

2018 ANNUAL PLANNING CONFERENCE & EDUCATION SESSION



Exhibitor Form April 30 - May 2, 2018 Black Knight Inn, Red Deer, Alberta

Contact Name: _____

Firm or Organization: _____

Address: _____ City: _____

Postal Code: _____ E-mail: _____ Phone: _____

Name of person(s) attending _____

You may register separately for the Conference which includes one ticket for each of the Luncheon and the Banquet. (current value at \$475.00) and/or for the Education Session (current value at \$125)

Display Space Details:

- Displays will be set up along the perimeter walls in Salon DE within the Conference space – spaces will be assigned.
- Each display space consists of a maximum area 8 feet wide by 5 feet deep (including any tables and chairs).
- **If requested**, a skirted table (8 feet by 2 feet) and two chairs will be provided as part of the regular cost.
- Displays may be set up as early as **8:00 am, Monday, April 30 but must be set up and ready by Monday 1:00pm. They must be removed from the conference space by 12:15pm Wednesday, May 2nd.**
- Extra Luncheon and Banquet tickets will be available during the Conference (Lunch: \$35/person; Banquet: \$60/person) if the person at the booth has not registered for the conference.

We, the above Organization would like to reserve Display Space(s) as Follows:

Number of display spaces (Note: one banquet ticket included with each space purchased) <\$250 each>

Number of complimentary chairs required.....<Maximum of 2 Included/Space>

Number of complimentary tables required (skirted)<Maximum of 1 Included/Space>

Number of electric outlets required..... <included>

Payment Details:

Payment
Amount
Enclosed

Payment
Amount
To Follow

Invoice
Amount
To Above
Organization

Display
included with
conference
sponsorship

To Complete Your Display Space Reservation, Please Return This Form and Payment To:

Acceptance – The undersigned is authorized to commit to the conditions of this contract.

Name

Signature

Date

GST not applicable. Credit card payment is not available. Payment may be made by e transfer direct deposit or by cheque made payable to: Community Planning Association of Alberta.

MAP of the conference space is on the next page for your reference.

Community Planning Association of Alberta. Please complete the form and return with payment to:
CPAA Office, 205-10940 166A Street NW, Edmonton, AB T5P 3V5 780.432.6387 cpaa@cpaa.biz

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This is a map of the conference space. The coffee breaks and buffet breakfasts are in Salon DE.

During the sessions, the partition wall is closed in between Salon DE and Salon ABC, however, there is a door and that is usually open.

