



8TH ANNUAL
NATIONAL ATHLETIC DIRECTORS CONFERENCE
VENDOR PACKAGE

REGINA, SK
DOUBLE TREE BY HILTON
APRIL 11-13, 2024

Professional Development for Athletic Directors
Keynote Speakers • Workshops • LTP Courses • Networking & More!

JOIN OUR GREAT EVENT

Get in front of the major decision-makers for High School Athletics

The Canadian Interscholastic Athletic Administrators Association (CIAAA) invites you to attend a highly regarded conference providing outstanding professional development and networking opportunities for athletic administrators in Canada.

This first-class conference features relevant workshop sessions, our renowned Leadership Training Program Courses, as well as professional speakers, social events, and a Vendor Exhibition that pairs retailers and service providers along with their target audience - the Athletic Directors who are the key decision-makers at the school level.

The vendor trade show and session sponsorship opportunities provide you the chance to exhibit your product line or service directly to those who make athletic purchasing decisions in high schools across Canada. We have allotted an exclusive time-slot for the vendor trade show (no sessions during that time) to give all delegates the chance to attend. Our vendor passport program is highly successful in encouraging attendees to visit each and every vendor booth.



HOTEL INFORMATION

DoubleTree by Hilton Regina - 1975 Broad Street

The entire conference, except the off-site social, is hosted at the DoubleTree Conference Center. Attendees are offered a superb room rate and meals during the conference are all included and served at the Hotel.

Room Rates

Two-Double Rooms \$139/night plus taxes

How to Book Your Room - Deadline to Book is March 20, 2024

[ONLINE BOOKING LINK - Click Here](#)



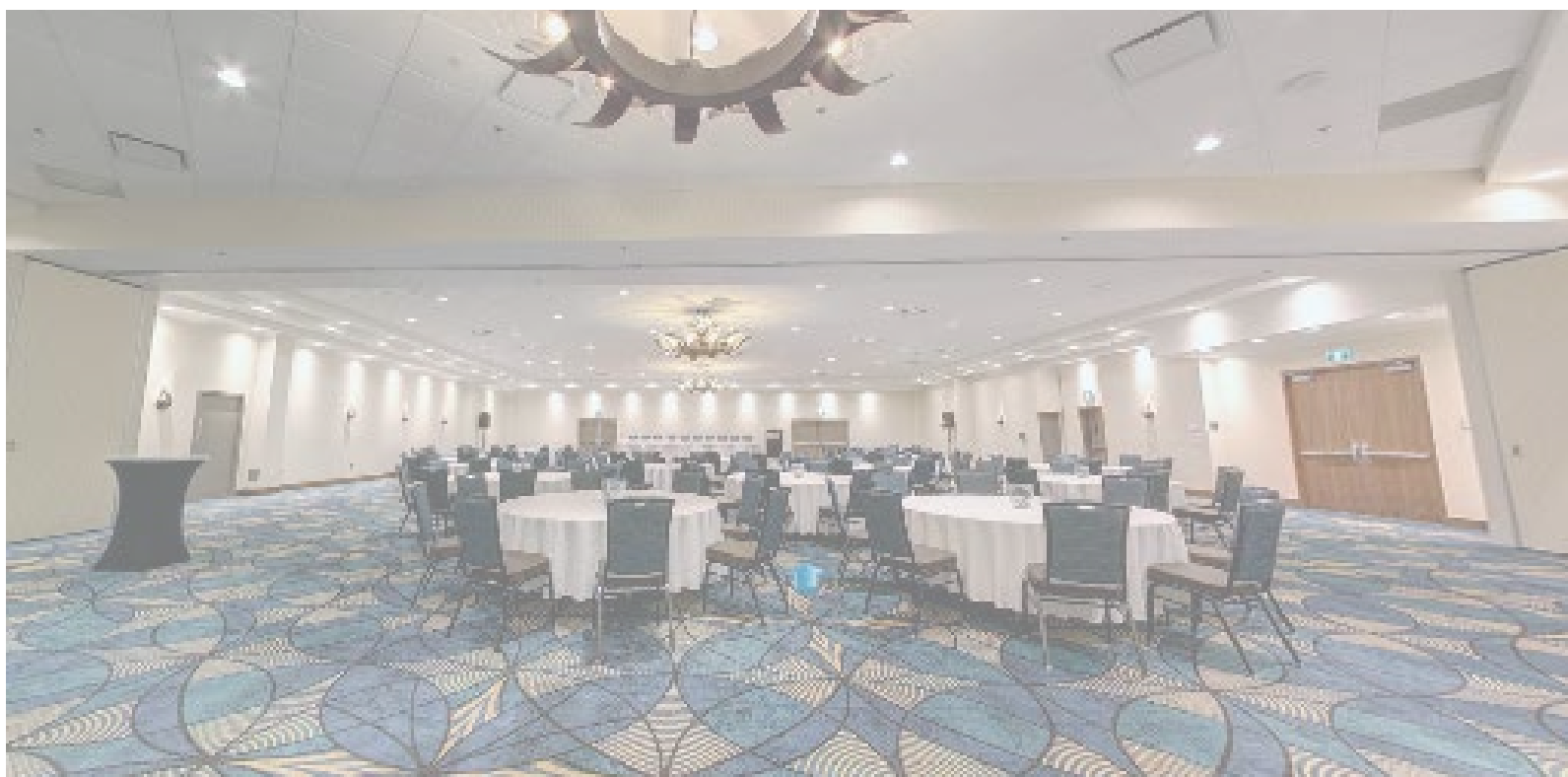
WHAT CAN VENDORS EXPECT?

Standard Vendor Exhibition Rate Includes:

- Conference Luncheon connected to Exhibition Hall (2 tickets included with your booth)
- Vendor Passports (delegates have card marked by each vendor to win prizes)
- BAGGO Tournament in the vendor area to generate increased activity and foot traffic

Vendor Exhibition Timeline - FRIDAY, APRIL 12

- Exhibit/Booth Setup - **8:45-10:00 AM**
- Exhibit Hall Opening for First Look - **10:20-11:20 AM (in conjunction with coffee breaks)**
- Buffet Luncheon connected to Exhibit Hall - **12:20-12:55 PM**
- BAGGO Tournament inside Exhibition area - **1:00 - 3:00 PM**
- Vendor Exhibition Time - **10:20 AM -5:00 PM**



VENDOR PACKAGES

STANDARD VENDOR EXHIBITION RATE **\$500**

- Approximately 8' x 8' Booth Space
- Two 6 ft. table
- Two chairs (or more as needed)
- Electrical outlets as needed
- Opportunity to include item(s) in attendee gift bag

KEYNOTE SPEAKER SPONSOR (April 12) **\$1500**

- Complimentary vendor booth as above
- Banners/signage next to Keynote Speaker
- Opportunity to speak/present briefly ahead of the speaker to promote company
- Includes all Conference Website Links and Logos & Ads

CLOSING LUNCHEON SPONSOR (April 13) **\$1000**

- Complimentary vendor booth as above
- Banners/signage in Luncheon Area
- Opportunity to speak briefly at Luncheon to promote company

ADD-ONS AND OTHER OPTIONS

- **Workshop Sponsor (\$100)** - may be added by an exhibitor or purchased independently.
 - Official Sponsor for a Workshop (signage at entry and 1-2 promotional slides added to workshop powerpoint or chance to speak briefly ahead of the Workshop)
 - Opportunity to include item(s) in attendee gift bag
- **Attendee Gift Bag Flyer's or Promotional Items (\$100 + item cost)**
 - Available for Sponsors not Attending (this is included with all other options)

DESIGN YOUR OWN ACTIVATION OPPORTUNITY

- *Looking for another way to engage our attendees? Reach out to caleigh@ciaaa.ca to discuss.*

Additionally, all Conference Vendors and Sponsors will have:

- Logo Showcased on all Conference Website Pages (with links)*
- Ad included in Conference Brochure sent to ALL Conference attendees*
- Ad included in Conference Newsletter sent to ALL CIAAA Members (2000+)*
- Social Media Post Ahead of the Conference*

REGISTRATION

[**CLICK HERE TO ACCESS OUR ONLINE REGISTRATION SITE**](#)

Rules & Regulations

It is the responsibility of all those registering to be aware of and accept these regulations.

1. Contract for Space

Applicants for exhibit space are required to complete the application with full payment to confirm space reservations. Upon receipt of application and full payment, space will be confirmed and the exhibitor will be notified in writing.

2. Cancellation

A full refund (less \$50 for processing) will be granted for space canceled in writing by Monday, March 20, 2020. All cancellations must be received by email before end of this day, otherwise a refund will not be granted.

3. Exhibitor's Admission Credentials

Exhibitors shall supply CIAAA with an advance list of attending representative(s). Forms will be provided by the CIAAA for this list. Every person must individually register upon arrival on Friday morning, to receive their credentials. Conference credentials must be worn at all times.

4. Facility Rules and Regulations

Nothing shall be nailed, stapled, hung or attached to ceilings, walls or columns, trim or other painted surfaces, nor will the penetration of floor, walls, columns, ceilings, or trim be permitted in any portion of the building. Exhibitors and/or their agents shall not damage or deface equipment provided by the CIAAA or the hotel. When such damage occurs, resulting costs will be charged directly to the liable party.

5. Insurance

Exhibitors and any independent contractors they may employ must have comprehensive insurance. Neither CIAAA nor the Hotel maintains insurance covering the exhibitor's property. Although CIAAA provides a secure space, be advised that displays and materials belonging to the exhibitor are the responsibility of the exhibitor at all times, and insurance for any loss or damage should be carried on these items.

6. Brand

Use of the CIAAA name, logo, or acronym for any purpose must be authorized in writing by the CIAAA.

7. Part of Contract

These rules and regulations constitute a bona fide part of the contract for space entered into by applying and providing payment. The CIAAA reserves the right to render interpretations and decisions and to make such additional rules and regulations as deemed necessary to enhance the success of the conference or decline any exhibit which, in its judgment, is out of keeping with the character of the conference. The CIAAA's decision and interpretations shall be accepted as final in all cases.



Canadian Interscholastic Athletic Administrators Association

The mission of the CIAAA is to promote educational athletics through the professional development of athletic administrators with a focus on character and leadership. Our goal is to support schools in building positive athletic environments that enhance the learning experience for all students. The association positively impacts student-athletes through this support and training of front-line Athletic Directors/Sports Coordinators who play a vital role in the athletic experience.

ASAA, BCSS, SHSAA, MHSAA & PEISAA have partnered with the CIAAA so that all Athletic Directors from their member high schools in Alberta, British Columbia, Saskatchewan, Manitoba and Prince Edward Island have annual memberships in the CIAAA. Members from other provinces can join for \$60 at any time, with the membership year running from September 1st to August 31st.

CONTACT

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