



IIA Canada National Conference

QUÉBEC CITY, QC | SEPTEMBER 15–18, 2024



The Institute of Internal Auditors
L'Institut des auditeurs internes
Canada

QUÉBEC **CNC24**

CONTACT INFORMATION (As it should appear in publication materials)

Organization Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____ Website: _____

SPONSORSHIP LEVEL (Please select the level(s) you are interested in sponsoring)

NATIONAL CONFERENCE SPONSOR LEVELS

- Platinum Level \$30,000
- Gold Level \$20,000
- Silver Level \$15,000
- Bronze Level \$10,000
- 10' x 10' Exhibitor \$4,000
- 10' x 20' Exhibitor \$8,000
- Gala Dinner & Welcome Reception \$25,000
- Lanyards \$7,500
- Conference Tote Bags \$7,500
- Daily Keynote Sponsor \$7,500
- Reusable Water Bottles \$20,000
- Innovation Session \$5,000
- Lunch Sponsor \$7,000
- Custom Keycards \$7,000
- Registration Area Sponsor \$7,000
- Conference Mobile App \$6,000
- Education Track Sponsor \$5,500
- Recharge Station \$5,000
- Conference Wifi \$5,000
- Hand Sanitizing Station \$5,000
- Floor Decals \$5,000
- Conference Pens \$4,000
- Pre-Attendee List \$1,000

AUDIT LEADERSHIP EVENT (ALE) SPONSOR LEVELS

- ALE Platinum \$10,000
- ALE Speaker \$5,000
- ALE Lunch \$5,000
- ALE Reception \$3,000
- ALE Refreshment Break \$2,000

Subtotal: \$ _____

QST 9.975% _____

GST 5% _____

TOTAL: \$ _____

All sponsor prices are listed as CAD and all payments must be made in CAD.

PAYMENT OPTIONS (Please select one)

- We are sending a cheque. (Note: Confirmation of sponsorship will be sent upon receipt of payment.)
Make cheque payable to: MCI USA
- Please invoice us. (I understand that my organization must make a full or deposit payment in order to confirm the benefits.)
- Credit Card
(Email Secure Form to: _____)

All Credit Card charges will be made in USD at a conversion rate of 73% for CNC24. Please do not provide credit card information on this contract. We will email a secure credit card form for payment to the email address listed above.

RETURN COMPLETED FORM TO:

Jeff Rhodes

Email: jeff.rhodes@wearemci.com

Phone: +1-410-316-9869

Mail: 849 Fairmount Ave., Suite 102. Towson, MD 21286

Print Name and Title

Authorized Company Signature

* By signing the space application, I acknowledge that I have fully read, understand, and agree to abide by the official Terms and Conditions, as listed in the prospectus, and all materials set forth herein.

TERMS & CONDITIONS

SPACE RENTAL

Wherever possible, space assignments will be made by Association in keeping with the preference as to location requested by the Client. Association, however, reserves the right to make the final determination of all space assignments in the best interest of the conference. No displays or promotional materials will be allowed to extend beyond the boundaries of the contracted space without permission from Association. Association also reserves the right to reject any promotional materials or other materials related to Client's sponsorship or display that it believes in its sole discretion is inappropriate or is not in the best interest of the conference.

RESTRICTIONS ON USE OF SPACE

Client personnel will not be permitted to solicit business in a space other than their own. No Client shall sublet, assign or share any part of the allocated space without the written permission of Association. Association reserves the right to restrict or prohibit use of space distracting to neighboring displays. If such is found to exist and is not properly modified at the request of Association, the offending Client may be ejected. No exhibit space will be permitted that interferes with other exhibit space or impedes access to the walkways. No Client shall be permitted to play any live or recorded music, nor show videotapes with music. All installation and dismantling of displays must be carried out during the times indicated in the display information. No display may be erected after the hall opens or be dismantled before the official closing time. It is the responsibility of the Client to see that materials are delivered to and removed from the attendee lounge area by the specified deadline. If necessary, other arrangements may be made by Association at the expense of the Client to maintain the professionalism and high caliber of the display area.

CANCELLATION BY CLIENT

If Client cancels the event related portion of this Agreement, Client may only do so by giving notice thereof in writing sent to MCI USA with evidence of receipt. If such written notice is received at least 180 days prior to the opening date of the event, then Client will remain liable for 50% of the total event related fee owed to Association. If notice of cancellation is received less than 180 days prior to the event, Client will remain liable for 100% of the total event related fee owed, regardless of when this Agreement is executed by Client. These amounts are considered to be liquidated and agreed upon damages, for the injuries Association will suffer as a result of Client's cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability and, if applicable, the cancellation of sponsorships and/or promotional materials, in each case at a time when other parties would be interested in such space and/or products, will cause Association to sustain substantial damages that will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Agreement as a valid pre-estimate of these damages. The date of cancellation shall be the date MCI USA receives the notice. Association reserves the right to treat Client's downsizing of booth space as cancellation of the original space and purchase of new booth space, and Client may be required to move to a new location.

CANCELLATION OF THE EVENT

If Association cancels the event due to circumstances beyond the reasonable control of Association (such as riot, strike, civil disorder, act of war, act of God, terrorism, epidemic, pandemic, government mandated restrictions, or any cause whatsoever that is not within Association's reasonable control), Association shall refund to each Client its amount for unfulfilled event related items previously paid, minus a 25% administrative processing fee, in full satisfaction of all liabilities of Association to Client. Association reserves the right to

cancel, rename or relocate the event or change the dates on which it is held. If Association changes the name of the event; relocates the Event to another event facility, province, and/or city or converts the event to virtual/digital in nature; or changes the dates for the event to dates that are not more than 90 days prior or 13 months later than the dates on which the event originally was scheduled to be held, no refund will be due to Client, but Association shall assign to Client, in lieu of the original space, such other space as Association deems appropriate and Client agrees to use such space under the terms of this Agreement. If Association elects to cancel the event other than for a reason previously described in this paragraph, Association shall refund to each Client its entire event related payment previously paid, in full satisfaction of all liabilities of Association to Client. Client agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the event.

FAILURE TO OCCUPY SPACE

The Client will forfeit space not occupied by the close of the setup period and this space may be resold, reassigned, or used by Association.

FIRE & SAFETY REGULATIONS

Federal, provincial, city, and Host Venue regulations must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with the local fire department/ underwriters' rules. Crates, boxes, display or other materials cannot block walkways and fire exits at any time. Exhibitors must comply with all fire, safety, and heat regulations in effect in the host city. Each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the Conference Organizing Committee may cancel all or such parts of a display as may be irregular and effect the removal of same at the exhibitor's expense. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between the Organizer, the official exhibition contractors, and the facility in which the exhibition will take place and act according to the labour laws of the jurisdiction in which the building is located and observe provisions of the provincial Human Rights Code and the Labour Standards Act in the hiring and treatment of exhibit booth staff

LIABILITY

Neither the Association, nor MCI USA, nor the Host Venue, nor the agents, representatives, and employees thereof (hereafter referred as "Association and Affiliates") will be responsible for injury, loss or damage that may occur to the Client's agents, representatives, employees or property from any cause whatsoever, prior, during or subsequent to the periods covered by this Agreement. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of numerous display and various other factors make it reasonable that each Client shall assume the risk of an injury, loss or damage. Association and Affiliates shall not be liable for, and Client hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities described in this paragraph. In the event that Association and Affiliates shall be held liable for any event that might result from a particular Client (including its agents, representatives and employees) action, or failure to act in any manner whatsoever, such Client shall reimburse Association and Affiliates and hold Association and Affiliates harmless from all resulting liability.

TERMS & CONDITIONS - *continued*

DAMAGE TO HOST VENUE:

Client must surrender space occupied by the display in the same condition it was at commencement of occupation. The Client (including its agents, representatives and employees) shall not injure or deface walls, columns, floor or carpeting, when provided, of the display facility, or equipment of furniture in the display area. No signs, labels, tags or gummed stickers of any type will be affixed to any wall, door, or other surface by tape, adhesive or glue nor will signs be hung from ceilings, balconies, windows or any other fixtures anywhere on or in the Host Venue without specific written approval of Association. Charges for removing any such materials and repair of the surfaces will be borne by the Client.

INSURANCE

Client agrees to maintain such insurance as will fully protect Association and Affiliates from any and all claims of any nature whatsoever, including claims under the Workmen's Compensation Act and for personal injury, including death, which might arise in connection with the installation, operation or dismantling of the Client display. Client is advised to add to its existing insurance a portal-to-portal rider protecting them against loss/damage to materials by fire, theft, accident, etc.

HOLD HARMLESS AGREEMENT

The Client assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Client's display, equipment and other property brought onto the premises of the Host Venue and shall indemnify and hold harmless Association and Affiliates from any and all such losses, damages and claims. The Client acknowledges that Association and Affiliates do not maintain insurance covering Client property and this is the sole responsibility of the Client to obtain business interruption and property damage insurance covering such losses.

GIVEAWAYS, DRAWINGS & DISTRIBUTION OF GIFTS AND/OR FOOD PRODUCTS

Association holds the right to restrict or prohibit any contest, promotion, or giveaway that causes blocking or disturbance to other exhibits or patrons. It is the responsibility of Client to notify all winners of any drawing, contest, or giveaway. Food and beverage products may be distributed in sample quantities by those Companies engaged in the processing of these products. Other Companies wishing to dispense sample foods and/or beverages must conform with the Host Venue's regulations and receive approval in advance from Association.

INCORPORATION OF RULES & REGULATIONS

Any and all matters pertaining to the event and not specifically covered by the terms and conditions of this Addendum or the Agreement shall be subject to determination by Association in its sole discretion. Association may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Client. Any such rules and regulations are an integral part of the Agreement and are incorporated herein by reference. Client shall observe and abide by additional regulations made by Association as soon as they are communicated to Client. The Agreement states the entire agreement of the parties with respect to the subject matter hereof.

BOOTH ACCESSIBILITY

Under the Accessible Canada Act (ACA), each Client is responsible for making his exhibit accessible to the disabled and shall indemnify show management and the convention facility against failure to do so. Companies who have constructed, or are planning to construct, multi-level booths must comply with federal law and all provincial and local fire and safety codes.