



CCMEC | Central Canada
Mineral Exploration Convention

CCMEC 2022

November 14th - 15th, 2022

Victoria Inn

Winnipeg, Manitoba

EXHIBITOR PACKAGE

Contacts: **Serena Komonko, Convention Administrator**
Lauren Vogel, Convention Coordinator

Email: coordinator@ccme-convention.ca

Phone: (431) 374-2258

Website: ccme-convention.ca

CCME-CONVENTION.CA



CCMEC 2022

November 14th-15th, 2022

CCMEC is very pleased to be back following a two-year postponement to eagerly reconnect once again with all stakeholders. The previous successful conventions would not have been possible without the support and participation of our sponsors, exhibitors, speakers, and delegates investing their time and effort to the initiative.

The vision for CCMEC is to be one of the international conventions of choice, which will establish central Canada as a global centre for exploration and mining.

The **2022 CCMEC Exhibitor Manual** is here to assist you with planning and preparation for the upcoming convention. We recommend that you read this manual carefully to note features and details of the convention and to have a copy on-hand for setup/takedown.

Please ensure that you follow instructions to complete all order forms. It would be greatly appreciated to receive prompt return of these forms via e-mail (coordinator@ccme-convention.ca) to ensure your chosen services are available to you on time and to help us put on an effective convention.

We would like to make your participation at the Central Canada Mineral Exploration Convention 2022 both successful and enjoyable. If there is any information that you require, or questions we can answer, please do not hesitate to contact us.

We look forward to seeing you in November!

- CCMEC Committee

**2-DAY CONVENTION -- TRADESHOW & POSTER DISPLAYS -- TECHNICAL SESSIONS
-- NETWORKING OPPORTUNITIES -- BUSINESS DEVELOPMENT CONNECTIONS --**



EXHIBITOR INFORMATION

CONTACT INFORMATION

Convention Administrator

Serena Komonko

E: coordinator@ccme-convention.ca

P: 431.374.2258

Convention Location

Victoria Inn Hotel & Convention Centre

1808 Wellington Ave, Winnipeg, MB, R3H 0G3

P: 204.786.4801

EXHIBITOR REGISTRATION INFORMATION

| # OF EXHIBITOR DAYS | ITEM | PRICE | COMPLIMENTARY CONVENTION REGISTRANT PASSES |
|---------------------|---|--------|--|
| 2 | Exhibitor Booth Package <i>* may be included with level of sponsorship</i> | \$800 | 2 |
| 2 | Exhibitor Double Booth Package <i>* limited quantities available</i> <i>* sponsors can upgrade to a double booth for a reduced fee</i> | \$2000 | 4 |
| 2 | Property Showcase Package <i>* does not include convention registration pass</i> | \$75 | 0 |
| 2 | Poster Package <i>* does not include convention registration pass</i> | \$50 | 0 |

Cancellation Policy:

Prior to **OCTOBER 21, 2022** all exhibitor cancellations will be subject to a full refund less a 25% administration fee. There will be no refunds for cancellation made on or after **OCTOBER 21, 2022** . All exhibitor cancellations must be made in writing.



EXHIBITOR SCHEDULE

Exhibitor Set-up

All arrangements for shipping to and from the Victoria Inn Hotel & Convention Centre should be made in advance as there are no onsite shipping offices.

All materials shipped to the convention center should arrive no earlier than 48 hours before the start of the convention. Please advise the Convention Coordinator (Lauren Vogel, coordinator@ccme-convention.ca) of any shipments and include the following information:

Name of Courier being used:

How many boxes:

Date of Delivery:

Time of Delivery:

Date of Pick-up:

Time of Pick-up:

The hotel/CCMEC will not assume any responsibility for the damage or loss of any merchandise and will not assume responsibility for articles left in the hotel before, during or after your function, unless prior arrangements have been made.

The Exhibitor must:

- Notify the shipper that it is their responsibility to load and unload all items in the hotel, Monday to Friday between **9:00 AM and 4:00 PM**. Deliveries will not be accepted between **11:30 AM – 1:00 PM**.
- Be advised, all items that are too large to be removed by hand may require a power tail gate or forklift access. The Victoria Inn Hotel and Convention Centre is not equipped with a loading dock.
- Make all necessary arrangements for pick up by completing all appropriate documents in their entirety i.e. bills of landing, customs etc.
- Notify the CCMEC Convention Coordinator 14 days in advance of any piece that exceeds 5,000 lbs. or 87” high or requires special handling or equipment.

Use of the hotel forklift, scissor lift is available at \$100.00 per hour and must be arranged in advance. Please contact the Convention Coordinator to arrange.



Exhibitor Set-up Continued

All exhibitors should be fully set up **before** the start of exhibitor hours. Exhibitors are invited to set up on Sunday, November 13, or before the start of exhibitor hours Monday, November 14. If you require additional time to set up your booth, we suggest taking advantage of pre-convention set-up or contact the Convention Coordinator for more information.

Sunday, November 13 **5:00 PM – 9:00 PM**

Monday, November 14 **7:00 AM – 8:00 AM**

Exhibitors should check-in at the registration desk upon arrival to receive registrant passes. Volunteers will be available to direct you to your booth and to assist with questions.

Exhibitor Hours

Exhibitors are encouraged to have at least one representative at their booth during exhibitor hours.

Monday, November 14 **8:00 AM – 5:00 PM**

Tuesday, November 15 **8:00 AM – 5:00 PM**

Dismantling

Dismantling and move-out can take place **after 5:00 PM on Tuesday November 15**. **All items must be removed from the exhibitor area by 6:00 PM**. Any items left behind will be subject to a storage fee of \$50 per item, per day after the event. Balance must be paid to the Victoria Inn prior to the release of the item.

EXHIBITOR INCLUSIONS

All exposed parts of displays must be draped or finished to present an attractive appearance when viewed from the aisles or adjoining exhibits. **Vendors should come prepared with all necessary booth materials**. This should include extension cords, power bars, and duct tape for taping cords down. Please note that no displays are permitted in any of the aisles and that staff should remain in exhibit space and are not permitted to stand or exhibit in the aisles.



EXHIBITOR BOOTH PACKAGE

The exhibitor booth package includes the following items:

- **One 6' x 10' booth space.**
- **Two complimentary convention registrant passes.**
- One 15 amp – 120-volt electrical service.
- 8' foot high back drapes.
- 3' high sidewall drapes.
- One 6' display table, covered and skirted, with two folding chairs.
- Access to the all convention events.
- Listing on the CCMEC website.

If you wish to display something outside of what has been listed above, please submit the dimensions to the Convention Coordinator. Any changes to the standard table and chairs set-up are subject to Convention approval and must be received in writing.

PROPERTY SHOWCASE PACKAGE

The exhibitor property showcase package includes the following items:

- One 4' x 6' Velcro poster board
- One 4' display table, covered and skirted.

Exhibitor Property Showcase Packages **do not** include convention registrant passes. Convention attendance **requires registration**. Please contact the Convention Administrator for details.

POSTER PACKAGE

The exhibitor poster package includes the following items:

- One 4' x 6' Velcro poster board

Exhibitor Poster Packages **do not** include convention registrant passes. Convention attendance **requires registration**. Please contact the Convention Administrator for details.



EXCLUSIONS

Items not included in any of the exhibitor packages:

- Booth cleaning
- Internet lines
- Audiovisual equipment rentals
- Storage
- Specialty furniture rentals
- Additional electrical service
- Duct tape, extension cords, etc.

Additional electrical connections can be arranged but must be submitted to the Convention Coordinator no later than 14 days in advance of the event. Please note the fees for additional services below:

Standard 15 Amp – 120 Volt Double Outlet \$75/day
Standard 50 Amp – 220 Volt Single Outlet \$150/day
(Limited service available)
Extension Cords \$25/day



EXHIBITOR SIGN-IN AND MOVE OUT PROCEDURES

Heavy Equipment

Any exhibitor who plans to show heavy or large equipment is required to advise and obtain approval from the Convention Coordinator and the Victoria Inn Hotel & Convention Centre as soon as possible. Details of their transportation into the venue and use during convention are required to make move-in arrangements with Central Display Ltd.

Sign-In

Exhibitors must check-in at the registration desk upon arrival to receive registrant passes. Volunteers will be available to direct you to your booth and to assist with questions.

Move-Out

Exhibits **MUST** be staffed and remain intact through the convention exhibit hours, as the dismantling and move-out period is generally hectic and disruptive to the convention attendees. During dismantling, exhibitors should remain with their booth through the delivery of the empty containers and through the packing, sealing, labeling, and completion of the bills of landing. Most importantly, exhibitors should be present until arrangements for shipping have been confirmed with the Victoria Inn Hotel & Convention Centre.

Return of Empty Containers

Central Display Ltd. will begin returning the empty boxes and crates upon the close of the convention to Exhibitors that have secured Central Display Ltd. material handling service.

Responsibility for Exhibitor Property

As an Exhibitor, you should recognize the importance of safeguarding your booth contents at all times, particularly during move-out. Items within your booth should never be left unattended. The Central Canada Mineral Exploration Convention, Central Display Ltd., and the Victoria Inn Hotel & Convention Centre are NOT responsible for lost or stolen goods.

Sub-letting

No exhibitor may assign, sublet, or apportion the whole or any part of the booth space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials that does not belong to the assigned exhibitor. Penalty for violation may be loss of exhibit space.



GENERAL INFORMATION

Advertising

As a convention exhibitor, you are entitled to free advertising on the Central Canada Mineral Exploration Convention website (ccme-convention.ca). All registered exhibitors will be listed on the CCMEC website upon confirmation.

Automobile, Boat, Trailer, Etc. Display

When vehicles are being brought in for an exhibit or displayed in any form, all fuel tanks MUST be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle. Wheel pads must be placed under vehicle wheels. Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with convention management in case of emergency. Exhibitors should come prepared with a spare key should they not want to relinquish the main key for any equipment. Please advise the Convention Coordinator and Victoria Inn Hotel & Convention Centre of any vehicles for exhibiting.

Badges

All exhibitors and convention attendees must have a registration pass. Each Booth exhibitor will receive two (2) complimentary convention registration passes per booth space rented. Property Showcase and Poster exhibitors **do not include** convention registration passes. If you require additional registrations, please contact the Convention Administrator.

Booth Labour

If you require labour services for your booth/display, including labour for booth installation please contact Central Display Ltd. (info@centraldisplay.ca).

Enclosed or Covered Structures

Enclosed or covered structures are NOT permitted unless certified by the Winnipeg Paramedics & Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors. Please advise the Victoria Inn Hotel & Convention Centre and Convention Coordinator of any enclosed or covered structures.



Exhibitor Contract

All exhibitors must sign the Exhibitor Contract before being allowed on the exhibit floor. The contract, properly executed by the exhibitor, shall, upon acceptance by the Central Canada Mineral Exploration Convention, constitute a binding contract allowing exhibit space in the convention. The organizer shall cease to have any liability under this contract and the applicant, by submitting this contract, hereby acknowledges and agrees to the same. **DUE OCTOBER 21ST**

Fire Regulations

Please review the Victoria Inn Hotel & Convention Centre's fire regulations and policies prior to bringing in flammable equipment, etc. Please advise the Victoria Inn Hotel & Convention Centre and Convention Coordinator of any flammable equipment.

Flammable Fuels

Any exhibitor display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over. Please advise the Victoria Inn Hotel & Convention Centre and Convention Coordinator of any flammable fuels. See Fire Regulations for more information.

Furniture and Display Accessories

Furniture, display accessories, and computer stands can be ordered by contacting Central Display Ltd.

GST Rebates

The 5% Goods and Services Tax (GST) can be recovered post-convention by non-Canadian residents by contacting Revenue Canada. For those agencies that qualify for an exemption, please provide the GST exemption number at time of registration.

Insurance Coverage

Low risk exhibitors with public displays that have no moving machinery, no flammable liquids, heating equipment with exposed elements or open flames, or any other display component that poses a danger to those in attendance are required to sign the Exhibitors Insurance Waiver Release form. **DUE OCTOBER 21ST**

Continued on next page



All exhibitors who do not fall into the above category shall:

- purchase and maintain general liability insurance covering all aspects of their exhibit for the entire duration of the Convention, with terms and conditions satisfactory to the organizer, and with minimum limits of \$3.0 million per occurrence. The organizer shall be added as an Additional Insured to the liability policy with respect to all activities of the exhibitor at the Convention, and the policy shall include coverage for contractual liability and tenants' legal liability.
- be responsible for insuring their exhibits against all risks of loss or damage, including physical damage, destruction, or loss of use. This includes insurance during transit, or while on display at the Convention.
- provide a Certificate of Insurance as evidence of all required insurance coverage.

Janitorial Services

Exhibitors are responsible for keeping their booth space clean and tidy at all times. Empty coffee cups, dirty plates, and other unsightly garbage detracts from the exhibit area in general and individual booths in particular.

Materials Handling

If you require the service of storage and transfer of your display materials to your booth site, please contact Central Display Ltd.

Refund/Cancellation Policy

The Central Canada Mineral Exploration Convention must receive written notice of cancellation **DUE OCTOBER 21ST**. Refunds will be processed and charged a 25% cancellation fee. After October 21st, 2022 no refunds or credits will be issued.

Sign Hanging

If you require signs or banners to be hung, contact the Convention Coordinator.

Signage

If you require any signage or graphics, contact the Convention Coordinator before October 21st, 2022. **DUE OCTOBER 21ST**.



EXHIBITOR CONTRACT

This contract, properly executed by the exhibitor, shall upon acceptance by the Central Canada Mineral Exploration Convention, herein known as "the Organizer", constitute a binding contract allowing exhibit space in the Central Canada Mineral Exploration Convention on November 14th – 15th, 2022. The Organizer reserves the right, in its unfettered discretion, to accept or reject, for any reason whatsoever, any individual applicant. The Organizer shall have the right to assign any contract to any other body or corporation. The Organizer shall cease to have any liability under this contract and the applicant, by submitting this contract, hereby acknowledges and agrees to the same.

STANDARD BOOTH/TABLE EQUIPMENT

The price paid to the Organizer is only for rental of draped space at the Victoria Inn Hotel & Convention Centre as well as:

Booth Exhibitor: two (2) complimentary convention registration passes, one 6' x 10' booth, background and side rails with flame proofed drapes, one covered and skirted 6' table, two chairs, and one electrical hookup.

Property Showcase Exhibitor: one velcro poster board and one covered and skirted 4' table.

Poster Exhibitor: one velcro poster board.

All costs for additional equipment and service(s) such as additional drapery, extra furniture, air hookup, janitorial services, booth labour, and exhibit set up will be paid solely by the exhibitor to Central Display Ltd. in accordance with the exhibitor contract. Costs for additional electrical will be paid solely by the exhibitor to Central Display Ltd. (Central Display is used exclusively by the Victoria Inn for events).

RULES AND REGULATIONS

The exhibitor agrees to abide by the following rules and regulations, as set out in this contract, and agrees that the Organizer shall have full power to interpret, amend, and enforce all Rules and Regulations in the best interest of the convention.

CONTRACTORS

The Organizer will designate contractors to provide various services to the exhibitor. The Organizer will provide limited assistance in facilitating move-in and move-out of exhibitors display material. For larger exhibits requiring forklifts or other equipment,



arrangements must be made in advance with Central Display Ltd. Exhibitors have the right to use their full-time company employees to install and dismantle their exhibit, but not to perform electrical work, plumbing, or anything affecting the building. Central Display Ltd. may set limits on the numbers of people used and the time involved. In such a case, permission for additional labour required must be obtained through Central Display Ltd.

Exhibitors cannot use their own decorating contractors. All exhibitors will be provided with colour coordinated booths already determined by the Organizer. Convention Centre equipment and materials may only be moved by persons authorized by the Victoria Inn Hotel & Convention Centre.

STAFFING OF BOOTH/TABLE

Booth exhibitors are encouraged to have at least one representative at their booth at all times. All persons having any connection with the display are to be familiar with the rules, regulations, and exhibitor hours. Official closing times must be strictly observed. The Organizer or Victoria Inn Hotel & Convention Centre will not be responsible for any convention materials not removed by end of tear down time. Set up, exhibit and tear down times are as follows:

- Set up: **Sunday, November 13th, 4:00 PM – 9:00 PM**
Monday, November 14th, 7:00 AM– 8:00 AM
- Exhibitor Hours: **Monday, November 14th, 8:00 AM – 6:00 PM**
Tuesday, November 15th, 8:00 AM – 6:00 PM
- Dismantling: **Tuesday, November 15th, 5:00 PM – 6:00 PM**

CANCELLATION BY CONVENTION MANAGEMENT

The Organizer will not be liable for delivery of space if it is prevented from holding the convention as the result of the building being damaged or destroyed by fire, act of God, public enemies, strikes, the authority of law, or any other causes beyond its control.

LIABILITY/INDEMNITY

The exhibitor agrees to save harmless and indemnify the organizer from any claims, liabilities, costs, or expenses incurred by the Organizer, as a result of the exhibitor's occupation of the exhibit space at the Victoria Inn Hotel & Convention Centre or breach of the Rules and Regulations set out in the exhibitor contract.



INSURANCE

Low risk exhibitors with public displays that have no moving machinery, no flammable liquids, heating equipment with exposed elements or open flames, or any other display component that poses a danger to those in attendance are required to sign the Exhibitors Insurance Waiver Release form.

All exhibitors who do not fall into the above category shall:

- purchase and maintain general liability insurance covering all aspects of their exhibit for the entire duration of the Convention, with terms and conditions.
- satisfactory to the Organizer, and with minimum limits of \$3.0 million per occurrence. The Organizer shall be added as an Additional Insured to the liability policy.
- with respect to all activities of the exhibitor at the Convention, and the policy shall include coverage for contractual liability and tenants' legal liability.
- be responsible for insuring their exhibits against all risks of loss or damage, including physical damage, destruction, or loss of use. This includes insurance during transit, or while on display at the Convention.
- provide Certificates of Insurance as evidence of all required insurance coverages, along with this signed contract for exhibit space.

FORFEITURE OF SPACE

Any exhibitor removing or dismantling their exhibit display prior to 5:00 PM on November 15th without prior authorization from convention organizers may be denied space at next year's convention. Objectional matter not removed at the request of convention organizers may mean automatic forfeiture of exhibit space.

ENDORSEMENTS

The Organizer does not approve or endorse any specific commercial product or services. Therefore, exhibitors may not state or imply, either verbally or in printed materials, that its products or services are approved, endorsed, or recommended by the Organizer.

Please return original signed contract by October 21st, 2022, via email to coordinator@ccme-convention.ca

Signed: _____

Company: _____

Dated: _____

DUE OCTOBER 21ST



EXHIBITOR INSURANCE WAIVER RELEASE

INDEMNIFICATION

_____ (Company/Individual) shall use due care to ensure that no person is injured, or that no property is damaged or lost, or no rights are infringed, by reason of participating at the Central Canada Mineral Exploration Convention 2022 and shall be solely responsible for:

- a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the participation in the Central Canada Mineral Exploration Convention 2022;
- b) any omission or wrongful negligent act of the undersigned, its employees or agents related to their participation at the Central Canada Mineral Exploration Convention 2022;

and shall save harmless and indemnify the Central Canada Mineral Exploration Convention, its officers, employees, and agents from and against all claims, liabilities and demands with respect to clauses (a) and (b), together with all costs, expenses and fees associated therewith.

All exhibitors are responsible for insuring their own property and the Central Canada Mineral Exploration Convention will not be responsible for any loss or damage to property of exhibitors.

Signed: _____

Company: _____

Dated: _____

Please return original signed contract to: coordinator@ccme-convention.ca

DUE OCTOBER 21ST



EXHIBITOR REGISTRATIONS

All persons operating within the convention will be required to have a Convention Registration Pass. All exhibitors must register their staff for the convention. Two (2) complimentary convention registration passes are included with each Exhibitor Booth Package. If you require additional registration passes, please contact the Convention Administrator.

Registrant #1

| | |
|-----------------------|--|
| FIRST NAME | |
| LAST NAME | |
| EMAIL ADDRESS | |
| COMPANY | |
| TITLE/POSITION | |
| ADDRESS | |
| PHONE | |

Registrant #2

| | |
|-----------------------|--|
| FIRST NAME | |
| LAST NAME | |
| EMAIL ADDRESS | |
| COMPANY | |
| TITLE/POSITION | |
| ADDRESS | |
| PHONE | |

DUE OCTOBER 21ST



EXHIBITOR CHECKLIST

| FORMS TO RETURN | DEADLINE TO ORDER | COMPLETED |
|---|---------------------------------|--------------------------|
| Exhibitor Contract | October 21 st , 2022 | <input type="checkbox"/> |
| Exhibitor Insurance Waiver Release | October 21 st , 2022 | <input type="checkbox"/> |
| Exhibitor Registrations | October 21 st , 2022 | <input type="checkbox"/> |
| ** Victoria Inn Exhibitor Order Form | October 21 st , 2022 | <input type="checkbox"/> |
| ** Central Display Exhibitor Order Form | October 21 st , 2022 | <input type="checkbox"/> |

** Contact the Convention Administrator if you require any additional display materials, electrical materials, (coordinator@ccme-convention.ca) forklifts, etc. outside of what is offered within the standard CCMEC Exhibitor Package as outlined, and they will provide you with these forms.

Please contact the Convention Administrator with any questions you may have.

Serena Komonko, Convention Administrator
(Information, Registration, Invoices, etc.)

Lauren Vogel, Convention Coordinator
(Logistics, set-up/breakdown, etc.)

Email: coordinator@ccme-convention.ca

Phone: (431) 374-2258

Website: ccme-convention.ca