

## General Terms and Conditions

This application becomes a valid contract when signed by the Applicant (Company) and approved by Manitoba Economic Development, Investment, Trade and Natural Resources (EDITNR).

Misrepresentation of any information as provided on this application or any supporting documentation may result in the Applicant being required to return program funds to EDITNR as well as the in the Applicant being restricted from any future application to this program.

1. EDITNR reserves the right to decline Applicants, to determine if products and services are eligible and to determine the scope of assistance.
2. The Applicants shall comply with and abide by the rules and regulations of any trade show and local building and trade union agreements.
3. The Applicant indemnifies EDITNR from any injury that may arise from negligence on the part of the Applicant.
4. If approved, the Applicant will receive up to the maximum amount requested in this application (regardless of final invoice amounts).
5. Payment – Within 30 days of their return to Canada, the Applicant must submit by email to EDITNR ([ecdevprogram@gov.mb.ca](mailto:ecdevprogram@gov.mb.ca)) the expense claim form with relevant invoices and proof of payments for Eligible Expenses claimed along with an filled Evaluation Form.
  - a. Upon receipt of all required documentation, a program administrator will arrange a post-event meeting to review the Evaluation Form. After the meeting, reimbursement will be issued by sending a cheque or EFT in Canadian dollars. All reimbursements will be made out to the Applicant.
  - b. If the Applicant is unable to meet the conditions and timelines noted above, then they will be considered in default of the EDP, eligibility will be rescinded, and reimbursement will not be issued.

The Department of Economic Development, Investment, Trade and Natural Resources (“EDITNR”) is authorized to collect personal information on this Application and any follow up evaluation by s. 36(1)(b) of The Freedom of Information and Protection of Privacy Act (FIPPA) because the information is necessary to:

- process your Application for the Export Development Program;
- determine and verify eligibility to receive funding;
- for planning and reporting purposes; and
- administer and evaluate the Export Development Program.

Personal information collected by EDITNR is protected and collected in accordance with FIPPA. If you have any questions about the collection of personal information, please contact us. EDITNR will keep your Application in a confidential file and access to your application will only be in accordance with FIPPA.

While Applications are confidential, EDITNR may disclose information in your Application with panel members for the purpose of processing your Application, determining and verifying your eligibility to receive funding and to administer and evaluate the Export Development Program. EDITNR may also collect and disclose your information to third party organizations, agencies and Government of Manitoba departments in order to determine or verify your eligibility to receive funding and to administer and evaluate the Export Development Program. EDITNR requires your consent in order to collect and disclose this information.

