ADOPTED by Council at its meeting held September 19, 2011 **[M248-2011]**
/RB
Windsor, Ontario September 19, 2011

REPORT NO. 24 of the
ENVIRONMENT & TRANSPORTATION STANDING COMMITTEE
of its meeting held August 31, 2011

Present:

Councillor Hatfield, Chair
Councillor Payne
Councillor Sleiman
Councillor Valentinis
Councillor Halberstadt

That the following recommendations of the Environment and Transportation Standing Committee **BE APPROVED:**

Moved by Councillor Halberstadt, seconded by Councillor Sleiman,
That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the exhibitor contract agreement for the Enviro-Expo satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer .

Carried.

Livelink 15404, GCE2011

Clerk's Note: The report of the City Engineer dated July 15, 2011 entitled "Enviro-Expo 2011" is ***attached*** for information.

CHAIRPERSON

COUNCIL ASSISTANT

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE CITY OF WINDSOR
Environment & Transportation Standing Committee - Administrative Report

MISSION STATEMENT:
"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 15404 GCE2011	**Report Date: July 15, 2011** (#3121-jc:07/19/11:ebr)
Author's Name: Karina Richters	**Date to Standing Committee: Aug 31, 2011**
Author's Phone: 519 253 7111 ext. 226	**Classification #:**
Author's E-mail: krichters@city.windsor.on.ca	

To: **Environment & Transportation Standing Committee**

Subject: **ENVIRO-EXPO 2011**

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1. RECOMMENDATION: City Wide: x Ward(s): ____

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the exhibitor contract agreement for the Enviro-Expo satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer .

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

The Enviro-Expo 2011 is a two-day event, November 5th and 6th, 2011 taking place at the Windsor Expo Centre. The Enviro-Expo Windsor is described as a "*responsible consumer friendly family-oriented event, designed to educate and entertain*".

A portion of the admission is donated to the Essex Region Conservation Foundation which exists to help protect, preserve and restore natural areas in Windsor and Essex County with land acquisition, tree plantings and trail development.

The event will include plenary sessions presented by expert speakers and a vendor's exhibition of ecologically-oriented products and technologies for the general public. The expo is divided into several categories that may interest many:

- Youth
- Fashions
- Energy
- Transportation
- Health and Wellness
- Home and Garden
- Non-Governmental Agencies

3. DISCUSSION:

In 2010, the City of Windsor provided a $5,000 sponsorship for the first Enviro-Expo event (CR374/2009). The keynote speaker to this event was Bill Clinton which attracted approximately 3,500 people to Caesars Windsor.

The City of Windsor, along with the Detroit River Canadian Clean-Up Committee, the Windsor Bicycling Committee and the Windsor Essex County Environment Committee (WECEC), shared exhibitor space at the event. Hundreds of people stopped by the City of Windsor's booth to get more information on environmental initiatives underway. It also provided residents an opportunity to ask questions and voice concerns.

This event provides an opportunity to engage the community as highlighted in Goal E of the Environmental Master Plan. The Environmental Coordinator will be on hand during the event to help promote awareness of several environmental programs, policies and initiatives such as hazardous waste drop-off, the Report on the State of the Environment, sewer use issues and Recycling initiatives in parks, to name just a few.

The display designed for the 2010 Enviro-Expo will be re-used for this event.

The WECEC and the DRCC intends on securing additional booth space adjacent to the City of Windsor booth as well.

4. FINANCIAL MATTERS:

Sufficient funds are available in the Environmental Master Plan budget (001-4025-1790-02942-0175101) for 2011 to cover the cost of the booth ($1,158.25).

5. CONSULTATIONS:

6. CONCLUSION:

Building awareness and understanding of the City's environmental initiatives is one of the actions in the Environmental Master Plan (Goal E). A City booth at the Enviro-Expo will provide an opportunity to share information with the public and receive feedback on environmental initiatives undertaken by the City.

Karina Richters
Environmental Coordinator

Greg St. Louis
Senior Manager Pollution Control

Mario Sonego
City Engineer/Corporate Leader
Environmental Protection & Transportation

KR/jc:ebr

APPENDICES: Exhibitor Contract Agreement

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

enviroexpo

www.enviroexpowindsor.com

EXHIBITOR CONTRACT AGREEMENT
SPACE / MAGAZINE / WEBSITE
The 2011 Enviro Expo™
November 5th & 6th, 2011
Windsor Expo Centre

City of Windsor (Business Name)	Karina Richters / Averil Parent (Contacts)
4155 Ojibway Parkway (Address)	Windsor (City) On (Prov) N9C 4A5 (Postal)
519-253-7111 ex 290 (Phone) 519-253-0464 (Fax)	krichters@city.windsor.on.ca (E-mail) aparent@city.windsor.on.ca
(Website)	(Blog/Twitter)

Booth Number(s): A3 **Booth Size:** 10x10 **Business Type:** environmental services

Exhibit Rental Order	Qty/Size	Unit Cost	Sub Total
Booth	1	$975.00	$975.00
8' Skirted Table	1	$50.00	$50.00
4' Skirted Table		$40.00	$0.00
36" Round Cocktail Table		$30.00	$0.00
Padded folding chair		$10.00	$0.00
Bar Stool		$15.00	$0.00
Advertising Order			
Magazine			
Website			

Notes:

office use

	Amount	Due Date	Pay't Method
Pay't 1	$579.12	July 1 /11	
Pay't 2	$579.13	Sept 25/11	

Accept payments by Cash, Cheque, PayPal, E-Transfer (laura@enviroexponetwork.com) Credit Card

Subtotal	$1,025.00
HST (13%)	$133.25
Total	$1,158.25

Visa _____ Mastercard _____
Card # _____
Expiry Date: _____
Cardholder: _____

A NSF charge of $25 will apply for cheques that do not clear. If your payment is not made in full, please be sure to include post-dated cheque(s) in the remaining amount(s) as indicated above. No booth(s) will be held after 10 days of the contract date without a signed contract and payment(s).

Exhibitor agrees that any fees paid to the Promoter represents compensation for services and use of space only. Exhibitor agrees to all use of their logo and name in any advertising. Exhibitor further agrees that space may not be shared with other individuals or companies, that promotion of products and services are restricted to those carried or provided by the above mentioned company only. Promoter makes no warranties, guarantees or representations with regard to attendance or success of the event. Promoter shall not be liable for failure or delays to deliver occasioned by causes beyond the Promoter's control, including without limitations weather conditions, fires, strikes, lockouts, outbreaks of hostilities, inability to obtain materials, shipping, space, equipment, breakdowns, delays of carriers or supplies, governmental acts and regulations, laws and or any other causes beyond the Promoter's control. Exhibitor agrees to hold and save Promoter harmless from any and all claims, costs, expenses, damages and liabilities including injury, death, dismemberment, theft or loss of any kind resulting from or pertaining to the use of the aforementioned rented items described above. Have your items, equipments, liabilities, etc. covered by your insurance company. Exhibitor must provide a certificate of insurance for The Enviro Expo located at The Windsor Expo Centre, 1508 Walker Rd, Windsor, On, N8W 3P4.
Exhibitor agrees cancellation of their Agreement will forfeit any monies paid and will be payable in full if this contract is cancelled by Exhibitor less than sixty (60) days prior to the event. Exhibitor agrees this contract contains all of the agreements of the parties with respect to the event, rented space and services listed above. Exhibitor agrees he/she has read and understands all of the terms and conditions set out in the Agreement and hereby executes this contract authorizing Promoter to begin preparations with regard to the event on his/her behalf and acknowledges receipt of this agreement. Exhibitors are not allowed to set up unless contract is paid in full. By sending in deposits without signing the contract you are accepting the terms and conditions listed above on this contract.

Dated this 20th day of June, 2011 at the City of Windsor, Ontario, Canada

Customer Signature: _____
Please enclose signed contract with your payment(s)

Remit to: Enviro Expo Network, 765 Gilbert Ave, LaSalle, On, N9J 3J8 Ph: 519-978-9477 F: 519-734-9042

laura@enviroexponetwork.com maurizio@enviroexponetwork.com chris@enviroexponetwork.com