



Reception Room Application & Contract

The Reception Room is located in Room 205B in the North Building of the Metro Toronto Convention Centre and is available for rental from March 4 - 7, 2018.

Rental Fee (2 hours):

\$2100.00 + \$273.00 HST = **\$2373.00 CDN**

Rental fee INCLUDES:

- Rental of the Reception Room
- Sign with your country or company Reception Room name
- Event listing (company/country name, session title/name, date, time, room number) in the following:
 - PDAC Convention website and the Mobile Convention Website
 - The Northern Miner
 - January PDAC 2018 Crosscut email blast to all registered attendees promoting your event
 - The onsite Convention Program, distributed to all Convention attendees

Rental fee DOES NOT INCLUDE:

- Audio Visual equipment or technical support
- Food and beverage
- Furniture/décor rentals in excess of the pieces noted in the “standard room setup” (see details below)

Once the Presentation Room has been confirmed, PDAC will provide a list of approved suppliers.

Standard Setup (These setups cannot be modified. See floor plans):

Sunday/Monday Setup	Tuesday/Wednesday Setup
Raised head table and podium	Raised head table and podium
Lounge furniture and cruiser tables (4 black leather loveseats, 4 black leather chairs, 4 coffee tables, 6 cruiser tables)	Banquet tables and chairs (9 rounds of 8 set for 72 persons)
3 food and beverage tables	3 food and beverage tables
A skirted registration table and chairs placed outside the Reception Room	A skirted registration table and chairs placed outside the Reception Room

Room Requests:

Requested Date: Sunday, March 4 (lounge/cocktail setup) Monday, March 5 (lounge/cocktail setup)
 Tuesday, March 6 (banquet setup) Wednesday, March 7 (banquet setup)

Requested timeslot: 8:00-10:00am 11:30am-1:30pm
 3:00-5:00pm 6:30-8:30pm

Other requests: _____

Contact Information:

Contact name: _____
Company name: _____
Street address: _____
City: _____ Province/State: _____ Country: _____
Postal/Zip Code: _____ Telephone #: _____
Email: _____

Payment Options (Please select one)

A. Cheque

Cheque enclosed: Make cheque payable (in CDN dollars only) and mail to:
PDAC
135 King St E, Toronto, ON, Canada, M5C 1G6

B. Credit card

Visa AMEX MasterCard

Cardholder name: _____ Card number: _____
Cardholder signature: _____ Expiry date: _____ CVV: _____

Notification of room assignment will be confirmed once this form has been processed.

TERMS & CONDITIONS

1. **Payment Policy.** Once the Application & Contract is submitted to PDAC, the Renter has 30 days to submit full payment. Failure to submit full payment within 30 days of submitting your application constitutes a cancellation of the Reception Room.

Full payment is required to guarantee a Reception Room.

A Reception Room application form submitted without full payment is considered a tentative hold. If PDAC is approached by another organization interested in the room that is currently on a tentative hold, PDAC will notify your contact and you will have two weeks to submit the full payment. Failure to submit payment by the end of the two week period will result in the cancellation of the Reception Room.

2. **Cancellation Policy.**
- If cancellation is received in writing within two weeks of the Application & Contract being received by PDAC, a full refund will be issued.
 - After the 2 week period, no refunds will be issued.
 - If an Application & Contract is submitted to PDAC after **Friday, November 24, 2017**, and the Renter wishes to cancel, no refunds will be issued.
3. **Distributing or Soliciting** including but not limited to demonstrations, posters/signs, literature and equipment is not permitted outside of the Reception Room and must be confined to the interior and/or the registration table outside your room.

Applications are processed on a first-come, first-served basis.

I understand and agree to the Terms & Conditions above: Yes No

Name (print): _____

Signature: _____

Submit completed application to jprovencher@pdac.ca