

Exhibitor Prospectus

20th Canadian Energy Psychology Conference

THE CONFERENCE FOR INTEGRATIVE AND ENERGY THERAPIES

Emerging Strategies for Mind-Body- Spirit Integration

October 19-21, 2018



Holiday Inn

Toronto Airport Hotel,
Conference Centre and Spa
970 Dixon Road,
Toronto, ON, M9W 1J9

Please read the prospectus in full so that you understand what is and what is not included.

Canadian Association for
Integrative and Energy Therapies
15 Holmes Avenue
Toronto, ON M2N 4L8
Canada

Tel: 416-221-5639
Fax: 416-221-7126
Email: admin@caiet.org
www.epccanada.ca

Welcome to the 20th Annual Energy Psychology Conference

You are invited to exhibit at the Canada EPC-2018 conference, being held October 19 – 21, 2018, at the **Holiday Inn** Toronto International Airport

The Canadian Association for Integrative and Energy Therapies Psychology (CAIET) is a non-profit membership organization promoting professionally responsible energy psychology treatment, education and collaboration. Our 200 plus expected attendees comprise a diverse group of mental health professionals and related experts engaged in leading edge treatment modalities that focus on alleviating mind/body dis-ease and promote high-level mind-body health and peak performance in the physical, mental, and creative fields.

Professions represented by conference attendees include licensed mental health professionals (psychiatrists, psychologists, naturopathic doctors, nurses, social workers, psychotherapists, marriage & family therapists, counsellors), and related professionals including chiropractors, acupuncturists, kinesiologists, educators, clergy and practitioners of the esoteric healing arts.

Our bookstore and tabletop exhibits are always an exciting adjunct to the educational sessions. Tools that are an asset to energy psychology health professionals include cutting edge books of research, how to manuals, diagnostic tools, mediation music, aromatherapy oils, salt lamps, nutritional supplements, environmental enhancements, aura photography, mineral jewellery designs, and many more. Additional draws to the exhibit floor include complimentary nutritional breakfasts and beverage breaks for all participants.

Since we recognize that it is crucial for exhibitors to have traffic in the Exhibit area, CAIET maximizes the flow to the Bookstore/Exhibit area by offering our complimentary breakfasts and beverage breaks in the Bookstore/Exhibit area. In addition, the Bookstore/Exhibit Hall is announced at every keynote address, is mentioned throughout the conference manual and listed on the schedule of events.

For information please contact the conference Director Sharon Cass-Toole, 416-221-5639 or exhibits@epccanada.ca

Exhibitor Schedule

Thursday, October 18

Exhibitor Set-up available on Thursday afternoon (time TBA). You also have the option of setting up Friday morning.

Friday, October 19

7:00 am – 6:30 pm – Exhibits Open

Saturday, October 20

7:00 am – 6:30 pm – Exhibits Open

Sunday, October 21

7:00 am – 2:00 pm – Exhibits Open

2:00PM - Tear Down

Conference Location & Accommodation

We have reserved a block of rooms at an exceptional discounted rate of \$139.00CAD per night for conference attendees until **September 19, 2018**.

A landmark hotel with world-class leisure amenities, the 4-star and fully renovated Holiday Inn Hotel, Conference Centre and Spa, is located close to the airport for easy access, with a dedicated airport shuttle 24/7.

Exhibit Space

Exhibits will be located in an area shared with the bookstore, in close proximity to the educational sessions assuring exhibitors maximum exposure and traffic. Neither CAIET nor the hotel take responsibility for items left unattended in your booth. **Exhibit space may not be shared or sublet. Please note that Exhibit area is for conference attendees only.** Exhibit space will be assigned on a first come first serve basis at the submission deadline date.

Exhibitor Shipping

Event items will be stored for a maximum of 3 days pre and post of the event. Please make copies of the carrier's tracking/air bill numbers and keep in your possession until you collect your boxes from the hotel's shipping & receiving department. Number all boxes in a series and address each box as follows:

c/o **Holiday Inn**
Toronto International Airport
970 Dixon Road, Toronto, ON, M9W 1J9

Hold For: Energy Psychology Conference -
(Your Name/Company)
Please hold for arrival on: Mo/Day/Year

Ad for Conference Manual

Your exhibit fee includes a full-page (one sided) advertisement in our Proceedings Manual. Please provide camera-ready b/w art to fit an 8.5" x 11" format of your ad (no bleeds; with 1/3" margin on all four sides) by **August 30**. Make sure graphics are easy to duplicate in photocopy format. Send your ad with your completed exhibit application and payment to the address at the bottom of the application form.

Sponsorship Opportunities

Special sponsorship opportunities are available for sponsoring breakfasts, refreshment breaks, tote bags, lanyards, conference manual, etc. Sponsorship is a great way to increase awareness of your special products and services among the thought leaders of this field. If you would like please contact director@caiet.org

Exhibitor Conference Registration

Exhibitors wishing to attend the educational sessions or evening events need to complete the regular conference registration form. **Exhibitors may attend the Main Conference at the reduced presenter rate** (please refer to online registration form for fees). You are limited to 2 (two) registrations at this price.

Table Top Exhibit Space Package

Your basic exhibit fees will cover the following:

- One 6ft. table draped and skirted, 1 chair, 1 wastebasket
- Limited electricity available at no extra charge on a first come first serve basis
- A full-page black and white ad in the proceedings manual given to all attendees
- Name badges for a total of two booth personnel for access to the exhibit hall
- Continental breakfast (all 3 days)

Your exhibit fee does not include the following:

- Pipe & drape
- Conference attendance
- Attendance at educational sessions and evening events
- Meal functions other than exhibit hall breakfasts & beverage breaks

NOTE: Space is strictly restricted to lessee

Payment Policy: Payment is due in full with application package (application form, ad copy, signed contractual agreement). Cancellations before August 31 are subject to a \$150 cancellation fee.

No refunds after August 31.

Exhibit Terms and Contract

Agreement: Each exhibitor, for themselves and their employees, agrees to abide by these regulations and by any amendments or additions that may hereafter be established or put into effect by CAIET.

Amendments: Any and all matters or questions not specifically covered by the proceeding rules and regulations shall be subject solely to the decision of CAIET. The rules and regulations may be amended at any time by CAIET provided that such amendments shall not operate to substantially diminish the contract, and shall not operate to substantially increase the liability of the exhibitor. All amendments so made shall be binding on exhibitors with the foregoing rules and regulations.

Exhibit Manager: Any questions can be addressed to exhibits@epccanada.ca

Personnel: Each exhibit booth may have a maximum of two representatives. A representative must be present at all times that the exhibit hall is open.

Space Assignments: Exhibit locations will be determined at the sole discretion of CAIET based on a first come first serve basis. Consideration will not be given to competing companies so as to avoid conflict. You will receive your exact space assignment upon arrival and check-in with the Exhibit Manager. Exhibitors are responsible for delivery, setup and take down of their own exhibit. Display height is limited to 6'. If you require a wall for your exhibit, please indicate on the application form.

Noise Level: Exhibitors who play audio or video speakers must be mindful of the volume level so as not to interfere with other exhibitors. Exhibitors must give notice of plans to use audio or video loudspeakers. ACEP reserves the right to monitor and adjust volume levels as needed.

Limitation of Liability: Exhibitors are responsible for their own property and neither CAIET nor the Hotel accepts any liability for loss or theft. Exhibitors must accept the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's displays, equipment or other property brought on the premises of the Hotel, and agrees to indemnify, defend and hold harmless the Conference Management, the Hotel and its owners against any and all losses, damages and claims.

Damage to Property: Defacing, affixing or taping of materials in the Hotel to columns, walls, floors, or other parts of the building or furniture is prohibited. Any costs incurred in protecting the building, equipment, or furniture from damage will be at the expense of the exhibitor. Exhibitors are liable for any damage caused to the building, floors, walls, columns, or to other exhibitor's property.

Decorations: CAIET retains absolute discretion and authority in the placement, arrangement and appearance of all exhibits. Exhibitors may only display products listed on the application. No liability shall be attached to CAIET for costs that an exhibitor may incur in complying or meeting such directives.

Rejected Displays: CAIET reserves the right to reject, eject or prohibit any exhibit, in whole or in part. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or an exhibitor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.

Insurance: The Exhibitor understands that neither the Conference Management, nor the Hotel, maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitor Application 2018 *(Please print clearly)*

Company Name (NOTE: Space is restricted to lessee) _____

Contact Person _____ Title _____

Address _____

City _____ Prov/State _____ Postal Code/Zip _____

Phone () _____ Email _____ Website: _____

Describe the products/services (NOTE: Please list all products & services as approval prior to the conference is required for any changes or additions) _____

Booth Personnel *(Up to two allowed per booth; at least one must be present during exhibit hours)*

1. _____ 2. _____

- Electrical Power is required
- Space adjacent to a wall is required
- Ad copy for conference manual is enclosed
- Contact us regarding sponsorship opportunities
- Contact us about marketing to your mailing list

Exhibit Fees *(plus 13% HST)*

Early Bird Rate (postmarked by August 15).....	\$ 795.00 (+ \$103.35 HST)
Regular Rate (after August 15).....	\$ 895.00 (+\$116.36 HST)
Two Booths (early rate postmarked by August 15).....	\$1,400.00 (+\$152.00 HST)
Two Booths (after August 15).....	\$1,600.00 (+\$208.00 HST)

Total Due: \$ _____

There is no extra charge for electricity but it's recommended that you bring your own extension cord and power bar if required.

Payment

Payment is due in full with application form, contract, and ad for conference manual. Deadline for ad is August 30, 2018. Cancellations received before August 31 will be subject to a \$150 cancellation fee. No refunds after August 30.

- Check Enclosed payable to **CAIET** in the amount of \$ _____
 - Charge my Visa or MasterCard in the amount of \$ _____
 - Card # _____ Expiration Date: _____ CVV _____
 - Name as it appears on card (Please print): _____
- Authorizing Signature: _____

Acceptance of Terms

I, the duly authorized representative of Exhibitor, have read the Exhibit Rules and Regulations for CAIET in its entirety.

On behalf of the Exhibitor, I hereby subscribe and agree to the terms, promises, covenants and conditions stated herein.

Authorized Exhibitor Signature

Date

If you have any questions, please direct them to:

Phone: (416) 221-5639 Email: exhibits@caiet.org

Send your completed Exhibit Application, Proceedings Manual Ad (emailed as an attachment or mailed hard copy), signed Exhibitor Acceptance of Terms, and your Payment, with cheques made out to CAIET and mailed to:

CAIET (Canadian Association for Integrative and Energy Therapies)

**#16 -15 Holmes Avenue
Toronto, Ontario
Canada, M2N 4L8**

Application with credit card # may be faxed to 416-221-7126