

2024

# 2024 Fall Conference



Sponsorship Information  
Package

# Sponsorship Levels

|   | Platinum<br>\$2000 | Gold<br>\$1500 | Silver<br>\$1000 | Bronze<br>\$750 | Exhibitor<br>\$500 | Online<br>\$250 |
|---|--------------------|----------------|------------------|-----------------|--------------------|-----------------|
| Complimentary Conference Registration               | 4                  | 3              | 2                | 2               | 1                  | n/a             |
| Acknowledgement on Social Media                     | ●                  | ●              | ●                | ●               | ●                  | ●               |
| Sponsorship Logo on MGUG Website - 1 year           | ●                  | ●              | ●                | ●               | ●                  | ●               |
| Sponsorship Logo on Website Conference Webpage      | ●                  | ●              | ●                | ●               | ●                  | ●               |
| Exhibitor Booth                                     | ●                  | ●              | ●                | ●               | ●                  |                 |
| Opportunity to contribute items to delegate package | ●                  | ●              | ●                | ●               | ●                  |                 |
| Logo in the Conference Program *                    | ●                  | ●              | ●                | ●               | ●                  |                 |
| Signage at Registration Desk                        | ●                  | ●              | ●                | ●               |                    |                 |
| Logo on Main Screen During Breaks                   | ●                  | ●              | ●                | ●               |                    |                 |
| Recognition at Breakfast                            | ●                  | ●              | ●                |                 |                    |                 |
| Preferred Booth Location                            | ●                  | ●              |                  |                 |                    |                 |
| Recognition at Coffee Break                         | ●                  | ●              |                  |                 |                    |                 |
| Recognition During Lunch                            | ●                  |                |                  |                 |                    |                 |

# Exhibitor Information

## Location

The Hilton Winnipeg Airport Suites is a facility with state-of-the-art technology, lighting and sound. The centre holds many corporate events, sales meetings, annual general meetings and holiday dinners throughout the year. The Hilton is located conveniently at 1800 Wellington Avenue in Winnipeg, Manitoba.

## Display Locations

Display space will be made available based upon conference sponsorship level. Please report to the MGUG reception desk upon arrival and you will be directed to your booth/display location. All booths will have access to an electrical supply and we ask that you bring an extension cord for extra measure.

## Set Up Time

Exhibitors should set up on Tuesday, October 29th from 7:00 am – 7:30 am.

## Exhibitor's Hours

Breakfast to close of the day: Tuesday, October 29th from 7:30 am – 5:00 pm

## Removal Time

Move-out can take place after 3:00 pm. All items must be removed by 5:00 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 Event Centre. The connection information will be provided upon request.

## Exhibit Attendee List

All persons operating within the Conference theater 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.*

## The Event Centre will not:

- Assume any responsibility for the damage or loss of any merchandise
- Assume responsibility for articles left in the Event Centre before, during or after your function, unless prior arrangements have been made.
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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 it is their responsibility to load and unload all items in the Centre. All items that are too large to be removed by hand may require a power tailgate or fork lift access.
- Make all necessary arrangements for pick up by completing all appropriate documents in their entirety i.e. bills of lading, 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 in the Cabaret Pre-Function area and the informal post-conference get-together immediately following the conference.

**Accommodation**

If you or your team require accommodation for the event, please contact:

The Hilton Airport Suites  
1800 Wellington Ave.  
Winnipeg, Manitoba R3H 1B2  
Tel: 204-783-1700

## Directory of Key Contacts

Robert Belton (MGUG President)- [info@mgug.ca](mailto:info@mgug.ca)  
Paige Kowal (MGUG Treasurer) - [treasurer@mgug.ca](mailto:treasurer@mgug.ca)

# 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 1, 2024. 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 the 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 the event, 50% of the 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 the 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' (2.44 x 3.66 m). 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 the exhibitor. MGUG reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking tape 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 dismantlement 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.