What is Congress 2019?

Hundreds of fundraising organizations will be represented by key decision-makers at the Association of Fundraising Professionals (AFP) Greater Toronto Chapter’s 24th Congress and Exhibitor’s Showcase 2019. This year’s conference will be held on November 25-27 at the Metro Toronto Convention Centre, North Building, Hall C. Congress is the premier educational forum for fundraisers in Canada, attracting 1,000 delegates nationwide. For those who sell products and services to charities and other non-profit organizations, this is the Canadian fundraising conference to be at!

What is AFP Greater Toronto Chapter?

The Association of Fundraising Professionals (AFP) Greater Toronto Chapter is the largest Chapter of this leading international organization. Our 1,200+ membership includes a wide cross-section of fundraising professionals who represent the largest to the smallest not-for-profit organizations in the greater Toronto area. Congress 2019 extends this reach across the country, as fundraising professionals from coast to coast gather to share ideas, network and learn of the advances in their field. Our members rely on events such as Congress and the Exhibitors’ Hall to keep abreast of new developments in their profession and to learn about the many products and services that will help them to continue to be more successful.

What are the Benefits of being an Exhibitor at Congress 2019?

- Be an Industry Leader: Build credibility for your company, as well as establish/cultivate relationships in the fundraising marketplace.
- Boost Sales: Increase your company’s visibility and gain awareness in the non-profit sector to improve your bottom line.
- Generate Valuable Leads: Meet delegates in person to discuss their needs and get their contact information for quick follow-up.
- Special Event Focus: The conference’s main special event (on the Monday evening) will be held in the Exhibitor Showcase – right in front of your booth!
- More Networking: All breakfast and coffee break stations are located in the Exhibitor Showcase to help generate traffic to your booth.
- Recognition Listing: Your company’s name, contact information and a brief description about what your company does/offers will appear in the final Congress program distributed to all conference participants and posted on the AFP Congress website.
- Pre-Event Set Up: Set up your booth the night before so you’re ready to go when the Showcase opens on Monday morning.
- Registration Discount: The Congress registration fee for Exhibitors to attend sessions is offered at a significantly discounted rate for up to three members of your staff.
- Exceptional Value: With a two-day Showcase, you’ll receive maximum exposure for minimal time away from the office!

Location of Congress 2019

Congress 2019 will be held at the Metro Toronto Convention Centre, North Building, Hall C. The address is 255 Front Street West in Toronto. Visit http://www.mtccc.com for maps and directions.
Hotel

AFP Congress welcomes exhibitors to make their reservation at the special conference rate at the Intercontinental Hotel at 225 Front Street West, Toronto, ON M5V 2X3. Guests can call into reservations at 1-800-235-4670 and quote “AFP Congress” to receive the group rate at $235 + HST/night.

To make a reservation on-line go to this link http://www.afptoronto.org and click on hotel accommodations under Congress 2019 after August 8th.

High Speed Internet

There is complimentary Wi-Fi access in the Exhibitor Showcase area.

If you require high speed internet at your booth, please complete the form available on-line at https://www.mtccc.com/exhibitors/

Display Fees and Registration

For each 10’ x 10’ Booth:

- AFP Member: $1,700 plus HST
- Non-Member: $2,060 plus HST

Please complete the Exhibitor contract and either fax or scan and e-mail to Cynthia Quigley

Fax: 416-941-9013
E-mail: cquigley@afptoronto.org

Carpet at Your Booth

It is mandatory that all booths be carpeted. On the registration form there is a space to confirm carpeting, so you can pay for the carpet now. There is a standard colour and the price will be $139.00. If you prefer a special colour then you will need to contact Stronco Show Offices and book through them.

How to Reserve Space

Take advantage of our fantastic exhibitor rates by registering early to avoid disappointment, as space is limited to 55 booths. To reserve your booth, please complete and return the attached Exhibitor contract along with your payment. If full payment is not received by September 27, 2019, your exhibit space may be forfeited.

Parking

If you would like a discounted parking pass, please complete the form available on-line at https://www.mtccc.com/exhibitors/

Exhibitor Space Details

Standard 10’ x 10’ booth includes:
10’ draped back wall; 3’ side rails; one 6’ skirted table; two chairs; and power supply. For other services, please contact the following companies:

- Booth Equipment: Stronco Show Services, 905-270-6767 ext. 2258 or 1-800-665-2621
- Electrical: Showtech Power & Lighting Limited, 416-585-8109
- Audio Visual Aids: Freeman Audio Visual Solutions, 416-585-8207
- Telephone & Phone Lines: Metro Toronto Convention Centre, 416-585-3596
- Internet Services: Metro Toronto Convention Centre, 416-585-3596
- Computer Equipment: Canadian Computer Rentals, 416-675-7502
Exhibit Set-Up and Dismantling

The Congress 2019 Exhibitor Showcase officially opens on Monday, November 25th at 8:00 a.m. and closes on Tuesday, November 26th at 4:30 p.m.

Hours of operation
8:00 a.m. to 6:30 p.m. on Monday
8:00 a.m. to 4:30 p.m. on Tuesday

Schedule of Traffic Flow

The heavy traffic flows will be during breakfast, morning & afternoon breaks and at the opening reception. Monday coffee breaks are 10:15-11:00 a.m. and 3:30-4:00 p.m. and Tuesday coffee breaks will be 10:30-11:00 a.m. and 3:30-4:00 p.m. The reception on Monday evening is 5:00 to 6:30 p.m. in the Exhibitor Showcase.

Stronco will have the exhibits assembled by 2:00 p.m. on Sunday, November 24th. You can set up your booth between 2:00 p.m. and 10:00 p.m. on Sunday, November 24th. Security will be on duty both Sunday and Monday nights.

Your booth MUST be ready by 8:00 a.m. on Monday morning. Exhibitors will dismantle their booths on Tuesday, November 26th beginning at 4:30 p.m.

AFP reserves the right to amend this schedule as necessary.

Assignment of Booth Space

Assignment of booth space will be made in the order of receipt of application after the sponsors have selected their booth. The allocation of exhibitor booths will begin mid-September. Companies that have a booth as part of their sponsorship package will receive their preference first.

AFP reserves the right to assign or relocate booth space as deemed necessary.

Cancellation Policy

All cancellation requests must be received in writing. Companies that submit a cancellation request in writing on or before October 16, 2019 will be entitled to a full refund, less a $200.00 administration fee. Cancellation requests received in writing after October 16, 2019 will not be refunded.

Insurance

The Exhibitor covenants and agrees to indemnify and hold harmless the Metro Toronto Convention Centre (MTCC) and the Association of Fundraising Professionals Greater Toronto Chapter (AFP) from and against all claims, demands, charges, losses or damages arising or alleged to arise directly, indirectly or incidentally by reason of any act, omission or operations of the Exhibitor, its officers, employees, agents or anyone for the Exhibitor is legally responsible.

The Exhibitor acknowledges that its equipment and property at MTCC is not protected by insurance, fire, theft, vandalism, etc. by MTCC or AFP and the protection of such is the responsibility of the Exhibitor.

Booth Personnel

Booth Representative: This includes entrance to the Showcase, continental breakfasts, coffee breaks and reception. This does not include entrance to any sessions or lunches. A discounted Congress registration fee is available at a special rate of $235.00 for 1 day or $355.00 for 2 days or $470.00 for 3 days (up to a maximum of three staff). Lunch tickets can be purchased prior to the start of Congress. To place an order, please e-mail Cynthia Quigley at cquigley@afptoronto.org
EXHIBITOR CONTRACT

AFP CONGRESS 2019
NOVEMBER 25 – NOVEMBER 27, 2019
EXHIBITORS ARE SET UP MONDAY AND TUESDAY

Company Contact Information

Company Name: ________________________________________________________________

Contact Person: ______________________ Title: ________________________________

Address: ____________________________________________________________________

City: __________________________ Province: _________ Postal Code: ________________

Phone: (_____)____________________ Fax: (_____)______________________________

E-mail: __________________________ Website: ________________________________

Fees

AFP Member: $1,750.00 + $227.50 HST = $1,977.50

Non-Member: $2,120.00 + $275.60 HST = $2,395.60

Carpet $ 139.00 + $ 18.07 HST = $ 157.07 (Mandatory to have booth carpeted)

Are you an AFP Member? Yes____ No_____ If yes, Membership Number __________

If you are a new company exhibiting, please send your Logo in either a jpeg or eps format.

Method of Payment

☐ VISA ☐ MasterCard ☐ AMEX ☐ Cheque Enclosed (payable to AFP Greater Toronto Chapter)

Cardholders Name:

Credit Card #: __________________________ Expiry Date: __________________________

Total to be applied to credit card: $

Please submit the completed contract to Cynthia Quigley by email at: cquigley@afptoronto.org.

If you want to pay by cheque, please make your cheque payable to:

AFP Greater Toronto Chapter, 260 King Street East, Suite 412, Toronto, ON M5A 4L5

Tel: 416-941-9212 ~ Toll-Free: 1-800-796-7373 (Canada only)
1. Management reserves the right to alter or change the space assigned to the Exhibitor. Management further reserves the right, at its sole discretion to change the date or dates upon which the show is held, or to cancel the show, and shall not be liable in damages or otherwise by reason of any such charge or cancellation, other than to refund in full any amounts paid by the Exhibitor to Management.

2. The Exhibitor shall not assign this contract or sublet the space or any part thereof or permit same to be used by any other person, without the prior written consent of Management. Any attempt to do so is null and void and will result in immediate cancellation of this contract, and the forfeiture of any amounts paid by the Exhibitor to Management.

3. The Exhibitor shall comply with all rules and regulations by Management for the show and agrees that Management's decision to adopt and enforce any such rule or regulation shall be final and binding.

4. The Exhibitor is responsible for compliance with all applicable law, bylaw, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters, and shall ensure that all equipment, materials and goods used by the Exhibitor so comply.

5. The Exhibitor shall indemnify and hold Management harmless from, and against any loss, injury or damages whatsoever suffered by Management as a result of the Exhibitor's failure to comply with the terms and conditions of this contract or as a result of the Exhibitor's participation in the show, including without limitation, any third party claims against Management with respect to loss, injury or damage sustained or suffered by any other exhibitors, the owner of the building, attendees of the show, and their respective directors, officers, agents and employees.

6. This contract may be canceled by either party provided written notice is received by the other by October 16, 2018, in which case all monies paid by the Exhibitors will be refunded less an administration fee of $200 per booth. If the Exhibitor cancels after such date, the Exhibitor will be responsible for the full contract price.

7. Management reserves the right at any time to alter or remove exhibits or any part thereof, including printed material, products, signs, lights or sound, and to expel exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to Management or to other show participants.

8. Exhibitor's display must comply with all requirements of Management and of the owner of the building, including maximum height requirements. The Exhibitor must provide at least one person to maintain display during show hours. The Exhibitor agrees to confine its presentation to the contracted space only.

9. All goods shipped to the show must be clearly marked with the name of the Exhibitor and the number of the display space. Goods must not be shipped to the show for any shipping charges to be paid on arrival and Management will not accept any such goods. Management assumes no responsibility for loss or damage to the Exhibitors goods or property before, during, or after the show.

10. In consideration of the Exhibitor's participation in the show, the Exhibitor hereby releases Management, its directors, officers, agents and employees from any and all claims, losses, or damages whatsoever suffered or sustained by the Exhibitor in connection with its participation in the show, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business or profits, whether arising from any act of Management or otherwise.

11. The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The Exhibitor shall carry liability insurance of $2 million with a $500 deductible, as well as additional insurance as may be required by Management. If the Exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to Management at law or under this contract, Management shall have the right to take possession of the display space for such purposes as it sees fit and the Exhibitor will be held liable for the full contract price for the said space.

12. The Exhibitor agrees that no display may be dismantled, or goods removed during the entire run of the show. The Exhibitor agrees to remove the exhibit, equipment and appurtenances from the show building by the final move-out time. In the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred by Management.

13. The Exhibitor will comply with the rules and regulations of any unionized contractors, which may be selected by Management to service the exhibitors. Any dispute between the Exhibitor and any such contractor or union representative will be referred to Management for resolution, whose decision shall be final and binding on all parties.

14. Management reserves the right to cancel this contract and to withhold possession of the space or to expel the Exhibitor therefrom, if the Exhibitor fails to comply with any terms and conditions of this contract or the show rules and regulation, in which case the Exhibitor shall forfeit as liquidated damages and not as a penalty all payments made pursuant to this contract, all without limiting Management's other rights and remedies at law under this contract as a result of such failure to comply.

15. Processing of payment by Management does not in itself constitute acceptance into Congress 2018 Showcase.