



SOLAR CANADA

Canadian Solar Conference Limited Partnership Guidelines to Host Events During Solar Canada

Objectives:

To establish a clear set of guidelines for any company wishing to host events during Solar Canada. The Guidelines set out below are meant to make it easier for a company to host an event and at the same time avoid conflicting with the Solar Canada official schedule.

Guidelines:

- During the official Solar Canada posted agenda, no organization is permitted to schedule functions (including transportation to/from) that conflicts or overlaps with the published Solar Canada agenda. A list of all official events during Solar Canada can be obtained by contacting Jessica Ward jward@hannoverfairs.com
- Organizers of all non-official events that are held around Solar Canada are required to inform show management of the intended event at least 30 days prior to the event and prior to booking. If these scheduled times and content conflict with Solar Canada, the organizer will be notified to change their time/content accordingly.
- Organizers always have the option of becoming a Solar Canada sponsor in order to hold their event and include it as part of the official programming.
- If a company requires event/meeting space at one of the host properties, it must be pre-approved by show management. Requests may not be made directly with the host property.
- Private meeting rooms are available for rent over the official program schedule, exclusively to exhibitors looking for supplementary space. Otherwise, organizations must purchase an exhibit space to meet with customers.
- If a company is interested in securing space for an event/function at any other host city venue, they may contact the venue directly, but must first receive approval from show management on the date/time/content of the proposed event.
- Companies that are not Solar Canada sponsors are not permitted to bring mascots in or around the Solar Canada event space or utilize Solar Canada events to their benefit. This includes roaming vehicles, etc, unless they are specifically a part of the Solar Canada sponsorship program.
- Only Solar Canada sponsors are permitted to room drop materials at the host hotels.

Any organization/company/delegate that does not respect the official Solar Canada policy will be given official written warning and if they are not in compliance, they will not be permitted to participate in future Solar Canada events.