



Atlantic
Every Building Greener

**BuildGreen Atlantic 2018
Tradeshow Contract
September 18, 2018
12:30 pm – 3:00 pm
Halifax Convention Centre
Halifax, NS**



BuildGreen Atlantic 2018 Tradeshow Information

BuildGreen Atlantic 2018 is a conference, trade show and networking event that advances the design, construction, and operation of greener buildings in Atlantic Canada.

BuildGreen Atlantic is in Halifax, NS on **Tuesday, September 18, 2018**. The theme of this year's conferences is ***Sustainability in Existing Buildings***. More information and a draft conference schedule can be found at [BuildGreen Atlantic](#)

BGA Tradeshow Exhibitor Benefits- \$750

- Concentrated tradeshow time with lunch being served on the floor. No education sessions being during the tradeshow time – 2.5 hours of delegate face time
- 8 x 10 tradeshow booth
- The only B2B tradeshow in Atlantic Canada focused on sustainable commercial and residential products and services.
- Passport program that ensures delegates visit your booth
- One full education session registration for associated conference.
- Professional show, expertly run
- \$750 per booth per show
- Special pricing for 1/8-page ad in *SAB Magazine's Atlantic Focus* publication: 10% discount for tradeshow exhibitors.
- *** You will be provided with a promotion flyer to invite your clients and contacts to visit you on the tradeshow floor. There is a FREE PASS to "walk the trade show floor" for non-delegates. Registration is required but there is no fee.

Included in your \$750 booth fee:

- Wireless high-speed internet access
- Each 8 x 10 ft. space will be provided with one 6 ft. long draped table, two chairs and 3' side & 8' high back drop curtains.
- The Exhibitor will deliver and set up their assigned booth(s) by 11:30 am, Tuesday, September 18, 2018. The Exhibitor is responsible to set up its own display(s). Booths must be dismantled and removed by 4:30 pm., Tuesday, September 18, 2018
- Booths to be dropped off at the loading dock. Global Convention Services will be onsite to load in and load out.
- The CaGBC will clearly label each booth with an Exhibit ID and/or number to coincide with the event layout.
- Power is extra and is \$125 + HST



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Rental and Contract Booking Requirement

Only a completed contract with payment will be accepted to reserve a space for the Event. It is understood by the Exhibitor that the CaGBC may not be able to provide specific space desired. Spaces will be assigned by the CaGBC on a first confirmed (contract and payment received at the CaGBC), first assigned basis. The CaGBC will endeavor to assign the Exhibitor its preferred space if possible. The CaGBC reserves the right to make last minute adjustments in space arrangement for the betterment of the Event.

Move In/Move Out

Exhibitors’ displays shall be set-up between 7:00 am and 11:10 am, Monday, September 25, and torn down by 4:30 pm on Monday, September, 2017. There will be no storage of Exhibitor material on-site either prior to the set-up time or after the Event.

Date:	September 18, 2018
Location:	Halifax Convention Centre 1650 Argyle St. Halifax, NS B3J 2V9
Exhibitor Move-in Time:	7:00 am – 11:10 am (Refreshment Break for Delegates @ 11:10 am) <ul style="list-style-type: none"> • Through Loading Bay on Market St. • Exhibitor Parking available at Scotia Square Parkade - \$20/day
Delegate Trade Show hours:	12:20 pm – 3:00 pm
FREE PASS for non-delegates	2:00 pm – 3:00 pm
Exhibitor Move-Out Time:	3:00 pm – 4:30 pm
Closing Wine & Cheese Reception & Awards Ceremony	4:30 pm – 5:30 pm (Tradeshow exhibitors welcome)

Advance Shipments:

If you wish to send materials, may do so by filling out a Materials Handling Form from Global Convention Services. Please note: September 11, 2018 is Global’s deadline to accept shipments
Attention: **BuildGreen Atlantic 2018**

BuildGreen Atlantic contact:
Lara Ryan
902-440-0296
lryan@cagbc.org

Cheques made Payable to:
Canada Green Building Council
47 Clarence St., Suite 202
Ottawa, ON K1N 9K1



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Application for Exhibit Space

This Exhibitor's Contract is executed this _____ day of _____, 2018 by:

Contact Name: _____ Organization Name: _____

Telephone: _____ E-Mail: _____

Contact Address: _____ City: _____ Postal Code: _____

Exhibitor:

CaGBC:

Signature: _____

Signature: _____

Name(s) of Booth Attendant(s) (max of 3):

One full delegate pass for BGA education sessions is included with your booth. If more than one person wants to attend the education sessions, please register them as a delegate

(To appear on name badge)
Include Education Sessions

(To appear on name badge)

(To appear on name badge)

***Exhibit Space must be attended at all times during the Event**

We intend to exhibit the following Products and/or Services:

Number of Booths: _____ Preferred Booth #'s: 1st Choice(s)# _____

(Booth Map attached) 2nd Choice(s)# _____

3rd Choice(s)# _____

We Require Power at our booth (+\$125)



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Payment Remittance

A completed contract must be submitted to the CaGBC along with payment, **no later than 5pm on September 4, 2018**

Cancellation Policy: Cancellation made prior to **September 4, 2018**, will be eligible to a 75% refund. No refund will be given after that date.

Charges:

Fee for above requested booth(s) \$862.50/booth (\$750.00 + HST \$112.50): \$ _____

****(If you are a sponsor and claiming your booth from your sponsor benefits, or have already been invoiced please fill in \$0 for the booth fee.)*

Fee for Power hook-up at booth(s) \$143.75 (\$125.00 + HST \$18.75): \$ _____

HST # 863470753

Total: \$ _____

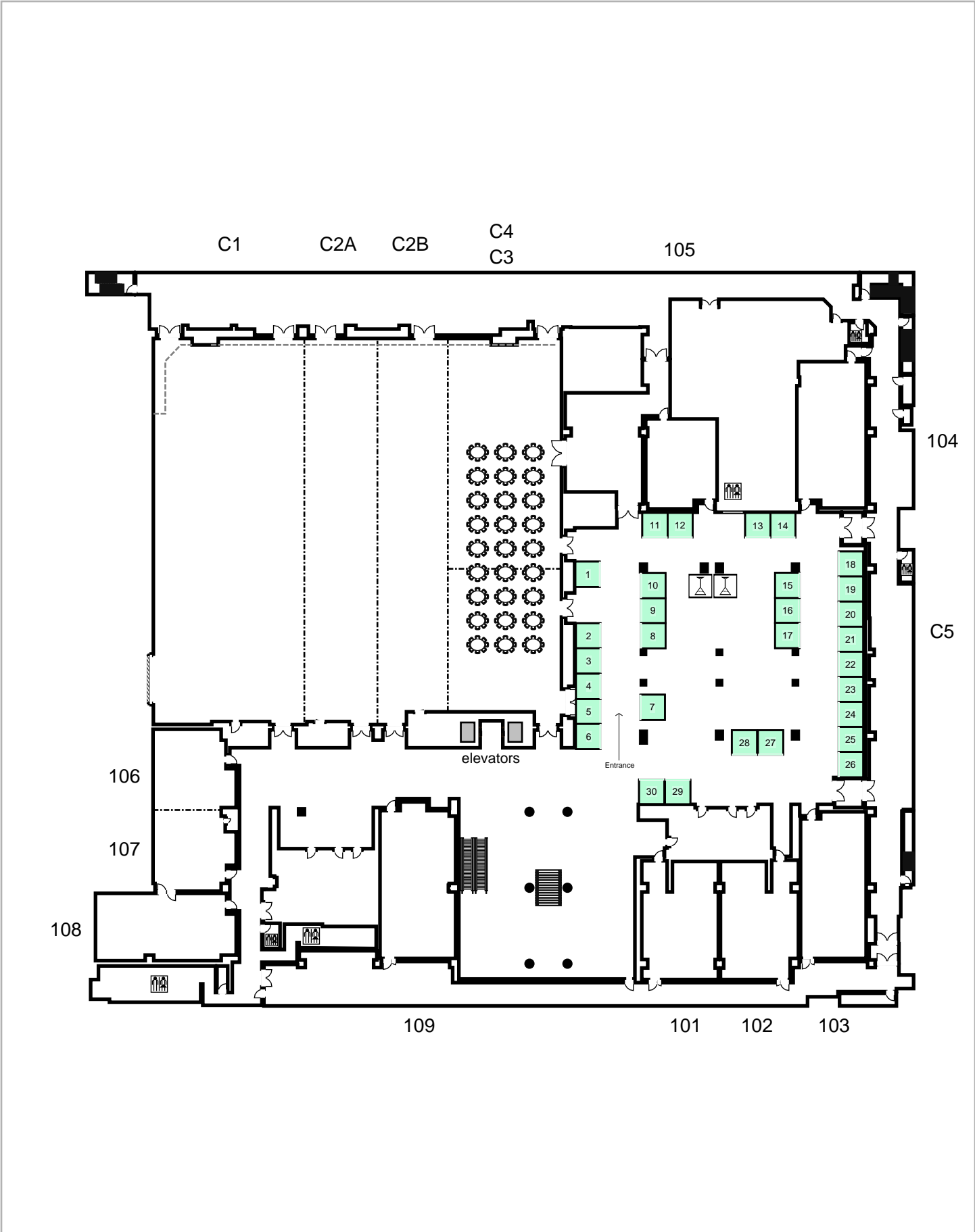
Please select payment method:

Cheque enclosed for \$ _____ payable to **Canada Green Building Council** 47 Clarence St., Suite 202 Ottawa, ON K1N 9K1

Please invoice me. Include Payment contact name and email address for receipt of invoice

Invoice Contact Name: _____

Email address: _____



C1

C2A

C2B

C4
C3

105

104

C5

elevators

Entrance

106

107

108

109

101

102

103