



Club Display Request

***mandatory**

*Club Name: (hereinafter "the Club")	
*Club Representative (name):	
Address:	City:
Province/State:	Postal/ZIP:
*E-mail:	*Telephone:
*Preferred # of tables: 1 (max. 2 persons) 2 (max. 3 persons)	*# Club personnel: 2 3
*Nature of Club:	AC power requested: No Yes (electrical cords not supplied)
Brief Description of Club (i.e., interest, aim, where to find you, etc.) to be used in CAPCON advertising	

FORM SUBMISSION

The Club must fully complete submit the form in either of the following manners:

Option 1) EMAIL

Complete the form, then send it as a PDF attachment to: capconvendors@ipmsottawa.com

Option 2) POSTAL MAIL

Mail the completed form to:

IPMS Ottawa – CAPCON 2023
Attn: Vendor Coordinator
c/o Bill Eggleton
4407 Birchgrove Road
Cumberland, ON
Canada K4B 1R3

By submitting this request form, it is agreed that all club personnel will adhere to all terms and conditions stated on page 2. We understand and acknowledge that this request will not be considered or processed until this form is properly filled, submitted, and received.

CAPCON 2023 Club Display Terms and Conditions

Points of Contact

- The Club must indicate a Club Representative for whom CAPCON will provide information upon submission of the Club Display Request form.
- The CAPCON Vendor Coordinator will be the sole contact between CAPCON and the Club.

Responsibilities and Practices

- The Club agrees that it shall set up a display ONLY to promote the Club's activities, including (but not limited to) displaying & handing out promotional material and/or displaying samples of the Club's work.
- The Club agrees that it shall NOT engage in any sort of vending activities such as (but not limited to) selling/trading of goods.
- The Club is solely responsible for all aspects of their own display.
- CAPCON reserves the right to prevent the Club from displaying items/material that is:
 - reasonably considered to be inappropriate or offensive by generally-acknowledged standards of taste and acceptability;
 - considered to be in violation of the venue's safety policies — dangerous goods, flammable/noxious materials, etc.

Table Provisioning

- There is no charge to the Club for allocated tables.
- CAPCON agrees to provide at least one (1) standard-size table (72" long x 30" wide) per Club table space allocated.
- CAPCON will determine the number of tables, up to a maximum of two (2), to be allocated to the Club.
- CAPCON will inform the Club of how many tables have been allocated and the number of allowed Club personnel (see *Club Personnel* section below).
- The Club is restricted to use only those tables provided by CAPCON.
- Access to AC electrical power must be indicated on the form. If AC power is requested, the Club agrees to bring their own electrical cords.
- CAPCON assumes no responsibility for the provisioning of, access to, or troubleshooting of electrical power.

Club Personnel

- The Club is responsible for the activities and behaviour of all attending Club personnel.
- The Club will be provided a number of Venue admission passes at no charge for Club personnel to attend the Club display table(s). The limits on the number of no charge Venue admission passes is based upon the number of allocated tables:
 - 1 table: 2 persons in total
 - 2 tables: 3 persons in total
- The Club must indicate the anticipated number of Club personnel on the form – as per indicated limits – and provide names no later than **September 30, 2023**. Venue admission passes (hand stamps) will be given to listed Club personnel for the day of the CAPCON event.
- Club personnel are not entitled to free registration of models into competition.

Club Table Locations

- Club table locations are determined by CAPCON; tables may not be moved or relocated by Club personnel.
- Any issues with table locations must be resolved between the attending Club Representative and the CAPCON Vendor Coordinator.

Unloading, Set-up, Tear-down

- The Club will be advised of scheduled unloading/loading dates and times, locations, and procedures for setting up at the beginning of & tearing down at the end of the CAPCON 2023 event.
- The Club must vacate their club table(s) by the designated time as indicated by CAPCON.
- The Club must remove all items brought to the CAPCON venue – including packing boxes, displays, recyclables, or any other related materials – by the end of the event.

Parking

- Club personnel are responsible for paying for their own parking at the CAPCON venue and will not be reimbursed by CAPCON or the CAPCON venue.
- Limited parking may be available for trailers or larger vehicles on a first come, first serve basis. If a parking space for such a large vehicle is required, the Club Representative must inform the CAPCON Vendor Coordinator before September 15, 2023.

Signage

- Signage used by the Club must be:
 - part of the Club's own table set-up, within allocated table space; and
 - unobtrusive and not interfere with pedestrian traffic.
- CAPCON reserves the right to remove or relocate Club signage deemed to be violating these guidelines or those contained in the *Responsibilities and Practices* section.

Vendor and Club Guidance Package

A *Vendor and Club Guidance* package will be provided to the Club.

Indemnity

The Club shall at all times indemnify and hold harmless CAPCON (including its directors, servants, agents, contractors, and volunteers) from and against any and all loss, liability, claims, demands, awards, judgments, actions, proceedings, or expenses by whomsoever made, arising out of the use and/or occupation of the property at which the CAPCON 2023 event is held.

All Club personnel must adhere to all direction of the Vendor Coordinator. All decisions of the Vendor Coordinator are final. Failure by the Club to adhere to direction of the Vendor Coordinator or any of the terms and conditions may result in exclusion/expulsion from the CAPCON 2023 event, and possibly being denied from future CAPCON events.