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Terms and Conditions for Participation in the Region of Durham's Business Showcase Event 2021

By participating in the Business Showcase Event, you agree to abide by the process and terms as described below:

Presentation:

- The event is an opportunity for you to introduce your company, products, and services to Regional staff
- You will be allowed 10 minutes to provide a presentation through Microsoft Teams
- There will be a short question period during which Regional staff may ask questions
- **The event will be recorded for internal distribution within the Region only**

You agree that you will NOT:

- reveal proprietary information about your products or services during this meeting, as this meeting is not considered confidential
- ask questions of the Region, as the session is meant for you to introduce your company to Regional staff
- contact Regional staff following the presentation. All follow up will be communicated through BusinessShowcase@durham.ca

You understand that Regional Staff are required to follow the [Region's Purchasing By-Law, # 16-2020](#) for all purchases and that the key principle is that purchasing processes be open, fair, and transparent. As such, you understand that the information provided by you may be used to prepare generic specifications for bidding purposes.

The Region will follow these steps upon conclusion of the presentations:

- Regional staff from the appropriate department will discuss and determine if any of the products or services presented are of interest to the Region at this time and if they align with the Region's strategic plan and goals
- Feedback will be provided through a feedback email from BusinessShowcase@durham.ca within two weeks of the event

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- If interested, Regional staff will review their requirements and establish estimated costs for budgeting purposes
- Regional staff will obtain necessary internal approvals and funding
- Regional staff will engage the Purchasing Section of the Finance Department to discuss procurement strategies and the preferred method will be to publicly bid the requirements based on established procedures