



Desjardins



WEST ISLAND
**BUSINESS
AND JOB** FAIR

EXHIBITORS' GUIDE

expowestisland.com

SEPTEMBER
27th & 28th
2011

**Holiday Inn Pointe-Claire
Montreal Airport**

6700 Trans-Canada Highway
Highway 40 - Exit 52

Reservations: **Loïc Grandury**
C 514 969.6737
loic@ccoim.ca

Information: **Danie Lemay**
C 514 812.5033
danie@ccoim.ca



It's good business!

- ▶ 2 Full Days
- ▶ 35 Exhibitor Spaces
- ▶ Extensive Advertising Campaign
- ▶ Business Consultation Center
- ▶ Job Support Center

Distinguished Co-Presidents



Yannick Lavolette
*General Manager
Caisse Desjardins des Sources-
Lac-Saint-Louis*



Robert Bouillon
*General Manager
Caisse populaire Desjardins
Sainte-Geneviève de Pierrefonds*



An initiative of

**La Chambre de commerce de l'Ouest-de-l'Île de Montréal
The West Island of Montreal Chamber of Commerce**

1 000, St-Jean Blvd. Suite 602, Pointe-Claire, Qc H9R 5P1
wimcc.ca



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WEST ISLAND
**BUSINESS
AND JOB
FAIR**

Desjardins & The West Island of Montreal
Chamber of Commerce
proudly invite you to the fourth

Business & Job Fair

2011 Edition

expowestisland.com



EXHIBITOR SPACES

Dimensions: 26 spaces of 10' X 8' located in the Main Hall
9 spaces of 10' X 6' located in the Lobby

Cost: \$1,950 *taxes not included*
Per space, one table and two chairs

EXHIBITORS' / SPEAKERS' VISIBILITY

On our website: www.wimcc.ca

PARTNERSHIPS WITH HIGH VISIBILITY

Different options between \$5,000 and \$10,000.

EXHIBIT HOURS

Wednesday, September 28th – 11 a.m. to 8 p.m.

Thursday, September 29th – 9 a.m. to 5 p.m.

Free admission. Free parking.

The Business and Job Fair aims to create a strategic exchange forum for job seekers and those contemplating a career change or starting a business.

- ▶ **Business services**
- ▶ **Franchise opportunities**
- ▶ **Entrepreneurship**
- ▶ **Professional trends**
- ▶ **Skills development**
- ▶ **Education**
- ▶ **Training**
- ▶ **Recruitment**
- ▶ **Job offers**

Reserve now!

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PLAN DE SALLE ROOM PLAN

Reservation: **Loïc Grandury**

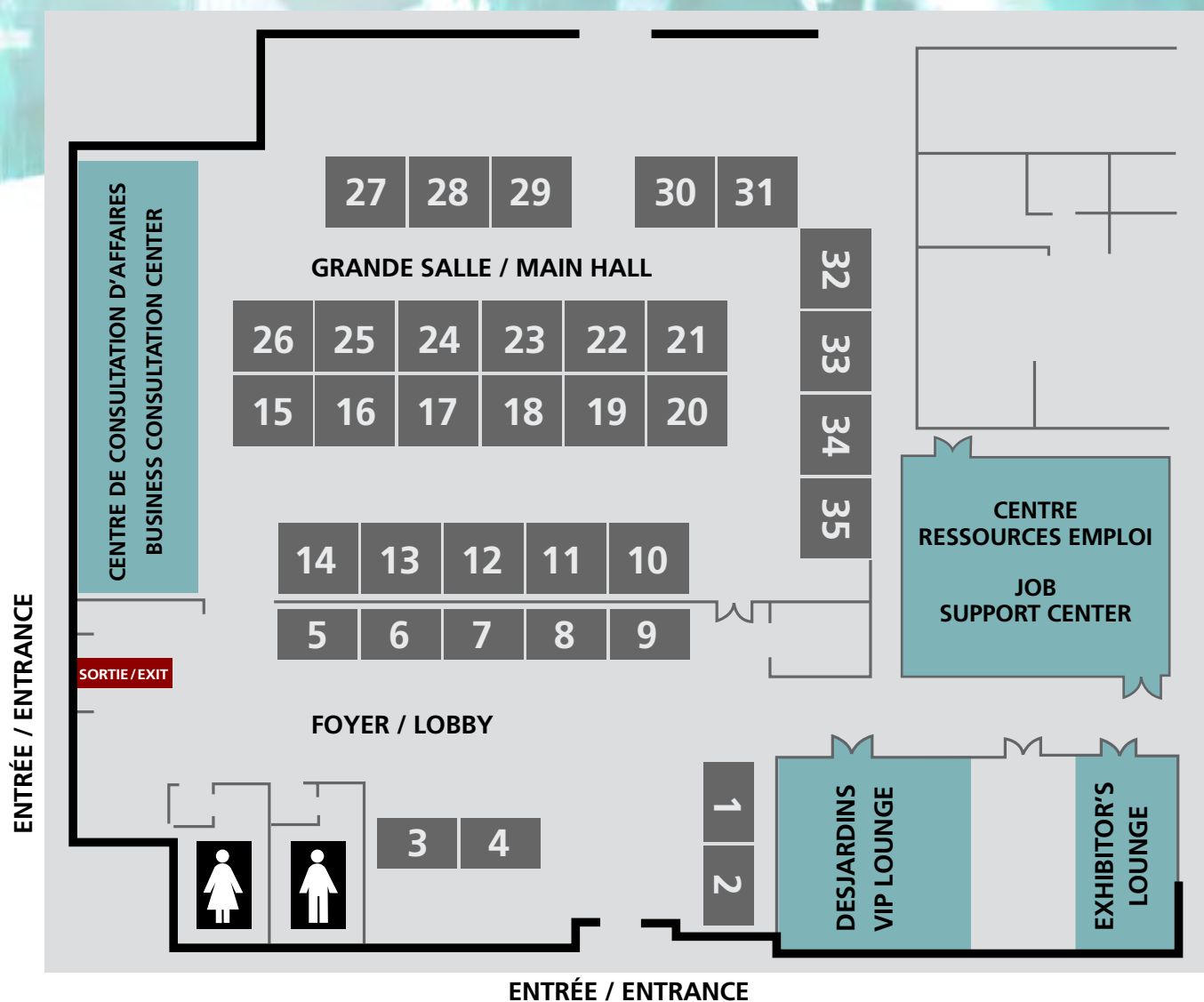
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Registration

The registration form must be signed by a representative from the company participating in the **Business & Job Fair**, hereinafter called « the exhibitor ». The registration form becomes valid as soon as the **Business & Job Fair** and the exhibitor indicate their acceptance by signing the present contract. All terms and conditions listed herein are integral to this contract.

Booth Allocation

The exhibitors shall choose their booth space based on the availability at the time of payment.

General Information: Materials, Services and Other

The **Business & Job Fair** will provide the reserved booth space, 8' backdrop curtains and 3' lateral curtains, 1 table and 2 chairs.

The exhibitors may rent additional equipment from the official supplier:

Bravo Locations/Rentals - 514 685-8000



TERMS AND CONDITIONS

Electrical hook-up for lighting or laptops will be available upon prior request, a minimum of thirty (30) days prior to the event. All wiring must be hidden under the presentation table. Any display material or inventory must be kept on a counter or hung up at the back of the booth. No material shall be hung from the ceiling, walls or other surfaces of the event.

Wireless internet access will be available to all exhibitors.

The exhibitors will have access to a private relaxation lounge called the Exhibitors' Lounge.

Exclusive Lodging Rate

Holiday Inn Pointe-Claire Montreal Airport offers you a special lodging rate for the duration of the **Business & Job Fair**, available exclusively to exhibitors; \$117. + taxes, per night. Reservations: 514 697-7110

Invoicing – Payment Terms

Invoices will be issued in the name of the exhibitor.

Exhibitors must pay (50%) of the total amount of the contract upon signing.

*The balance of payment must be made no later than **June 17th, 2011**.*

All payments must be made by credit card or by cheque made payable to :

The West Island of Montreal Chamber of Commerce.

Registrations made after June 18th, 2011 require the immediate full payment of your registration fee.

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The West Island of Montreal Chamber of Commerce

Cancellation by the Exhibitor

Any exhibitor cancellation processed within ninety (90) days, but no less than thirty (30) days, prior to the opening of the event, said exhibitor will automatically forfeit his paid deposit (50% of the agreed Total amount). Any exhibitor cancellation processed within thirty (30) days prior to the opening of the event will result in a penalty equal to 100% of the Total Amount of the contract.

Cancellation by the Business & Job Fair

Should an unforeseen event beyond the control of the **Business & Job Fair** cause interruption, postponement or cancellation of the event, a portion of the fees, calculated equitably by the **Business & Job Fair** to cover costs already incurred, will be reimbursed. It is understood that the **Business & Job Fair** will not be held liable for damages resulting from such an occurrence.

Compliance

The **Business & Job Fair** may, before, during or after the event, change or add terms that it deems appropriate in the interests of the event. Furthermore, the exhibitor agrees to comply with and respect all rules and regulations put forth by the *Holiday Inn Pointe-Claire* and the municipal authorities of the City of Pointe-Claire.

Refusal of merchandise

The **Business & Job Fair** reserves the right to refuse any merchandise of persons whose presence or behaviour it deems dangerous or harmful to the smooth operation of the event. If the **Business & Job Fair** deems it appropriate, and at its sole discretion, it may change the space allocated to an exhibitor as it sees fit so as to retain the specific character of the event or to ensure its smooth operation.

Display

No sign or billboard may be installed in any location other than those assigned for such purposes by the **Business & Job Fair**. All signs and billboards must be approved by the **Business & Job Fair**.

Restrictions

The use of any megaphone, sound system, strobe lights or any other appliance is forbidden. If the occupant uses a video, he must limit the volume to a respectable level. The booth must be maintained properly, at all times and no handwritten signs must be put up in the booth or in exhibition space. The number of representatives per booth is limited to two (2) people and a minimum of one (1) of the two must stay inside the booth during the Job Fair's opening hours. Any political, social, religious or other type of activity is forbidden.

Installation & Dismantling

The exhibitors will have access to their booth on **September 28th, 2011** starting at **8 a.m.** or earlier if the hall is available. We will provide you with an installation schedule. They will have until **10 p.m.** on **September 30th, 2011** to vacate their booth. The coming and going of any material will be done by a specified location on the side of the *Holiday Inn Pointe-Claire*. **Please note that there is no loading dock.**

Liabilities

The organizers of the **Business & Job Fair 2011** as well as the *Holiday Inn Pointe-Claire Hotel* cannot be held responsible for lost or damaged goods.

Insurance

Contact your insurance company to ensure that the equipment you bring to the event will be covered by your insurance.

Legal interpretation

Both parties agree that this contract shall be governed according to the laws in effect in the Province of Quebec and the jurisdiction of Montreal.





FORMULAIRE D'INSCRIPTION REGISTRATION FORM

Veuillez écrire en lettres moulées
Please use block letters

Entreprise / *Company*: _____

Représentant officiel /
Authorized representative: _____

Fonction / *Title*: _____

Adresse / *Address*: _____

Ville / *City*: _____ Code postal / *Postal Code*: _____

Tél. / *Phone*: _____ Courriel / *Email*: _____

Fax: _____ Site / *Website*: _____

Autre personne contact / *Other contact person*: _____

Tél. / *Phone*: _____ Courriel / *Email*: _____



LOCATION D'ESPACE / SPACE RESERVATION

Choix d'emplacement selon le plan /
Choice of booth location as indicated on the site map

No 1: _____ **No 2**: _____ **No 3**: _____

Nombre d'espace(s) /
Number of space(s): _____ **10' X 8'** Grande salle / *Main Hall*
ou / *or* _____ **10' X 6'** Foyer / *Lobby*

- J'accepte que le logo et le nom de mon entreprise puissent être utilisés dans la campagne publicitaire du Salon (journaux, radio, affichage, site internet, etc.)
- I hereby agree that my company logo and name may be used in the advertising campaign of the Fair (newspapers, radio, billboard, website, etc.)*

J'ai lu et compris les règlements du **SALON AFFAIRES ET EMPLOI 2011**.
*I have read and I understand the rules of **BUSINESS & JOB FAIR 2011**.*

1 000, boul. St-Jean, bureau 602, Pointe-Claire, Qc H9R 5P1 **T** 514 697-4228 **F** 514 697-2562 - info@ccoim.ca

Date _____ Signature _____