



**2020 Alberta Provincial Victim Service Conference**  
**April 2 – 4, 2020**  
**Banff Centre, Banff, Alberta**

**MARKETPLACE/TRADESHOW REGISTRATION FORM**

Banff Centre will be the venue for the *2020 Alberta Victim Service Conference* (April 2 to 4, 2020), with an expected attendance of **800 delegates**. This bi-annual conference provides information and learning opportunities to victim services advocates, program managers, staff, private sector front-line workers from Alberta and across Canada. Please view the conference website: [www.victimserviceconference.com](http://www.victimserviceconference.com) for program details.

**We would like to invite you to participate in the 2020 Conference Marketplace and Tradeshow!**

Conference Registration and *Marketplace/Tradeshow* opens 7:00 pm, Thursday, April 2, 2020, with the main Conference commencing at 9:00 am Friday and ending 8:30 pm Saturday. The Trade Show hours are:

Tradeshow Hours:

Thursday, April 2, 2020 ~ 7:00 pm – 9:00 pm

Friday, April 3, 2020 ~ 8:30 am to 6:00 pm

Saturday, April 4, 2020 ~ 8:30 am to 6:00 pm

Exhibitor Setup: Thursday, April 2, 2020 / 3:00 pm – 6:00 pm / Teardown: Saturday, April 4, 2020 - 6:00 pm

Participation in the *Marketplace/Tradeshow* is open to retailers, service providers, not-for-profit organizations and restaurants (*menu display only*). *Note: Exhibit fees are exclusive of conference registration.*

<b>Retail and Service Providers</b>	
<i>Conference Tradeshow Package Fee – includes meal package<sup>1</sup> for 1 person for 2 days (required)</i>	<b>\$400.00</b>
<b>Add Option A or B</b>	
<i>(A) 6' skirted table – includes table, chair</i>	<b>\$50.00</b>
<i>(B) 8' x 8' Booth – includes table, chair, pipe and drape</i>	<b>\$100.00</b>

<b>Not-for-Profit Organizations (Display Only)</b>	
<b>Option C or D</b>	
<i>(C) Shared 6' Table (unmanned for display only) – max. 4 organizations at \$25/per organization</i>	<b>\$25.00</b>
<i>(D) Dedicated 6' Table - (unmanned for display only) – 1 organization</i>	<b>\$100.00</b>

<b>Restaurant Menu (Banff)</b>	
<b>Display:</b>	
<i>(E) Menu and/or Discount Coupon (Delegates on their own for dinner / exception Sat April 4)</i>	<b>\$10.00</b>

<sup>1</sup> Required Meal Package for Retailers and Service Providers includes 2 days – 2 lunches and 4 coffee breaks (Friday/Saturday).



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*Please fill out the section below and email to: [victimserviceconference@gmail.com](mailto:victimserviceconference@gmail.com)*

Organization Name \_\_\_\_\_

Type of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_ Cell: \_\_\_\_\_

Website \_\_\_\_\_

Marketplace / Tradeshow Exhibitor Requests	Quantity		Cost	Total
Conference Tradeshow Package Fee ( <i>includes meal package for 1 person</i> ) – <b>required</b> for Retail and Service Provider Exhibitors		x	\$400.00	\$
Additional Meal Package – <i>per person</i>		x	\$165.00	\$
(A) 6' skirted table – <i>includes table, chair</i>		x	\$50.00	\$
(B) 8' x 8' Booth – <i>includes table, chair, pipe and drape</i>		x	\$100.00	\$
Electrical power ( <i>1 extension cord with 3 plug ins</i> )		x	\$10.00	\$
(C) Not-for-Profit Shared Table ( <i>4 organizations / unmanned table</i> )		x	\$25.00	\$
(D) Not-for-Profit Table ( <i>1 organization / unmanned table</i> )		x	\$100.00	\$
(E) Menu and/or Discount Coupon Display		x	@10.00	\$
			<b>TOTAL:</b>	

*Upon acceptance by APBVSA an invoice will be issued. Exhibitor application will be confirmed once full payment and a signed copy of the 'Marketplace/Tradeshow Terms and Conditions' has been received.*



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### MARKETPLACE/TRADESHOW TERMS AND CONDITIONS

Please review/sign and return with completed registration form to: [victimserviceconference@gmail.com](mailto:victimserviceconference@gmail.com)

1. All Marketplace / Tradeshow applications will be awarded on a first-come, first-served basis with priority going to exhibitors who have participated in past conferences. APBVSA retains the right to reject any Exhibitor that it deems inappropriate or is not suitable to or in keeping with the character of the event.
2. Delegate/attendee lists will not be provided to any exhibitors/sponsors during or after the event due to confidentiality.
3. Full payment must be received prior to confirmation of Exhibit acceptance. Payment must be received in Canadian currency and received no later than Friday, March 20, 2020 at 5:00 pm MST.
4. Confirmed (paid) Exhibitor applications may be cancelled by the Exhibitor by written notification, (send to [victimserviceconference@gmail.com](mailto:victimserviceconference@gmail.com)) by 5:00 pm MST, Monday, March 9, 2020. Upon receipt of notification a refund, minus a \$100.00 administration fee, will be provided 14 days following conference end. No refunds are available for any cancellations after that date.
5. Accommodation and conference registration costs are not included in the Exhibitor fee.
6. For those Exhibitors that have elected to ship materials for the Not-for-Profit Shared Table (4 organizations / unmanned table) or Not-for-Profit Shared Table (1 organization / unmanned table) ONLY, can be send to: Sharon Miller, c/o Victim Services, Red Deer City RCMP, 4602 – 51 Avenue, Red Deer, AB T4N 2N2. Shipments must be received prior to Monday, March 30, 2020.
7. TRADESHOW SHIPMENTS: Materials being delivered to **Banff Centre must not be delivered prior to the setup date of Thursday, April 2, 2020.** Banff Centre will not accept any shipments prior to this date. *Note: Banff Centre Shipping/Receiving is open Monday – Friday and closed weekends and holidays.*

If you wish to ship prior to the conference date of Thursday, April 2, 2020, please contact Kelly Courts, Banff Branch Manager for **GES Exposition Services (Canada) Limited**, [KCourts@ges.com](mailto:KCourts@ges.com) the official contractor of Banff Centre and APBVS Conference.

If you are shipping to Banff Centre, for materials to arrive on or after **Thursday, April 2, 2020**, please advise [victimserviceconference@gmail.com](mailto:victimserviceconference@gmail.com) in advance. All shipped materials must be labeled with the following. You are responsible for the removal of all exhibit items following conference end.

“Name of person on site + your company name”

Attention: Victim Service Conference

c/o Banff Centre – Conferences Department

107 Tunnel Mountain Drive Banff, Alberta, Canada, T1L 1H5

8. Exhibitor accepts and agrees to all published exhibit hours, as well as to setup and teardown of the Marketplace and Tradeshow as listed below.

\*Setup: Thursday, April 2, 2020, 3:00 pm – 6:00 pm/Teardown: Saturday, April 4, 2020, 6:00 pm

Thursday, April 2, 2020, 7:00 pm – 9:00 pm

Friday, April 3, 2020, 8:30 am to 6:00 pm

Saturday, April 4, 2020, 8:30 am to 6:00 pm

9. The Exhibitor shall not sub-license transfer, or apportion any part of its allotted space unless specifically approved by APBVSA.
10. APBVSA will not be liable for damage or loss to an Exhibitor’s properties through fire, theft, accident, or any other cause, whether the result of negligence or otherwise.
11. Exhibitor/Sponsor agrees to indemnify, hold harmless the APBVSC, employees or agents from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property arising out of any act, omission, negligence, fault, or violation of a law or ordinance.

Any questions can be directed to: [victimserviceconference@gmail.com](mailto:victimserviceconference@gmail.com)

We agree to the Terms and Conditions.

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

Name (print): \_\_\_\_\_