

## PDAC 16' Trade Mission Application

The purpose of this application is to improve the quality of services supporting international business development efforts in Atlantic Canada.

<b>1. Name and title of participant</b>
<b>2. Name of company/organization</b>
<b>3. Address</b>
a) Street Address:
b) P.O. Box:
c) Province:
d) City:
e) Postal Code:
f) Telephone:
g) Fax:
h) E-Mail:
i) Website:
j) Cell Number:
k) Signing Officer (s):
l) # of Employees (other than yourself):
m) Is your company/organization a registered company/organization: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide a copy of your company's/organization's registration)
n) How many years has your company been in existence? (Please specify) _____
<b>4. Company/organization business registration number</b>

**5. Please describe the type of products/services and/or training your company/organization offers for the mining sector**

**6. Sales Profile (Please check all that apply)**

a.  Not applicable (for not-for-profit organization or government)

b.  I am presently not exporting outside of Canada

i. Total sales revenues last year were:

<input type="checkbox"/> under \$10,000	<input type="checkbox"/> \$200,000-\$499,999
<input type="checkbox"/> \$10,000-\$49,999	<input type="checkbox"/> \$500,000-\$999,999
<input type="checkbox"/> \$50,000-\$99,999	<input type="checkbox"/> \$1,000,000-\$1,999,999
<input type="checkbox"/> \$100,000-\$199,999	<input type="checkbox"/> \$2,000,000 or more

ii. Top three markets within Canada in terms of revenue generated are:

1)

2)

3)

c. <input type="checkbox"/> I presently export outside of Canada	
i. Total export sales revenues last year were	
<input type="checkbox"/> under \$10,000	<input type="checkbox"/> \$200,000-\$499,999
<input type="checkbox"/> \$10,000-\$49,99	<input type="checkbox"/> \$500,000-\$999,999
<input type="checkbox"/> \$50,000-\$99,999	<input type="checkbox"/> \$1,000,000-\$1,999,999
<input type="checkbox"/> \$100,000-\$199,999	<input type="checkbox"/> \$2,000,000 or more
ii. Top three export markets outside of Canada are:	
1)	
2)	
3)	
iii. My company/organization is interested in exploring the following markets for export opportunities in the future:	
1)	
2)	
3)	
iv. My company plans to develop an export marketing plan for the following markets (please specify): _____	

7. Other Exporting Information	
a. My company:	
<input type="checkbox"/> Is not export market ready	<input type="checkbox"/> Is export ready
b. My company/organization currently has an export marketing plan for the following markets: (please specify): _____	
c. My company/organization exports the following products/services:	



## 8. INTERESTS DURING TRADE MISSION

During this trade mission my company/organization would like to:

- Participate in business meetings (Note: only one meeting schedule will be provided per company/organization regardless of the number of participants from the company/organization)
- Work out of and have space to display company/organization literature and business cards in the Nova Scotia booth (**Note:** Individual company/organization banners will not be permitted in the booth space)
- Have company/organization profile in the Nova Scotia booth brochure (Please complete and submit the booth booklet template attached and a company/organization logo in high resolution at time of registration)
- Attend the Nova Scotia hosted breakfast on Tuesday March 8, 2016

## 9. INFORMATION FOR MATCHMAKING MEETINGS

Company Overview

Describe the work that you have done:

List the companies that you have you worked with:

List the companies that are you interested in working with:

Describe what you would like to accomplish through these matchmaking meetings:

## 10. REQUIREMENTS FOR PARTICIPATION

Company/Organization:

- has completed, signed and submitted the trade mission application form by January 15, 2016
- has demonstrated how they are involved in the Environmental/Engineering and/or Mining sectors
- is registered to operate in the Province of Nova Scotia
- is in good standing with the Atlantic Canada Opportunities Agency
- Company/organization must reside in the Nova Scotia region
- has paid the \$750 application fee (\$550 per additional company representative) before January 22, 2016
- has received confirmation of acceptance to participate in the trade mission
- has agreed to complete an international business development survey by signing below.

## 11. IMPORTANT INFORMATION

- Due to the limited space on this trade mission, it is possible that not all companies/organizations applying to participate in this trade mission will be accepted
- Companies/organizations upon receiving verification of approval to participate in the trade mission will be registered as a collective group by the Cape Breton Business Partnership Inc.
- Companies/organizations will be responsible for all costs not included as part of this program. Some of the estimated expenses **not eligible** under this project include:

PARTICIPATION FEE	\$750 +HST (\$550 + HST for each additional company representative. <i>Payable to Cape Breton Business Partnership Inc.</i>
FLIGHT	\$500 ( <i>Estimate only</i> )
HOTEL	\$1,345 + Taxes (5 Nights)
MEALS	\$500
OTHER	Ticketed Luncheons, Evening Events or Short Courses

- A block of hotel rooms has been reserved in Toronto and all approved participants will be responsible to provide their credit card information to the Cape Breton Business Partnership Inc. to reserve a room in their name. (Please note due to the limited amount of rooms available in the room block companies/organizations with more than one representative may be asked to share a room unless there are rooms left over in the block once everyone is registered by the Partnership.)
- Companies/organizations will be responsible for booking their own airfare

### NOTE

**This program is being offered by the Prosperity Framework through the Cape Breton Business Partnership Inc. with the financial support of the Government of Canada. As such representatives of the Atlantic Canada Opportunities Agency (ACOA) and the Cape Breton Business Partnership are permitted access to the files developed under this program for monitoring and evaluation purposes. Please note therefore that all individuals applying for and participating in this program may be contacted from time to time by representatives of ACOA as part of the monitoring and evaluation of this program.**

**NOTE: An international business development survey will be forwarded to you during or following the event for your completion. The purpose of the survey will be to review the short-term results of this activity.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## ***Booth Booklet Template Sample*** **Company Name**

### **Company Contact Information:**

Address

Tel:

Website:

### **Attending Delegate(s):**

Name:

Telephone:

Cell:

Email:

Name:

Telephone:

Cell:

Email:

**Company Description:** (150 word maximum)