



Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

On behalf of the ACE-ODAM 2017 joint conference and the 48th Annual Conference Organizing Committee, we invite you to consider supporting the profession of ergonomics in Canada through exhibitor or sponsorship involvement with our annual conference in 2017. The Association of Canadian Ergonomics (ACE) is pleased to be hosting the conference jointly with the Human Factors in Organizational Design and Management (ODAM) technical committee of the International Ergonomics Association (IEA) providing an international flair to the conference. We have had the most submissions ever for our conference so looking forward to a great event!

The theme, "Organizing for High Performance", examining the contribution of ergonomics/human factors to creating optimal safe performance in work systems. People interact with each other, technology, equipment, tools and internal and external systems related to management of people, products, safety, health and processes. These interactions all contribute to the efficient and effective performance of the organization as a whole. The ACE-ODAM 2017 joint conference hopes to commemorate the many ways in which researchers and practitioners from multiple disciplines have used their skills to not only improve well-being but also performance of individuals and organizations.

ACE-ODAM 2017 will attract ergonomists, human factors professionals, researchers and students, as well as members of allied professions, including: safety, health, rehabilitation, industrial hygiene, industrial design, human resources, psychology, engineering, usability, user experience and facility planning. Internationally renowned speakers, practicing ergonomists, researchers and students will present their most recent work in oral presentations, panel discussions, workshops, and symposia sessions. The annual conference will also provide ample opportunities for professional networking.

The destination of this year's conference being Banff, Alberta is sure to be an added draw to make this a well-attended conference given the conference is in the beautiful Rocky Mountains in Western Canada only one hour, 20 minutes from Calgary, Alberta.

Involvement with this event provides high profile exposure for your employees, your products and your organization. The conference program is designed to provide multiple opportunities to network, to develop and expand professional relationships, and to share experiences and solutions for current issues. ACE-ODAM 2017 is a strong forum for developing new leads, showcasing your products or services, and demonstrating support and commitment to ergonomics in Canada.

The attached Sponsorship Package (Exhibitor also included in some sponsorship levels) or Exhibitor Package outlines the available opportunities for sponsorship and for exhibiting products or services during the event. If you simply wish to advertise your products or services to conference delegates but are unable to attend, we also offer an opportunity to place an insert into each delegate's package. Please take the time to review the following Sponsorship or Exhibitor information.

If you have any questions or would like to discuss either Sponsorship or being an Exhibitor, please feel free to contact the ACE National Office at 1-888-432-2223 or events@ace-ergocanada.ca.

Sincerely,

Margo Fraser and Michelle Robertson, ACE 2017 Co-Chair
Margo Fraser and Linda Miller ACE 2017 Conference Sponsorship/Exhibitor Co-Chairs

Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
 Banff, Alberta
 Conference: July 31- August 3, 2017
 Exhibitors: July 31-August 2, 2017

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 purposefully designed to provide multiple opportunities to network, develop and expand professional relationships, and to share experiences and solutions for today's current issues. This year our conference will have a larger international contingent as we are hosting joint with the Human Factors in Organizational Design and Management (ODAM) sub-group of the International Ergonomics Association (IEA). Regardless of your goals, the ACE-ODAM 2017 joint 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-ODAM 2017 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	\$3,000
Contributor	\$2,000	\$2,000
Sponsorship Add-Ons	Varied amounts (\$1500, \$1000, \$750, \$500 or \$250)	
Sponsor a Student	\$200	\$200
Delegate package insert*	\$250	\$250

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

Suite 202 - 411 Richmond Street East
 Toronto, Ontario M5A 3S5
 Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
 Banff, Alberta
 Conference: July 31- August 3, 2017
 Exhibitors: July 31-August 2, 2017

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	Priority	In order of confirmation	In order of confirmation	In order of confirmation	-
Complimentary conference registrations	4	1	1	1	1
Complimentary guests at opening reception	4	1	1	-	-
Acknowledgement in final program	Full page	Half page	Quarter page	Business card size	✓
Acknowledgement on conference website	Name, logo and link	Name, logo and link	Name, logo and link	Name, logo and link	Name, logo and link
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 main ACE website	✓	-	-	-	-
Acknowledgement in ACE Conference Announcement in Ergonomics Canada (only available if sponsorship purchased by June 1, 2017)	✓	✓	-	-	-
Choice of Additional Sponsorships (see sponsorship add-ons)	Up to \$1500	Up to \$1000	Up to \$750	Up to \$750	Up to \$250

Suite 202 - 411 Richmond Street East
 Toronto, Ontario M5A 3S5
 Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

OTHER SPONSORSHIP OPPORTUNITIES

CONTRIBUTOR (\$2,000)

Sponsorship of one of the following:

- Keynote speaker gifts
- Social/recreational event
- English/French document translation services
- Audio/visual services
- Conference Proceeding production

Sponsorship includes:

- Contributor acknowledgement in the final program
- Contributor acknowledgement on the conference web site
- Company logo and link to company web site on the conference web site
- Inclusion of one promotional insert in the conference package

DELEGATE PACKAGE INSERT (\$250)

Additional delegate package inserts may be sponsored. One delegate package insert is already included for exhibitors. For Sponsors, quantity varies, see categories listed on the previous page.

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. Priority will be given to students who demonstrate financial need.

SPONSORSHIP IN KIND

In addition to the above sponsorship opportunities, donation of specific materials for use at the ACE-ODAM 2017 joint conference will be recognized in the final program. Donations may include:

- Computers (for registration and for presentation rooms)
- Laser printers
- LCD projectors
- Notepads and pens for conference package
- Wrapped snacks (e.g. breakfast bars)*

*inclusion of food products is dependent upon ACE's contract with the conference centre

Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
 Banff, Alberta
 Conference: July 31- August 3, 2017
 Exhibitors: July 31-August 2, 2017

SPONSORSHIPS ADD-ONS

These sponsorships are open to Bronze, Silver, Gold, Platinum and Partner Level Sponsors until they have all been allocated or until June 14, 2017; after this date, they are open to everyone, on a first come, first served basis, with the exception of the discounted conference registration.

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, 5 minutes to introduce self/company (3 available)	\$750
Lunch: Recognition as primary sponsor for one conference lunch. Permission to place materials on tables / chairs, 5 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, 5 minutes to introduce self/company. (1 available)	\$750
Panel Discussion/Symposium/Workshop: Recognition as primary sponsor for a 90 min conference panel discussion or 90 min symposium session or a 90 min workshop. Permission to place materials on tables / chairs, 2 minutes to introduce self/company. (limited availability)	\$500
Conference Registration: One delegate registration at discounted rate	\$700
Breaks: Recognition as primary sponsor for a conference break	\$250

Suite 202 - 411 Richmond Street East
 Toronto, Ontario M5A 3S5
 Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

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 ACE-ODAM 2017 joint conference is worthwhile. The exhibitor showcase will run from Monday evening, July 31, 2017, starting at approximately 5:00 pm to Wednesday, August 2, 2017, ending following the last break (approximately 3:30pm). ACE ensures maximum exposure by holding all morning and afternoon delegate breaks in the exhibitor area on Tuesday and Wednesday. Delegates will also have time to visit the exhibitor showcase during lunch breaks. In addition, an evening reception, held on Monday from 5:30 pm to 9:00 pm, will be held with the exhibitors that all delegates will be invited to attend.

Exhibitors will be provided with the following:

- 10' wide x 8' deep exhibit booth space
- Exhibit show entry for 2 people*
- Lunch with the delegates for 2 people on Tuesday and Wednesday (additional lunches may be purchased)
- One minute presentation to the conference delegates (during the Tuesday Welcome Address commencing at approximately 8:30 am). You may use one Powerpoint slide to accompany your one minute talk. These are to be submitted to the Exhibitor/Sponsorship Co-Chairs during exhibit set-up on Monday, July 31 between 5pm and 7 pm. No slides will be accepted after this time, although you may still choose to speak to delegates.
- Complimentary insert in the conference delegate package (must be available by Thursday, July 27, 2017 to be inserted into the delegate bags)
- Two tickets to the Monday evening reception July 31, 2017 (Additional tickets may be purchased)
- Program listing: Logo and brief description on the conference "Exhibitor Showcase" web page and in the programs circulated to potential and registered delegates.

*(Additional passes to the conference presentations may be purchased separately.)

***(Additional audio-visual/exhibitor equipment can be requested and arranged directly through GES, Exhibit coordinating company for the Banff Centre– please contact them for details.)**

Exhibitors are strongly encouraged to provide *a door prize or draw prize* for conference delegates, with the opportunity to draw/award prizes at lunch on Wednesday, August 2, 2017.

Exhibit locations will be assigned with first priority going to ACE Corporate Members and then to Conference sponsors.

Further information, regarding the ACE-ODAM 2017 joint conference Sponsorship/Exhibitor opportunities, or to register as a Sponsor/Exhibitor is available at www.ace-ergocanada.ca (available by May 22) or by contacting the ACE National Office at events@ace-ergocanada.ca.

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



Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca



Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

CONFERENCE VENUE

Banff Centre for Arts and Creativity Banff, Alberta

The conference will be held at the Banff Centre for Arts and Creativity located at 107 Tunnel Mountain Dr. Banff, Alberta, Canada. A block of rooms has been booked at the conference venue, the Banff Centre for Arts and Creativity at a discounted rate for all conference delegates. Link to online reservations: can be found on the ACE-ODAM 2017 conference pages on the ACE website at www.ace-ergocanada.ca

DIRECTIONS

Banff is located 130 km (80 miles) west of Calgary, Alberta in the Rocky Mountains. The Banff Centre site offers excellent directions and maps from Calgary to Banff at <https://www.banffcentre.ca/destination>

Calgary International Airport (airport code YYC) is serviced daily by numerous carriers (see <http://www.yyc.com/> for details).

Transportation options to get from Calgary Airport to Banff include car rental, the [Banff Airporter](#) and [Brewster Tours](#).

NATIONAL PARK PASSES:

The townsite of Banff is located in Banff National Park. All visitors must have a park pass for entry (available at the Park entry). As part of Canada's 150th anniversary celebrations, park passes are free in 2017.

ACCOMMODATION

A block of rooms has been booked at the Banff Centre and can be booked using the on-line registration form via the Accommodation page on the ACE website (go to www.ace-ergocanada.ca) and click on the ACE-ODAM 2017 conference button on the right side of the home page).

Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
 Banff, Alberta
 Conference: July 31- August 3, 2017
 Exhibitors: July 31-August 2, 2017

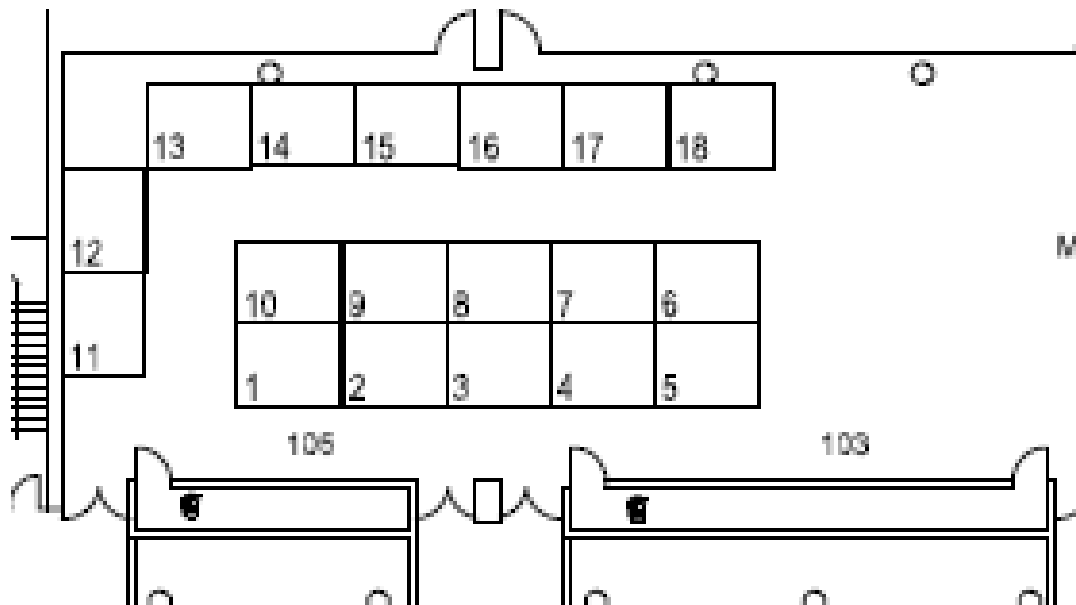
BOOTH SELECTION

Please note that Corporate Members and then Conference Partners Platinum, Gold and Silver Sponsors will have priority booth selection (based on order of confirmation) if applications are received prior to May 31, 2017. After May 31, 2017, remaining booth location numbers will be assigned based on order of confirmation and booth location preferences. Please use the booth # from the diagram below when specifying your preferred booth locations on the application form.

Exhibit booths are 10' wide x 8' deep spaces. Tuesday and Wednesday (August 1 and 2, 2017) morning and afternoon breaks and a Monday evening reception will be held with the exhibitors to ensure maximum exposure. Although the exhibitor room will be locked at night, the Association of Canadian Ergonomists will not be held responsible for losses and vendors should ensure they have adequate insurance.

Please see layout of booths below.

Banff Centre: Kinnear Building Room 105 and ½ of 103 on main floor



Suite 202 - 411 Richmond Street East
 Toronto, Ontario M5A 3S5
 Free: 1-888-432-2223

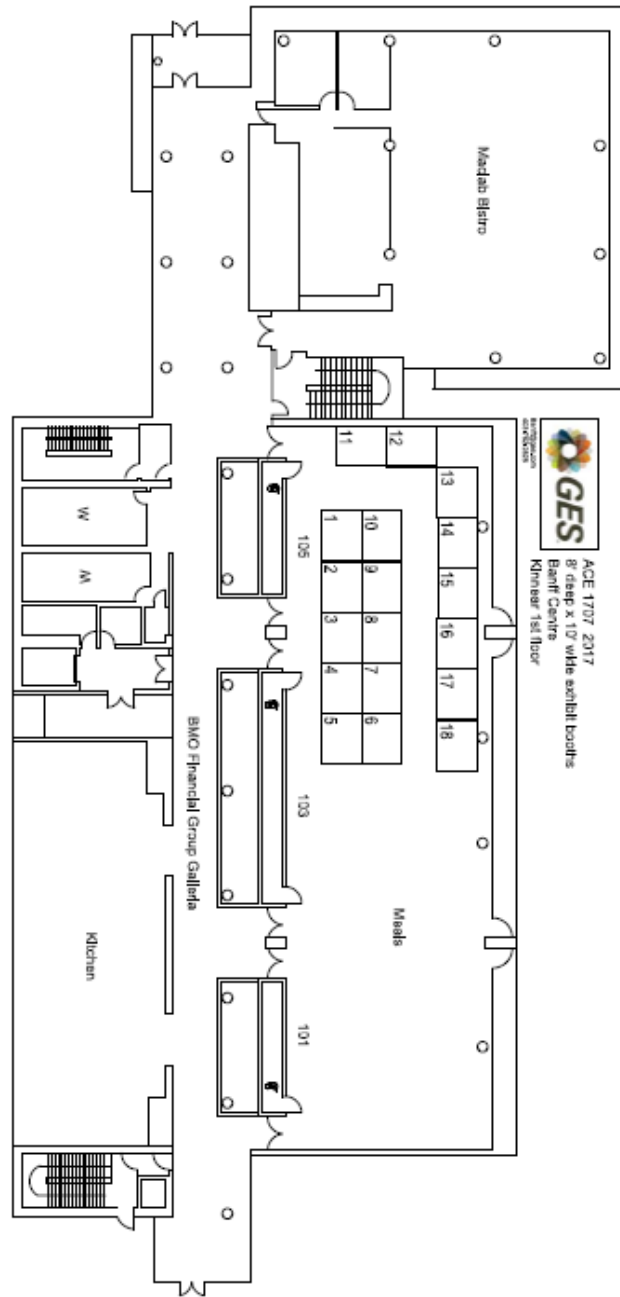
Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

Overview of room layout: Other 1/2 of space where exhibitors located used for lunch



Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
 Banff, Alberta
 Conference: July 31- August 3, 2017
 Exhibitors: July 31-August 2, 2017

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 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
<input type="checkbox"/>	Contributor	\$2,000
<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 additional sponsorship opportunities.

Note: after June 14, 2017, these additional sponsorships are open to anyone, with the exception of the discounted conference registration:

<input type="checkbox"/>	Keynote Speaker	\$750	<input type="checkbox"/>	Panel Discussions	\$500
<input type="checkbox"/>	Lunch	\$750	<input type="checkbox"/>	Conference registration	\$700
<input type="checkbox"/>	Opening Reception	\$750	<input type="checkbox"/>	Breaks	\$250
<input type="checkbox"/>	Additional Exhibitor Booth Space	\$750			

Suite 202 - 411 Richmond Street East
 Toronto, Ontario M5A 3S5
 Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

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 and 2 Chairs

Additional audio-visual/exhibitor equipment can be requested and arranged directly through the GES – please contact them for details.

Names of booth attendants*

*(up to two covered in booth fee)

*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 **online** from the sponsor and exhibitor web pages in the conference area at www.ace-ergocanada.ca, by **cheque** made payable to ACE, or by **credit card**. Please select a payment option below and provide the necessary details.*

Please add 5% GST.

I have paid online, the total amount of \$ _____ (\$CDN) Transaction number: _____

A cheque in the amount of \$ _____ (\$CDN) and payable to ACE is enclosed.

Credit card: Please charge \$ _____ (\$CDN) to my MasterCard Visa

Credit Card #: _____ Expiry Date: _____

Authorized Signature: _____ Name on Card: _____

Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca





Banff Centre for Arts and Creativity
Banff, Alberta
Conference: July 31- August 3, 2017
Exhibitors: July 31-August 2, 2017

CONFERENCE EXHIBITORS GUIDELINES AND POLICIES

1. Registration/reservation for exhibit space must be made through the Daniella Bustamante events@ace-ergocanada.ca.
2. If an exhibitor fails to use the space provided, no part of the payment will be refunded.
3. Exhibitors can be provided a refund minus a \$100 processing fee if the request is received by July 2, 2017. No refunds after July 2 2017.
4. **Please forward your company logo and description to the exhibitor coordinator as soon as you register for immediate inclusion online.** For ACE's printed materials, all digital media is to be received no later than July 15, 2017. Digital media to be included in the preliminary program must be received no later than May 30, 2017. **Please ensure digital logos have a resolution of 300 dpi or greater.**
5. 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, 2017. Next priority will go to Platinum, Gold and Silver sponsors, in order of confirmation, if applications are received prior to May 31, 2017. All remaining spaces will be provided location choice in order of confirmation.
6. Table preference must be indicated on the registration.
7. 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.
8. Exhibitors will hold harmless the ACE-ODAM2017 Conference, The Association of Canadian Ergonomists, the International Ergonomics Association and Banff Centre for Arts and Creativity in the event of any liability, responsibility, loss, damage costs, or expense of omission by exhibitor or any of its agents or employees.
9. No exhibitor shall assign, sublet, or share reserved space without the authorization of the ACE Exhibits Coordinator prior to the conference.
10. Conference registration is not included with the cost of exhibit space and must be purchased separately for those wishing to attend the sessions.
11. Rules and regulations must be adhered to regarding set-up, operation and teardown. **Set up is to occur on the afternoon of Monday July 31, 2017 (after 1:30 pm). Teardown commences on Wednesday August 2, 2017 immediately following the afternoon break.**
12. To exhibit at ACE-ODAM 2017 signed acceptance of these guidelines must accompany the Registration Form.

***(Additional audio-visual/exhibitor equipment can be requested and arranged directly through GES, exhibit coordinator for the Banff Centre– please contact them for details.)**

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.

Suite 202 - 411 Richmond Street East
Toronto, Ontario M5A 3S5
Free: 1-888-432-2223

Events@ace-ergocanada.ca www.ace-ergocanada.ca

