



# 2019 Exhibitor Prospectus

November 19-21, 2019

The International Centre  
6900 Airport Rd  
Mississauga, ON L4V 1E8



Fenestration Canada  
150 Eglinton Avenue East, Suite 402, Toronto ON M4P 1E8

T: 416-519-4679 / 1-888-543-2516

[www.fenestrationcanada.ca](http://www.fenestrationcanada.ca)  
[windoorshow@fenestrationcanada.ca](mailto:windoorshow@fenestrationcanada.ca)

**We're in Toronto for 2019!**

# **A Powerful Partnership for your Business**

## **WinDoor**

WinDoor is Canada's premier industry event showcasing the best of the window and door industry. The event attracts manufacturers, retailers, suppliers, and other industry professionals from all over the world. Attendees experience quality education; Strengthen relations and network; Learn about new products and industry trends; and conduct business. In a constantly evolving industry, WinDoor features exhibits and educational sessions showcasing the latest industry products and trends, services, equipment, information and technology.

Don't forget to follow us on Social Media @FenCanada #WinDoor2019.

## **About Fenestration Canada**

Fenestration Canada strives to be the leading resource on all matters that impact the fenestration industry across Canada. The association is dedicated to supporting its members by providing education, networking, and technical resources. It is committed to connecting fenestration industry stakeholders and addressing regulatory issues that affect our members. WinDoor is just one of the ways that Fenestration Canada helps members be at the top of their profession and be a leader for the Canadian window and door industry.

**Vision:** All fenestration industry stakeholders value and support membership in Fenestration Canada

**Mission Statement:** Supporting our members across Canada by providing education, networking, and technical resources. Connecting fenestration industry stakeholders. Addressing regulatory issues that affect our members.

## **Member Value Proposition Statement:**

Has an opportunity to influence standards and to advocate for consistent and achievable regulation.  
Has access to industry-specific education to help you face your business challenges.  
Is part of a strong, supportive network of industry leaders.

## **Contact us**

**Ellen Ettinger**

**Booth & Sponsorship Sales**

**T: 416-519-4679 | 1-888-543-2516**

**E: [ellen@fenestrationcanada.ca](mailto:ellen@fenestrationcanada.ca)**

## Why Should You Exhibit?

**If your business touches the fenestration sector - WinDoor is the place to be!**

As a WinDoor exhibitor:

- **Get quality leads with key decision-makers and build relationships:** Since over 70% of attendees impact purchasing, face-to-face interaction at the event is powerfully effective in educating your target audience
- **Showcase your products, services and latest innovations:** WinDoor 2019 is the ideal platform for spotlighting your best solutions.
- **Elevate your company's brand:** WinDoor provides a unique opportunity for your company or organization to gain prominence and awareness to professionals in the fenestration industry.
- **Share your expertise:** WinDoor provides an interactive, educational environment that is the perfect opportunity to educate, inform, and engage your customers and put your products directly into their hands.
- **Build and enhance relationships:** Meet your existing and potential customers in one location and by attending WinDoor networking events. (Does not include ticketed events)\*
- **Demonstrate your support of the sector and Fenestration Canada**

WinDoor provides “one stop shopping” to access information about:

- aluminum extrusions
- assembly components
- caulking and sealants
- door slabs in steel, fiberglass and wood
- door sills and window cladding
- fiberglass protrusions for frames and sashes
- finance and consulting services
- glass and components for the manufacturer of insulating glass units
- hardware and locks
- health and safety services and equipment
- machinery
- manufacturing and facility supplies
- roller and screens
- wood for frames and sashes
- vinyl (PVC) extrusions for frames and sashes
- software – ERP systems ...and more!

## **Contact us**

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Receive incredible value for your booth fees:

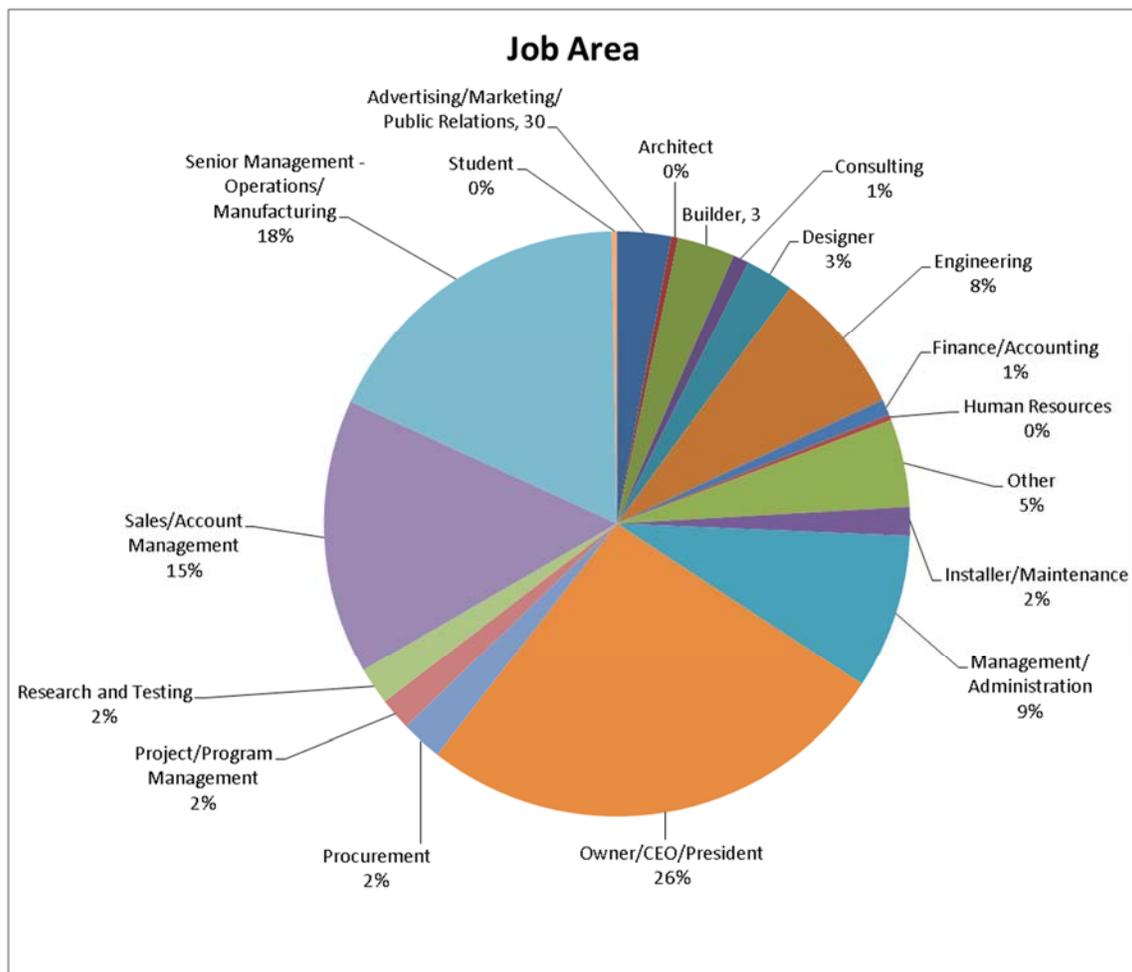
- **FREE** material handling
- **FREE** -on-site storage
- **UP TO 5** booth staff badges\*
- **LEAD GENERATION** opportunities\*\*
- **FOOD VOUCHERS** for booth staff
- **DISCOUNTS** to attend WinDoor education sessions
- **DISCOUNTED** WinDoor tickets to share with clients
- **CORPORATE PROFILE** through the online listing on Fenestration Canada's WinDoor website, in the Show Guide and App
- **BLACK** standard pipe and drape

\* Amount of booth staff will be determined based on space contracted.

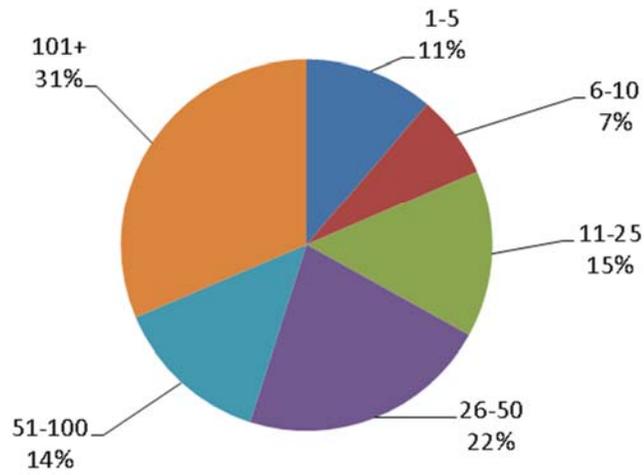
\*\* Mobile scanner available for purchase starting at \$250.

\*\*\* As part of the contract for space, exhibitors are asked not to host meetings or events during official WinDoor hours including official evening programs.

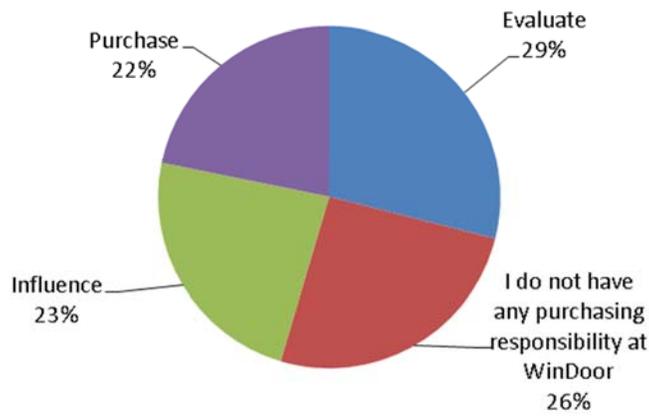
## WinDoor 2018 Attendee Profile



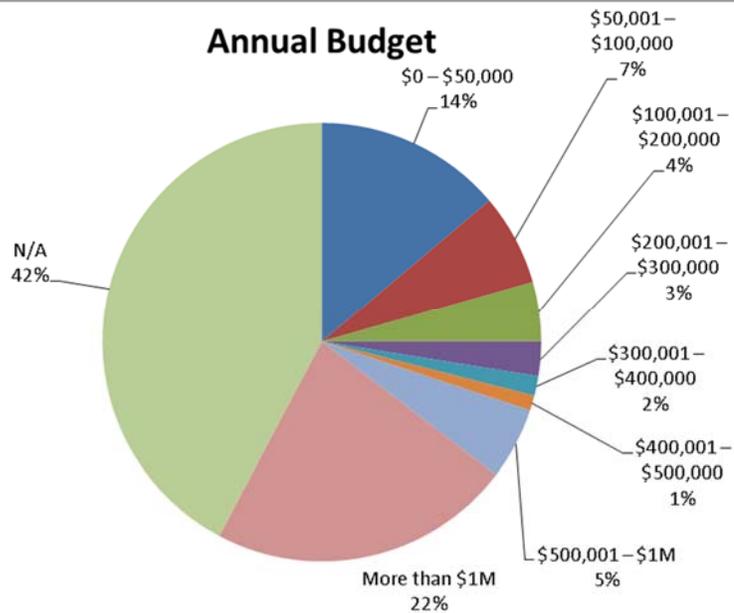
## Number of Employees



## Purchasing Responsibility



## Annual Budget





## How to Reserve Your Booth Space

To reserve exhibitor space, complete the Exhibitor Contract and return it with payment to WinDoor. Please see Exhibitor Contract for early bird deadlines. Show Management reserves the right to deny any request to exhibit.

### **Deposits and Payments**

A minimum deposit of 30% of the total booth rental fee is due with the completed application. The final balance must be received by **August 1, 2019**. If full payment is not received by this date, space may be released back into general inventory and 100% of the deposit withheld.

Any applications received after August 1, 2019 must include full payment of the booth fees. Booths will not be permitted to exhibit if full payment has not been received prior to move-in.

### **Cancellation/Downsizing Policy**

Cancellations or requests to downsize booth space must be sent in writing to WinDoor Show Management. Cancellations received before **July 31, 2019** will be subject to a cancellation fee of 30% of the total contracted amount. There are no refunds for cancellations after **July 31, 2019**.

Show Management retains the right to relocate an exhibitor after downsizing.

### **Booth Relocation**

If it becomes necessary to relocate an exhibitor after a booth assignment has been made, WinDoor will contact the exhibitor and every effort will be made to reassign a similar booth space.

### **Networking Events and Hospitality Suites**

WinDoor is all about bringing people together and facilitating networking opportunities and we have some incredible opportunities for exhibitors and attendees alike. **Visit the website for more information.**

## **Schedule of Events** *(Details to follow. Schedule is subject to change)*

### **Monday November 18, 2019**

**8:00am – 10:00pm** Exhibitor Move-in *(subject to assigned move-in schedule)*

### **Tuesday November 19, 2019**

**9:00am – 5:00pm** Fenestration Canada Committee meetings and education sessions

**3:00pm – 10:00pm** Exhibitor Move-in *(subject to assigned move-in schedule)*

**5:30pm – 6:30pm** Welcome Reception

### **Wednesday November 20, 2019**

**9:00am – 5:00 pm** Fenestration Canada Committee meetings and education sessions

**10:00am – 5:00pm** Trade Show

**6:00pm – 11:00pm** Main Event

### **Thursday November 21, 2019**

**9:00am – 2:00pm** Education Sessions

**10:00am – 3:00pm** Trade Show

**3:00pm – 10:00pm** Move-out

Please contact Show Management if you require space for meetings or hospitality suites at the host hotel(s). Show Management will provide you with an appropriate contact to ensure you receive excellent service.

# Terms and Conditions

*WinDoor 2019 \*November 19-21, 2019 \* The International Centre, 6900 Airport Rd, Mississauga, ON.*

*By registering for WinDoor 2019, the Exhibitor agrees to the following Terms and Conditions. Acceptance of the Contract by Fenestration Canada (FC) creates a legally binding document between FC and the Exhibitor.*

1. In these Terms and Conditions, the following words shall have the following meaning:
  - a) The term “Exhibitor” means any Company, Organization, Partnership, Firm or individual to whom space has been allocated for the purpose of exhibiting and who is responsible for appointing employees, servants or agents to coordinate the Exhibitor’s participation (Booth contact). An Exhibitor is an applicant that has been accepted for participation in the Trade Show by FC. Upon acceptance, the Exhibitor contract shall create a legally binding Contract between FC and the Exhibitor.
  - b) The term “Trade Show” means WinDoor 2019.
  - c) The term “Contract” means the Contract for Exhibition Space entered into between FC and the Exhibitor, which incorporates these Terms and Conditions.
  - d) The term “FC” shall include all employees, servants and agents of FC, organizers of WinDoor 2019 Trade Show.
  - e) The term “Exhibit facility” means The International Centre, 6900 Airport Rd, Mississauga, ON.
  - f) The term “Official supplier” means any supplier or contractor appointed by FC or the Exhibit facility to provide services or products to the exhibitors on exclusive or non-exclusive basis.
  - g) The term “Exhibit space/booth/booth area” means the contracted space as specified on the Exhibitor Contract.
  - h) The term “Show floor” means the space in the Exhibit facility where WinDoor is taking place.
  - i) The term “Booth contact” means any employee, servant or agent appointed by the Exhibitor to coordinate the Exhibitor’s participation at the Trade Show.
  
2. The Exhibitor shall comply with all rules and regulations of the Exhibit facility and agrees that FC’s decision to adopt and enforce any such rule or regulation shall be final and binding. All rules and regulations established by FC will be specified in the Exhibitor Manual distributed to the Booth contact provided in the Exhibitor Contract, prior to show dates.
  
3. FC reserves the right to cancel this Contract and to withhold possession of the space or to expel the Exhibitor there from if the Exhibitor fails to comply with any terms and conditions of this Contract, with those outlined in the Exhibitor Manual or the Trade Show rules and regulations, in which case the Exhibitor shall forfeit as liquidated damages all payments made pursuant to this Contract, all without limiting FC’s other rights and remedies at law under this Contract as a result of such failure to comply. FC shall not be responsible to the Exhibitor for any losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as a result of such cancellation.
  
4. The Exhibitor shall indemnify and hold FC harmless from and against any loss, injury or damages whatsoever suffered by FC as a result of the Exhibitor’s failure to comply with the terms and conditions of this Contract or as a result of the Exhibitor’s participation in the Trade Show including without limitation any claims for loss or theft of property, pilferage, personal injury, or loss of business or profits, whether arising from any act of FC, any other Exhibitor, the Exhibit facility,

attendees of the show and their respective director, officers, agents and employees. In addition, each Exhibitor is required to indemnify and hold the Exhibit facility harmless from all liability (damage or accident) which might ensue from any cause resulting from or connected with transportation, placing, removal or display of exhibits.

5. Cancellations or requests to downsize booth space must be sent in writing to WinDoor Show Management. Cancellations received before July 31, 2019 will be subject to a cancellation fee of 30% of the total contracted amount. There are no refunds for cancellations after July 31, 2019. All cancellations are based on originally contracted Booth space at the assignment date. If the balance is not received in a timely manner the Exhibitor/Company will be liable to FC for the full balance of payment on the space agreed upon by the contracted Company and/or Exhibitor. In the event that the Company/Exhibitor fails to comply with the payment schedule, FC reserves the right to consider the Company/Exhibitor to have cancelled the contracted booth space and will uphold the cancellation policy.

6. FC has the right to cancel the Trade Show for any reason and shall not be liable for any losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor by reason of any such changes or cancellation, other than to refund in full of any amounts paid by the Exhibitor to FC.

7. The Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the Exhibitor so comply.

8. FC reserves the right to alter or change the space assigned to the Exhibitor. FC further reserves the right, at its sole discretion to change the date upon which the show is held.

9. The Exhibitor shall not assign this contract or sublet, share or apportion the assigned exhibit space or any part thereof or permit same to be used by any other than the registered organization without the prior written consent of FC. Any attempt to do so is null and void and will result in immediate cancellation of this Contract and the forfeiture of any amounts paid by the Exhibitor to FC.

10. Access to the Show floor for move-in and move-out is strictly limited to Exhibitors wearing Exhibitor badges issued by FC. No other form of identification will be accepted. Badges are not transferable. FC reserves the right to withdraw any badge issued to any Exhibitor, if complaints have been received regarding his or her conduct. No one under the age of 18 is permitted on the Show floor during move-in and move-out.

11. At all times during the show hours, the booth should be staffed by competent personnel. The Exhibitor must provide at least one staff per booth during show hours. Furthermore, access to education sessions and networking events is not included in the Exhibitor Contract or exhibitor badge registration.

12. Exhibitor's display must comply with all requirements of FC including booth exhibit regulations and height restrictions. FC will require the Exhibitor to modify their exhibit if it does not comply with the exhibit regulations.

13. It is the Exhibitor's responsibility to order and pay for carpeting or other floor covering for their Booth space.

14. The Exhibitor must adhere to the Show schedule. Move-in of the exhibits will take place on **Monday November 18, 2019 - 7:00am – 7:00pm**. No heavy items such as crates or exhibits requiring the use of dollies, fork lifts, loading docks or freight elevators, are allowed on **Tuesday, November 19, 2019**. If the use of the loading docks or freight elevators is required upon approval from FC, any expenses associated with such use will be the responsibility of the exhibitor. The booth must be ready and all the installations completed by **9:00am Tuesday November 19, 2019**. In the case that the Exhibitor fails to open the booth or uncover the exhibit, FC may arrange for the booth to be removed and the Exhibitor shall be liable for any expenses that may be incurred. FC will not be liable for any losses, direct or consequential, sustained by the Exhibitor as a result of this action. No material may be removed from the show floor while the show is in progress. Exhibitors must not dismantle their booth before **3:00pm Thursday November 21, 2019**. Failure to comply with this requirement could result in forfeiting the right to exhibit in future years. Exhibitor agrees to remove the exhibit, equipment, and appurtenances from the Show floor by the final move-out time set forth in the Exhibitor Manual. If the Exhibitor fails to do so, Exhibitor agrees to pay for such additional costs as may be incurred by FC or the Exhibit facility to remove and/or store any such items.

15. All activities conducted by an Exhibitor, must be confined to the booth area only.

16. FC reserves the right at any time to alter or remove exhibits or any part thereof including printed material, products, signs, entertainment, lights or sound and to expel Exhibitors or their personnel if, in FC's opinion, their conduct or presentation is objectionable to FC or to other show participants. In addition, the Exhibitor agrees to limit the distribution of promotional material or products to their exhibit space. Exhibitors, their agents, representatives or associates are under no circumstances allowed to distribute promotional material or products on the show floor to attendees or other Exhibitors, unless an approval has been obtained from FC. FC reserves the right to stop any activity on the part of the Exhibitor conducted outside of the contracted exhibit space. Any hospitality or entertainment format activity provided by the Exhibitor should be confined within the booth area only.

17. Exhibitor agrees to not sell or permit the sale of any concessional items in the Exhibit facility.

18. The Exhibitor Contract fees are for the booth space only. It does not include any booth material such as carpet covering of the exhibit space, exhibit rental (modular or display), furniture, equipment, electrical, internet, or any other accessories or services, unless specifically indicated in the exhibitor prospectus.

19. Exhibitor shall appoint a Booth contact which will be in receipt of all important exhibitor information prior to the Trade Show including but not limited to the Exhibitor Manual, exhibitor updates, alerts, changes, floor plans and forms. Should the Booth contact change at any point, it is the responsibility of the Exhibitor to advise FC of such change. FC is not liable for any losses (direct or consequential), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as a result of failing to report this change of contact.

20. The receipt of the Exhibitor Contract with or without payment does not automatically constitute acceptance to exhibit. In order to exhibit, the Exhibitor Contract and the payment must be received

and processed. Exhibitors that do not submit their deposit will not be considered registered until the deposit amount is paid in full. Should the Trade Show be sold out, the Exhibitor whose payment has not been received and processed will be placed on the waitlist. The 2019 Exhibitor Early Bird pricing applies to those applications received and paid according to the Payment Schedule. Applications that do not comply with this requirement will not receive the discounted pricing.

21. Exhibitor listing will be published electronically and distributed to the Trade Show attendees. FC does not accept responsibility for any omissions, misquotations or any other errors which may occur in the compilation of this publication.

22. The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The Exhibitor shall carry Commercial General Liability Insurance against claims for personal injury, death or property damage incident to, in an amount of \$5 million per occurrence and/or a minimum limit of \$2 million for vehicles per occurrence with FC and the Exhibit facility as additional insured to the policy with respect to the liability arising out of or in any way connected to the Exhibitor's participation in the Trade Show. The Exhibitor agrees to furnish immediately to FC, upon request, certificates of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies. If the Exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to FC at law or under this Contract, FC shall have the right to take possession of the display space for such purposes as it sees fit and the Exhibitor will be held liable for the full contract price for the said space. The Exhibitor understands that neither FC, the Exhibit facility or the Official Supplier maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

23. Use of an Exhibitor Appointed Contractor (EAC) is subject to approval by FC. Should the Exhibitor require a non-official contractor (other than those specified in the Exhibitor Manual) for the set up, configuration or décor of the exhibit space, Exhibitor agrees to provide FC with the name of the organization that is to perform the above-mentioned activity and the number of workers no less than 30 days' prior the start of the Trade Show. EACs (Exhibitor Appointed Contractors) must carry commercial liability insurance of \$5 million per occurrence with FC, the Exhibit facility and the City of Mississauga as additional insured to the policy with respect to the liability arising out of the operations conducted during their presence on the tradeshow floor. In addition, the EAC must also be able to provide FC with a certificate of insurance upon request.

24. The Exhibitor agrees to indemnify and hold FC and the Exhibit facility harmless from and against any and all claims, demands, damages and expenses including any claims or liability for compensation under the Workplace Safety and Insurance Act (WSIA) and other laws arising out of injuries, sustained by any employee, or any contractor or sub-contractor of the Exhibitor, together with attorney's fees incurred by any lawsuits related to any personal injuries or death. Note that certain services are considered exclusive to the exhibit facility and as such only these contractors may be used. The EACs must comply with the Trade Show schedule times outlined in the Exhibitor Manual and carry FC issued badge identification to be allowed access on the show floor for move-in and move-out only.

25. FC will take photographs and video and may use any such material for news or promotional purposes whether in print, electronic, or any other media, including the FC website. By participating in the Trade Show, Exhibitor grants FC the right to use Exhibitor's name and photograph/video for such purposes. Exhibitor waives the right to inspect or approve the finished product in any format. In

addition, all rights to royalties or other compensation arising or related to use of photographs/video are waived by the Exhibitor.

26. Each Exhibitor is responsible for obtaining all necessary licenses and permits to use any copyrighted material in their booth. The Exhibitor shall remain liable for and shall indemnify and hold FC and its officers, representatives and employees harmless from all claims, suits, damages liability, expenses and costs, arising from or out of violation or infringement by the Exhibitor, Exhibitor's representatives, employees of any patent, copyright, trademark or trade secret rights or privileges.

27. Exhibit space is to be returned by the Exhibitor in the same condition as it was handed over. No nails, screws or any other fixtures may be driven into any part of the contracted exhibit space including the floors. In the case of any damage including the structure, floor, cable, ducts, etc. or alterations such as paint or any other permanent covering, it shall be repaired or restored to its initial condition at the Exhibitor's expense.

28. Per the Personal Information Protection and Electronic Documents Act (P.I.P.E.D.A.) the Exhibitor hereby extends permission for the FC to collect, maintain, and use Exhibitor's information for the purposes of:

- a) Contacting Exhibitor by mail, fax, telephone or e-mail concerning any matter associated with the Trade Show, or future Trade Shows
- b) Maintaining internal records related to the Trade Show
- c) Disclosing of Exhibitor's information to third parties for:
  - i. Establishing and processing billing arrangements and payments
  - ii. Providing the information to Official suppliers and the Exhibit facility
  - iii. And for any other purpose which may be deemed necessary by FC. FC is committed to protecting Exhibitor's information from unauthorized use and access while such information is in FC's care, and when such information is disclosed to third parties, in accordance with the FC's policy. The Exhibitor, upon signing this Contract, acknowledges and consents to the collection, use and disclosure of Exhibitor's information by the FC and by third parties in accordance with the provisions outlined herein.

29. Each Exhibitor warrants that its booth design and use of space will be in compliance with the Canadian Human Rights code and will exercise all due responsibility. The Exhibitor shall indemnify and hold FC its directors, employees, representatives, harmless from and against all claims, including attorney's fees, and litigation expenses, that may be incurred on the basis of the Exhibitor's breach or non-compliance of any provisions of the above-mentioned laws, bylaws, ordinances, regulations, requirements, codes and standards.

30. Any changes additions, alterations, or deletions made to this Contract by any person, organization, company, or corporation, without the express written agreement from FC, are prohibited and shall be null and void, and when such information is disclosed to third parties, in accordance with the FC's policy. The Exhibitor, upon signing this Contract, acknowledge and consents to the collection, use and disclosure of the Exhibitor's information by the FC and by third parties in accordance with the provisions outlined herein.

