



Important Notice to International Delegates

2017 Asia Trade Conference

We welcome you to attend the 2017 Saskatchewan Asia Trade Conference. The following is important information about the conference:

1. All companies, including new and repeat buyers from outside of Saskatchewan, who are interested in sourcing products from Saskatchewan, are qualified to attend our conference.

2. STEP International Buyer Program Funding

STEP will provide funding to qualified buyers to attend the conference through its International Buyer Program. The funding will cover the following expenses for approved buyers:

- 100% of one room charge for three nights (July 5-7, 2017) per company. If additional rooms are required, they will be at the buyer's own expense.
- STEP will cover conference registration, all meals, and business tours.
- In order to receive funding, approved buyers must attend the **Conference Seminar, Business to Business Meetings**, and fill out the **Event Evaluation Form**.

3. Criteria for applying for funding

To be qualified to receive funding under the Saskatchewan Trade & Export Partnership (STEP) International Buyer Program, the following criteria must be met:

- Applicant must be in the business of importing agriculture and agri-food for a minimum of two years;
- Applicant must be a first time buyer attending the STEP Asia Trade Conference, or, if this is your second visit, you must already be purchasing products from Saskatchewan;
- Applicant must have the intention to purchase Saskatchewan agri-food products by attending the conference;
- You must not be receiving any additional funding from another Canadian government source (Federal, Provincial or municipal) for this visit.
- Deadline to apply for funding is **Monday, June 5, 2017**.

4. Letter of Invitation

- If the buyer requires a letter of invitation to apply for a Canadian Visa, please provide a copy of the representative's passport.
- The deadline for applying for a letter of invitation is **Monday, June 5, 2017**.

5. For buyers that do not require funding and a letter of invitation

- The deadline to register for the conference is **Friday, June 23, 2017**.

6. For companies that are not qualified as a buyer, a registration fee of \$250.00 will be charged.

7. Hotel Booking Instructions

- The Hotel Saskatchewan
Marriott Autograph Collection Hotel
2125 Victoria Avenue
Regina, Saskatchewan S4P 0S3
Phone: 306-522-7691

www.hotelsaskatchewan.ca

- Room Rate - \$149.00 CAD per night + taxes and fees
- Deadline to book rooms is **Monday, June 5, 2017**
- Please follow this link to book your room:

[Hotel Saskatchewan – Asia Trade Conference Room Booking](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Annual%20Asia%20Trade%20Conference%5Eygrak%60aataata%7Caataatb%60149.00%60CAD%60false%602%607/5/17%607/8/17%6006/21/17&app=resvlink&stop_mobi=yes)

http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Annual%20Asia%20Trade%20Conference%5Eygrak%60aataata%7Caataatb%60149.00%60CAD%60false%602%607/5/17%607/8/17%6006/21/17&app=resvlink&stop_mobi=yes

(You will be required to provide your credit card when you book your room. This is required for room incidentals, cancellation fees for non-attendance, and to secure your reservation.)

For approved buyers, STEP will cover your room expenses when buyers have fulfilled their commitment to attend the above-required activities and provide feedback by submitting the evaluation form before departing Regina. Failure to complete these commitments will result in cancellation of the funding.

8. Airport pick-up and drop-off

- STEP will arrange several airport pick ups in Regina between 09:00 to 20:00 on Wednesday, July 5th. *(Please ensure you have provided your planned arrival and departure times on the Buyer Information Form).*
- If you arrive prior to or after the stated pick up times, you will be required to find your own transportation to the hotel.
- Please note there is **NO airport drop off service**. You may check with the hotel to arrange a taxi to the airport after the conference.

9. Conference Welcome Package

- You will receive your conference package at the front desk of the Hotel Saskatchewan when you check in. If you are not staying at the Hotel Saskatchewan, your conference package will be given to you when you board the bus for the tours.

10. Business tours on Thursday, July 6

- We will have two different buses – one for the Farm and Terminal Tours and one for the Food Processing Tour. *(Please indicate your tour preference on the Buyer Information Form)*
- For buyers who choose the Food Processing Tour, please note there is a dress code that must be adhered to:
 - Remove or cover any exposed jewelry such as rings, watches and earrings
 - Wear full length pants
 - Wear closed-toe shoes and socks
 - Stay with your tour guide. Check with the tour guide before taking pictures

11. Recreation activity on Thursday, July 6

- The tours will end with a visit to Moose Jaw, Saskatchewan. We will enjoy a tour of the **Tunnels of Moose Jaw** (www.tunnelsofmoosejaw.com) as well as an hour in the therapeutic geothermal mineral water pool at **Temple Gardens Hotel & Spa** (www.templegardens.sk.ca).
- Admission to tour the tunnels is \$30.00 per person, however this will be covered by STEP.
- The program at the Temple Gardens Hotel & Spa is optional and is self-funded. The admission fee is \$10.00 per person. This fee will be collected on the bus – please have cash available. If you are participating in this event, please ensure you bring a swim suit. If you choose not to participate in this activity, you may spend some time shopping in Moose Jaw.

12. Business to business session

For the business to business meetings on the afternoon of the second day, each introductory meeting will last 15 minutes. STEP will have a time manager to remind you at the end of each meeting, and you will stop at each Saskatchewan Company's exhibiting table for your meetings. Please keep to the schedule as there are many international buyers and Saskatchewan suppliers lined up. During the evening reception, you will have the opportunity to continue your introduction and conversations with your potential partners.

We are once again looking forward to a successful trade conference.

Sincerely,

Saskatchewan Trade and Export Partnership (STEP)