

CEEA-ACEG Conference 2018 Terms and Conditions

By agreeing to be a sponsor, you are confirming that you are the party hereafter referred to as **Sponsor**. This agreement is with Canadian Engineering Education Association-Association Canadienne de L'Éducation En Génie, hereafter referred to as **CEEA-ACEG**.

The Sponsor must pay the full promised amount of funding before accruing or receiving any of the benefits related to sponsorship. All benefits are available on a first come first served basis, determined by the date that the full amount of funding is received.

Sponsorship benefits are defined as:

(1) Acknowledgement on CEEA-ACEG website, logo on sponsor page and banner is defined as follows:

Logo size and prominence of placement on the website and other materials will be according to sponsorship level. A printed banner including identification of sponsors will be displayed prominently in the main conference area. Final sizes and layouts are at CEEA-ACEG's sole discretion.

(2) Up to letter size promotional material at registration desk is defined as follows.

This conference aims to be paper free. As such, Sponsors are encouraged to provide no more than one document such as a brochure, postcard, flyer, leaflet or booklet for display on or near the registration desk. Any additional documents should be displayed in your table/booth space. The document must occupy no more than 8.5 inches by 11 inches. This document may encourage delegates to visit a website for more information, and a link will be provided on the conference website, as defined below.

(3) 5' x 5' space with one skirted table in high traffic area is defined as follows.

Placement will be on the perimeter of the central conference area containing poster displays, food tables and registration. Conference traffic is expected to move through this central area before, after and between sessions. Central placement of the catering tables is also expected to draw attendees to the area.

Two chairs will be provided. Wireless internet connection is included. 120 15A VAC power availability varies - please contact us for availability.

(4) Upgrade to 10' x 10' space with two skirted tables and 2 chairs in high traffic area is defined as follows.

Same as (4) above except with additional table if desired and the larger floor space to accommodate use of a booth or larger display.

Limited space and placement for booth-sized areas is available. Please contact us for questions and to ensure that we can accommodate your needs.

If you anticipate shipping display items to the campus, please contact us in advance so that we can facilitate receiving through our staff.

Booths and display equipment rentals are available from the following local suppliers:

Levy Show Services

Arliss Levy

E: alevy@levyshow.com

www.levyshow.com

T: 604 277 1726

-Show In Motion Services, Inc.

Tanya Riznek, Director of Sales

T: 604-599-1440 ext 202

www.showinmotion.com

E: tanya@showinmotion.com

(5) Delegate contact information after conference **

Release of delegate contact information is subject to each delegate's approval. We will encourage delegates to support our sponsors but cannot guarantee that the list will be complete.

(6) Opportunity to give up to 5-minute address at plenary session

A speaker from your organization will be given the opportunity to address delegates at the start of a plenary session. Please let us know in advance if you would like to pursue this.

(7) Number of conference registrations included

Conference registration includes access to all regular conference events as listed on the registration site.

(8) Additional Conditions

Displays (tables or booths) MUST set-up on Sunday, June 3, 2018, between 12 noon and 5:00 PM OR Monday, June 4, 2018, by 8:00 AM.

Displays must be removed from the facility by 4:30 PM Wednesday, June 6, 2018.

Cancellation of sponsorship should be sent in writing, by email or fax. Cancellations will be accepted up until May 11, 2018, and registration fees refunded less a \$100.00 administration fee. Any cancellations received after May 11, 2018, will not be entitled to a refund and the sponsor agrees that CEEA has the right to remove any acknowledgements of the sponsor from conference materials and transfer use of any space to another sponsor at no benefit to the

sponsor who has cancelled. Any space not paid for in full by May 11, 2018, will be released back to the available pool.

CEEA-ACEG reserves the right to cancel this agreement immediately and without refund if the sponsor is found to be in violation of policies of the CEEA-ACEG or the host institution (University of British Columbia). The host institution policies may be found at <https://universitycounsel.ubc.ca/policies/>.

In the event that the conference is cancelled or otherwise disrupted without fault of the sponsor and such that the organizers fail to provide the terms above, CEEA-ACEG will act in good faith to reimburse 100% of sponsorship funds. Any such compensation is limited to the amount of sponsorship provided.

Sponsors agree to indemnify and hold harmless CEEA-ACEG and the University of British Columbia their employees, officers, members, volunteers from any actions that result from the sponsor's involvement in this event. This includes but is not limited to actions launched by third parties, contractors or other business parties engaged by the sponsor, employees, volunteers or other associates of the sponsor's organization.

Sponsors receiving delegate contact information from the conference organizers agree to maintain this information in compliance with the Freedom of Information and Privacy Protection Act.

Sponsors accept that CEEA-ACEG and the host institution are not liable for any losses, including loss of goods or opportunity to carry on business that arise out of the exercising of this agreement.

Sponsors agree to arrange for their own insurance against loss and for liability that may arise out of this agreement.

CEEA-ACEG and the University of British Columbia allow you to present information about your organization, programs, products or services only to registered conference attendees, but shall not be implied to endorse or otherwise promote your organization, products or services.

Use of photography or video recording is not permitted.

You agree to allow the CEEA-ACEG and the University royalty-free use of your image or images that show your organization's information if it appears in photographs or video recordings of the conference for CEEA-ACEG use which may include promotion of the event online as well as display through other means such as newsletters, annual reports etc.