

SPONSORSHIP OPPORTUNITIES

Please find outlined below the Sponsorship Level packages which have been created for our event. Becoming involved with this event will provide exposure for your people, your products and your organization. The conference program is designed to provide multiple opportunities to network, develop and expand professional relationships, and to share experiences and solutions for today's current issues. Regardless of your goals, the ACE conference is a strong forum to help achieve them.

Sponsorship packages are outlined below with opportunities for visibility and recognition identified for each level of sponsorship. The conference committee welcomes your sponsorship and will work to ensure that your investment in ACE 2019 is worthwhile.

In recognition of the ongoing support of current ACE Corporate Members, discounted rates may apply (see below for details).

Sponsorship Level	Rate	Corporate Member Rate
Conference Partner (1 only)	\$20,000	-
Platinum Sponsor	\$10,000	\$9,500
Gold Sponsor	\$7,500	\$7,000
Silver Sponsor	\$5,000	\$4,500
Bronze Sponsor	\$3,000	\$2,750
Sponsorship Add-Ons	Varied amounts (See Table on Page 3)	
Sponsor a Student	\$200	\$200
Delegate bag insert*	\$250	\$250

*1 delegate bag insert included for Sponsors
For Sponsors, quantity varies: see categories listed on the following pages.

SPONSORSHIP PACKAGES

	Conference Partner	Platinum	Gold	Silver	Bronze
Sponsorship Includes:	\$20,000	\$10,000	\$7,500	\$5,000	\$3,000
One year corporate membership	✓	✓	✓	-	-
Complimentary booth	✓	✓	✓	✓	-
Booth location selection <i>(current corporate members of ACE have priority on booth location, followed by sponsors as listed here)</i>	Priority	In order of confirmation	In order of confirmation	In order of confirmation	-
Complimentary conference registrations <i>(ACE corporate members receive this benefit in addition to their first complimentary exhibit)</i>	4	2	1	1	1
Complimentary guests at opening reception	4	2	1	-	-
Acknowledgement in final program	Full Page	½ Page	¼ Page	¼ Page	✓
Acknowledgement on conference website	✓	✓	✓	✓	✓
Acknowledgement at opening ceremony	✓	✓	✓	✓	✓
Acknowledgement on conference signage	✓	-	-	-	-
Company name and logo in proceedings	✓	✓	✓	-	-
Company name and logo on delegate promotional item	✓	✓	✓	-	-
Promotional insert(s) in delegate package	2	1	1	1	-
Recognition on ACE website	✓	-	-	-	-
Acknowledgement in ACE Conference Announcement in Ergonomics Canada <i>(only available if sponsorship purchased by January 31, 2019)</i>	¼ Page	¼ Page	-	-	-
Choice of Additional Sponsorships <i>(see Sponsorship Add-ons Page3)</i>	\$1,500	\$1,000	\$750	\$500	\$250

SPONSORSHIPS ADD-ONS

These sponsorships add-ons are open to Bronze, Silver, Gold, Platinum and Corporate Partner Level Sponsors until they have all been allocated or until May 31, 2019; after this date they are open to all Exhibitors, on a first come, first served basis.

Description of Sponsorships	Sponsorship Value
Exhibitor Booth: Additional exhibitor booth	\$750
Keynote Session: Recognition as primary sponsor for one keynote session. Permission to place materials on tables / chairs, 3 minutes to introduce self/company (3 available)	\$750
Lunch: Recognition as primary sponsor for one conference lunch. Permission to place materials on tables / chairs, 3 minutes to introduce self/company. (2 available)	\$750
Opening Reception: Recognition as primary sponsor for conference opening reception. Permission to place materials on tables / chairs, 3 minutes to introduce self/company. (1 available)	\$750
Panel Discussion: Recognition as primary sponsor for a conference panel discussion. Permission to place materials on tables / chairs, 3 minutes to introduce self/company. (limited availability)	\$500
Breaks: Recognition as primary sponsor for a conference break	\$250

OTHER SPONSORSHIP OPPORTUNITIES

SPONSOR A STUDENT (\$200)

Students are the future. Attending a professional conference can be both a rewarding and challenging experience for a student. ACE provides reduced conference rates for students and volunteer opportunities to further reduce these rates. Sponsor a student at \$200 and ACE will ensure that those funds are distributed 100% to students attending the conference by refunding their conference fee.

EXHIBITOR OPPORTUNITIES

(Included in Partner, Platinum, Gold and Silver Sponsorship levels)

The conference committee welcomes your exhibit and will work with you to ensure that your investment in the Association of Canadian Ergonomists' national conference 2019 is worthwhile.

Important conference dates and times relevant to exhibitors:

- Set up will be **Monday, August 12, 2019 from noon to 9pm.**
- Exhibitor showcase runs from **Tuesday morning, August 13, 2019, to Wednesday afternoon August 14, 2019.**
- Showcase begins on **Aug 13th at 8:00am**
- Teardown begins on **August 14th following the last 30 minute break (approximately 3:00pm).**
- Exhibitors are strongly encouraged to provide a *door prize or draw prize* for conference delegates, with the opportunity to draw/award prizes on **Wednesday, August 14th.**

ACE ensures maximum exposure by holding all morning and afternoon delegate breaks (30 minutes) in the exhibitor area on **Tuesday and Wednesday.** Delegates will also have time to visit the exhibitor showcase during lunch breaks, which are 60 minutes in duration (minimum). In addition, an evening exhibitor reception to which all delegates will be invited, will be held on **Tuesday evening beginning at 5:00 pm** in the exhibitor area.

One of two levels of exhibitor packages may be purchased.

Additional passes to the conference registration, evening exhibitor reception on Tuesday and lunches on Tuesday and Wednesday may be purchased separately. Please see ACE Conference program and registration for more information on cost of lunch and reception tickets ([ACE 2019 Conference](#))

Level One exhibitor package (\$600 + taxes) will include the following:

- 10' wide x 8' deep exhibit booth space
- Complimentary insert in the conference delegate package (must be available by Monday, July 29, 2019 to be inserted into the delegate bags). Inserts should be sent to Linda Sagmeister, ServiceNL, OHS, 28 Pippy Place, St. John's, NL A1X 3X4
- Preliminary program listing, communicated to ~500 potential delegates. **(If purchased prior to May 1, 2019)**
- Logo and brief description on the conference "Exhibitor Showcase" web page and in the final program circulated to all delegates
- Tuesday evening exhibitor reception tickets are NOT included with this level, however these can be purchased at an extra cost.
- Lunch tickets are NOT included for exhibitors with this level, however these can be purchased at an extra cost.

Level Two exhibitor package (\$750 + taxes) will include the following:

- All of the features provided to Level One exhibitors (see above)
- Invitation to provide a one-minute presentation to the conference delegates on the morning of Tuesday, August 13th following the keynote speaker. PowerPoint slides may be displayed to accompany the presentation. The slides are to be submitted to the Exhibitor/Sponsorship Chair during exhibit set-up on Monday, August 12 between noon and 9pm. No slides will be accepted after this time, although a presentation may be made without use of a slide.
- **Two tickets to the Tuesday evening exhibitor reception August 13, 2019***
- Lunch with the delegates for 2 people on Tuesday and Wednesday

Additional audio-visual equipment can be requested and arranged through the PSAV, the preferred AV provider for Delta by Marriott – please contact: Marlene Power, Conference Services Manager, Delta by Marriott, (709) 570-1609 marlene.power@whg.com

The conference committee asks that exhibitors make their own arrangements to secure items at the hotel.

There is a secure location for booth materials that are shipped in advance of the conference – please contact Richard White, Director, Event Technology – PSAV (709) 722-4917 Richard.White@PSAV.com for shipping and receiving to make arrangements.

Although the exhibitor room will be locked at night, ACE will not be held responsible for losses and vendors should ensure they have adequate insurance.

For further information on Sponsor/Exhibitor opportunities, or to register, visit www.ace-ergocanada.ca or contact the ACE National Office at events@ace-ergocanada.ca

EXHIBIT LOCATION SELECTION

Please note that Corporate Members and then Conference Partners Platinum, Gold and Silver Sponsors will have priority exhibit selection (based on order of confirmation) for applications which are received prior to **May 31, 2019**. **After May 31st**, remaining exhibit location numbers will be assigned based on order of confirmation and exhibit location preferences. Please refer to the exhibit # from the exhibitor floor plan included in this document, when specifying preferred exhibit locations on the application form.

CONFERENCE VENUE – Delta Hotel St. John's

The conference will be held at the Delta Hotel located at 120 New Gower St, St. John's, NL. A block of rooms has been booked at the conference venue at a discounted rate for all conference delegates. Link to the on-line reservations: Delta by Marriott St. John's (or go to <https://www.marriott.com/hotels/travel/yytds-delta-hotels-st-johns-conference-centre>) Please quote the Block Code: **ACE**. Travel information is available from the conference website: [ACE conference 2019](https://ace-ergocanada.ca/news_and_events/conference/ace-2019/index.html) (https://ace-ergocanada.ca/news_and_events/conference/ace-2019/index.html).

Visiting St. John's, Newfoundland Labrador

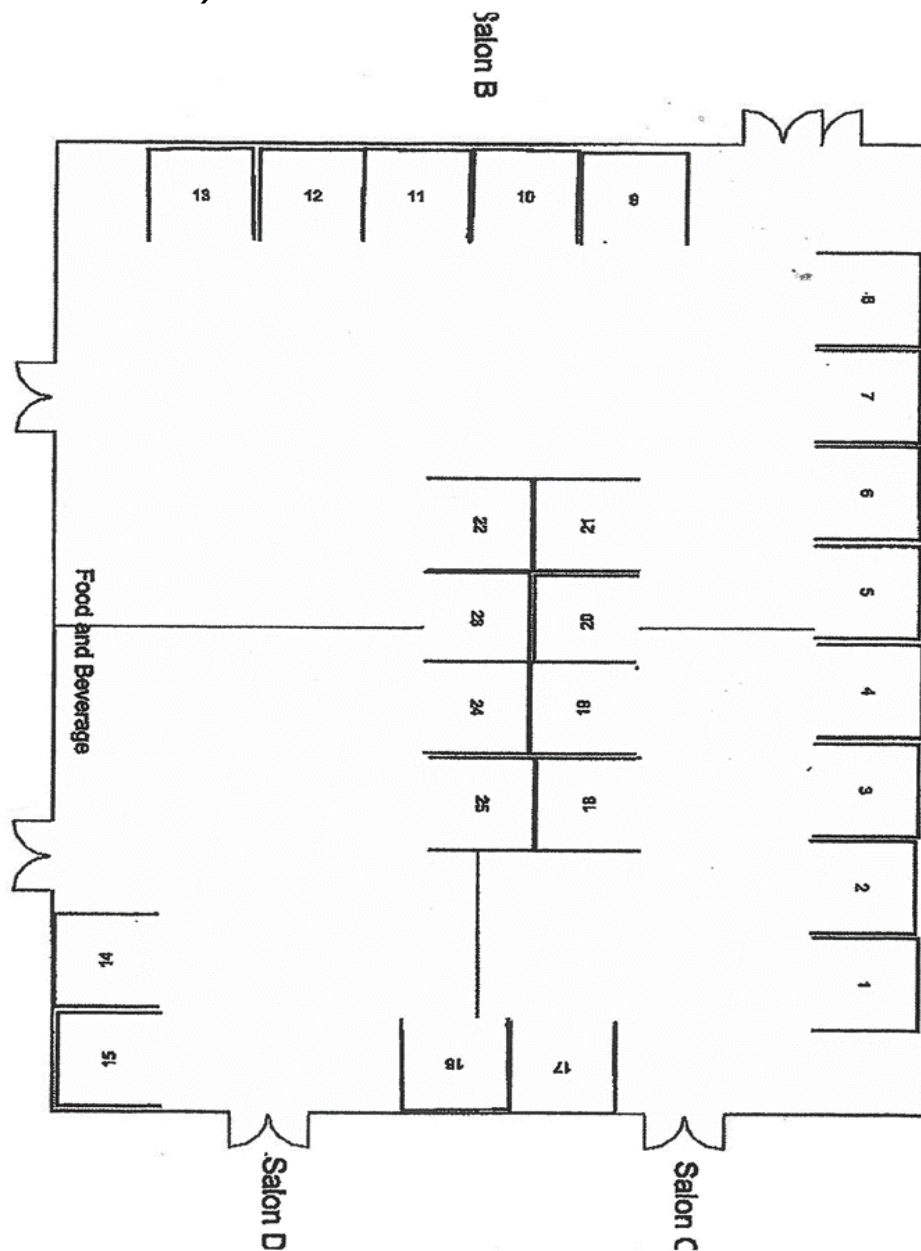
St. John's is a city rich in culture, honouring tradition while embracing eclectic sophistication. When in St. John's, walk through the winding alleyways of the vibrant downtown and encounter all the elements of a colourful tapestry of sights, sounds, tastes and experiences.

Thirsting for adventure? Take a stroll along the dramatic coastline on foot, or enjoy a day on a boat on the bay having close encounters with humpback whales, puffins, or icebergs. Beautiful vistas, unique culinary pleasures, and unique architecture are just tiny slices of an urban experience that will feel like no other.

To find out more about St. John's, and for help planning your adventure, visit Destination St. John's at <https://destinationstjohns.com/> or Tourism Newfoundland Labrador at <https://www.newfoundlandlabrador.com>.

ACE thanks you for taking the time to consider exhibiting at this unique event.

Exhibitor floor plan: (entrances from main lobby are at Salon D and Salon C doors)



REGISTRATION FOR SPONSORS

General Information

Company or Organization:				Company Contact:			
Street Address:				City:		State/Province:	
Zip/Postal Code:		Country:			Email:		
Phone:				Fax:			
Please mark appropriate box:							
<input type="checkbox"/>	Sponsor Application	<input type="checkbox"/>	Exhibitor Level One Application	<input type="checkbox"/>	Exhibitor Level Two Application	<input type="checkbox"/>	Sponsor & Exhibitor Application

Sponsor Level

Please indicate the level of sponsorship that you wish to provide.

<input type="checkbox"/>	Conference Partner*	\$20,000
<input type="checkbox"/>	Platinum*	\$10,000 (\$9,500 ACE Corp Members)
<input type="checkbox"/>	Gold*	\$7,500 (\$7,000 ACE Corp Members)
<input type="checkbox"/>	Silver*	\$5,000 (\$4,500 ACE Corp Members)
<input type="checkbox"/>	Bronze*	\$3,000 (\$2,750 ACE Corp Members)
<input type="checkbox"/>	Sponsor a Student	\$200
<input type="checkbox"/>	Delegate Package Insert	\$250
<input type="checkbox"/>	Exhibitor	\$750

*Bronze, Silver, Gold, Platinum and Conference Partner Sponsors should indicate below how you wish to allocate your sponsorship add-on opportunities.

Note: after May 31, 2019, sponsorship add-ons are open to anyone, on a first come, first served basis.

<input type="checkbox"/>	Keynote Speaker	\$750	<input type="checkbox"/>	Additional Exhibitor Booth Space	\$750
<input type="checkbox"/>	Lunch	\$750	<input type="checkbox"/>	Panel Discussions	\$500
<input type="checkbox"/>	Opening Reception	\$750	<input type="checkbox"/>	Breaks	\$250

Exhibitor Information

Included in Silver, Gold, Platinum and Corporate Partner sponsors, please indicate:

Booth location preference (in order of preference): 1st _____ 2nd _____ 3rd _____
 (Please refer to the layout on the previous page)

Please indicate if you require any of the following for the exhibitor booth (*at no additional cost*):

8' table OR 6' table OR bistro table (limited #) and 2 Chairs

Names of booth attendants*

*(up to two covered in booth fee for Level Two package)

*Please indicate any dietary restrictions here for any of the booth attendants so that they can be accommodated properly during breaks and lunch: _____

Registration to exhibit or sponsor must be accompanied by payment and acceptance of the conference exhibitors guidelines and policies.

PAYMENT FOR SPONSORS

Payment is due upon application. Amounts are non-refundable. *Payment may be made by **cheque** (payable to ACE), or by **credit card**. Please select a payment option below and provide the necessary details.*

A cheque in the amount of \$ _____ **+ 15%HST =** _____ **(\$CDN)** and payable to ACE is enclosed.

Credit card: Please charge \$ _____ + 15%HST = _____ (\$CDN) to my MasterCard Visa

Credit Card #: _____ Expiry Date: _____

Authorized Signature: _____ Name on Card: _____

CONFERENCE EXHIBITORS GUIDELINES AND POLICIES

1. Registration/reservation for exhibit space must be made through **Karry Fortin - events@ace-ergocanada.ca**.
2. Cancellations:
 - Exhibitors can be provided a refund minus a \$100 processing fee if the request is received by **June 15, 2019**.
 - **No refunds will be provided for cancellations after June 16, 2019.**
 - In the case of an exhibitor "no show", no part of the payment will be refunded.
3. **The company logo and description must be forwarded to the exhibitor coordinator as soon as registration takes place for immediate inclusion online.** For ACE's printed materials, all digital media is to be received no later than **June 1, 2019**. Digital media to be included in the preliminary program must be received **no later than May 15, 2019. Please ensure digital logos have a resolution of 300 dpi or greater.**
4. Corporate ACE Members will be served on a priority basis (in order of confirmation) in terms of exhibit location choice if applications are received prior to **May 31, 2019**. Next priority will go to Platinum, Gold and Silver sponsors, in order of confirmation, if applications are received prior to **May 31, 2019**. All remaining spaces will be provided location choice in order of confirmation.
5. Table preference must be indicated on the registration. The number of bistro tables is limited.
6. Formal notice of the assigned space and full payment of the reservation fees constitutes a contract for the right to use space. In the event of a fire, strike, or other uncontrollable event rendering the exhibit area unfit or unavailable for use or causing the exhibit to be cancelled prior to the opening date of the exhibit, payment on account for the reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of the reservation are the sole responsibility of the exhibitor.
7. Exhibitors will hold harmless the 2019 ACE Conference, The Association of Canadian Ergonomists and Delta Hotel St. John's in the event of any liability, responsibility, loss, damage costs, or expense of omission by exhibitor or any of its agents or employees.
8. No exhibitor shall assign, sublet, or share reserved space without the authorization of the ACE Exhibits Coordinator prior to the conference.
9. Conference registration is not included with the cost of exhibit space and must be purchased separately for those wishing to attend the sessions.
10. Rules and regulations must be adhered to regarding set-up, operation and teardown. **Set up is to occur on the afternoon of Monday August 12, 2019 (after noon). Teardown commences on Wednesday August 14, 2019 immediately following the afternoon break.**
11. To exhibit at the 2019 ACE Conference, signed acceptance of these guidelines must accompany the Registration Form.

On behalf of my company I accept the Conference Exhibitors Guidelines and Policies.

Name (please print): _____

Company: _____

Signature: _____

Date: _____

I have included my company logo and a brief company description for inclusion on the conference website, and in conference printed materials.