Exhibitor Guide
Green Business Showcase

BUILDING LASTING CHANGE 2018
with WorldGBC Congress Canada
Toronto | June 5-7

National Conference and Showcase Partner
The Canada Green Building Council (CaGBC) is a mission-driven, national organization that has been working since 2002 to advance green building and sustainable community development practices in Canada.

Together, with our members and industry network, the Council has made excellent inroads towards achieving our mission of reducing the environmental impact of the built environment. Yet we know there is much more work to be done.

Building on the CaGBC’s advocacy work and research, the focus of this year’s conference will be Driving Global Action toward a Low Carbon Economy, where we will examine what is happening in Canada and around the world to meet aggressive international carbon emissions targets.

Join us at the Green Business Showcase where we will show how Canada’s green building sector can contribute to meeting our national climate change targets.

Together, we’ll make every building greener.

About the CaGBC and Building Lasting Change

We would like to invite your company to join us at Building Lasting Change with WorldGBC Congress Canada in Toronto, Ontario from June 5–7, 2018. This annual event is Canada’s premier green building industry event which brings industry experts from around the world together for a full agenda of learning, networking and mentoring.

Our exhibitors and delegates enjoyed the new Showcase format introduced at Building Lasting Change 2017 in Vancouver. This year, we will continue to build on those successes and deliver excellent opportunities for participants to demonstrate products, interact with delegates and network effectively in an environment conducive for business to business meetings.

We are proud to offer showcase participants many opportunities to effectively connect with Canada’s growing green building market. The majority of our delegates are from Canada but our international program continues to grow and in 2017 we welcomed delegations from 18 different countries.

When you participate in Building Lasting Change you will meet decision makers, expand your network and develop relationships with potential clients, customers and partners.

We look forward to speaking with you about the many ways you can participate and learning more about your marketing objectives. See you in June!
Building Lasting Change delivers:

- The industry’s most extensive education program, exploring various areas of importance in the green building field;
- High profile keynote speakers and plenary sessions;
- Numerous networking events;
- CaGBC Leadership Awards and the Canadian Green Building Awards;
- Green building tours;
- High-exposure sponsorship opportunities.

Why participate?

The Green Business Showcase at Building Lasting Change is an important component of the conference. It provides Canada’s senior decision makers in the green building industry with access to new products and services.

Each year, we aim to create more ways for participants to connect with delegates. The feedback we received last year was very positive and we hope you are pleased with the improvements and enhancements we are offering in 2018.

Our Green Business Showcase includes:

- Exclusive 60-booth showcase providing the most up-to-date, relevant information on green building industry developments through product demonstrations or interactive activities in each booth which can be scheduled and promoted to delegates;
- Welcome Reception featuring great food, entertainment and networking on June 5;
- Lunch buffet on the Showcase floor on June 6;
- Unique, easy-to-navigate layout providing all exhibitors in the core with corner booths;
- Dedicated meeting spaces for B2B appointments and on-the-spot networking;
- Free access to the Showcase for industry professionals, the general public and your own guest list on June 6.

Who should exhibit?

- BAS Systems and Services
- Building Construction Materials and Consulting
- Building, Janitorial, and Waste Services
- Computer Hardware and Software Equipment and Services
- Energy and Business Consulting Services
- Engineers, General Contractors and Architects
- HVAC Equipment and Services
- Industry Associations
- Interior and Exterior Building Products and Services
- Interior and Exterior Design Services
- Lighting and Lighting Control
- Product Manufacturers
- Utility Providers
- Water Conservation Products and Services

Don’t miss out on these great opportunities:

- FREE private LEED consultations for all exhibiting companies;
- Business-to-business meetings available for participants, delegates and international delegates;
- Plenary keynote presentations Wednesday, June 6 and Thursday, June 7;
- One complimentary pass to the education sessions for each exhibiting company;
- Destination Station upgrade option to host a food station in your booth at the Welcome Reception and Lunch for only $250 each.

Increase traffic to your booth:

- Conduct live demos
- Create interactive activities for delegates
- Hold draws or contests
- Become a Destination Station
Who visits the Showcase?

Our delegates represent all aspects of the green building industry and they value the opportunity of meeting with participants to learn more about the products and services available to them.

Our delegates:

Approximately 40% of our delegates come from Ontario, 23% from British Columbia, 10% from international locations and the balance originate from other Canadian provinces or territories.

At a glance:

This year’s conference program is designed to optimize your experience as a showcase participant, networker, green building industry stakeholder, and business developer. Dedicated time with delegates, specific business development opportunities, access to education sessions and LEED consultation services are all available to you as a participant in the Green Business Showcase at Building Lasting Change 2018.

Who visits the Showcase?

At a glance:

Our delegates:

Approximately 40% of our delegates come from Ontario, 23% from British Columbia, 10% from international locations and the balance originate from other Canadian provinces or territories.

DELEGATES BY INDUSTRY:

40% from Ontario

23% from British Columbia

10% from around the world

* Building Lasting Change fosters interaction with professionals passionate about being green building leaders. The CaGBC showcase allowed us to develop and reconnect with quality prospective new clients and colleagues, build our knowledge base and generate new ideas. This event continues to grow, to impress and to empower us to excel in our passion of net zero building practices."


* Not included in complimentary conference pass. Can be purchased separately.
As an exhibitor, you receive:

- One complimentary conference pass to the education sessions and plenary sessions including breakfast and lunch both days (tickets can be purchased for social events which are not included in this pass).
- One-on-one assistance from a CaGBC representative to help you set up business-to-business meetings with our International and conference delegates. (CaGBC will provide the meeting space and meeting request tool to you free of charge).
- One free private consultation with a CaGBC LEED expert to answer some of your green building questions.
- Two participant booth staff attendant passes with the purchase of a 10’x10’ booth.
- Access to the on-floor lunch buffet on Wednesday, June 6.
- An E-postcard that you can send to your clients, inviting them to visit the Showcase on June 6 free of charge.
- Listing in the printed Program Guide.
- Listing on the conference website.
- Special discounted rate of $175 on up to four Gala Dinner tickets.
- 25% discount when you advertise in the Summer issue of SABMag which contains the CaGBC Conference Guide. The Summer issue of Sustainable Architecture & Building [SABMag] contains the winning projects of the 2018 Canadian Green Building Awards.
- Pipe and drape for your booth.
- Destination Station options for $250 each. Serve hors d’oeuvres during the Welcome Reception on June 5 or host a Food Station during lunch on June 6. CaGBC provides the food, but you get to be the host.
- Listing in the Exhibitors section of the Conference App.

Green Business Showcase rates:

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<th>Size</th>
<th>Early-bird Rate By April 13, 2018</th>
<th>Standard Rate After April 13, 2018</th>
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<td>10’x10’</td>
<td>$1495</td>
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* A member is defined as a company or organization with a valid Specialist or Advocate membership with the CaGBC at the date of payment and during the Showcase.

How to reserve your booth:

Fill out the forms on the next page and email or fax it in to us. Once your booth space has been confirmed, an invoice will be sent to your attention. Payment can be made by VISA, Mastercard or cheque. A confirmation email will be sent to you electronically upon receipt of payment. Your confirmation email will include:

- Information on how to order AV, furniture, power, internet etc.
- Information on the business-to-business meeting request tool and procedures.
- Information on scheduling your LEED consultation.
- Discount codes for Gala Dinner tickets.
- Information on registering for your complimentary conference education pass.
- A personalized E-postcard to share with clients.
- Destination Station Upgrade details if you have decided to host a food station in your booth.

*The CaGBC showcase events are the highlight of our trade shows. We have forged many long term relationships over the three years we have been participating. The B2B meetings provide an excellent one on one format to make your company’s ‘elevator speech’. I would highly recommend exhibiting for any company looking to launch innovative new products.*

David Innes, Director of Sales, Radon Environmental Management Corp.
Green Business Showcase Floorplan

Exhibitor Contract:

Please go to www.cagbc.org to view the updated CaGBC Green Business Showcase floorplan. All booth spaces will be allocated on a first-come, first-served basis (booths must be paid in full in order to confirm your space).

Please complete all fields and return this signed contract with payment. A confirmation email and supporting documentation will be sent upon receipt of payment.

Company Information (for official listing in Conference materials)

Company name:

Contact name:

Contact job title:

Contact email:

Company address:

City: Province: Postal/Zip:

Country:

Telephone: Ext.: Fax:

Company Website:

CaGBC Corporate Membership Number* (if applicable):

I, (please print your name) __________________________ have read the CaGBC Green Business Showcase 2018 Exhibitor Guide and agree to abide by all the clauses and regulations contained therein.

Signature: Date:

Privacy Policy: By completing this form you consent to the use of the personal information you provided for registration and marketing purposes. For more information regarding the CaGBC Privacy Policy, please visit our website at www.cagbc.org.

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Member* $1495 $2900 $5600 $1995 $3900 $7600

Non-member $1995 $3900 $7600 $2495 $4900 $9600

Upgrade: Turn your booth into a Destination Station at the Welcome Reception or Lunch for $250 each

* A member is defined as a company or organization with a valid Specialist or Advocate membership with the CaGBC at the date of payment and during the Showcase.
**Booth Choice**
Please indicate your top three booth preferences:

1. 
2. 
3. 

We prefer to not be near the following companies:

CaGBC Green Business Showcase Booth Fee Calculation

**Booth Fee:**
Lunch Destination Station Upgrade ($250):
Welcome Reception Hors d’oeuvres Station Upgrade ($250):

Add HST (13%):

Total:

**Method of Payment**
- Cheque enclosed (please make cheque payable to: Canada Green Building Council)
- Visa
- Mastercard

Credit Card Number:       Exp. Date:  / /
Cardholder’s Name:       Signature:
PO #:       

Please return your completed contract with payment, by fax, email or mail to:
Claire Fitzpatrick
Phone: 613-252-0695  Fax: 613-241-4782
E-mail: onshl@cagbc.org
Canada Green Building Council
202-47 Clarence, Ottawa, Ontario K1N 8K1

**Green Business Showcase Rules**

The word “Management” used herein or in subsequent regulations shall mean the Canada Green Building Council (CaGBC) and its committees, in the management of the Showcase. All matters and questions not covered by the following rules are subject to the decision of Management.

**SHOWCASE SPACE PAYMENT RULES** An application for exhibit space will be considered valid only when full payment has been submitted along with a completed and signed agreement. Showcase space rental fees are payable to CaGBC. All exhibit space applications will be allocated on a first-come, first-served basis and Management reserves the right to accept or decline any applicant’s application. Changes in booth allocation without the explicit consent of Management will not be permitted. Participants benefiting from CaGBC member rate must be CaGBC members in good standing at the date of payment and during the show.

**CANCELLATION POLICY** In the event that the conference and/or Showcase is cancelled for any reason, the CaGBC and Management shall in no way be liable to the participant other than to return to the participant, without interest, such sums as have been paid to CaGBC. Should the participant, having submitted this application, desire to cancel, the participant may do so only after giving Management notice in writing. Cancellation of space is accepted until April 13, 2018 and a $750 administrative fee will be charged. After April 13, 2018, the full rental fee is forfeited. However, in the event the entire exhibit is sold out, CaGBC will refund the participant’s payment less a $750 administrative fee.

**BOOTH PERSONNEL** Each 10’ x 10’ (single) booth comes with two booth staff passes. A 20’ x 20’ (double) space comes with three booth staff passes. A 20’ x 20’ (quads) comes with four booth staff passes. The names of the booth personnel must be registered before May 18, 2018 in order for us to prepare name badges and tickets. Badges will be available for pick up at the conference registration desk at the Beanfield Centre. More details will be provided. Booth badges must be worn at all times and provides access to the show floor setup, show hours during the Welcome Reception and on Wednesday, June 6. It does not allow access to the concurrent education sessions. Social event tickets may be purchased at a discount (limited quantities available per booth).

**PRIZE DRAWS and DELEGATE LISTS** Due to Canadian privacy laws, some delegates have chosen to have their name excluded from the delegate list. Exhibitions may collect contact information within the confines of your booth. Prize draws, instant giveaways and contests are permitted.

**HOTEL ACCOMMODATION** Please visit our website for hotel suggestions.

Please note: The CaGBC does not solicit “special offer” lodging reservations via telephone, fax or email and we do not contract lodging through any housing bureau. Beware of non-official housing vendors. All reservations should be made directly with the hotel of your choice.

OFFICIAL SHOW SERVICE CONTRACTORS Details on the official show contractors will be posted on our website in December 2017.

**BOOTH REGULATIONS** Management reserves the right to restrict exhibits because of any objectionable reason, or because of failure to comply with these regulations, and to close, without indemnity, the exhibit or participant who shall refuse, alter notice, to conform to these regulations which apply to all participants. Management shall have full authority and discretion in the placing, arrangement and appearance of all items located in the Showcase. Canopies or false ceilings, which are considered as display material, may be utilized by the participant provided they do not obstruct the line of sight or exceed reasonable height limitations for display material. Height restrictions: 8’ for interior booths; 10’ for perimeter booths. Booths must be self-supporting. Nothing shall be taped, mounted or attached in any form or manner to walls, doors or facility structure. The driving of nails, tacks or screws into floors, walls, columns, ceiling or trim will not be permitted nor will drilling of holes into any portion of the venue.

**RELOCATION OF EXHIBITS** Management reserves the right to alter locations of exhibits as shown on the floor plan. If deemed at the sole discretion of Management, to be advisable or in the best interest of the Showcase, without notice by or indemnity to the participant.

**FIRE, SAFETY AND HEALTH** Participants are fully responsible for compliance with all applicable local, municipal, provincial and federal fire, safety and health regulations regarding the installation, operation and demolition of display material and equipment or otherwise relating to the participant’s display.

**LIABILITY** It is agreed that participants shall assume all responsibility associated with damage resulting from, or arising in connection with, their own negligence or that of their employees or agents, in the trade show area and neither CaGBC, the Beanfield Centre, nor the official show contractor or any of the above groups employers, partners or subsidiaries nor any CaGBC conference supplier will assume liability for damage, loss of any nature or personal injury in connection with the showing or viewing or participation in exhibits whatsoever. Participant has sole responsibility for property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither Management nor the event facility nor the exhibit service contractors, nor any of their representative officers, directors, shareholders, agents, employees or representatives shall be liable for, and participant hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, damages and liabilities described in this paragraph and will hold harmless and indemnify Management from such risks, damages and liabilities.

**INSURANCE** Participants are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss. Proof of damage, occurring prior to, during and after the Showcase for a minimum amount of 1 million dollars. A copy must be available to Management (CaGBC) one month prior to the event should we request a copy of it.

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