



Saskatchewan Emergency Planners Association

October 28-31, 2019

SPONSORSHIP AND TRADE SHOW REGISTRATION FORM

Company Name: _____

Name of Contact: _____

Address: _____ City/Town _____

Postal Code: _____

Phone: Fax: Email: _____

CONFERENCE SPONSORSHIP OPPORTUNITIES AND BENEFITS

	BRONZE \$500-\$1499	SILVER \$1500-\$2499	GOLD \$2500+
Provide promotional items for delegate bags	√	√	√
Sponsor identification on advertising and website	√	√	√
Sponsor identification at sponsored event	√	√	√
Sponsor identification on printed program	√	√	√
Link to sponsors website		√	√
Opportunity to address delegates			√ 10 min address
Complimentary exhibitor table			1 double
Complimentary Delegate Pass		1	2
Check the box for the level you would like to sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL SPONSORSHIP OPPORTUNITIES!

Your business could sponsor...

A Conference Event!

- Refreshment Break - \$500
- Luncheon - \$2000
- Evening Reception or Social - \$3500

or

Conference Facilitation

- Audio-Visual Equipment - \$1500
- Participant Welcome Packages - \$1500
- Keynote Speaker - \$2000

PLEASE NOTE: Your Company information and logo must be submitted to us before September 30, 2019 to be included in our printed conference material.

TRADESHOW OPPORTUNITIES!

BOOTH REQUIREMENTS:

Check the box for the size of booth you would like

- Single Table - \$Free Double Table - \$500

The price of your tradeshow space includes a six (6) foot table, table skirting, two chairs and one event pass (Conference/Meals/Banquet) for attending representatives. Please indicate below if additional passes are required. Your price does not include travel or accommodation(s). Please note that an event pass (Conference/Meals/Banquet) is not available for single tables but can be purchased at \$70 per person.

Any additional special requirements will be considered on a case by case basis. If you have special requirements, please contact **306-361-0930** for assistance.

- Additional passes required (cost of \$100.00 per additional pass)**
- Raffle Prize** – Please indicate if you will be able to donate a raffle prize

Other Booth Requirements

- Power
- Internet access
- Other _____

Display set up begins at 5:00 p.m. on Tuesday, Oct. 29th or 8:00 a.m. Wednesday, October 30th.

Teardown will occur at 12:00 p.m. on Thursday, Oct 31st

PAYMENT OPTIONS:

- Cheque enclosed (Payable to Saskatchewan Emergency Planners Association)
- e-Transfer (finance@sepa.ca)
- Please Invoice - invoice address, **IF** different from above _____

SEPA Office use only

- Invoice Sent:** (date) **Fees received:** (date)

Certificate of Insurance Requirement

Under the terms and conditions of this contract for services, the contractor, consultant, vendors or exhibitor is required to show evidence of adequate general liability insurance coverage by furnishing to Saskatchewan Emergency Planners Association (SEPA) 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 SEPA 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 SEPA of cancellation of any of the insurance coverage
- Be issued to SEPA and remitted to:
11 Innovation Blvd, Suite 220
Attention: Terri Lang
Saskatoon, SK S7N 3H5