



**IMPORTANT SPONSOR INFORMATION –  
please read and pass on to booth representatives**

THERE ARE 3 PAGES TO THIS MESSAGE

Dear CSC Conference Exhibitor:

I am pleased to confirm your registration for the upcoming CSC Conference in St. John’s, Newfoundland, May 21 - 25, 2025. Your company name was listed as a sponsor based on the information provided on the completed sponsors registration form and appears on our official CSC Conference website. The [website will be updated with your logo under the Conference area, so when it is done, please ensure that the logo is correct, and if you have not submitted your logo, please do so ASAP.](#) <https://www.csc-dcc.ca/Conferences/sponsorsataglance>

NOTE: To be eligible for the complimentary registration, the individual(s) must work for the company registered as a sponsor since the name badge will have that company’s name on it. **Please note that we cannot make changes to the delegate sponsors list at the conference;** should there be a change in representative, please advise the association office no later than 2 weeks before the conference date.

All registered sponsor “delegates” will be able to participate in all conference activities, including technical sessions, luncheons, Fun Night, Presidents Ball, and all other scheduled activities. However, you will not be able to participate in the Companions program unless you are registered as a companion.

**PROMOTIONAL ITEMS**

To fully take advantage of your sponsorship, we ask that you provide promotional items for the delegate bags, including pens, rulers, mugs, golf balls, or any item with your company name on it that can be used by the delegates during and after the conference. Promotional material (excluding brochures or written material) is very popular with the delegates, so originality will make a lasting impression. All promotional material should be sent directly to the hotel using the attached shipping form.

**EXHIBIT SPACE—all spaces are pre-assigned. NOTE: There are very few 8-foot tables, so 6-foot tables might be provided for Platinum, Gold, Silver, and Bronze levels.**

**Please note that conference exhibit space is limited, and we ask that you DO NOT EXCEED the allocated space for your level, Please measure your booth before the conference set up date to ensure it fits within the below dimensions:**

Diamond:	10 feet (Width)	10 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Platinum:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Gold:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height

Silver: 6 Foot table with back-drop (Connections Café only) with electrical  
Bronze: 6 Foot Table top (Connections Café only) - no backdrops are permitted at this level above 5 feet from the floor – no electrical is provided at this level

**SET UP/DISMANTLE**

Set up and dismantling times/dates are noted below.

**GENERAL INFORMATION**

See conference website for schedule details <https://www.csc-dcc.ca/Conferences/>

You are not required to man your booth during technical sessions; however, please keep an eye on it just in case. You must man your booth during the Connections Café on Thursday, May 22, from 5:30 to **9PM**.

We hope this experience will benefit you and your company. There will be many networking opportunities, and key individuals will attend. If you have any suggestions or require assistance in any way, please let me know. We value your participation and hope you enjoy yourself.

Regards,

Clifton A. Fiola, CAE  
Programs and Events Manager - CSC Conference Coordinator

↓ (see below) ↓

**Set-up and dismantle times for sponsor booths** are listed below. Please see Clifton for the location of your space. If there is a conflict between companies, please advise ASAP to avoid last-minute **moves**.

### **Gold, Platinum, and Diamond Levels**

Set-up time is between 12 Noon – 5 PM on Wednesday, May 21, 2025. and/or Thursday from 9 AM – 3 PM, May 22.

Dismantle time is between 2 PM – 3 PM, Saturday, May 24, 2025, following the Awards Luncheon.

**Optional: If you are not attending Saturday activities, you can dismantle your booth just before the Fun Night (4:30 – 5:30 PM) on Friday, May 23. Please advise Clifton if this is your choice.**

### **Bronze, and Silver Levels (table top displays)**

Set-up time between 3:00 PM – 4:30 PM to prepare for the Connections Café at 5:30 PM Thursday May 22, 2025 **\*\*\* PLEASE BE READY TO SET UP SINCE YOU WILL HAVE A VERY LIMITED TIME TO DO SO.**

Dismantle time is following the “Connections Cafe” (around 9 PM Same day)

\*\* Please send all materials/booths using the attached form below

If you are providing delegate bag gifts (not printed material), please send your packages to the attention of:

**Clifton Fiola**, and mark **“PROMOTIONAL MATERIAL”** on it. (we will put the gifts in the delegate bags on your behalf)

If you have any questions or concerns, please do not hesitate to contact Clifton Fiola at 416-777-2198 before the conference, or on his cell phone at 416-927-9166 during the conference.

### **PACKAGE HANDLING FORM**

- The hotel cannot accept responsibility for the receipt of and/or storage of boxes more than 5 days before the scheduled meeting/program. Additional charges may apply. If storage exceeds 5 business days before your event, an additional \$25 per day will apply regardless of size and or weight.
- Packages should be received during regular business hours:  
Monday – Friday 8:00 am – 4:00 pm; Saturday and Sunday 8:00 am - 4:00 pm

- After your event, any boxes shipped out of the hotel must be properly packaged and labeled with shipping address and phone number, return address, phone number, and payment method. Pick-ups will be scheduled for Monday, May 26.
- **The hotel is not responsible for packing or supplying any packing materials.**

Any materials left behind will be discarded 3 business days after your departure

Each box must be labeled as follows

**Name of Group and on-site Contact (the person onsite will be looking for the package)**

**C/O Delta Hotels St. John's Conference Centre  
120 New Gower Street, St. John's, Newfoundland, A1C 6K4**

**ATTN: Kim Findlay for Constructions Specifications Canada  
Phone: (709) 739-6404**

**Box(es) \_\_\_\_ of \_\_\_\_ (Multiple boxes must be numbered)  
The name of the Conference must appear on each box. Construction Specifications Canada Conference May 21-25, 2025.**

**Please note that all spaces will be assigned at the registration desk by contacting Clifton or Emma on-site.**

**We do not give booth numbers because the space might change. This is to ensure you have maximum visibility during the show.**

**IMPORTANT NOTICE: If you have a conflict with another sponsor and would like to be placed away from them, please provide 1 (one) name. Also, if you would like to be close to another sponsor, please indicate 1 (one) and email [clifton@csc-dcc.ca](mailto:clifton@csc-dcc.ca) We will do our best to accommodate your request,**

Finally, we ask that you check the CSC website to ensure your logo and the link to your website are correct. If there is an error, please email Clifton Fiola with the correction and it will be adjusted. <https://www.csc-dcc.ca/Conferences/sponsorsataglance/>