

# 7<sup>th</sup> ANNUAL

## Partners in Excellence CONFERENCE



1  
OCTOBER  
3

SHERATON HOTEL &  
CONFERENCE CENTRE  
RED DEER, ALBERTA

# 7th Annual Partners in Excellence Conference & Tradeshow October 1-3, 2012

## JOIN US FOR THE Partners in Excellence CONFERENCE & Tradeshow

We would like to invite you to participate in the 6th Annual Partners in Excellence Conference & Tradeshow on October 1-3, 2012 in Red Deer, Alberta. This is a fantastic opportunity to connect with one of the single largest municipal purchasing groups - consuming 100's of millions of dollars in goods and services each year.

### Requirement : Certificate of Insurance

Under the terms and conditions of this contract for services, the contractor, consultant, vendor or exhibitor is required to show evidence of adequate general liability insurance coverage by furnishing to the American Public Works Association (APWA) a certificate or certificates of insurance.

The certificate(s) of insurance must include the following information and be in force for the full duration of the contract.

All certificates of insurance issued to the APWA must:

- Include the name of the insured, the insurance producer and the insurance company affording the coverage
- Evidence of general liability coverage with limits of \$1,000,000 each occurrence/\$2,000,000 aggregate
- Include policy numbers and effective and expiration dates of each policy
- Provide for thirty (30) days advance written notice to APWA of cancellation of any of the insurance coverage
- Be issued to APWA and remitted to 2345 Grand Blvd., Ste 500 Kansas City, MO 64108-2641.

We can not process your application without a certificate of insurance.

### SCHEDULE

#### Monday | October 1

12:00 - 3:00 p.m. Large Equipment Move In

*Forklift will be available during this time only*

10:00 - 5:00 p.m. Regular Tradeshow Move In

6:00 - Midnight Meet & Greet in Billy Bob's

#### Tuesday | October 2

10:00 - 11:00 p.m. Networking Break in Tradeshow Area

12:00 - 2:00 p.m. Tradeshow Luncheon

6:00 - 10:00 p.m. Tradeshow Banquet & Gala

#### Wednesday | October 3

7:00 - 10:00 a.m. Move Out

### GUIDELINES

- Please **make sure your items fit into your allotted booth space.**
- Please **do not leave any valuables** in your booth after the tradeshow area is closed.
- Please make sure you **send in the names of all exhibitors** prior to the tradeshow.
- Please remember to **invite client's and customers out to visit the show!** We understand that a number of exhibitors have limited time to connect with customers in Alberta and we encourage them to invite client's out **AFTER 1:00 p.m. ON TUESDAY, OCTOBER 4.** No exceptions to this time will be made.
- If have you any **AV Requirements, please contact the AV Department** at the Capri at 403-598-5371.

### HOST HOTEL

SHERATON HOTEL & CONFERENCE  
CENTRE

403-346-2091 | [www.capricentre.com](http://www.capricentre.com)

Special room rates are available - book early!



# REGISTRATION FEES

## 2 WAYS TO REGISTER:

### ONLINE

Download the registration form from at [www.publicworks.ca](http://www.publicworks.ca)

### FAX

Complete form and fax to 403-398-0665

### MAIL

Complete the form and mail with payment to:

APWA

3407, 5605 Henwood St SW  
Calgary AB T3E 7R2

### Questions?

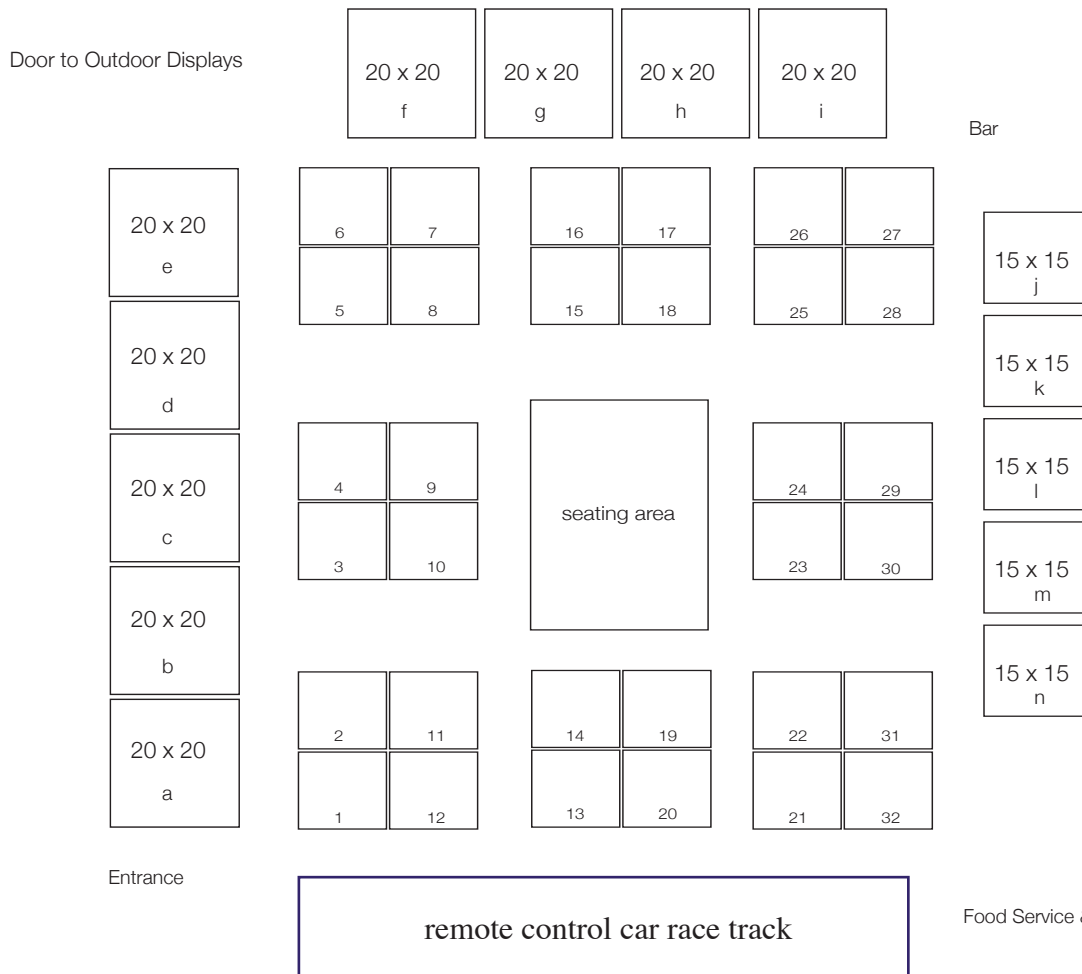
Please visit [www.publicworks.ca](http://www.publicworks.ca) or call 403-990-2792

### METHOD OF PAYMENT

Cheque, Visa, Mastercard, American Express

### PAYMENT INFORMATION

	Regular	Booths Available
<b>10 x 10</b> 8ft high rear wall drape with 3ft side drapes 8ft table with 2 chairs   Power & wireless internet Access for 2 representatives to all meals	<b>\$900</b>	<b>32</b>
<b>15 x 15</b> 8ft high rear wall drape with 3ft side drapes 2 - 8ft tables with 4 chairs   Power & wireless internet Access for 4 representatives to all meals	<b>\$1480</b>	<b>5</b>
<b>20 x 20</b> 8ft high rear wall drape with 3ft side drapes 2 - 8ft tables with 6 chairs   Power & wireless internet Access for 6 representatives to all meals	<b>\$2100</b>	<b>9</b>



# Sponsorships

This year we are pushing networking and fun to the limit! In addition to doubling our food & beverage budget, the tradeshow space will have a series of game consoles (xbox, playstations, Wiis) throughout the tradeshow floor for attendees and exhibitors to have some fun. At the end of the night, we will be drawing names from the sponsor's booth for attendees to walk home with the game consoles! This is an excellent networking opportunity for your sales force and a great draw for your booth.

All sponsors who provide funds will be recognized through:

- high impact Corporate Partner signage throughout the conference sessions
- high impact visual presentation during the tradeshow in the conference tradeshow room
- inclusion in audio visual presentations displayed during keynote sessions
- inclusion in audio visual presentation during meal breaks and banquet
- appropriate verbal recognition and acknowledgement throughout the conference
- acknowledgement in the APWA newsletter and website following the conference.

In addition to the above, by selecting one of the following level of support, sponsors will receive additional benefits:

## **PLATINUM | SIGNATURE MEAL EVENTS | \$2,000 and up**

- Special signage indicating your partnership in supporting the:
  - Meet & Greet Night
  - Tradeshow Gala
- Opportunity to deliver a brief message at the sponsored event
- Four (4) complimentary passes for a representative to attend the conference meals and functions

## **GOLD | MEALS/BEVERAGE OR ENTERTAINMENT | \$1,000 - \$2,000**

- Special signage indicating your partnership in supporting the:
  - 1 of 2 Networking Breakfasts (\$1,000)
  - Tradeshow Luncheon (\$1,000)
  - Opportunity to host game console/flat screen at your booth during Tradeshow Gala (\$1,000)
  - Host 1 of 3 Kegs at your booth during the Tradeshow Gala (\$1,000)
- Opportunity to deliver a brief message at the sponsored event
- Two (2) complimentary passes for a representative to attend the conference meals and functions

## **SILVER | EDUCATION SESSIONS | \$300**

- Choice of sponsorship of specific education sessions
- Introduction of session speaker and opportunity to deliver a brief message at the sponsored event
- Special signage indicating your partnership in supporting the conference at your chosen venue

## **BRONZE | GENERAL SPONSORSHIP | Up to \$200**

- Access to Delegate Packages to place written information/advertising

## **GIFTS AND PRIZES | PER ITEM BASIS**

If you would like to donate prizes or items to be drawn as door prizes at the conference, please let us know and we will assign you sponsorship according to the value of the item.

- Access to Delegate Packages to place written information/advertising

# Registration Form

Mail registration and payment to:

**(make cheques/money orders payable to APWA)**

**Partners in Excellence Conference & Tradeshow**

Attention: Stacy Byer  
3407, 5605 Henwood Street SW  
Calgary AB T3E 7R2  
admin@publicworks.ca  
Ph: (403) 990-2792  
Fax: (403) 398-0665

Registration deadline is **September 25, 2012**. A confirmation will be forwarded to you upon receipt of your registration and payment. **Payment must accompany registration. No REFUNDS.** Keep a photocopy of the registration form for your records.

**Booth Rental and Additional Exhibitor Meal Tickets**

Number of 10 x 10 booth(s) \_\_\_\_\_ x \$945.00 (GST included)  
Number of 15 x 15 booth(s) \_\_\_\_\_ x \$1554.00 (GST included)  
Number of 20 x 20 booth(s) \_\_\_\_\_ x \$2205.00 (GST included)  
Number of Outdoor Spaces \_\_\_\_\_ x \$183.75 (GST included)  
Sponsorship \_\_\_\_\_ x \$ \_\_\_\_\_

*Other items may be attained if advised prior to the trade show.  
Cost will be at the price charged by the Convention Services.  
Please contact the AV dept. at the hotel for more information.*

Number of Meal Ticket(s) \_\_\_\_\_ x \$44.10 (GST included)  
Amount Enclosed \$ \_\_\_\_\_  
(GST #12356 - 5426)

**Would you like to host a live demo?**

Yes  No

**Are you having a draw at your booth?**

Yes  No

**Booth Preference**

CHOICE # 1 \_\_\_\_\_ CHOICE # 2 \_\_\_\_\_ CHOICE # 3 \_\_\_\_\_

**Disclaimers:** All supplies and equipment of any kind brought onto the premises by the exhibitor before, during or after the show shall be at the exhibitor's own risk absolutely. Trade Show Management, Facility Management and their employees and agents shall be protected and indemnified from all claims made by or on account of loss or damage to property or injury or death resulting from the show or occupancy of the space allotted as per this agreement.

**Checklist**

- Payment must accompany registration
- Choice of Booth
- Certificate of Insurance
- Company Logo for Advertising  
e-mail to admin@publicworks.ca

Primary Contact Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CCV: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

Registration confirmation & invoices will be sent to the email address provided above.