

**The 2008**  
**GREAT LAKES &**  
**ST. LAWRENCE CITIES INITIATIVE**  
**CONFERENCE**  
**EXHIBITOR REGISTRATION PACKAGE**



*Don't miss out on this unique opportunity  
for interaction  
with key municipal decision makers.*

July 16th to 18th, 2008  
Sheraton Centre  
Toronto, Ontario, Canada



# **The 2008** **GREAT LAKES &** **ST. LAWRENCE CITIES INITIATIVE** **CONFERENCE**

## **EXHIBITOR REGISTRATION PACKAGE**

The City of Toronto is pleased to host this year's Great Lakes and St. Lawrence Cities Initiative Annual Meeting and Conference. The GLSLCI is a bi national coalition of mayors and other local officials that work actively with federal, state, and provincial governments to advance the protection and restoration of the Great Lakes and St Lawrence basin.

This year's Conference is expected to attract approximately 250 international Delegates representing over 100 participating members and other interested parties.

### **If your business has something to do with;**

- ▶ Water, Wastewater and "Green" Infrastructure
- ▶ Environmental Solutions
- ▶ Ecological Restoration
- ▶ Source Water Protection
- ▶ Lake-based Industries
- ▶ Waterfront Promotion & Tourism
- ▶ Recreational Water-sports

**Don't miss out on this unique opportunity for interaction with key municipal decision makers.**

**Exhibitor Registration & Order Form**  
**GREAT LAKES & ST LAWRENCE CITIES ANNUAL**  
**MEETING AND CONFERENCE**  
July 16th to 18th, 2008, Sheraton Centre, Toronto

**Please note:** All orders for GLSLCI Annual Meeting and Conference must be pre-paid. Non-payment prior to start of conference may result in cancellation of registration and/or a higher exhibitor registration fee.

Please ensure that all information is complete before submitting this form.

Please print this application as it cannot be processed unless accompanied by proper payment and a signed rules and regulations agreement.

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(Above person will receive all correspondence regarding GLSLCI Annual Meeting and Conference)

**Complimentary Registration #1**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Complimentary Registration #2**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Names of Booth Workers:**

(Please note that if we do not receive this completed information by June 1st, 2008 we will not be able to provide personalized exhibitor badges.)

Booth Worker 1 Name: \_\_\_\_\_

Booth Worker 2 Name: \_\_\_\_\_

Booth Worker 3 Name: \_\_\_\_\_

Booth Worker 4 Name: \_\_\_\_\_

(If your organization is GST exempt (please attach written certificate of exemption))

**Note:** This information will be used to profile your organization in the Show Guide distributed to all Delegates.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Website: \_\_\_\_\_

2 Line Description Regarding Your Business:

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### Silent Auction

My contribution to the Silent Auction will be \_\_\_\_\_

#### GLSLCI MAYORS CONFERENCE EXHIBIT BOOTH FEE \$1500+ GST

- ▶ 10 ft wide by 8 ft deep space (Note: some space variations may apply depending on location)
- ▶ Electrical outlet, 1 table, two chairs and a waste basket
- ▶ 2 full complimentary Conference Registrations
- ▶ Booth Worker badges available on a limited basis
- ▶ Company listing and brief outline noted within the a separate Show Guide distributed to all Delegates, VIP's, Speakers, Sponsors and Exhibitors
- ▶ Corporate product/service insert in delegate packages (subject to "green" formatting)
- ▶ Specialized programming to facilitate networking
- ▶ Access to the Sponsor/Exhibitor VIP Suite featuring complimentary beverages and snacks

All prices are \$CDN.

### Payment Information

REGISTRATION OF AN EXHIBIT SPACE CAN BE MADE BY MAILING OR FAXING A COMPLETED REGISTRATION FORM TO:

Great Lakes and St. Lawrence Cities Initiative  
177 North State Street, Suite 500  
Chicago, Illinois 60601  
Attention: Melissa Soline, Program Manager

FAX NO: 312-553-4355

PAYMENT MUST FOLLOW IMMEDIATELY. CHEQUES ARE TO BE MAILED TO:

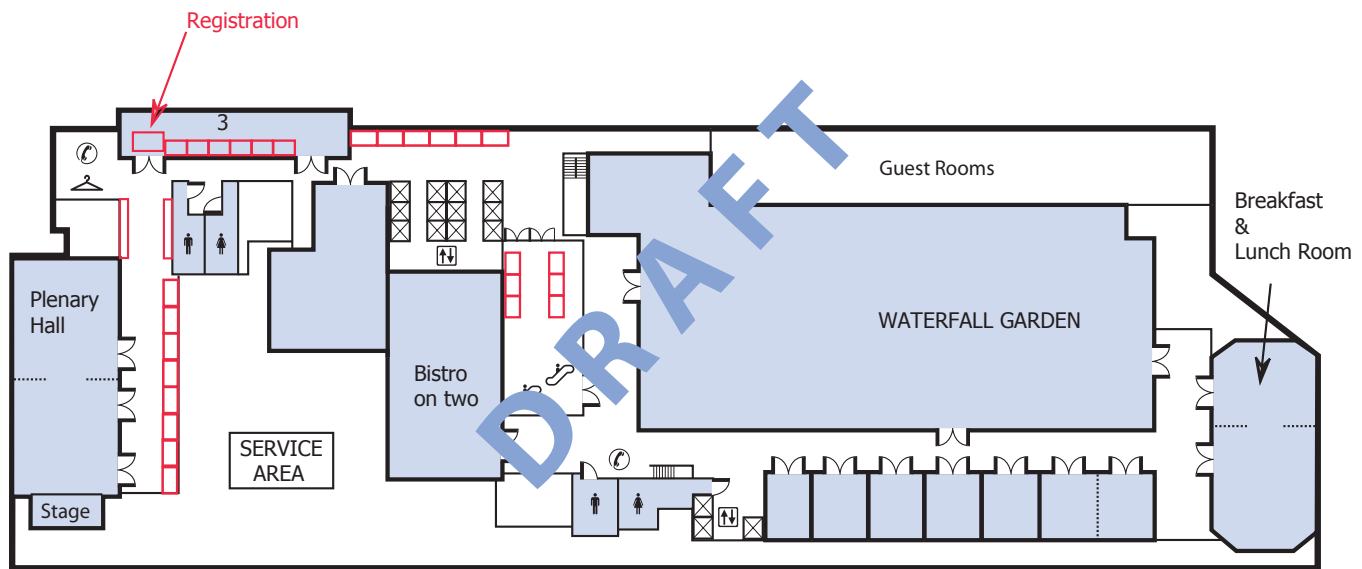
Great Lakes and St. Lawrence Cities Initiative  
177 North State Street, Suite 500  
Chicago, Illinois 60601  
Attention: Melissa Soline, Program Manager

**NOTE:** UPON RECEIPT OF A COMPLETED REGISTRATION FORM AND PAYMENT CHEQUE, OUR REPRESENTATIVE WILL CONTACT YOU TO CONFIRM UP YOUR PREFERRED EXHIBIT SPACE LOCATION

All orders for GLSLCI Annual Meeting and Conference must be pre-paid. Non-payment prior to start of Conference may result in cancellation of your reservation and the location you selected may be offered for sale. To avoid disappointment and secure the location you desire, please ensure full payment is submitted as soon as possible.

For non-Canadian exhibitors, GST payments are refundable from Canada Customs and Revenue Agency.

For Further Information Please Contact Selena, Exhibitor Sales and On-Site Logistics at:  
Phone: 519-440-6890



### Booth Assignment and Confirmation

Locations are assigned on a first-come, first-served basis. Once your payment is received, we will contact you to confirm your preferred booth location based on availability. Your booth will be officially recorded and confirmation will be sent to you via e-mail or fax.

For the latest floor plans and exhibitor lists, please check the Conference Website at [toronto.ca/great-lakes-stlawrence/](http://toronto.ca/great-lakes-stlawrence/) or call Selena at 519 440 6890 to inquire about availability.

### Cancellation Policy

Cancellations must be received in writing by June 1st, 2008. A cancellation fee of 50% of the total price of your order may apply. Cancellations received after June 1st, 2008 will not be refunded and the exhibitor shall be responsible for full payment of all goods and services ordered whether or not the exhibitor uses these products and services.

### Set up, Tear Down and Exhibitor Hours

**Set-up:** Exhibitors must begin moving in and setting up their displays at the Sheraton Centre no sooner than 2:00 p.m. and must be finished no later than 6:00 p.m. on Wednesday July 16, 2008. ALL EXHIBITORS MUST HAVE THEIR SETUP COMPLETE AND READY FOR THE EXHIBIT OPENING ON THURSDAY JULY 17TH AT 7:30 a.m. A representative will be on site during the setup period to welcome you, provide directions and answer any questions you may have.

**Exhibitor Hours: Please refer to the Tentative Exhibitor Schedule.**

**Tear down:** Tear down begins at 11:00 a.m Friday July 18th. GLSLCI and the Sheraton Centre are not responsible for exhibit materials not removed after 3:00 p.m. July 17th, 2008 . The Sheraton Centre advises its practice is to dispose of exhibit materials remaining after that time unless alternate arrangements have been made in advance.

**GLSLCI Annual Meeting and Conference Contact information**

Below are the contact names and numbers for the GLSLC Exhibitor & Sponsorship team. Please contact directly the individual who can best address your needs.

**Exhibitor Sales & Marketing and On-Site Logistics**

Selena at 519 440 6890 or glsl.toronto@gmail.com

**Billing & Accounts**

Melissa at 312-201-4517 or melissa.soline@glslcities.org

**EXHIBITOR SCHEDULE (TENTATIVE)**

**WEDNESDAY JULY 16TH**

2:00 p.m. to 6:00 pm. Move In

**THURSDAY, JULY 17TH**

7:30 a.m. Exhibit Hall Open  
8:00 a.m. to 9:00 a.m. Breakfast  
10:30 a.m. to 11:00 a.m. Coffee Break with Exhibitors  
12:00 p.m. to 1:15 p.m. Lunch  
1:15 p.m. to 2:00 p.m. Coffee & Dessert with Exhibitors  
5:00 p.m. Exhibit Hall Closed

**FRIDAY, JULY 18TH**

7:30 a.m. Exhibit Hall Open  
9:00 a.m. Breakfast  
10:30 to 11:00 Coffee Break with Exhibitors  
11:00 Tear Down

**Note:**

Specialized programming throughout the event includes an ongoing "Silent Auction" and continuous coffee stations in key locations to facilitate Delegate/Exhibitor interaction

**THIS SCHEDULE IS TENTATIVE ONLY AND IS SUBJECT TO CHANGE.**

# GLSLCI 2008 ANNUAL MEETING AND CONFERENCE

## Exhibitor Rules and Regulations

### Definitions

"GLSLCI" means the Great Lakes St. Lawrence Cities Initiative.

"Exhibitor" means the Company signing this document.

"Facility" means the Sheraton Centre in Toronto.

### Exhibitor's Floor Plan & Positioning

GLSLCI reserves the right to alter the floor plan, if necessary, without notice and to reposition exhibitors with reasonable notice.

### Advertising Material

An Exhibitor may distribute advertising material from its booth. In the event of a complaint arising from such distribution, the matter shall be referred to GLSLCI for final resolution.

### Subletting Prohibited

Exhibitors are prohibited from assigning, subletting, or apportioning the whole or any part of the space allotted to them without the prior consent of GLSLCI.

### Rules & Regulations of the Facility

Exhibitors shall abide by all rules and regulations of the Facility respecting the exhibits or any matter connected therewith.

### Liability & Indemnification

Exhibitors are responsible for any and all damage to the Facility's property

and equipment, whether caused by transportation, installation or dismantling of displays, posters, signs, and whether caused by those in attendance, or the Exhibitor's employees and/or guests.

GLSLCI and the Facility will not be responsible for loss and/or damage or injury, no matter how caused, to exhibits, merchandise, or personnel, while such are on the Facility's property.

The Exhibitor agrees that he/she will indemnify and save harmless at all times GLSLCI and the Facility from all claims, demands, suits or actions of any kind, including claims or rights created by statute for loss, expense, damage, or injury (including death), to persons or property, caused or contributed to by reason of the Exhibitor's occupation of the exhibit space, or by an act or omission of the Exhibitor in connection with his/her delivery, setting up, or dismantling his/her exhibit, or by reason of the Exhibitor failing to comply with the provisions of this Agreement. The Exhibitor shall provide his/her own comprehensive public liability insurance.

### Protection of Exhibitor's Property

The Facility and GLSLCI are not responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft,

damage by fire, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.

Security staff may be on duty in the exhibit area during the Conference, however, their presence does not constitute acceptance of any responsibility by GLSLCI or the Facility for security of the Exhibitors' possessions, but is a service rendered only to assist the Exhibitor during the show.

### Compliance with Laws & Indemnification

The Exhibitors will not do or permit anything to be done in, upon, or about the leased space, or the building, or bring or keep anything therein which will in any way conflict with the regulations of the Fire, Police, or Health Departments, or with the rules, regulations bylaws, or statutes of any government authority having jurisdiction over the premises, or the business conducted herein, all of which the Exhibitor undertakes to abide by and conform to.

The Exhibitor covenants and agrees that he/she will indemnify and hold harmless GLSLCI and the Facility against any penalty imposed, or damage arising from the violation of any rules, regulations, laws, or statutes by the Exhibitor, his/her agents, employees, visitors, guests, or licensees.

I understand the above rules and regulations and I and our organization agree to act within these parameters.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_