



EXHIBITOR PROSPECTUS AND AGREEMENT

27th Annual CONVENTION AND TRADE SHOW

**November 2 – November 4, 2022
Hyatt Regency Calgary
Calgary, Alberta Canada**



HELICOPTER ASSOCIATION OF CANADA

27th Annual Convention and Trade Show
November 2 – November 4, 2022
Hyatt Regency Calgary
Calgary, Alberta Canada

EXHIBITOR AGREEMENT

In this agreement, the term “Exhibitor” means all employees and/or subcontractors of employees and the “Exhibition” means the HAC 2022 Convention and Trade Show taking place at the Hyatt Regency Calgary, November 2 - November 4, 2022. “HAC” means Helicopter Association of Canada, its employees and contractors.

APPLICATION FOR EXHIBIT SPACE/AGREEMENT

Requests for standard exhibit space must be made on the Exhibit Space Application/Agreement form located both on-line and on the HAC website and shall contain particulars of the exhibit. When this agreement has been executed by the HAC and the Exhibitor and full payment has been made, the application will form the agreement and the application will be processed. **Full payment must accompany the application form.** The HAC reserves the right to accept or refuse any application in their sole and unfettered discretion. A copy of the fully executed agreement will be returned to the Exhibit Coordinator, and the cancellation policy will take effect. Please note terms and conditions for the application and retention of the HAC Associate rate for exhibit space and terms, conditions and penalties or premiums for non-payment of HAC Associate renewal fees as it relates to exhibit fees as outlined below

TYPES OF EXHIBITS

Exhibits shall be only those products or services directly related to the design, operation, or servicing of helicopters, unless otherwise approved by HAC.

TRADE SHOW BOOTH PRICES – Standard Exhibits

Exhibit spaces are 10' x 10' with an 8' high back and two 3' side wings. Any exhibitor planning a display that exceeds the standard wall heights or impedes the sight line of the neighboring exhibitors must receive prior written approval from HAC. Colors will be confirmed in the exhibitor service kit distributed after applications have been received.

Initials: _____
HAC Exhibitor

HAC Operator Member or Associate: C\$22.20 per sq. ft.
Non HAC Operator Member or Associate: C\$30.00 per sq. ft.

EXHIBIT RATES

To exhibit at the HAC rate, your annual renewal for HAC fiscal year 2022/2023, equal to the annual dues level appropriate for your organization, must be received before or at the time space applications are confirmed.

Your booth purchase includes:

2 Exhibitor Conference Registrations **per 10x10 or 10X8**
 Access to All Conference Activities unless indicated "Private Session"

Including: Receptions
 Trade Show Lunch
 Networking Breaks
 Speaker Series
 Show Guide – Company Profile and Contact Details
(not guaranteed after print deadline)

Please Note:

HAC annual membership renewal is due September 1, 2022 for Calgary, Alberta conference year. In order to maintain HAC rate for exhibit space, membership renewal must be paid in full by September 30, 2022 for the Conference 2022/2023 fiscal year. Non-renewal will result in a non-HAC rate premium being assessed and paid on or before October 1, 2022 or booth space will be released for resale – no refund.

The Premium is assessed as the difference between the HAC rate per square foot and non-HAC rate per square foot. HAC Operator Member or Associate applicants MUST agree by initial to this stipulation to maintain HAC rate for space.

To become an Operator member or Associate of HAC, visit www.h-a-c.ca to join online.

If you have questions, or require assistance, please contact:
 Barbara Priestley, Executive Assistant & HAC Member Services
 Tel: (613) 231-1110 ext. 237 Email: barb.priestley@h-a-c.ca

TAX

All fees are subject to Alberta applicable taxes of 5% GST.

EXHIBIT HOURS (Subject to change)

<i>Thursday, November 3</i>	Exhibitor Move-in	0800 - 1500
	Trade Show Official Opening Chairs Reception	1600 - 1800
<i>Friday, November 4</i>	Trade Show	0900 - 1500
	Exhibitor Move-out	1500 - 2300

Initials: _____
 HAC Exhibitor

To maximize delegates' visits to your booth, all meal functions will be served in the exhibit hall. During these hours all booths must be staffed and displays open.

ALLOTMENT OF SPACE

An exhibit hall must be laid out so as to facilitate the flow of traffic of attendees and to provide an overall balance to the hall, while addressing the locations of utility ports, columns, Fire Marshall regulations, facility move-in/out- door sizes and locations, and other restrictions. HAC reserves the right to assign space subject to these parameters and to relocate a booth, should unforeseen circumstances arise. The HAC in their absolute discretion shall deal with all applications for space. The HAC shall be entitled for any reason which, in their opinion, is in the general interest of the Exhibition, to vary the general layout or the situation and area of any particular exhibit space in substitution for that originally allotted and the Exhibitor shall be bound by the HAC's decisions with respect to the allotment of space. Booth separation of competitors is not guaranteed.

PRIORITY ALLOTMENT OF SPACE

Priority 1: HAC Corporate Sponsor Companies

All those companies who are HAC 2022 Corporate Sponsors are offered first selection of booth space. All HAC Corporate Sponsor Companies will be contacted and provided the opportunity to submit an application for Exhibit Space (before space is offered to other HAC members, Associates and previous HAC exhibitors) Space will be assigned in the order in which the applications are received.

Priority 2: HAC Associates & Previous Exhibitors

All those companies who are current HAC Associates or were HAC Exhibitors, but not Corporate Sponsors, will be assigned space on a first come basis. (before space is allocated to non HAC Associates) Space will be assigned in the order in which applications are received and after Priority 1 exhibitors have been placed. **Full payment is required with application.**

Priority 3: All Others

All those companies not meeting the criteria of Priority 1 or Priority 2 exhibitors will be assigned space in the order in which their applications are received and after Priority 1 and Priority 2 exhibitors have been placed. **Full payment is required with application.**

OCCUPATION OF SPACE

If the Exhibitor fails to occupy its allocated booth space by 1800 on Thursday, November 3, 2022, then all payments in respect of the booth space shall be forfeited to the HAC. The HAC has the absolute right to re-let the space without compensation to the Exhibitor and/or claim full payment for the space under the terms of this agreement.

USE OF SPACE

Any other corporate entity or individual may not occupy space leased by the Exhibitor in whole or in part except by express written permission of the HAC. Applications must be submitted in writing prior to the Show Date. No Exhibitor shall assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from the HAC.

Initials: _____
HAC Exhibitor

The Official Show Provider, Levy Show Services will be lead on ALL freight movement for HAC 2022. Contact with Levy Show Services is required.

No Food of any kind shall be brought into the exhibit hall, which has not been purchased by Hyatt Regency Calgary.

No alcohol of any kind shall be brought into the exhibit hall, which has not been purchased by Hyatt Regency Calgary.

Any infraction of these terms may result in the exhibitor being asked to leave the exhibition floor immediately and forfeit their opportunity to exhibit for the balance of the event. Should you wish to serve any food or beverage items within your exhibit space, we invite you to contact the Hyatt Regency Calgary Catering to make these arrangements.

INSTALLATION

Thursday, November 3

0800- 1500

Exhibitors requiring additional set up time are required to contact Barbara Priestley, Executive Assistant at: (613) 231-1110 x 237.

DISMANTLING OF EXHIBITS

Friday, November 4

1500 – 2300

Exhibitors dismantling prior to the close of show hours on Saturday, November 4th may be subject to penalty. Exhibitors requiring additional dismantle time are required to contact HAC Administrative Services at (613) 231-1110 x 237

Freight remaining after 2300 hrs. Friday, November 4th will be considered abandoned and will be removed by Levy Show Services at the exhibitor's expense.

SERVICE CONTRACTORS

Levy Show Services Inc. has been selected as the Official HAC Calgary 2022 Service Contractor. An Exhibitor Service Kit will be distributed to your Exhibit Coordinator.

Levy Show Services Tel: (604) 277 1726 Email: operations@levyshow.com

Levy Show Services Inc., HAC Calgary 2022 Official Services Provider for the following services:

- **Classic Furnishing**
- **Specialty Furnishings**
- **Carpet Rental (Note: Hyatt Regency Calgary is a carpeted facility)**
- **Signs/Graphics**
- **Installation/Dismantle Supervision**
- **Labor**
- **Transportation/Customs**
- **Rental Displays – Standard and Custom**
- **Material Handling**
- **Carpet Cleaning**
- **Plants**

Initials: _____
HAC Exhibitor

BOOTH CARPET

Your booth **includes** standard hall carpet. **Trade Show Hall IS CARPETED.**

BOOTH FURNISHINGS

Your booth **does not include furnishing nor electrical service.** Furnishings may be ordered through your show contractor, Levy Show Services Inc. Forms will be available in the exhibitor service kit distributed by Levy after applications have been received.

BOOTH ELECTRICAL

The HAC will provide general room lighting. Exhibitors' electrical requirements are **not included** in the price of booth space and are the responsibility of the exhibitor. Hyatt Regency Calgary will exclusively provide electrical services. Order forms will be available in the exhibitor service kit distributed by Levy Show Services after applications have been received.

BOOTH AUDIO VISUAL

Encore is assigned as HAC 2022 Official AV Provider. Encore order forms will be provided for all your exhibiting requirements.

SHIPPING

Pre-Convention: It is strongly recommend that exhibitors ship through Levy Show Services Advance Warehouse. Forms will be included in the exhibitor package.

Post-Convention: All freight must leave by 2200 hrs. November 4, 2022. Freight remaining will be considered abandoned and will be removed by Levy Show Services at the exhibitor's expense.

HELICOPTERS Magazine has been appointed our official publication for HAC 2022.

Opportunities will be available for advertising within the HAC 2022 Conference Show Guide that will be distributed at conference registration and also be available in a digital format. Advertising rates will be made available with your exhibitor kit.

EXHIBITOR REGISTRATIONS

Each booth space rented and paid for **INCLUDES** two (2) complimentary, partial registration packages. The partial registration package includes access to all meetings, presentations, the Trade Show, the Annual General Meeting, and all food and beverage functions served within the Exhibit Hall.

ADDITIONAL REGISTRATIONS:

Additional exhibitor personnel are required to purchase conference registration.
Conference registration will be available soon on-line through the HAC website: www.h-a-c.ca

The #4 and more discounted conference registration rate is available to HAC Operator Members only in an effort to encourage greater participation of Operator Members.

HAC rates are not extended to guests, customers, companions or other participants. Guests, customers or other participants must register independently as Full Registrations under their own company or personal names.

Spouse/Partner Registrations must meet the criteria.
ALL Registration details are available on the Attendee Registration Form.

Initials: _____
HAC Exhibitor

MEDIA RELEASE: By registering and/or attending this event, you hereby consent to and authorize HAC to use your name and any photographs, images and/or audio-video within which you may be included on HAC's website (www.h-a-c.ca) as well as in HAC print and marketing publications without compensation and further explicit authorization. The use of such media by HAC will be solely for educational, promotional and informational purposes.

SPONSORSHIP & MARKETING OPPORTUNITIES

HAC will make available a prospectus outlining a variety of Sponsorship and Marketing opportunities related to the 2022 Conference. The prospectus will be available online once released. To discuss Sponsorship or Marketing opportunities please contact Barbara Priestley: barb.priestley@h-a-c.ca or call (613) 231-1110 ext. 237

ADVERTISING MATTER

All handbills, printed matter or advertisements of any kind intended for distribution or display within the Exhibition may only be distributed from the Exhibitor's stand and the Exhibitor shall not distribute printed matter, or literature, of any nature in the vicinity of the entrances or exits. Exhibitors must not station any attendants, or place anything in or over the gangways, or upon any space other than that allotted to them. Attendants must not promenade in the Exhibition Building for advertising purposes, nor use audible means of attracting the attention of visitors, to the annoyance or inconvenience of other Exhibitors. The Exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry attendees from the exhibit hall and meeting rooms during the hours of all show activities.

FOOD, BEVERAGE, TOBACCO, AND ALCOHOL

The sole right for the distribution and sale of any article of food, drink (whether alcoholic or not) or tobacco is held by Hyatt Regency Calgary and no Exhibitor may sell, give away or distribute any such article without the written consent of the HAC.

CLEANING AND/OR DAMAGE

The HAC will arrange cleaning of all public areas. Exhibitors requiring special cleaning services agree to make arrangements, at their own expense, with Levy Show Services, forms to be included in the exhibitor kit. Exhibitors are responsible for the cleaning of their own exhibit space immediately following the close of the Exhibition. Exhibitor spaces left in an untidy condition will be cleaned by the HAC and the Exhibitor will be charged by the HAC in an amount in the sole discretion of the HAC. The Exhibitor is liable for any damage caused to the building floors, walls or columns. The exhibitor may not apply paint, lacquer, adhesives, stickers, or other coatings to any part of the floor or building.

EFFECT AS DEFAULT IN PAYMENT

In the event that an Exhibitor shall fail to pay all amounts due hereunder when due, the HAC may, without affecting remedies of the HAC, bar the Exhibitor from taking possession of the space granted by this agreement, may retain any sums previously paid by the Exhibition without any rebate of allowance whatsoever to the Exhibitor.

INSURANCE LIABILITY

The HAC will not be responsible for damage to property or any exhibit caused by fire, storm, tempest, lightning, national emergency, war, labor dispute, strikes, lockouts, civil disturbance, explosions, inevitable accidents, force majeure, or any other cause or for any loss if damage occasioned, if by reasoning of the happening of such events, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition.

Initials: _____
HAC Exhibitor

The Exhibitor shall, from the time of assuming control over the rented space, maintain Public Liability and Property Damage Insurance, to a limit of CAN\$2,000,000 inclusive, until the rented space is released back to the HAC. The Exhibitor agrees that they must be able to show proof of insurance in the amount of CAN\$2,000,000 Bodily Injury and Property Damage. This provision also applies to any contractor they may employ. The Exhibitor agrees that this Insurance Policy held by the Exhibitor must name the Helicopter Association of Canada (HAC) as an Additional Insured.

The Exhibitor assumes the entire responsibility and liability for losses, damage and claims arising out of any loss, injury or damage to exhibitor's displays, equipment and other property brought onto the premises of Hyatt Regency Calgary and shall indemnify and hold harmless Hyatt regency Calgary, the HAC, the Hotel agents, servants and employees from any and all such losses, damages and claims. The Exhibitor acknowledges that the Hyatt regency Calgary shall not maintain insurance covering exhibitor's property and it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance, or any other such relevant coverage's as may be required, covering such losses by the Exhibitor. The Exhibitor acknowledges that neither the HAC nor the Hyatt Regency Calgary provide security services for exhibits or Exhibitors under the terms of this Agreement, and Exhibitors in need of security services should contract those services independently, with the approval of the HAC.

SEVERABILITY

If any changes of clauses or part or parts of clauses in the Contract and Regulations and Conditions are illegal, unlawful or unenforceable, it or they shall be considered separate and severable from the agreement and the remaining provisions of the agreement shall remain in full force and effect and shall be binding upon the parties hereto as though the clause or clauses or part or parts of clauses had never been included.

AUTOMATIC COVID-19 REBOOK

The parties acknowledge the circumstances in effect on the effective date of this Agreement relating to SARS-CoV-2, also known as "COVID-19, namely, the World Health Organization's declaration of a global coronavirus pandemic and related government-mandated travel restrictions, warnings, "lockdowns" and meeting size restrictions, many of unknown duration, which have had, and may continue to have, a substantial impact on business. Should the HAC 27th Annual Convention and Trade Show be cancelled due to the above mentioned pandemic conditions (or subsequent new or emerging declarations of Pandemic), booth payment and delegate registrations paid to HAC will be either refunded in full or applied towards 2023 booth purchase at 2022 rates. The choice will be the decision of the exhibiting company. Decision to request refund or apply payment to 2023 must be made within 21 days of notice of cancellation as outlined in this clause.

The previous will not affect either party's right to terminate this Agreement under the section titled "**CANCELLATION POLICY**" in accordance with its terms, except with regard to the global coronavirus pandemic described in the previous paragraph.

CANCELLATION POLICY

Exhibit space may be cancelled by notifying HAC Administrative Services **in writing only**. Cancellations received up to and including September 1, 2022 will receive a 50% refund. **Cancellations received after September 1, 2022 will not be reimbursed.**

At any time you require assistance or additional information contact:

Barbara Priestley, Executive Assistant
Helicopter Association of Canada,
1830 Walkley Road #94 Ottawa, ON K1H 8K3
Email: barb.priestley@h-a-c.ca Tel: (613) 231-1110 ex. 237, Fax: (613) 369-5097

Initials: _____
HAC Exhibitor

We Proudly Salute Our 2022 Corporate Sponsors:

AIRBUS

airwork



 **BMG**
INSURANCE BROKERS

 **Gallagher**
Insurance | Risk Management | Consulting

 **LEONARDO**
HELICOPTERS

 **Marsh**

 **SAFRAN**

 **StandardAero**

wtw

Initials:
HAC Exhibitor