



# Bazaar Policies and Guidelines

**March 16, 2019**

**Ernst and Young Centre  
4899 Uplands Drive  
Ottawa, ON**

<https://www.ileadcanada.ca>



# Introduction

By the Grace of Allah, we are pleased to host Ottawa-Gatineau area's annual I.LEAD Conference at the Ernst and Young Centre at 4899 Uplands Drive on Saturday, March 16, 2019. Like every year, the objective of the I.LEAD conference is to engage, empower and support the Muslim community and to serve as a platform for the youth to be heard by various mosques and Muslim organizations and work together on one common project based on community needs.

The theme of the 2019 conference is **to be updated**. The details related to theme and speakers schedule will be provided by Program team by March 11th, 2019.

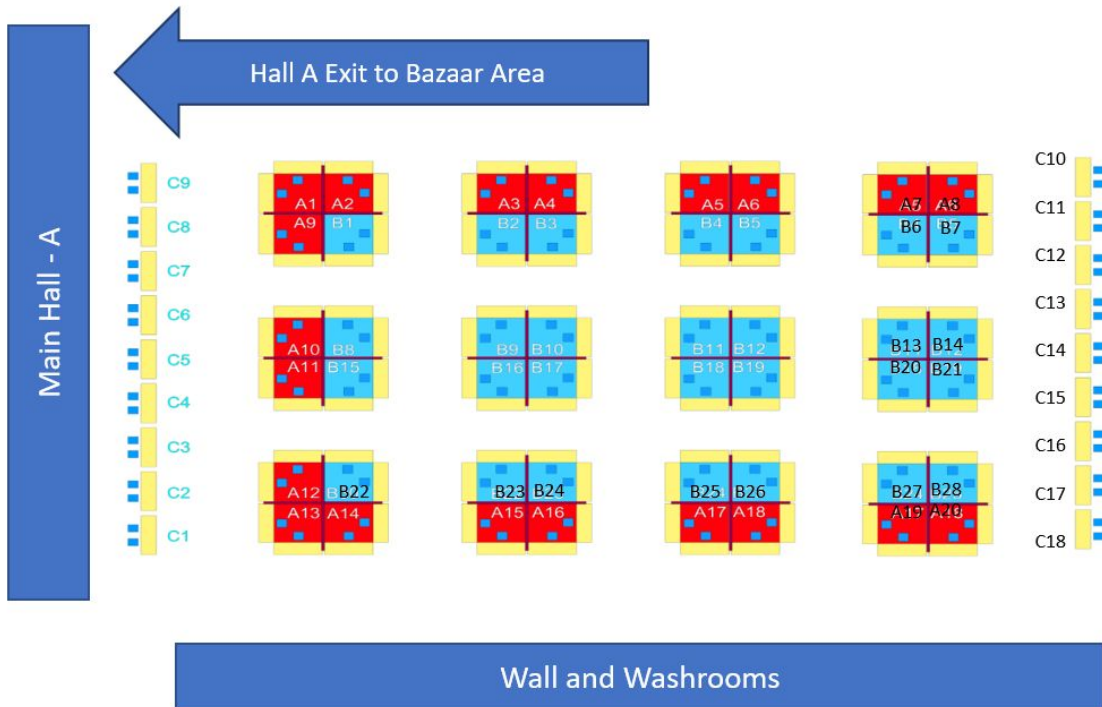
The conference is being organized by the majority of the Muslim organizations in Ottawa-Gatineau area. By Allah's Grace, mosques and organizations have committed to participating in this event. We have an exciting lineup of internationally renowned and local speakers who will be speaking on issues related to our theme for this year. The conference speakers are intended to be representative of our community's diversity and will be speaking on a variety of topics related to our theme.

This conference will be advertised extensively in the Ottawa-Gatineau area with a major media and email campaign. Also, every masjid and Muslim organization will be encouraging their gatherings to attend this event. As a result, we are expecting 2-4 thousand people insha Allah to attend this conference. Tabletop exhibits will be available for exhibitors on the main conference level. The exhibits will be open from 8:00 am to 11:00 pm on Saturday, March 16, 2019 (Timing to be confirmed with venue).

**Register for your exhibitor table now!**



## Updated Bazaar Booth Map - Hall 2



## Terms and Conditions

### Booth details and rates:

	On or before Jan 10, 2019	Jan 10 - Feb 10, 2019	Feb 10 - Mar 10, 2019
Prime Booth (Booth "A")	\$400	\$500	\$600
Regular Booth (Booth "B")	\$300	\$400	\$500
Tables( "C")	\$150	\$200	\$250

### **I.LEAD reserves the right to cancel any sponsor or bazaar vendor and will issue a refund**

- Tables will consist of 1 skirted table (8' x 30") and 2 chairs.
- Not for profit and service organizations will get 25% discount on the above prices.
- Prime and Regular booths will consist of 2 skirted tables (both of 8' x 30") and 2 chairs.
- Electrical outlets are available at an additional cost (\$100), upon request prior to the event.

*I.LEAD Conference 2019– Bazaar Policies and Guidelines*



- Each vendor will be allocated two name tags per booth, allowing unlimited access into the conference areas throughout the day. *Name tags must be worn ALL the time.* Exhibitors may collect their name tags once they arrive, from the booth registration table.
- Booths will only be reserved and assigned once full payment has been received by I.LEAD. Payments will be accepted as cash or cheque payable to “**South Nepean Muslim Community - Conference Acct**”  
The mailing address is: **South Nepean Muslim Community, Attn: I.LEAD Treasurer**  
**3020 Woodroffe Ave. Ottawa, ON K2J 4G3**
- The Bazaar times are from 10:00 AM to 10:00 PM. The booth must be set up by 10:00 AM. I.LEAD booth registration will be open from 8:00 AM. (timings subject to change, final timing will be shared on March 11, 2019)
- Vendors must pay for their own parking ticket.

### **Terms and conditions:**

- Distribution of circulars or promotional materials may be made only in the space assigned to the vendor.
- The space assigned to each booth vendor must be cleaned up after the bazaar is over.
- No cars are allowed in the exhibition hall for loading.
- Vendors must wear modest attires at all times at the convention.
- All items displayed or sold in the bazaar must meet Islamic standards.
- The sales of meals or cooked snacks are not allowed in the bazaar area. If you have any questions regarding the eligibility of the sale of your product, please contact [sales@ileadcanada.ca](mailto:sales@ileadcanada.ca).
- All vendors must confine their activities within their respective booths and should not obstruct neighboring booths.
- Vendors using audio/visual equipment must keep the volume low & acceptable to neighboring vendors.
- I.LEAD is not responsible for any theft, damage, injury or any loss during the convention. It is the sole responsibility of the vendor to obtain insurance coverage for their business.
- Vendors will be responsible for any damage caused by them to the booth or any property of EY Center.
- I.LEAD reserves the right to remove any vendor involved in un-Islamic activity, selling or distributing anti-Islamic or pirated items.

### **Cancellation policy:**

- Refunds may be requested by email: [sales@ileadcanada.ca](mailto:sales@ileadcanada.ca).
- A 75% refund will be granted for cancellations received before **15<sup>th</sup> Feb 2019**.
- A 50% refund of the registration fee will be granted for cancellations made between **15<sup>th</sup> Feb 2019 to 1<sup>st</sup> March 2019** after which no refunds will be processed.



# Registration Form

## Company Name

\_\_\_\_\_

*(Company name as you want it to appear on all promotional materials)*

## Company Contact

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Business Details: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Booth number requested: \_\_\_\_\_

I require carts for setup and takedown:  Yes  No

I require an electrical outlet (\$100):  Yes  No

## Contract Signatures

Exhibitor (Company) is bound to this contract. I have read and agree to all the terms and conditions of this Application and Contract. I warrant that I am authorized to sign on behalf of the Exhibitor/Company listed above and that all information I have provided is accurate and complete.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Upon receipt of this signed contract and full payment, I.LEAD will countersign and return a copy to the contact listed above.