Conference Tote Bag Items

You may include an item such as swag or a company brochure/product information in our delegate conference tote bags for a fee of $500 plus GST.

1. All items to be stuffed into the 2020 conference tote bags must be pre-approved by the Conference Coordinator and the Executive Director of IPAC Canada. Use of the 2020 conference logo on products is permitted, but the product must be pre-approved. Use of the IPAC Canada logo is not permitted. If you are unsure of the status of your materials to be stuffed, contact the Conference Coordinator, Amrit Jones, at ipaccanada@buksa.com or (780) 436-0983 ext. 233.
   a) Provide Amrit Jones with a contact name in the event we cannot locate your tote bag materials. That individual will be contacted so that we can begin tracking your shipment.
   b) Provide Amrit Jones with a complete list of all tote bag materials you will be sending so we can verify they have arrived on site.
   c) Do NOT send any other items/samples that you intend to hand out on site at your booth, in case they are inadvertently stuffed into the tote bags. Items of this nature must be shipped with your regular booth supplies.
   d) Boxes/containers must be clearly marked on the outside: IPAC Conference Tote Bag Inserts.

2. You must provide 500 items or copies of your tote bag item. The organizer will only distribute what is available at the time of stuffing. Tote bags will be stuffed on Friday May 1st, 2020. Anything received after that time will not be stuffed into the tote bags. All items should be shipped in advance to the 2020 Conference no earlier than Thursday April 30th, 2020 to:

   2020 IPAC Conference Office
   RBC Convention Centre
   375 York Ave, Winnipeg, MB
   R3C 3J3

3. Documents must not be larger than 8.5”x11” and .5” thick. If you are providing a physical item, please ensure that the item does not pose any safety concerns to delegates including cuts, burns, choking etc. Items should be small and lightweight. All swag items are subject to approval.

4. If your items are shipped to the wrong address, not addressed exactly as directed above, or arrive past the April 30th deadline, there will be NO refunds. It is your responsibility to ensure that your inserts arrive on time, to the correct destination and are labelled correctly. If your items are unintentionally left out of the tote bag in spite of being received at the correct address, the refund will be limited to the fee paid to IPAC Canada – there will be no refunds for printing or shipping costs.