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## Terms and Conditions for Participation in the Region of Durham's Business Showcase Event 2023

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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 participating staff from the Region of Durham and public sector partners within the Region of Durham (Staff)
- You will be allowed 10 minutes to provide a presentation through Microsoft Teams
- There will be a short question period during which Staff may ask questions
- **The event will be recorded for internal distribution within the Region of Durham and participating public sector partners (as indicated on the event website) 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 Staff, as the session is meant for you to introduce your company to Staff
- contact Staff following the presentation. All follow up will be communicated through [BusinessShowcase@durham.ca](mailto:BusinessShowcase@durham.ca)

You understand that Staff are required to follow the [Region's Purchasing By-Law, # 16-2020](#) and applicable by-laws and policies in place by participating public sector partners 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 Staff will follow these steps upon conclusion of the presentations:

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- Staff from the appropriate departments will discuss and determine if any of the products or services presented are of interest Staff at this time and if they align with the Staff's strategic plan and goals
- If interested, Staff will review their requirements and establish estimated costs for budgeting purposes
- Staff will obtain necessary internal approvals and funding
- Staff will engage the Purchasing Section of the Finance Department or their respective purchasing department to discuss procurement strategies and the preferred method will be to publicly bid the requirements based on established procedures