary pre-conference storage and transfer can be arranged with the appointed Cartage Agent. The arrangement and costs of such services are the responsibility of the Exhibitor. Please label packages with booth numbers. Exhibitors will not be permitted to store boxes or packing crates that are visible to exhibition attendees. Boxes and crates that are visible must be placed in storage and must be properly labeled for storage. Boxes/crates not properly labeled will be removed and destroyed for refuse. Storage is the responsibility of the Exhibitor and is available by contract with the show provider.

14) Care of Exhibit Space and Premises:

The Exhibitor shall take good care of their exhibit space, and will keep and maintain the aforesaid premises in good order at all times. Distribution of food and beverages by the Exhibitor in the exhibit hall is prohibited unless otherwise authorized by ESfS and the official caterer. ****NOTE: BALLOONS, GUM, GLITTER AND STICKERS ARE NOT PERMITTED.**** Exhibitors are responsible for protecting carpeted booth area.

15) Collateral/Giveaways/Prize Drawings:

Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize drawings, awards for signing of names, addresses, etc. are responsible for complying with all applicable laws. Announcements of prize draws on the exhibit floor will be at the sole discretion of ESfS.

16) Compliance:

The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local, provincial and federal laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and of the operators and/or owners of the property in which ESfS is held. Cloth decorations must be flameproof and wiring must comply with the fire department and insurance underwriters' rules.

17) Limitation of Liability:

ESfS, its partners, volunteers or staff are not responsible for any loss, theft or damage to the property of the Exhibitor, his/her or its employees or representatives. Further, ESfS, its partners, volunteers or staff, will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use of occupancy of the booth space or the participation in ESfS by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save ESfS, MacEwan Conference and Event Centre, and their employees, volunteers and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by, the Exhibitor or Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding and such liability caused by the sole negligence of ESfS or MacEwan Conference and Event Centre and their employees, volunteers and agents. ESfS, its partners, volunteers, or staff accepts no liability to any persons or body for any loss, injury or damage whatsoever and whether directly from any action or cause whatsoever undertaken, organized or sponsored by ESfS, its partners, volunteers or staff.

18) Exhibitor's Liability:

Every Exhibitor hereby accepts liability for all acts or omissions of him/herself, contractors, agents and visitors and undertakes to indemnify ESfS against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against ESfS or incurred or become payable by ESfS arising out of the supply by the Exhibitor of samples of any kind whatsoever, whether such samples be sold or given away free, and including any legal costs and expenses and any compensation costs and disbursements paid by ESfS on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate third party liability insurance. Please provide us with a Certificate of Insurance by February 13, 2024.

19) Insurance:

The Exhibitor acknowledges that ESfS and MacEwan Conference and Event Centre do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for Exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. Neither ESfS nor MacEwan Conference and Event Centre will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for loss or damage or destruction to same, by theft, flood or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of ESfS or for any loss or damage occasioned if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holdings of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of her/his stand and all associated equipment and materials.

20) Exhibitor Loss:

ESfS will not be in any way liable or responsible for the loss or disappearance, by theft, fire, flood or any other cause, of any object items, goods or materials, whether personal or commercial property from the Exhibitor's booth space or from the exhibit hall. ESfS will provide certain security services as a convenience to exhibitors, primarily to assure public safety. However, neither the providing of or failure to provide such services, nor the failure of security guards to prevent the theft or loss of property, shall be grounds for holding either ESfS or MacEwan Conference and Event Centre liable for any related loss, damage, or claim. Responsibility for the security of an Exhibitor's area, product and property rests solely with the Exhibitor.

21) Exhibit Floor Schedule Changes:

If due to any unforeseen circumstances it is found necessary to close the exhibition on any day or days or to alter the hours the exhibition is open, ESfS reserves the right to do so at their sole discretion without notice.

22) ESfS Exhibition Date Changes:

ESfS reserves the right to postpone the holding of the exhibition from the set dates, and hold the exhibition on other dates as near to the original dates as practicable, utilizing the right only where circumstances necessitate such action and without any liability to ESfS.

23) Termination of the ESfS Exhibition:

In the event that the premises where ESfS now is to be held shall, in the sole opinion of ESfS, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state or federal governmental agency or by reason of any other occurrence beyond the control of ESfS, ESfS may cancel or terminate exhibition. In the event of such cancellation or termination, the Exhibitor waives any and all claims the Exhibitor may have against ESfS for damages and expenses and agrees to accept in complete settlement and discharge of all claims against ESfS the Exhibitor's pro-rated share of the total amount paid by all Exhibitors less all costs and expenses incurred by ESfS in connection with ESfS, including a reserve for future claims and expenses in connection therewith.

24) Amendment to Contract Regulation:

Any and all points not covered specifically are subject to the discretion of ESfS. ESfS may, in its sole discretion, make reasonable changes, amendments or additions to the Earth Science for Society Terms and Conditions. Any such changes shall be binding on the Exhibitor equally with the other regulations contained herein.

25) Motorized vehicles:

Any motorized vehicles on the exhibit floor must be pre-approved by ESfS and are subject to Calgary Fire Department Indoor Special Event Requirements (available on request).

26) Agreement:

By signing the Exhibitor registration form and incorporating these Terms of Reference, the Exhibitor agrees to abide by these rules and regulations, and those of MacEwan Conference and Event Centre, and by the decisions of ESfS.

ESfS c/o CSEG Foundation, PO Box 520 Station M, Calgary, AB T2P 2J2 | T: 403-262-0015 | Email: esfs@cseg.ca | Hosted by the CSEG Foundation