

TERMS AND CONDITIONS FOR CSEE-CBA 2023 EXHIBITORS

1. Contract

1. Acceptance of your organization's request for Exhibitor Space by the CSEE-CBA 2023 LOC shall constitute a contract between the Exhibitor and the LOC. The terms and conditions of that contract are outlined below.
2. Exhibitor Space will be assigned on a first-come, first-served basis with priority afforded to exhibitors who have participated in past CSEE or CBA Meetings.
3. Exhibitors will be classified as Corporate, Non-Corporate, Cultural, or Social by the CSEE-CBA 2023 LOC as described under Article 11 below and charged \$700, \$350, \$150 or \$0 respectively for exhibit space at CSEE-CBA 2023.
4. We will initially reserve a minimum of 20 booths for Corporate Exhibitors, 6 for Non-Corporate Exhibitors (Agencies or NGO's), and 6 booths for Cultural and Social Exhibitors combined, filling in the remaining booths as demand warrants.

2. Qualifications to Exhibit

The purpose of the Exhibitor Space is to provide a showcase for products, services and pursuits of interest to the attendees of CSEE-CBA 2023. The CSEE-CBA 2023 LOC reserves the right to remove, decline, or prohibit any exhibit which, in its opinion is not suitable to or in keeping with the character of the Meeting. Exhibitors shall refrain from using a public address system.

3. Exhibitor Obligations and Code of Conduct

- Exhibitors shall refrain from any conduct that would detract from the image of integrity or professionalism of the CSEE, CBA or meeting delegates
- Harassment or discrimination of any kind will not be tolerated. Should you be subject to, or witness any inappropriate behaviour or threatening behaviour or language, please notify a CSEE-CBA 2023 LOC Member. Anyone found to be acting in such a manner will have their registration revoked and will be asked to leave the premises immediately
- Name badges must be worn at all times

4. Sub-License of Space

The Exhibitor shall not sub-license transfer, or apportion any part of its allotted space unless specifically approved by the CSEE-CBA 2023 LOC, shall not exhibit or permit to be exhibited any merchandise beyond its own regular products, and shall not exhibit any advertising material not directly pertaining to the products or services being exhibited.

5. Non-delivery of the Building

The CSEE-CBA LOC will not be liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of the law or any other cause beyond its control.

6. Payments and Refunds

To be accepted as an Exhibitor, requests must be accepted by the CSEE-CBA 2023 LOC, at which time your booth will be reserved. Payment should be received within two weeks of acceptance of your request by the LOC, otherwise the booth will be released to other Exhibitors. On-line payment may be made via the secure link on the CSEE-CBA 2023 web site (beepeg2023.ca) or via alternative means arranged with Meeting co-Chair Susan Lingle or Fundraising Chair James Hare (funds.beepeg2023@gmail.com).

- If an Exhibitor withdraws from its commitment to Exhibit at CSEE-CBA 2023, an administration fee of \$75.00 will be charged for the cancellation, if notification of withdrawal is given in writing on or before 1 April 2023
- If an Exhibitor withdraws from its commitment after 1 April 2023, the full fee will be charged and no refund will be provided.

7. Cancellation of contract

The CSEE-CBA 2023 LOC reserves the right to terminate this contract and to withhold from the Exhibitor possession of the Exhibit Space if the Exhibitor fails to comply with the terms and conditions described herein.

8. Damages

The CSEE-CBA 2023 LOC is not and shall not be liable for any damages, whether direct, indirect, general, special, consequential or otherwise, to the Exhibitor, its agents and employees or visitors to its exhibits.

9. Security

The premises are securely locked after hours. This is not an insurance policy. Exhibitors are advised to contact their business insurance agent for appropriate coverage. The CSEE-CBA 2023 LOC assumes no responsibility or liability for theft, losses or damages, however caused.

10. Removal of Booth display and Exhibit Materials

Exhibits will close by 4:00 P.M. on Wednesday, June 14, 2023 with all exhibit materials and display structures must be removed from the Exhibitor Hall by 5:00 P.M. Booth materials not removed by the deadline imposed shall be removed and stored by the CSEE-CBA 2023 at the Exhibitor's expense.

11. Classification of CSEE-CBA 2023 Exhibitors

The LOC encourages Exhibitors whose interests coincide with conference delegates, including, but not limited to, the professional scientific pursuits of the members of the Canadian Society for Ecology and Evolution (CSEE) and Canadian Botanical Association (CBA).

Thus, publishers, scientific equipment vendors, and commercial providers of scientific services (editing, storage, graphics, software suppliers, etc. - Corporate Sponsors) are welcome to book exhibit space (a 10' x 10' booth with 6' linen-draped table and 2 chairs for 12-14 June inclusive) either as part of their formal sponsorship of CSEE-CBA 2023 at the Gold level or beyond, or independent of sponsorship for \$700 (CAD).

Recognizing the importance of both governmental and non-governmental agencies and organizations to the professional life of CSEE and CBA Members, we encourage agencies and organizations (e.g. Agriculture and Agri-Food Canada, Canadian Wildlife Service, Fisheries and Oceans Canada, Ducks Unlimited, The Wildlife Society, Nature Conservancy of Canada, Parks Canada Agency, Wildlife Conservation Society, etc.), whose interests coincide with those of our members to participate through sponsorship, though exhibiting without sponsorship remains possible. Exhibit space is as described above for Corporate Sponsors, yet without sponsorship at the Gold Level or beyond, Non-Corporate Exhibitors will be charged \$350 (CAD) for that space.

Beyond Corporate and Non-Corporate Exhibitors, the CSEE-CBA 2023 LOC encourages the participation of individuals and agencies focusing on the social and/or cultural good as Exhibitors at our meeting. Such Exhibitors will be afforded the same space over the same dates as Corporate and Non-Corporate Sponsors, but will be charged differentially according to their status. Artists and small (local) Not-for-Profit entities (Cultural Exhibitors) will be charged \$150 (CAD), while local Community Groups, Charities, and BIPOC-led Organizations or BIPOC Artists (Social Exhibitors) will be offered Exhibit Space at no charge (e.g., Canadian Black Scientists Network, Centre for Indigenous Environmental Resources).