

Dear Future Sponsor,

We invite you to join a dedicated group of organizations who support the Manitoba GIS User's group (MGUG) by sponsoring Manitoba's premier GIS event, the **MGUG Annual Conference on October 23<sup>rd</sup> at the Manitoba Museum** in Winnipeg, Manitoba.

MGUG's membership is now over 1500 people and it continues to grow. Our goal is to facilitate communication between people interested in GIS, cartography, and geomatics. As a non-profit organization, membership in MGUG has always been free and we hope to keep it this way through the support of our generous sponsors.

Every year MGUG's Fall Conference brings together over 300 GIS professionals from the private industry, government, non-profit agencies, and education sectors. When you sponsor our Conference you are participating in an exceptional event and increasing your organization's exposure to a diverse audience of geomatics professionals and decision-makers from across Manitoba. We have provided a variety of sponsorship levels in order to serve your organization's needs.

	Diamond \$3000+	Platinum \$2000	Gold \$1500	Silver \$1000	Bronze \$750	Exhibitor \$500
Complimentary Conference Registration	4	3	2	2	1	1
Logo Presence <sup>1</sup>	Largest	Large	Medium	Small	Smallest	Smallest
Exhibitor Booth	✓	✓	✓	✓	✓	✓
Opportunity to contribute items to delegate package	✓	✓	✓	✓	✓	✓
Inclusion in the MGUG Geomatics Directory	✓	✓	✓	✓	✓	✓
Logo in Conference Program <sup>2</sup>	✓	✓	✓	✓	✓	✓
Logo on Conference Webpage	✓	✓	✓	✓	✓	✓
Signage at Registration Desk	✓	✓	✓	✓	✓	
Logo on Main Screen During Breaks	✓	✓	✓	✓	✓	
Recognition at Breakfast	✓	✓	✓	✓		
Preferred Booth Location	✓	✓	✓			
Recognition at Coffee Break	✓	✓	✓			
Acknowledgement on Social Media	✓	✓	✓			
Recognition During Lunch	✓	✓				
Opportunity to address delegates during Conference (5 min)	✓					
Logo on Nametags	✓					
Logo on tables	✓					
Sponsorship Logo on Website for 1-YEAR	✓	✓	✓			
1-Year Add-On +\$500	Sponsorship Logo on Website and Communications for 1 YEAR <sup>3</sup>			✓	✓	✓

1. Order of appearance will be based on size of contribution, for same size contributions, order of appearance will be on first-come, first-serve basis.

2. Sponsorship must be received by October 1<sup>st</sup> to be included in printed materials

3. This Add-On is part of the Diamond, Platinum and Gold Sponsorship Level. It can only be added to Silver Bronze or Gold Level

Your contribution helps to make MGUG the meeting place for GIS professionals in our Province. We appreciate your contribution and look forward to make this event successful for you.

Thank You,  
 MGUG Board  
[info@mgug.ca](mailto:info@mgug.ca)

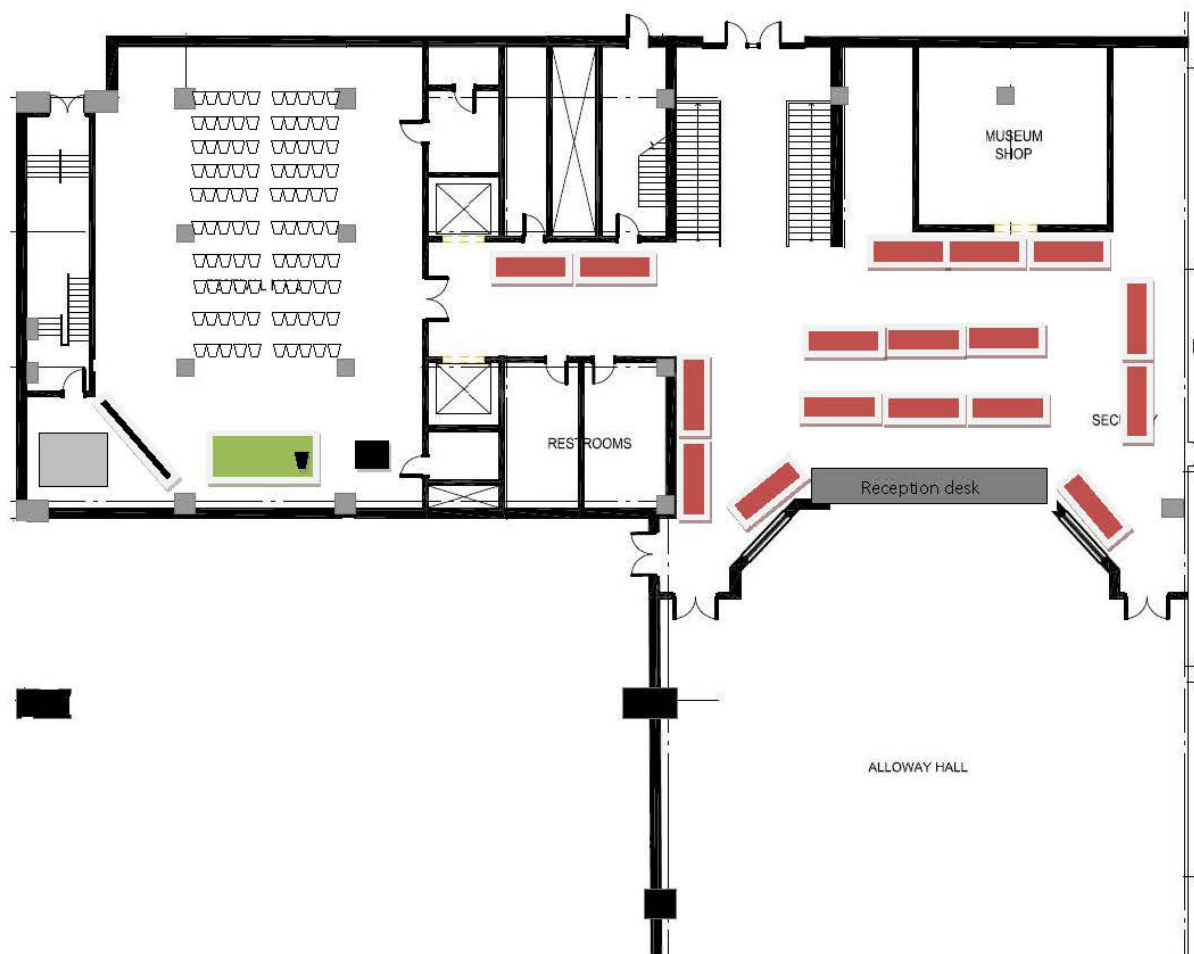
# Exhibitor Information

## Location

The **Manitoba Museum** is the province's largest, not-for-profit heritage and science centre for its vivid portrayal of Manitoba's rich and colourful history, Planetarium shows, and Science Gallery exhibits. Located conveniently in the heart of Winnipeg's Exchange District at 190 Rupert Avenue.

## Display Locations

Display space will be made available in the foyer and will be based upon conference sponsorship level and any electrical requirements. Please report to the museum reception desk upon arrival and you will be directed to your booth/display location. Please see the Museum floorplan included below for reference. The red boxes indicate the location of exhibitor booths. Booths located along the outer row will have access to electrical outlets.



## Set Up Time

Exhibitors are invited to set up early on Sunday, October 22<sup>nd</sup> from 6:00 pm – 9:00pm or Monday, October 23<sup>rd</sup> from 7:00 am – 7:30 am. If you require additional time to set up your booth, we suggest taking advantage of the early set up time and joining us for the pre-conference mixer in the Science Gallery.

## Exhibitor's Hours

Breakfast to close of the day: Monday, October 23<sup>rd</sup> 7:30 am – 5:00 pm

## Removal Time

Move-out can take place after 3:00 pm. All items must be removed by 7:00 pm.

## Exhibit Booth/Information Table

All exposed parts of displays must be draped or finished to present an attractive appearance when viewed from the aisles or adjoining exhibits, and must not be objectionable to the MGUG Board or other exhibitors. Each table will be provided a table cloth and 2 chairs.

### **Exhibit Booth Accessories**

Vendors should come self-contained with all necessary booth materials. This should include extension cords, power bars and duct tape for taping cords down. Wireless Internet is available from the Museum. The connection information will be provided upon request.

### **Exhibit Attendee List**

All persons operating within the Conference theatre will be required to have a Conference pass. All vendors must register their staff for the Conference and pay an admission fee\* for the conference.

*\*Your admission fee may be included depending on Conference Sponsorship Level.*

### **Shipping and Receiving**

All shipments sent to the museum will only be received on October 19<sup>th</sup> and 20<sup>th</sup>. Packages should contain the following shipping information:

TO: Manitoba Museum ATTN: Liette Robert  
190 Rupert Avenue Winnipeg, Manitoba R3B 0N3  
C/O: October 23, 2017, MGUG Conference, # of boxes

### **The Museum will not:**

- Receive items prior to October 19<sup>th</sup>
- Assume any responsibility for the damage or loss of any merchandise
- Assume responsibility for articles left in the museum before, during or after your function, unless prior arrangements have been made.

Due to limited space, all items must be removed immediately following the event. Any items left will be subject to a storage fee or will be discarded.

### **The Exhibitor must:**

- Notify the shipper that is their responsibility to load and unload all items in the museum. All items that are too large to be removed by hand may require a power tail gate or fork lift access.
- Make all necessary arrangements for pick up by completing all appropriate documents in their entirety i.e. bills of landing, customs etc.

### **Door Prizes**

We welcome your participation in our door-prize events. Door-prize draws will take place at 4:30 pm and your participation will be acknowledged at that time.

### **Conference Events**

Trade show attendees are welcome and encouraged to participate in the pre-conference mixer at the Science Gallery and the informal post-conference get-together immediately following the conference.

## Accommodation

If you or your team require accommodation for the event, the following hotels are located nearby:

<p><b>ALT HOTEL</b> 310 Donald Street 1-844-946-6258 RESERVATIONS.WINNIPEG@ALTHOTELS.CA</p>	<p><b>MERE HOTEL</b> 333 Waterfront Drive 204-594-0333 or 1-855-799-1109 WWW.MEREHOTEL.COM</p>
<p><b>INN AT THE FORKS</b> 75 Forks Market Road 804-942-6555 or 1-877-377-4100 RESERVATIONS@INNFORKS.COM</p>	<p><b>FAIRMONT</b> 2 Lombard Place 204-957-1350 or 1-800-257-7544 WWW.FAIRMONT.COM/RESERVATIONS/CHECK-AVAILABILITY/</p>

*Be sure to make mention you are attending the MGUG 2017 Fall Conference to receive a discounted room rate, if applicable.*

## Directory of Key Contacts

<p><b>MANITOBA MUSEUM</b> Liette Robert 204-988-0665  Email: <a href="mailto:LRobert@manitobamuseum.ca">LRobert@manitobamuseum.ca</a> Web: <a href="http://www.manitobamuseum.ca">www.manitobamuseum.ca</a></p>	<p><b>MGUG CONFERENCE CONTACTS</b>  Cassandra Clouston Phone: 204-981-2700  Jocelynn Johnson Phone: 204-803-1750 Fax : 1-204-945-1365</p>
<p><b>MGUG SPONSORSHIP DIRECTORS</b>  Darren Wanless 204-799-5998 Melissa Turner 204-293-4415  Email: <a href="mailto:sponsorship@mgug.ca">sponsorship@mgug.ca</a> Web: <a href="http://www.mgug.ca">www.mgug.ca</a></p>	<p><b>MAIL:</b> Manitoba GIS User Group 1007 Century Avenue Winnipeg, MB R3H 0W4 Email: <a href="mailto:info@mgug.ca">info@mgug.ca</a> Web: <a href="http://www.mgug.ca">www.mgug.ca</a></p>

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## MGUG Fall Conference General Terms & Conditions

1. **Conformity of Government Laws and Regulations:** All participants at a MGUG event must conform to governmental laws and regulations.
2. **The MGUG Logo and Use of Its Name:** The MGUG name or logo may not be used in any advertisement, promotional material, or follow-up mailings without the permission of MGUG.
3. **MGUG Endorsements of Product & Services:** Sponsoring or exhibiting at a MGUG event does not constitute an endorsement of any product or service.
4. **Trademarks:** MGUG will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any sponsor or exhibitor.
5. **MGUG Reserves The Right To Reject Any Request:** MGUG reserves the right to decline or reject any request for a sponsorship or exhibit, for any reason, at any time, without liability, even if previously acknowledged or accepted.
6. **Prizes, giveaways, food, or any other material** donated or brought on site by sponsors/exhibitors is subject to approval by MGUG.
7. **Content Rights:** MGUG shall retain all rights, title and interest in & to all of the content and materials (including intellectual property such as copyrights, trademarks, service marks, trade names) used and/or developed in relation to or in connection with MGUG, including but not limited to all materials produced pursuant to this Agreement.
8. **License to use sponsor's identity marks:** The sponsor or exhibitor grants to MGUG a limited, non-exclusive license to use its name, trademarks and logo in connection with the performance of its duties under this Agreement. The positioning and usage of sponsor's name, trademarks, and logo within the MGUG materials shall be made at the sole discretion of MGUG.
9. **Payment Policy:** Payments must be received in full by October 6, 2017. Penalty for non-payment by this date shall be 2.5% interest per month. Any vendor or sponsor that has not paid in full by this date may have their contract forfeited but balance will remain owing.
10. **Cancellation/Refund Policy:** Notification of cancellation before 30 days prior to event will not incur any penalties. Companies that have paid in full will receive a FULL refund. For notification of cancellation 15 - 30 days prior to event, 50% of contract will be owed to MGUG. Companies that have paid in full will receive 50% of their contract amount refunded. Companies that have not paid in full will owe 50% of the contract amount. For notification of cancellation 14 days prior to event, 100% of contract will be owed to MGUG. Companies that have not paid in full will owe 100% of the contract amount. Companies who have not been found in attendance of the conference will owe 100% of the contract amount. Companies that have paid in full will NOT receive a refund. Cancellations must be received in writing (email or regular mail).

## MGUG Exhibitor Rules & Regulations

1. **Arrangement of Exhibits:** Booth spaces will typically be 8' x 10'. Exhibits shall not obstruct the view of other exhibitors. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by exhibitor. MGUG reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc., at the exhibitor's expense. MGUG reserves the right to modify booth assignments or floor configurations at any time.
2. **Subleasing of Space:** Booth space may not be subleased.
3. **Booth Setup & Occupancy:** Booths may be setup during the published set-up times only. All displays are to be completely installed and ready for inspection by MGUG by the published inspection time. A representative of the exhibiting company must be on hand during the inspection period. If booths are not fully set up and ready for inspection, MGUG reserves the right to take appropriate action. In

no case will the lack of preparation on the part of an exhibitor be allowed to impede the timely opening of the exhibition.

4. **Fire, Safety and Health:** The exhibitor assumes all responsibility for compliance with local, city, and provincial ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and all necessary fire precautions must be taken by the exhibitor.
5. **Labor:** Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations.
6. **Sound Devices and Lighting:** Public address, sound-producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting device or presentation must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. MGUG reserves the right to restrict the use of glaring or objectionable lighting effects, or public address, sound-producing, or other amplification devices that project sound. Music, whether vocal or instrumental, is subject to approval by MGUG.
7. **Delivery and Removal during Show:** Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows.
8. **Exhibitor's Personnel and Others:** All exhibitor personnel MUST wear a MGUG name tag at all times during the conference. This means that all exhibitor personnel must be registered for the Conference. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. All booths must be manned by the exhibiting company's personnel who are qualified to discuss details of their company's products or services. User clients may be allowed in the exhibiting company's booth for the purpose of selling the exhibiting company's products or services. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is subject to provincial law.
9. **Storage:** The exhibitor must store packing boxes or crates so as not to negatively impact the exhibit area. MGUG assumes no responsibility for damage to or loss of packing boxes or crates.
10. **Liability:** MGUG will not be liable for loss or damage to the property of the exhibitor or his/her representatives or employees from theft, fire, accident, or other causes. MGUG will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from or be in any way connected with their use or occupation of display space; and the exhibitor shall indemnify and hold MGUG harmless against such claims. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc., as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any governmental authority and of the contracted facility.
11. **Private Demonstrations:** Private demonstrations are meant to educate one client (individual or small group) about specific proprietary products and services. Exhibitors may offer private demonstrations within the confines of their booth in the exhibit hall during exhibit hours only. Exhibiting companies may conduct private demonstrations off-site at other locations only after conference hours. Non-exhibitors may not provide demonstrations.
12. **Show Management:** The exhibition is organized and managed by MGUG. Any matters not covered in these Rules and Regulations are subject to the interpretation of the MGUG Conference Committee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Conference Center's policies and procedures.



<b>MGUG</b> C/O Treasurer 1007 Century Ave. Winnipeg, MB R3H 0W4 Email: info@mgug.ca	<b>INVOICE</b>
	INVOICE # _____ DATE: _____

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

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

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Do you require an exhibitor booth?      Yes  No   
 Do you require electricity at your booth?      Yes  No

Sponsorship Commitment	Sponsorship Amount	Select Level	
<b>Diamond (x 2)</b>	> \$3,000	Monetary Amount: _____	<input type="checkbox"/>
<b>Platinum</b>	> \$2,000	Monetary Amount: _____	<input type="checkbox"/>
<b>Gold</b>	\$1,500		<input type="checkbox"/>
<b>Silver</b>	\$1,000		<input type="checkbox"/>
<b>Bronze</b>	\$750		<input type="checkbox"/>
<b>Friend</b>	Conference Prize(s)	Monetary Amount or Item Description: _____	<input type="checkbox"/>
<b>Exhibitor</b>	\$500		<input type="checkbox"/>
<b>Add-On</b>	\$500		<input type="checkbox"/>

Please make cheques payable to:  <b>MGUG</b> 1007 Century Avenue. Winnipeg, Manitoba R3H 0W4	If you have any questions concerning this invoice, contact MGUG at (204) 333-5804 or info@mgug.ca
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*By signing below, you agree to the General Terms, Conditions and Exhibitor Rules of the MGUG 2017 Fall Conference.*

Organization:	
Name:	
Title:	
Signature:	
Date:	

## Complimentary Sponsorship Registrations

Please identify the name(s) of individuals you would like to receive a complimentary registration, depending on your level of sponsorship.

SPONSORSHIP LEVEL		NAME	EMAIL
DIAMOND (4 Free Registrations)	PLATINUM (3)	BRONZE / EXHIBITOR (1)	
		GOLD/SILVER (2)	

Do any of your representatives have accessibility needs or dietary restrictions? Yes  No   
If yes, please describe in notes section below.

## Sponsorship Checklist and Follow-up Requests

- I have provided a **high resolution** JPG, PDF or PNG of my logo to [info@mgug.ca](mailto:info@mgug.ca).
- I have submitted names of Complimentary Delegates
- I want to select a preferred booth location (Diamond to Gold)
- I want MGUG to contact me about contributing items to delegate packages
- I have attached a short description of my company for inclusion in the Geomatics Directory.
- I have submitted a cheque to **MGUG**.

MGUG  
1007 Century Avenue  
Winnipeg, Manitoba  
R3H 0W4

**Geomatics Directory:**

**Notes:**

Please sign above and return pages 7&8 to MGUG by sending to:  
1007 Century Avenue, Winnipeg, MB R3H 0W4  
or by email at [info@mgug.ca](mailto:info@mgug.ca) or by fax to 204-945-1365

**Thank you for your Support!**