



CAHRMA

Canadian Aboriginal Human Resource Management Association

We are pleased to extend a personal invitation to you to participate as an exhibitor at the 7th Annual **“Canadian Aboriginal Human Resource Management Association: National Aboriginal Human Resource Conference on November 20-21, 2019** at the Victoria Inn Hotel and Convention Centre in Winnipeg, Manitoba.

The conference will feature dynamic keynote speakers, classroom instruction, panel discussions, interactive workshops and a curriculum that will focus on three main course streams. Currently our communities face the challenge to understand the complexities of the Human Resource function. Communities will also develop stronger organizational structure by understanding their operational and organizational needs and demands. This is a reality that many of our community’s face and CAHRMA will host its first conference to provide participants with the basic knowledge of human resources and some innovative solutions. Your participation will allow you to showcase your business and services you can provide as the communities develop their Human Resource structures.

The two-day conference ensures that workplace behaviors meet the expectations of the organization and legal requirements. The content will increase the skills and knowledge of entry level, new and seasoned human resource professional in the field.

We encourage you to register early to guarantee your participation no later than May 31, 2019 to receive the early registration discount.

Your 8’ x 10’ exhibit space includes:

- 1 8ft. draped and skirted table and 2 chairs
- Dedicated trade show time within the conference agenda
- One complimentary registration for you or your representative
- All meals which include: breakfast, lunch and refreshment breaks

Please review the attached information and plan to register early!!!

You can expect to hear from Elena Gagliardi our Conference Coordinator within 10 business days of this letter but please feel free to call her at (204) 995-8997 or via email to elena@plannersplus.ca.

We look forward to seeing

Sincerely,

Diane Carriere, BA, CHRP, THRP
President & CEO



CAHRMA

Canadian Aboriginal Human Resource Management Association

Exhibit Opportunity

CAHRMA Conference - November 20-21, 2019

Victoria Inn Hotel and Convention Centre

1808 Wellington Avenue

Winnipeg, Manitoba R3G 0G3

Name of Organization: _____

Contact Name: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ E-mail: _____

Description of product to be displayed: _____

Name(s) of booth reps: (2 included in cost of booth)

Exhibitor Rates

- Regular booth \$ 650.00 each (**before June 30, 2019**) \$ _____
 - Regular booth \$ 700.00 each (**after June 30, 2019**) \$ _____
 - Electrical Service at \$ 50.00 \$ _____
 - Additional representative at \$ 50.00 each \$ _____
- Name: _____
- Name: _____

Sub Total \$ _____

GST \$ _____

TOTAL \$ _____

Payment Options

- I am enclosing my cheque (made payable to Planners Plus Inc.)
- Please invoice me
- MasterCard or VISA

Credit Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

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Planners Plus Inc.

106-475 Provencher Blvd

Winnipeg, MB R2J 4A7

Phone: (204) 255-7006 Fax: (204) 255-2523



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Information for Exhibitors

- Exhibitors **MUST** begin their set-up on **Wednesday November 20, 2019 between 7:00 am and 8:00am. Set up must be completed by 8:00am. There will be no exceptions allowed. Egress will be the afternoon of Thursday November 21, 2019 at the conclusion of the conference.**
- Please note, the exhibit area will **be locked when scheduled events are not being held.** However, we recommend that you remove computers and other valuables from your booth if you leave the exhibit area. For your own protection, we recommend you insure any items of value. We will not be responsible for lost or stolen articles.
- Exhibitor booths will consist of 1- 8 ft. draped and skirted table and two chairs. Electrical is an additional cost.
- Nametags are available for your exhibitors. **Please fill out the form on the previous page and badges will be available on November 21st when you check in.**
- **Hotel Accommodations:** Guestrooms are available at a special rate of \$135 plus applicable taxes. To make your reservations directly with the hotel please contact them at **1-877-842-4667** or directly at **204-786-4801** and reference CAHRMA Conference or code: **864906**

Cancellation Policy: Cancellations will be accepted up **until October 20, 2019.** Cancellations received in writing prior to this date will be entitled to a full refund. Any cancellations received after this time will not be entitled to a refund and the exhibitor agrees that CAHRMA has the right to resell the space at no benefit to the exhibitor who has cancelled. **Any space not paid for in full by October 20, 2019 will be released back to the available pool.**

It is understood that this agreement and the rental charge is for the rental of the exhibit space, 1- 8ft. table and 2 chairs ONLY. The exhibitor agrees that CAHRMA and its volunteers, employees, contractors and sub-contractors accept no responsibility for damage, theft or any loss to displays, materials or personal property. The exhibitor, signed below, **agrees to pay the rental fee prior to October 20, 2019.**

Authorized Company Signature

Date

Please make cheques payable to Planners Plus Inc. and mail payment with the completed forms to:

**Elena Gagliardi
c/o Planners Plus Inc.
106 – 475 Provencher Blvd
Winnipeg, Manitoba R2J 4A7
FAX: (204) 255-2523.**

For additional information, contact:

Elena Gagliardi, Conference Coordinator at (204) 255-7006 or e-mail elena@plannersplus.ca.