



BLOWNAWAY

CHILDREN & FAMILY MINISTRIES CONFERENCE

OFFICIAL SPONSOR, EXHIBITOR, ON-SITE BOOKSTORE GUIDE



WELCOME

Thank you for your consideration in participating with us at Blown Away Children and Family Ministries Conference, to help equip, encourage and empower leaders from across Canada. What a privilege it is to serve by resourcing, inspiring, and propelling others towards something greater.

The theme for Blown Away Conference 2017 is “BRAVE”. Each of our Breakouts and General Sessions are on topics that our team believes will spark brave vision within each delegate’s spirit. Please pray that those who attend will gain **BRAVE** ideas, **BOLD** dreams, and **COURAGEOUS** hearts, while also growing together.

It would be a privilege to have your organization join this event to help support the delegates with resources, and ideas.

Please pray for the ongoing planning of Blown Away Conference, for the delegates who attend, each organization that represents themselves with an exhibit, and the communicators as they share, that God would work through each of those involved to help fulfill His plan and His purposes.

With all My Heartfelt Appreciation,
Cindy Rose
KidZvillage Director
Western Ontario District - PAOC
crose@wodistrict.org



EQUIP, ENCOURAGE, EMPOWER | WELCOME

Welcome to our 6th biennial Blown Away Conference - a leading inter-denominational Children and Family Ministries conference in Ontario, Canada that exists to equip, encourage, and empower leaders in ministry.

This package contains much of what you need to know about the conference and your stay here in Burlington, ON. Please do not hesitate to contact Sarah Jacobson, part of our administrative staff, at exhibits@blownawayconference.ca at any time for further information or clarification.

STATEMENT OF FAITH | WE BELIEVE...

1. The Holy Scriptures to be divinely inbreathed, infallible, inherent, and authoritative Word of God.
2. That there is one God, eternally existent in the Persons of the Holy Trinity.
3. In the virgin birth of the Lord Jesus Christ, His deity, His sinless humanity and perfect life, the eternal all-sufficiency of His atoning death, His bodily resurrection, His ascension to the Father's right hand and His personal coming again at His second advent.
4. That justification is a judicial act of God on the believer's behalf solely on the merits of Christ, and that regeneration by the power of the Holy Spirit is absolutely essential for personal salvation.
5. In Christ's Lordship of the Church, the observance of the ordinances of the Christian baptism by immersion for believers, and the Lord's supper.
6. In the eternal blessedness of the redeemed in heaven and the eternal doom of the unregenerate in the lake of fire.



BLOWN AWAY CONFERENCE | GENERAL INFO

Date: March 31st - April 1st 2017

Location: Glad Tidings Church | 1401 Guelph Line | Burlington, ON Canada | L7N 3J2

Main Communicators: Brian Dollar, Carey Nieuwhof, and Jeff Harmon

Target Audience:

- Children's Ministry Pastors and Directors
- Family Ministry Pastors and Directors
- Church Ministry Pastors and Directors
- Children's Ministry Volunteers and Leaders
- Christian Education Teachers and Specialists

Anticipated Attendance: 500 delegates representing 200+ churches of various denominations

UNIQUE TO BLOWN AWAY CONFERENCE

Pre-Conference Session specifically developed for pastors and ministry directors.

4 Break Out Sessions offering up to **7 workshops** relevant to various areas of Children and Family Ministries.

Workshop facilitators who are purposefully selected for their gift as **motivating communicators and influential leaders** primarily within Canadian or North American church ministry.

3 General Keynote Sessions gathering like-minded people for a time of worship, inspirational teaching, and fun that will prove to challenge and incite a renewed enthusiasm for Children and Family Ministries.

Dynamic Sponsors, Exhibitors and On-Site Bookstore with the purpose of exposing conference delegates to innovative resources, creative services, and relevant materials from leading companies and organizations that serve Children and Family Ministries.



BLOWN AWAY SPONSOR, EXHIBITOR & ON-SITE BOOKSTORE | THE INVITATION

We consider your organization to be an influential leader and driving force within Children and Family Ministries. We would like to formally welcome you to be an integral part of Blown Away Conference as a Sponsor, Exhibitor, or On-Site Bookstore.

BENEFITS TO YOUR ORGANIZATION INCLUDE

Exposure to 200+ churches and Christian organizations spanning primarily from Northern, Central, and South Western Ontario.

Face-to-face opportunities to promote your organization's services and resources within a relevant Canadian market-space.

Advantageous advertising opportunities on Blown Away Conference's **promotional materials including our website, social media outlets, delegate handbook, and conference video** loop.

Genuine **long-term connectivity with Blown Away Conference** ensuring an invitation to future occasions and events for equipping, encouraging and empowering leaders within children's and family ministries.

OUR COMMITMENT TO YOU

We genuinely appreciate and sincerely value your involvement and participation in Blown Away Conference. In grateful response, here is what you can hold us accountable to:

- Strategic placement of all exhibits to ensure **high traffic flow**.
- At least **four 15 minute scheduled breaks** for conference delegates to explore exhibits.
- **Doors opening 30 minutes before first breakout begins on Saturday morning** to provide time for delegates to visit Sponsors and Exhibitors, and make purchases at the On-Site Bookstore display.
- A **1.5 hour on-site lunch** to provide delegates with excess time to visit Sponsors and Exhibitors, and make purchases at the On-Site Bookstore display.
- A **designated Blown Away Conference lead team member to assist you** on site with questions and concerns.



BLOWN AWAY SPONSOR & EXHIBITOR OPTIONS

Blown Away Conference is pleased to host 6 Sponsors, approximately 16 Exhibitors, and 1 On-Site Bookstore within our conference facilities

SPONSORSHIP PACKAGES

Conference Sponsor I 1 Available | \$5000.00 CAD

- 1 full page, full colour ad in delegate handbook
- 4 Blown Away Conference Exhibitor Passes
- 2 promotional items in delegate bags
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Prime exhibit or On-Site Bookstore location
- 2 Exhibit tables with 4 chairs and access to 1 electrical outlet
- *Can teach or train organization's unique material during one Breakout
- On stage interview during Friday night general session
- Highlighted in Saturday morning and afternoon general session
- Logo and website on all general session handouts
- Logo displayed on-site on conference welcome banner

Delegate Bag I 1 Available | \$3500.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- 2 promotional items in delegate bags
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Prime exhibit or On-Site Bookstore location
- Exhibit table with 2 chairs and access to 1 electrical outlet
- *Video promotion during a Saturday general session (Max. 60 seconds long)
- Name and logo displayed on name tag lanyards

Lanyard Sponsor I 1 Available | \$3500.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- 2 promotional items in delegate bags
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Prime exhibit or On-Site Bookstore location
- Exhibit table with 2 chairs and access to 1 electrical outlet
- *Video promotion during a Saturday general session (Max. 60 seconds long)
- Name and logo displayed on name tag lanyards

**Breakout and Promotional Videos must be pre-approved by Conference Lead Team, and meet required deadlines as outlined on Page 11*



SPONSORSHIP PACKAGES (CONT)

Lunch Sponsor I 1 Available | \$1000.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Exhibit table with 2 chairs and access to 1 electrical outlet
- Recognition from platform in all three general sessions

General Session Sponsor I 1 Available | \$1000.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Exhibit table with 2 chairs and access to 1 electrical outlet
- Recognition from platform in all three general sessions

Breakout Sponsor I 1 Available | \$1000.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Exhibit table with 2 chairs and access to 1 electrical outlet
- Recognition from platform in all three general sessions

EXHIBITOR PACKAGES

Exhibitors I 16 Available | \$400.00 CAD

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- Exhibit table with 2 chairs and access to 1 electrical outlet
- Fee includes a \$50.00 refundable deposit for exhibitors who adhere to contract stipulations

IN-KIND PARTNERS

In-Kind Partners I Available | See below for list of donations needed

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- Exhibit table with 2 chairs and access to 1 electrical outlet



IN-KIND DONATION LIST

Below is a list of tangible donations needed for our conference from In-Kind Partners in exchange for promotional and exhibit opportunities.

- Coffee Donations
- Printing Services
- Snack Donations
- Bottled Water Donations
- DJ Services
- On-Site Experiences
- Decor and Staging Donations
- Office Supplies Donations (Folders, Labels, Pens, Sharpies)

Please contact Sarah Jacobson (exhibits@blownawayconference.ca) should you wish to be an In-Kind Partner or have other donation ideas.

ON-SITE BOOKSTORE

On-Site Bookstore | 1 Available | 15% of Gross Sales as On-Site Bookstore Fee

- 1 full page, full colour ad in delegate handbook
- 2 Blown Away Conference Exhibitor Passes
- 2 promotional items in delegate bags
- Access to Sponsor & Exhibitor Hospitality Room and lunch on Saturday
- 5 Round Tables, 2 Rectangular Tables, and access to electrical outlets
- Recognition from platform in all three general sessions



BLOWN AWAY SPONSOR & EXHIBITOR DETAILS

On-Site Bookstore Definition

A “On-Site Bookstore” can be defined as a company or organization whose main purpose is to sell merchandise for the purpose of making a profit. Our On-Site Bookstore must not be solely affiliated with one publisher. They must be able to sell merchandise from multiple publishers. **On-Site Bookstores will be required to remit 15% of gross sales to Blown Away Conference by Tuesday, April 11th, 2017 as outlined on page 11**

Merchandise Sales

A Sponsor or Exhibitor wanting to sell product **must gain approval prior** to the event from Blown Away Conference Staff at exhibits@blownawayconference.ca. On-site requests for selling merchandise **will not** be approved by the Blown Away Staff. Sponsors and Exhibitors may not sell any guest artist or speaker merchandise on the day of their performance, unless otherwise approved by Blown Away Conference Staff. Sponsors and Exhibitors will only be approved to sell merchandise that is not already being sold by our On-Site Bookstore. If a Sponsor or Exhibitor does receive approval to sell merchandise, they are required **to remit 15% of gross sales to Blown Away Conference by Tuesday, April 11th, 2017, in addition to their registration fee, as outlined on page 11.**

Please Note

Sponsor and Exhibitor space is limited to 36 square feet and will be predetermined by Blown Away Conference administrative staff prior to check-in. You are not permitted to bring your own table for your exhibit space. Additional tables may be purchased at \$75 each to create a L_ shaped exhibit space, but you may not extend the length of your exhibit beyond 6’. An exception to this is our Conference Sponsor, who will receive more square footage space.

Exhibit Sharing

Sponsors and Exhibitors will not be permitted to share exhibit space at Blown Away Conference.

Exhibit Set Up & Tear Down

Sponsors, Exhibitors, and On-site Bookstore may begin setting up at 10:00am on Friday, March 31st, 2017 and must be completely set up and staffed no later than one hour preceding the beginning of Blown Away Conference delegate registration (approximately 3:30pm). **Exhibitors | Sponsors | On-site Bookstore must not tear**



down prior to the start of the final general session on Saturday, April 1st, 2017 yet must be completely torn down one hour after event dismissal (approximately 6:30 pm).

Accommodations

For a list of accommodations in the Burlington area, please visit our conference website at www.blowawayconference.ca. All Sponsors, Exhibitors, and On-site Bookstore representatives are responsible for their own accommodations and meals, aside from the on-site lunch hosted at the conference on Saturday (lunch not included for In-Kind partner).

Signage | Tablecloths

Exhibit signage, and table clothes are not provided by Blown Away Conference, so **please ensure that you bring appropriate banners and/or signs, and tablecloths for your space**. All exhibit signage and/or banners must not exceed a maximum height of 8' and width of 6' (with exception to our Conference Sponsor).

Give-A-Way Prizes

Sponsors and On-Site Bookstore are requested to provide 1 give-a-way prize with a minimum retail value of \$50.00 CAD, while Exhibitors are requested to provide 1 give-a-way prize with a minimum retail value of \$20.00 CAD for Blown Away Conference's final General Keynote Session. Furthermore, we suggest that you include a promotional brochure or a business card with your give-a-way prize. Your organization's give-a-way prize must be submitted to the Registration Desk upon initial check-in.

Complimentary Exhibitor Passes

All Blown Away Conference **Sponsors, Exhibitors and On-Site Bookstore Staff receive 2 complimentary, non-transferable Exhibitor Passes** which will allow access to all General Keynote and Break Out Sessions, as well as the Sponsorship & Exhibitor Hospitality Room. Our Conference Sponsor receives up to 4 passes. Additional exhibit staff will require a purchased Exhibitor Pass.

Refundable Deposit

A \$50 refundable deposit will be required in addition to an Exhibitor fee submission for all exhibitors. Exhibitors who abide by the conditions of the Blown Away Conference Official Sponsor, Exhibitor & On-Site Bookstore Guide Contract as it relates to set up, tear down, and full payment will receive the \$50 deposit refund after Blown Away Conference at the discretion of the Blown Away Conference staff.



Artwork & Video Specifications

Graphics for the full page, full colour advertisements in the delegate handbook will need to be received **High Quality PDF format and the dimensions are to be 5” wide by 8” high with no bleed.**

Artwork should be sent by February 21, 2017 to:

exhibits@blownawayconference.ca

Videos should be **High Quality .mov or .mp4 format and maximum 60 seconds long**

Promotional videos should be sent by March 16, 2017 to:

exhibits@blownawayconference.ca

Sponsor Promotional Items

Some levels of sponsorship are permitted to include two promotional items in the conference delegate handbags. Any promotional items to be included in delegate handbags must be received at the Blown Away Conference Director’s office at the address below and at the full expense of the sponsor.

Blown Away Conference Sponsor Product
RE: “Insert Your Organization’s Name Here”
c/o Ashley Zuidersma | 3214 South Service Road
Burlington, ON Canada | L7N 3J2
Phone: 1-905-637-5566

Product cannot be shipped directly to the conference facilities.

Merchandise Sales

Merchandise sales are not permitted by sponsors and exhibitors unless it has been approved by Blown Away Conference Sponsor and Exhibit Staff prior to the event.

Deadlines (If submissions are late they may not be accommodated)

- Sponsorship and exhibitor application deadline is **Tuesday, January 31, 2017 at 11:00am EST.**
- Artwork deadline is **Tuesday, February 21, 2017 at 11:00am EST.**
- Sponsor promotional items for conference delegate handbags deadline is **Thursday, March 16, 2017 at 11:00am EST.**
- Sponsor Video Promotions for conference general session deadline is **Thursday, March 16, 2017 at 11:00am EST.**



PRODUCT SHIPMENTS

All product should be **shipped** no later than **Friday, February 24, 2017** and should **arrive** at the Blown Away Conference office no later than **Thursday, March 23, 2017**.

If you chose to travel with product or merchandise, please note that you do so at your own risk (customs charges and clearance, damages, etc.).

Early attention to product shipment is essential to ensuring that it arrives prior to the event in a cost effective manner. We provide the following suggestions to all sponsors, exhibitors, and On-Site Bookstores to ensure that your product arrives on time.

- Our office is unable to receive pallet shipments.
- Please ship as individual boxes.

All shipments should be shipped to the following address and each box must be addressed as follows :

Blown Away Conference Sponsor/Exhibitor Product
RE: "Insert Your Organization's Name Here"
c/o Ashley Zuidersma
3214 South Service Rd.
Burlington, ON Canada
L7N 3J2
Phone: 905-637-5566 ext. 206

Product cannot be shipped directly to the conference facilities.



Customs Clearance

- You must clear your product with customs yourself. If your organization does not have a customs broker, we suggest using UPS as your shipper and customs broker.
- Please ensure you indicate your organization as the exporter and please clearly indicate that the shipper/exporter is paying all customs charges and duties. Our role is as a receiving agent only. We take no responsibility for your product or customs declaration. We are unable to pay customs fees on your behalf, so please make appropriate arrangements in advance as unpaid shipments may be returned to you.
- Please clearly indicate your name, organization, and your contact telephone number on all copies of all shipping documents and on all boxes.
- For all international shipments, please attach a Canada Customs or Commercial Invoice to the outside of the parcel in an envelope marked Customs Invoices. If a Commercial Invoice is used, it must indicate the shipping date, number of boxes, country of manufacture, weight, currency of settlement, conditions of sale, terms of payment and complete description of the goods.
- A North American Free Trade Certificate of Origin should be provided if applicable.

Brokerage Charges, Taxes and Duties

Typically, you will pay a fee for customs clearance and all applicable taxes and import duties. Virtually all commercial shipments are subject to 13% HST on the value of the shipment. Clothing and any items manufactured outside NAFTA countries (Canada, US and Mexico) may be subject to additional taxes and/or duties. If you are unclear about the charges, please contact your customs broker.

Notification

You must notify us by email (exhibits@blownawayconference.ca) of the departure date, estimated arrival date and tracking numbers of your shipment. Please ensure you clearly indicate the organization's name, your name and contact information in all correspondence with the Blown Away Conference office. Your shipper should be able to provide confirmation of delivery. We are able to confirm delivery 24 hours after your shipper has reported the item delivered.



It is your responsibility to ensure that shipments are addressed properly and arrive at their destination on time. Under no circumstances will Blown Away Conference or its agents be responsible for lost, misdirected or delayed shipments.

You will need to make appropriate plans to have your product shipped back to your organization at the conclusion of Blown Away Conference. Blown Away Conference will be unable to do this on your behalf. **Product and materials that are left at the conference facility after 6:30pm on Saturday, April 1, 2017 become the property of Blown Away Conference.**



SPONSOR | EXHIBITOR | ON-SITE BOOKSTORE CONTRACT

Eligibility

The Blown Away Conference Director and/or Staff reserves the right to refuse Sponsor, Exhibit, or On-Site Bookstore space to any organization if, after the acceptance of the Blown Away Sponsor, Exhibit, and On-Site Bookstore Contract, information comes to the attention of the Blown Away Conference Director and/or Staff that (in the reasonable judgment of the Blown Away Conference Director and/or Staff) demonstrates that the proposed Sponsor, Exhibitor, or On-Site Bookstore would be inconsistent with the standards espoused by the Blown Away Conference Director and Staff.

Contract

Submission of the Blown Away Sponsor, Exhibitor, and On-Site Bookstore Contract does not guarantee booth space or participation in the event. All Blown Away Conference Sponsorship & Exhibition Contracts must be approved by the Blown Away Conference Director and Sponsor, Exhibit, and On-Site Bookstore Staff. It is understood that this Blown Away Conference Sponsor, Exhibitor, and On-Site Bookstore Contract is based upon rates, terms and conditions which constitute a part of, or are included in, this Blown Away Conference Official Sponsor, Exhibitor & On-Site Bookstore Guide.

Liabilities

Blown Away Conference, shall not be held responsible for the safety of exhibits against robbery, fire, or accident; this includes accident to exhibitor staff. Sponsors, Exhibitors, and the On-Site Bookstore will be liable for and will indemnify and hold harmless Blown Away Conference, its agents, servants, and employees from any loss or damage whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Sponsors, Exhibitors, or the On-Site Bookstore, the organization, Blown Away Conference, the owner of the building and their perspective agents, servants, and employees and members of the public attending the event, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the organization's occupancy of said space.

Space Assignments

Sponsor, Exhibit, and On-Site Bookstore spaces will be predetermined prior to event and assigned by Blown Away Conference Sponsor, Exhibit, and On-Site Bookstore Staff who reserves the right to shift exhibitor space at any time if he/she deems it necessary to do so. No spaces will be reserved without a written contract and fully paid application fee. Space will not be reserved by telephone. Except for official conference materials, no



literature may be placed on cars, distributed in the lobby or parking lot, or elsewhere. Organization posters, placards, signs, banners or similar items may be posted or displayed only in your organization's designated exhibit space. Persons, companies or organizations not assigned space in the exhibit areas will be prohibited from exhibiting, distributing material, or soliciting business in the exhibit areas or elsewhere.

Internet & Phone Lines

Wireless Internet will be provided at Blown Away Conference free of charge. Telephone lines used for credit card payments, however, will not be provided.

Shipping

Sponsor, Exhibitors, and On-Site Bookstores must cover any charges relating to the shipment of their materials to the Blown Away Conference office for transportation to the Blown Away Conference facility. Blown Away Conference will not be able to pay shipping costs for any organization. Sponsors, Exhibitors, and the On-Site Bookstores will be responsible for transporting and shipping their own shipped materials back to their organization's office at the conclusion of Blown Away Conference. Product and materials that are left at the conference facility after 6:30pm on Saturday, April 1, 2017 become the property of Blown Away Conference.

Cancellation & Refund Policy

Cancellation 60 days prior to March 31, 2017

- Application fee and deposit refund less 50% of fee

Cancellation 30 days prior to March 31, 2017

- Application fee and deposit refund less 75% of fee

Cancellation after March 1, 2017

- No refund

Sponsor, Exhibitor, or On-Site Bookstore cancellations or changes must be requested in writing and sent to: exhibits@blownawayconference.ca.



Conditions

- The organization agrees to abide by all regulations and rule adopted by Blown Away Conference in the best interest of the event, and agrees that Blown Away Conference shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the event.
- Blown Away Conference reserves the right at any time to alter or remove the organization or any part thereof, including printed materials, product, and to expel the Exhibitor or their personnel if their conduct or presentation is objectionable to Blown Away Conference or other event participants.
- The organization agrees to confine his presentation within the contracted space only.
- Blown Away Conference assumes no responsibility for loss or damage to goods before, during the event, nor after its closing.
- The organization agrees to have exhibit display assembled no later than 1 hour preceding the beginning of Blown Away Conference delegate registration. No display may be dismantled during the course of the event, but must remain intact until the start of the final session. The organization agrees to remove the exhibit and its contents no later than 1 hour after Blown Away Conference dismissal.
- Blown Away Conference shall not be liable in damages and otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly by or in consequence of fire, storm flood, insurrection, strike or by any cause whatsoever beyond the control of Blown Away Conference whether similar to or dissimilar from the causes enumerated herein.
- Blown Away Conference reserves the right to cancel this contract and to withhold possession of Sponsor, Exhibitor, or On-Site Bookstore space if the organization fails to perform any material condition of this contract or refuses to abide by the rules and regulations outlined in the Blown Away Conference Official Sponsor, Exhibitor & On-Site Bookstore Guide, in which case the organization shall forfeit as liquidation damages all space rental damages made by them and any further occupancy of such space.



Agreement

By your signature, you state the following:

- We have read the Blown Away Conference Official Sponsor, Exhibitor & On-Site Bookstore Contract, including standards and eligibility, and agree to abide by the rules, regulations, guidelines and conditions stated therein.
- Only the products and/or services notated in the Blown Away Conference Sponsor, Exhibitor, and On-Site Bookstore Contract are those we specifically propose to exhibit.
- Any change will immediately be reported in writing to the Blown Away Conference Sponsor and Exhibitor Staff.

Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Deposit Paid: _____ Balance Paid: _____

Deposit Returned: _____



BLOWN AWAY SPONSOR, EXHIBITOR & ON-SITE BOOKSTORE I CHECK LIST

- Read the Blown Away Conference Official Sponsor, Exhibitor & On-Site Bookstore Contract.
- Confirm Availability for March 31 - April 1, 2017.
- Choose the sponsorship or exhibit option suitable for your organization

To Do BEFORE TUESDAY, JANUARY 31, 2017 AT 11:00AM EST:

- Thoroughly complete all of the information on the Sponsor, Exhibitor, and On-Site Bookstore Application - <http://tinyurl.com/ho2lsvx>
- Read and sign the Sponsor, Exhibitor, and On-Site Bookstore Contract.
- Send an electronic copy** of the completed and signed Sponsor, Exhibitor, and On-Site Bookstore Contract to Sarah Jacobson at: exhibits@blownawayconference.ca.
- Send the original paper copy** of the completed and signed Sponsor, Exhibitor, and On-Site Bookstore Contract, along with an online payment for the total application fee to:

Blown Away Conference | c/o Ashley Zuidersma | 3214 South Service Road |
Burlington, ON Canada | L7N 3J2

To Do BEFORE TUESDAY, FEBRUARY 21, 2017 AT 11:00AM EST:

- Submit all artwork or computer graphics in the appropriate format to: exhibits@blownawayconference.ca.

To Do BEFORE FRIDAY, FEBRUARY 24, 2017:

- Ensure that, if necessary, any product or merchandise for your exhibit is shipped to:

Blown Away Conference Sponsor/Exhibitor Product
RE: "Insert Your Organization's Name Here"
c/o Ashley Zuidersma | 3214 South Service Rd. | Burlington, ON Canada
L7N 3J2 | Phone: 905-637-5566 ext. 206

To Do BEFORE THURSDAY, MARCH 16, 2017 AT 11:00AM EST:

- All sponsor promotional items for inclusion in delegate handbags have arrived at the Blown Away Conference Office by using the address below.

Blown Away Conference Sponsor/Exhibitor Product
RE: "Insert Your Organization's Name Here"
c/o Ashley Zuidersma | 3214 South Service Rd. | Burlington, ON Canada
L7N 3J2 | Phone: 905-637-5566 ext. 206

- All sponsor promotional videos have been received for review

To Do BEFORE THURSDAY, MARCH 23, 2017:

- Confirm with the Blown Away Conference office that all product or merchandise previously shipped to the aforementioned address has been successfully received.

To Do FRIDAY, MARCH 31, 2017:

- Arrive at Blown Away Conference Facility in Cambridge, ON between 10:00am and 2:30pm to ensure your exhibit is set up by the 3:30pm deadline.
- Submit your sponsor or exhibitor give-a-way prize of appropriate value to the Registration Desk upon check-in.
- Close your exhibit no later than 9:30pm.

To Do SATURDAY, APRIL 1, 2017:

- Open your exhibit no later than 8:30am.
- Close your exhibit no later than 6:00pm.
- Have your exhibit torn down by 6:30pm at the latest.
- Ensure that you have removed from the building all of your exhibit and display materials by 6:45pm.

To Do TUESDAY, APRIL 11, 2017:

- Due date for On-Site Bookstores' 15% of sales remittance to Blown Away Conference Office to the address above.
- Due date for Sponsor and Exhibitors of 15% of sales remittance to Blown Away Conference Office to the address above.



WHAT DO I DO NOW?

- 1) Sign Sponsor, Exhibitor, and On-Site Bookstore Contract and send to Blown Away Conference.
 - A. **Send an electronic copy** to Sarah Jacobson at: exhibits@blownawayconference.ca.
 - B. **Send the original paper copy** to Ashley Zuidersma at:
Blown Away Conference | c/o Ashley Zuidersma | 3214 South Service Road | Burlington, ON Canada | L7N 3J2
- 2) Go to <http://tinyurl.com/ho2lsvx> and fill out an application to reserve your spot and make your payment - this is **first come, first serve!**
- 3) Await an email from Blown Away Conference Staff for confirmation of your spot.
- 4) Review and mark down all due dates that pertain to your reserved place for Blown Away. **Please note**, if deadlines are not met, Blown Away Staff can not guarantee the completion of those items for your organization.
- 5) Email exhibits@blownawayconference.ca with any questions, and/or requests.