



Bazaar Packages and Guidelines

March 21, 2020

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

www.ileadcanada.ca



I.LEAD Conference

Islam. Learn. Engage. Achieve. Develop.

About Us

I.LEAD is an experience which unites Muslims all over the national capital region (Ottawa-Gatineau) and beyond under one roof to affirm their faith and their role in the domestic and global society. By the Grace of Allah, we are pleased to host the eighth annual I.LEAD Conference at the EY Centre on Saturday, 21st March , 2020.

The theme of the 2020 conference will be announced by January 1st 2020. The details related to theme and speakers schedule will be provided by Program team by March 9th, 2020.

The conference is organized together by majority of the Muslim organizations in the Ottawa-Gatineau area. By Allah's Grace, several mosques and organizations have committed to participating in this event. As always, we will have an exciting lineup of internationally renowned and local speakers who will be speaking on issues related to our theme.

Objectives

- To engage, empower and support the diverse Muslim community
- To serve as a platform for the youth to be heard by various mosques and Muslim organizations
- To build bridges of collaboration with the wider community
- To have an engaging and informative family bonding event

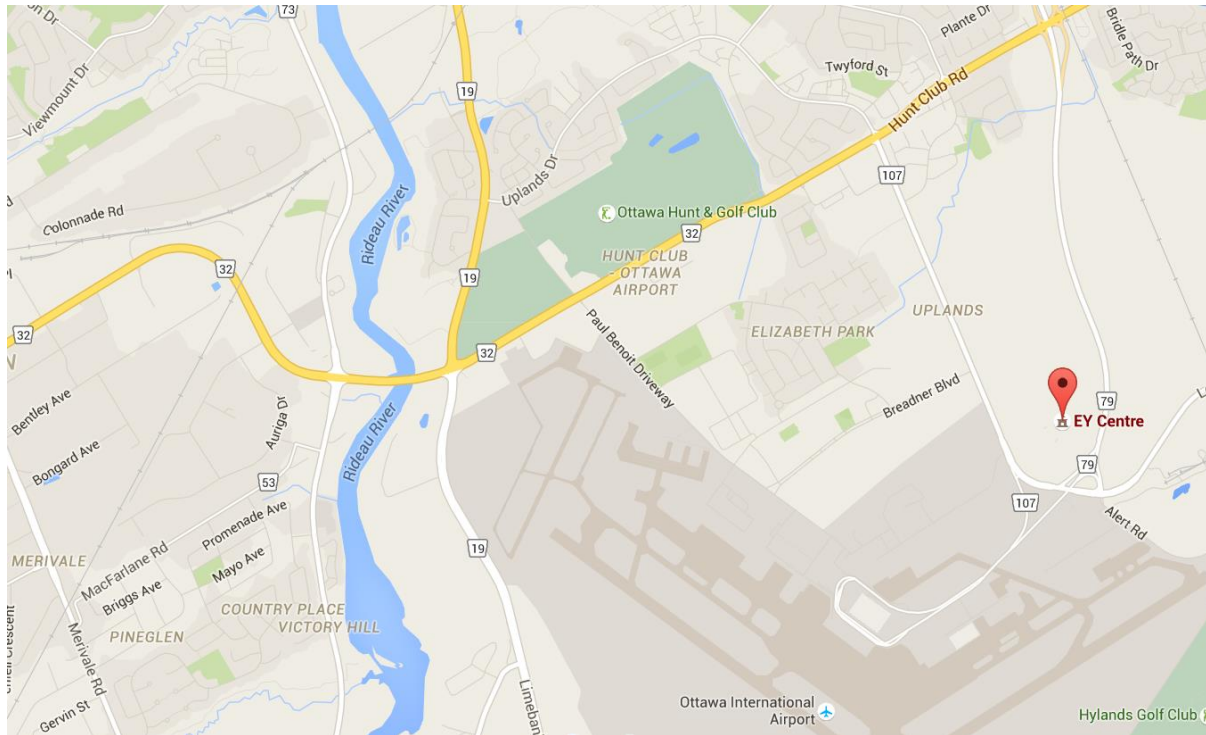
Key points

Booths will be available for vendors in the bazaar on the main conference level. The bazaar will be open from 10:00 am to 9:00 pm (timing to be confirmed with venue). This conference will be advertised extensively in the Ottawa-Gatineau area with multiple major media and email campaigns. Also, mosques and Muslim organizations will be encouraging their gatherings to attend this event. As a result, we are expecting 2,000-2,500 people to attend this conference god-willing.

Register your booth now!

Venue

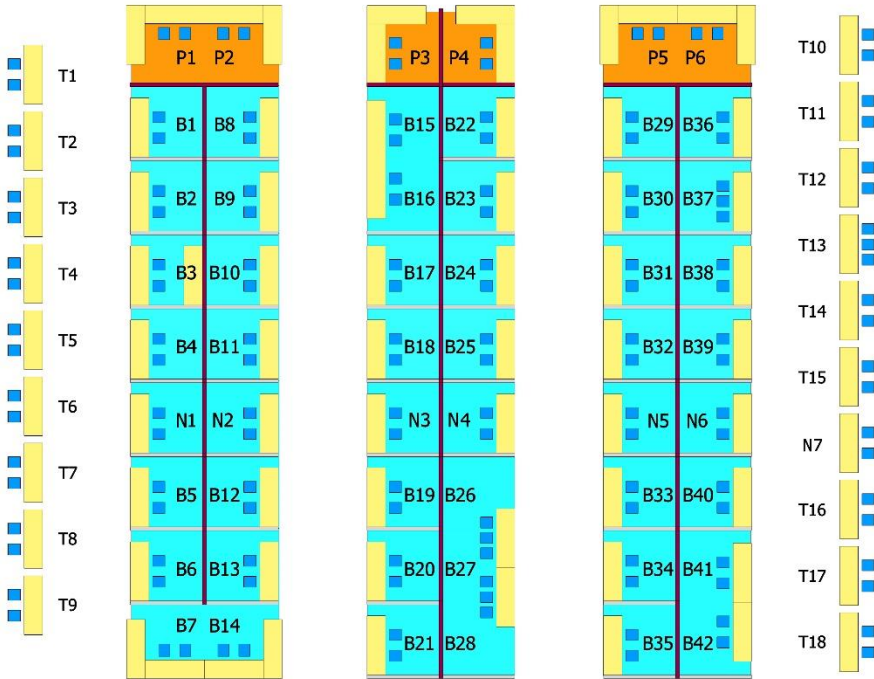
***Ernst and Young Centre
4899 Uplands Drive
Ottawa, ON***



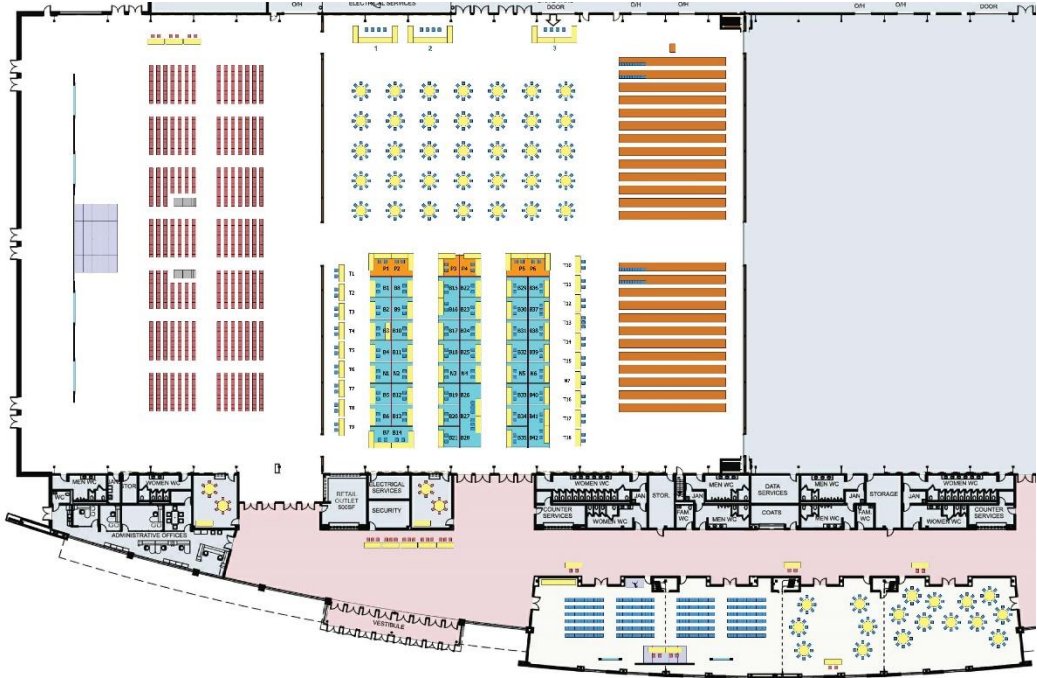
Located minutes away from Ottawa International Airport, the Ernst and Young Centre is an event-hub in the region of the nation's capital.

The largest event center in Eastern Ontario is a well-established location to host this year's I.LEAD Conference. Its prime location, large capacity and state of the art technology, will ensure that I.LEAD Conference is a resounding success.

Bazaar layout:



I.LEAD floor plan:





Bazaar Packages

Booth details and rates:

| | On or before Jan 31st, 2020 | After Jan 31st, 2020 |
|-------------------|-----------------------------|----------------------|
| Tables (T) | \$200 | \$300 |
| Regular Booth (B) | \$300 | \$450 |
| Prime Booth (P) | Reserved for sponsors | |

1. Electrical outlets are available at an additional cost \$150 per circuit (15 Amp/1,440 Watts), upon request at least 2 weeks prior to the event. For additional power needs, please email sales@ileadcanada.ca for more details.
2. Not-for-profit and service organizations will get 25% discount on the above prices. You would have to pay in full and will be refunded in the form of I.LEAD tickets on the day of the conference. Please email sales@ileadcanada.ca for more details.
3. Regular booths have a 10'x10' space. Tables have a 8'x10' space. Both will consist of 1 skirted table (8' x 30") and 2 chairs.
4. 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.
5. Booths will only be reserved and assigned once full payment has been received by I.LEAD.
6. The booth must be set up before the conference open time as mentioned in the bazaar schedule below.

Vendor Guidelines

I.LEAD reserves the right to cancel any bazaar vendor at any time and will issue a refund.

Bazaar Schedule

Saturday, March 21, 2020

Vendor Move-In: 8:30 am – 10:00 am
Conference Open: 10:00 am – 9:00 pm
Exhibitor Move-Out: 9:00 pm – 11:00 pm
(Timings to be confirmed by March 14th, 2020)

Payment Information

Full payment in Canadian dollars must accompany this or the online form in order to secure your bazaar booth(s). Payments will be accepted as cash or cheque or through the online portal (ileadcanada.ca/shop):

Payable to: "South Nepean Muslim Community - Conference Acct"
Attn: I.LEAD Treasurer
Mailing address: South Nepean Muslim Community, 3020 Woodroffe Ave, Ottawa, ON K2J 4G3

Please email sales@ileadcanada.ca once you have mailed the cheque/arranged the cash to confirm your sponsorship.



Logo and Company Description

The bazaar vendor must submit their logo(s) and all other necessary artwork by March 1st, 2020. Any logo not submitted by the deadline or in an incorrect format may not be included in onsite signage and other marketing items.

Vendors must also submit a color logo(s) which is at least 200 pixels wide and 75 pixels high, to be displayed on the Bazaar webpage. Logos will be displayed on a white background. Accepted file formats are 1) vector formats: EPS, PDF, or AI files; or 2) 300 DPI TIFF, EPS, PNG or JPEG files in CMYK.

Vendors must also submit a company description by the same deadline (maximum length of 150 words).

Terms and conditions

1. Distribution of flyers or promotional materials may be made only in the space assigned to the vendor.
2. The space assigned to each booth vendor must be cleaned up after the bazaar is over.
3. No cars are allowed in the exhibition hall for loading.
4. Vendors must wear modest attires at all times at the conference.
5. Vendors are responsible to bring any accessories required for their booth (e.g extension cords, carpets, USB, HDMI cable, etc).
6. All items displayed or sold in the bazaar must meet Islamic standards.
7. 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
8. All vendors must confine their activities within their respective booths and should not obstruct neighboring booths.
9. Vendors must not engage in ideology-based discussions.
10. Vendors using audio/visual equipment must keep the volume low & acceptable to neighboring vendors.
11. I.LEAD is not responsible for any theft, damage, injury or any loss during the conference. It is the sole responsibility of the vendor to obtain insurance coverage for their business if needed.
12. Vendors will be responsible for any damage caused by them to the booth or any property of EY Center – this must be paid within 1 week from the damage quote being shared.
13. I.LEAD reserves the right to remove any vendor involved in un-Islamic activity, selling or distributing anti-Islamic or pirated items on the day of the event.

Cancellation policy

1. Refunds may be requested by email to sales@ileadcanada.ca
2. A 75% refund will be granted for cancellations received before 15th Feb 2020.
3. A 50% refund of the registration fee will be granted for cancellations made between 16th Feb 2020 to 1st March 2020 after which no refunds will be processed.



I.LEAD 2020 Bazaar Registration Form

Please fill and sign this form or the Google form online at <http://www.ileadcanada.ca/bazaar>

Company Name: _____

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

Business details: _____

Email: _____ Phone: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Booth number(s) requested: _____

I require an electrical outlet (\$150): Yes No

Contract Signatures

Vendor (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 Vendor/Company listed above and that all information I have provided is accurate and complete.

Vendor Name

Date

Vendor Signature

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

I.LEAD Rep Name

Date

I.LEAD Rep Signature