



# CONTRACT FOR EXHIBIT SPACE

## OTTAWA MODULAR CONSTRUCTION AND PREFABRICATION EXHIBITION 2026

The undersigned, by the duly authorized officer, agent or employee (hereinafter called "Exhibitor") hereby enters into a contract with the Ottawa Modular Construction and Prefabrication Exhibition (OMCPE) Inc., (hereinafter called "OMCPE") for exhibit space at the **Ottawa Modular Construction and Prefabrication Exhibition (OMCPE 2026)** on August 12-13, 2026 at the **Ottawa Conference and Event Center • Ottawa, Ontario, Canada**, (hereinafter called "Facility"). The rented space moving date is August 11, 2026.

This contract is subject only to (1) the acceptance by counter signature of OMCPE show management; (2) the floor plan of exhibits; and (3) such additional terms and conditions which constitute a part of, or are included in, this contract. Reservation of exhibit space by OMCPE Show Management on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No alleged representations, understandings, agreements, modifications, alterations or additions not contained within the body of this written Contract shall inure to the benefit of the Exhibitor or be binding upon OMCPE. THE EXHIBITOR further agrees that if, in the opinion of OMCPE Show Management, it becomes necessary to change the original allocation of space, such changes may be made by notification to the authorized representative of the Exhibitor.

### TERMS FOR RENTAL AND CONTRACTUAL OBLIGATIONS

EXHIBIT SPACE RENTAL FEE PER BOOTH:			
8' x 8'	STANDARD BOOTH	EVENT SPONSOR (Silver): FREE BOOTH	NON-SPONSOR: \$5700
10' x 10'	STANDARD BOOTH	EVENT SPONSOR (Platinum, Gold): FREE BOOTH	NON-SPONSOR: \$7680

**FEES:** All exhibit space rental fees are subject to applicable taxes. Place of supply rules apply.

**PAYMENT TERMS:** Payment of the exhibit space rental fee is due upon application; failure to make payment by said payment date does not release the contractual or financial obligation on the part of the Exhibitor.

Payment can be by credit card, EFT, or Canadian company cheque payable to: **CANADA HOUSING SOLUTIONS FORUM (CHSF) CORPORATION**. Please sign and return contract by email to: [exhibition@chsf-fslc.ca](mailto:exhibition@chsf-fslc.ca). A copy of this contract will be returned to you upon acceptance.

**VOLUNTARY CANCELLATION:** The Exhibitor specifically recognizes and agrees that OMCPE will sustain losses in the event the Exhibitor fails to provide timely written notice of cancellation (by certified mail). In keeping with industry practice, the existence of such practice being hereby acknowledged by the Exhibitor, and because such losses cannot be precisely measured but include the credibility and costs associated with the inability to replace those canceling, advertising, redesigning of floor space, and the like. The Exhibitor agrees upon the following late cancellation assessment schedule as being in the nature of liquidated damages, which schedule is specifically designed to compensate OMCPE for its losses and not constitute a penalty

should the exhibitor fail to provide timely written notice by email of cancellation of all or any part of its assigned booth space.

### CANCELLATION DURING THE PERIOD OF ASSESSMENT:

Prior May 20, 2026	100% Refund
May 21 – June 21, 2026	50% Refund
After June 21, 2026	No Refund
<b>An administrative fee of \$125 applies to all voluntary cancellations.</b>	

Cancellations will be accepted only in accordance with the above schedule. Failure to make full payment of exhibit space rental fee upon application, will subject Exhibitor to cancellation of contract by OMCPE, forfeiture of exhibit space rental. All cancellations and refunds must be requested by email to [exhibition@chsf-fslc.ca](mailto:exhibition@chsf-fslc.ca)

**EXHIBIT HOURS:** Please refer to the 2023 Annual Meeting website for Exhibition Open hours; noting posted hours are subject to change.

**ARRANGEMENT OF EXHIBITS:** Standard Booth: 8' x 8' space and Standard Booth: 10' x 10' with draping, 1 table with 2 chairs, and one ID sign are provided without charge. All other furnishings, carpeting, equipment, facilities, etc., will be

## CONTRACT FOR EXHIBIT SPACE – (CONT'D)

provided by Exhibitor at their own expense and responsibility (they may at Exhibitor's discretion be obtained through official parts of the exhibit shall be placed not to exceed the space provided. Any deviation must be submitted to OMCPE for prior approval. Exhibits not conforming to these specifications or which in design, operation, or otherwise, are objectionable in the opinion of the management will be prohibited. All demonstrations and exhibits must be confined to the exhibit booths. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted.

**REGISTRATION:** The Exhibit Space Rental includes complimentary registration fees for an attendee(s) as outlined below.

<b>EXHIBIT SPACE RENTAL - PER BOOTH - COMPLIMENTARY REGISTRATIONS FEES:</b>	
<b>8' x 8' BOOTH</b>	<b>One (1) complimentary attendee registration</b>
<b>10' x 10' DOUBLE BOOTH</b>	<b>Two (2) complimentary attendees registrations</b>

The Exhibitor acknowledges and agrees that each booth attendant must register separately and pay the applicable registration fee required to attend the conference.

**GENERAL RESTRICTIONS:** Exhibitors are prohibited from using amplifying equipment that is objectionable to OMCPE. Exhibitors must confine their activities to their contracted space. Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from their own booths. Draping materials and other decorative materials must be flameproof and comply with all provincial/territorial and local regulations. OMCPE has the right to require the modification of any questionable exhibit. Exhibitors using music in their booth, either live or mechanical, must provide OMCPE with a copy of Exhibitors licensing agreement with SOCAN or other such licensing organization or must expressly warrant in writing to OMCPE that no such license is required. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold OMCPE harmless from any action brought against OMCPE by SOCAN or other licensing organization for the playing of such music. Exhibitors are prohibited from serving alcoholic beverages or any other food and beverages without written approval from OMCPE. Exhibitors holding hospitality functions for OMCPE Annual Meeting attendees must obtain clearance from OMCPE prior to announcement of such functions.

**LIABILITIES:** The Exhibitor agrees that OMCPE, its agents, and employees, the Facility, its agents and its employees: (a) Will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property or injuries to the

Exhibitor, his representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressing waived by the Exhibitor, (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees. The Exhibitor will be required to provide a certificate of insurance to OMCPE. Exhibitor shall also indemnify and save and hold harmless

OMCPE, Facility and the Facility's Owner, and their respective

owners, managers, subsidiaries, affiliates, employees and which may be incident to, arise out of, or be caused by an act, omission, negligence or misconduct on the part of Exhibitor or its agents, employees, contractors, guests, licensees or invitees, provided such damage or injury has not occurred due to the negligence of OMCPE, or Facility. Such indemnification shall not be limited to insurance required herein. OMCPE, its agents and employees, will not be liable for failure to hold the Exhibits as scheduled. Payments for booth space will be returned in that event except any actual expense incurred in the connection with the Exhibits will be deducted if the Exhibits are called off because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of OMCPE, which makes it impossible or impracticable to hold the Exhibition.

**INSURANCE:** Exhibitors shall ensure their own exhibits and display materials. Exhibitors shall carry Commercial General Liability Insurance with a \$2,000,000.00 combined single limit or bodily injury, accident, and property damage. Exhibitor shall obtain a certificate of insurance in the amount above indicating that OMCPE) Inc has been added as an additional insured.

OMCPE will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

**CARTAGE, HANDLING AND STORAGE:** The Facility will not accept or store exhibit materials or empty crates. The Exhibitor will make his own arrangements for delivery and receipt of shipments and storage of crates before move-in time. These services are available from the official show services contractor. Fire regulations prohibit the storage of empty crates and cartons within the exhibitor's booth area. Crates and cartons will be stored by the official show services contractor and returned to the booth promptly at the end of the show as part of the handling contract. It is mandatory that move in/out are done through the loading docks only.

**BOOTH FURNITURE, LABOR AND UTILITIES:** Refer to the Exhibitor Service Guide for additional information and policies governing the exhibit hall. A schedule of prices and order forms

## CONTRACT FOR EXHIBIT SPACE – (CONT'D)

for furniture rental, labor and other services will be sent to exhibitors well in advance of show time. Orders for utility services may have advance order deadline requirements that must be adhered to by exhibitors to ensure installation prior to show opening. The Exhibitor Service Guide to be provided once full payment is received.

**ADMISSIONS:** All persons visiting the exhibits will be admitted according to the rules and regulations of the Exhibits. No one under 18 will be permitted without an accompanying adult.

**RULES AND REGULATIONS:** Exhibitors will abide by all other provisions of these rules and regulations, and with fire regulations and all other regulations of governmental agencies and the Facility. It is expressly understood and agreed by applicant that the Rules and Regulations of the Exhibit as issued or amended by OMCPE are hereby made an integral part of the Contract and of the agreement between Applicant and OMCPE for this reference and to the same extent and effect as if said Rules and Regulations were set forth in full in the contract.

**CODE OF CONDUCT:** OMCPE is committed to providing a safe, welcoming, and productive environment for all meeting participants. All participants are expected to abide by this

Events Code of conduct while attending a OMCPE event. All participants must comply with the instructions of the host(s), moderator and OMCPE staff including methods for providing feedback and comment.

Participants of OMCPE meetings are expected to exercise consideration and respect at all times in speech and actions, providing a welcome, equitable and effective environment in which to participate.

OMCPE fosters a harassment free and inclusive environment that recognizes the inherent worth of every participant. Harassment, in any form, will not be tolerated. OMCPE reserves the right to limit attendance at any meeting as deemed necessary. We invite all those who participate to help us create a safe and positive experience for all participants

**ONTARIO LAWS & REGULATIONS:** Exhibitors agree to abide by all Ontario Laws and Regulations, if applicable, for work involving installation and dismantling of exhibit space.

**SPACE:** The floor arrangement of space is shown by the exhibit space floorplan. Dimensions and location of each booth are believed to be accurate but only warranted to be approximate.

<b>ACCEPTANCE AS BINDING CONTRACT: INVOICES SHOULD BE SENT TO:</b>	
Company	
Contact:	Title:
Address:	City:
Province/State:	Postal/Zip Code:
Telephone:	Cell:
Email:	
<b>Signature of Exhibitor Authorized Representative</b>	<b>Date</b>
<b>Signature of OMCPE 2026 Authorized Representative</b>	<b>Date</b>
By signature above, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding Contract on behalf of named Exhibitor.	