

# ISAAC 2020 Checklist and Forms



19<sup>th</sup> Biennial ISAAC Conference  
August 1<sup>st</sup> – August 6<sup>th</sup>, 2020  
Exhibition Space Open: Aug 3<sup>rd</sup> – Aug 6<sup>th</sup>, 2020  
at the:

Cancún ICC Convention Centre  
Blvd. Kukulcan Mz. 48, Punta Cancún, Zona Hotelera,  
77500 Cancún, Q.R., México



## CHECKLIST



Please ensure that you have sent to ISAAC International **all** the following items to ensure that your company's Conference 2020 Exhibitor booth space has been secured:

- √ Completed Exhibitor Sign-Up Form, Page 1
- √ Signed and dated Exhibitor Sign-Up Form, Page 2
- √ Deposit payment of CAD \$600 to reserve one (1) booth space (either in advance or using the attached credit card authorization form) Visa or MasterCard
- √ Company logo softcopy file, in high resolution “.eps” format
- √ Company logo softcopy file, in lower resolution “.jpg” format

**In addition, and if your commercial company will be taking advantage of the ISAAC Conference 2020 free delegate bag / satchel insert offer:**

- √ Production and delivery<sup>1</sup> to Cancún, México of a promotional<sup>2</sup> item, limited to one “piece” per exhibitor.

**<sup>1</sup> If your organization will need to ship anything else in support of your ISAAC Conference 2020 exhibition booth to the Cancún ICC Convention Center in Cancún, México, ISAAC is currently making arrangements with an international freight forwarding company to support us. Details will be provided and announced once available.**

**<sup>2</sup> Promotional items are limited to one “piece” per delegate bag. Maximum finished size 8.5” x 11” or A4**

# EXHIBITOR SIGN-UP FORM



## Exhibitor Information

Company Name:

Company Address:

Contact Person Name:

Contact E-mail:

Telephone:

Fax:

Company Web URL:

## Booth Location (please list all three top choices)

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

3<sup>rd</sup> Choice

**Mark X:** Premium

Standard

Non Profit Std.

**Non Profit Documentation Required**

ISAAC will make reasonable efforts to ensure that the exhibitor will be provided with one of its above noted choices. If that is not possible, ISAAC will notify the exhibitor and offer available alternative choices. ISAAC reserves the right to re-assign booth spaces at its sole discretion, based upon final number of exhibitors.

## Main Conference Pass Information

Your Conference 2020 Exhibitor Booth space includes **one complimentary main conference registration pass (Commercial companies only)**. Please provide us, in the designated spaces below, the **name and contact information for whom the pass will be issued:**

**Name:**

**Email Address:**

**Emergency Contact:**  
(name, email, telephone)

## Additional Exhibit Hall Only Passes

Conference 2020 Exhibitor Booth space for **commercial companies includes one (1) complimentary Exhibit Hall only pass (Non-profit, government funded exhibitors receive two exhibit hall passes) per booth unit**. You can use this form to purchase additional Exhibit Hall only passes, **for CAD \$100.00 per pass**, should additional organization staff be attending ISAAC 2020. **The cost associated with additional pass requests will be added to your final invoicing**. Please complete the information below, only if you require additional Exhibit Hall only pass, over and above those that are included with your Exhibitor Booth space.

Number of Additional Exhibit Hall Only Passes Required	Cost (\$ CAD)

**Please Note:** Send an email to [tony@isaac-online.org](mailto:tony@isaac-online.org) containing the names and email addresses of the persons who will staff your booth in the exhibition hall.

## EXHIBITOR SIGN-UP FORM



### Acceptance – (Unsigned Contracts will not be accepted)

I, the authorized representative of the above organization, on behalf of said organization subscribe and agree to all terms, conditions, authorizations and covenants contained in this Contract and the Rules and Regulations governing ISAAC Conference 2020. ISAAC reserves the right to determine the eligibility of any Exhibitor or Organization for participation in the ISAAC conference.

By placing my signature on this document, I confirm that I have read, understand, and agree with the ISAAC Conference 2020 Exhibitor Rules and Regulations, as outlined in the Exhibitor's ISAAC 2020 Information Package, available from the ISAAC website at:

<https://www.isaac-online.org/english/conference-2020/exhibitor-information/>

I further agree that our deposit of CAD \$600.00 has already been received and receipted, or payment instructions by way of VISA or MasterCard credit card are included with this completed agreement. Final balance owing will be invoiced in advance of June, 2020. Form must be returned no later than March 30<sup>th</sup>, 2020, in order to pre-secure your booth space. As of April 1<sup>st</sup>, 2020, booth spaces will be open for selection by any exhibitor, on a first-come, first-served basis.

**Signature:**

**Date:**

This application becomes a contract when signed by the exhibitor and accepted by ISAAC International.

Exhibitor Sales Contact: **Tony Needer**  
[tony@isaac-online.org](mailto:tony@isaac-online.org)

Sponsorship Contact: **Judy Shapiro**  
[judy@isaac-online.org](mailto:judy@isaac-online.org)

Media Contact: **Heather Stonehouse**  
[heather.stonehouse@isaac-online.org](mailto:heather.stonehouse@isaac-online.org)

ISAAC International  
312 Dolomite Drive, Suite 216  
Toronto, Ontario CANADA  
M3J 2N2  
Telephone: 905-850-6848  
Facsimile: 905-850-6852  
email: [conference2020@isaac-online.org](mailto:conference2020@isaac-online.org)  
Website: [www.isaac-online.org](http://www.isaac-online.org)

**CREDIT CARD AUTHORIZATION FORM**



**DO NOT EMAIL THE COMPLETED FORM, UNLESS IT IS SECURED VIA PASSWORD PROTECTION  
COMPLETED FORMS CAN BE FAXED OR MAILED TO ISAAC INTERNATIONAL (see information below)**

**In order to process your credit card payment, please provide the following information:**

**Charge Amount:**

**Credit Card Type:**

**Credit Card Number (VISA or MasterCard only):**

**Expiry Date:**

**CVV (3 digits on back of card):**

**Name on Credit Card:**

**(please print or type name of card holder)**

**Address (as on file with bank or credit card company):**

**By providing the above credit card information and signature on page 2 of the Exhibitor Sign-Up Form, I hereby agree to ISAAC International performing a one-time charge to the noted credit card for the total amount stated. I further understand and agree that once the charge is processed, refunds will not be provided under any circumstances.**

ISAAC International  
312 Dolomite Drive, Suite 216  
Toronto, Ontario CANADA M3J 2N2

Email: [conference2020@isaac-online.org](mailto:conference2020@isaac-online.org)  
Tel: +1 905-850-6848 x225  
Fax: +1 905-850-6852