



Presentation Room Application & Contract

All Presentation Rooms are located in the North Building of the Metro Toronto Convention Centre and will be available for rental from March 4 - 7, 2018.

Presentation Rooms are available for half day (8:00am – 12 noon or 2:00 – 6:00pm) or full day (8:00am – 6:00pm) rentals.

Rental Fee:

HALF DAY RENTAL: \$4100.00 + \$533.00 HST = **\$4633.00 CDN**

FULL DAY RENTAL: \$8100.00 + \$1053.00 HST = **\$9153.00 CDN**

Rental fee INCLUDES:

- Rental of the Presentation Room
- Sign with your country or company Presentation 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” (theatre style)
- Any fees associated with changing the “standard room set up” (theatre style)

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

Standard room setup includes:

- Raised head table and podium
- Theatre seating set to maximum capacity
- Skirted registration table and chairs placed outside the Presentation Room
- Presentation Rooms vary in size. The size and capacity of the room will be confirmed upon booking

Room Requests:

Requested Date:	Sunday, March 4		Monday, March 5			
	Tuesday, March 6		Wednesday, March 7			
Requested Length:	Half Day - AM	Half Day - PM	Full Day			
Rank in order of room preference:	205D	206B	206D	202B*	202D*	203B*
Theatre style – Maximum capacity: (See floor plans)	201	173	203	151	140	159

**** Note: these rooms are only available on Monday and Tuesday
Room capacity may change with Food and Beverage order.***

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: _____

Room assignment will be confirmed once this form has been processed.

TERMS & CONDITIONS

- 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 Presentation Room.

Full payment is required to guarantee a Presentation Room.

A Presentation 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 Presentation 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.

- Distributing or Soliciting** including but not limited to demonstrations, posters/signs, literature and equipment is not permitted outside of the Presentation 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 above Terms & Conditions: Yes No

Name (print): _____

Signature: _____

Submit completed application to jprovencher@pdac.ca