



EXHIBITORS CONTRACT  
TRADE SHOW

We, the undersigned, hereby make application for exhibit booth space at the Ontario Area, Institute of Power Engineers Education Forum and Power Engineer’s Round Table, to be held in Mississauga, Ontario, October 24<sup>th</sup> to October 26<sup>th</sup> 2018 at the Four Points by Sheraton Airport. Exhibit days are Thursday, October 25<sup>th</sup> and Friday October 26<sup>th</sup> 2018 exclusively. **Exhibit booth cost is \$850.00 [HST exempt] paid in full by March 31<sup>st</sup>, 2018. Booth space purchases made after March 31<sup>st</sup>, 2018 will be at a cost of \$1200.00 [HST exempt].**

**Please list the names of any companies you would prefer not to be adjacent to in the Exhibit Hall. Your request will be taken into consideration:**

\_\_\_\_\_

MAKE CHEQUE PAYABLE TO: **I.P.E. ONTARIO AREA**

Interested in sponsorship?    No            Yes            Specify:

PLEASE PRINT OR TYPE

<b>Name of Company</b>	
<b>Signing Official / Contact Person</b>	Please Print Name:  Signature:  <i style="text-align: right;">This contract is null and void unless signed.</i>
<b>Address</b>	
<b>Telephone/FAX#</b>	
<b>E-Mail</b>	
<b>Date</b>	

Please return completed application and direct any inquiries to:

Ralf Klopf 88 Corporate Drive Suite 511 Scarborough, ON M1H 3G6	Telephone: (416) 396-3499 Fax: (416) 296-9273 Email: <a href="mailto:on.treasurer@ipe.org">on.treasurer@ipe.org</a>
--	---

Deposit or full payment is **required for reservation** of booth space. A confirmation will be returned to you following a review of the application and the assignment of booths.

**Acceptance Contract (do not write in the space below)**

*Application for exhibition space is accepted and exhibit space has been assigned as follows:*

<b>Space #(s)</b>	<b>Total Cost \$</b>	<b>Deposit \$</b>	<b>Amount Owing \$</b>
<b>Date:</b>	<b>Signature:</b>		

**EXHIBIT PERSONNEL REGISTRATION**

NAME OF COMPANY:

NAME	ATTENDING FEE	COMPANY POSITION
1.	<b>(FREE)</b>	
2.	\$100.00	
3.	\$100.00	
4.	\$100.00	
5.	\$100.00	
6.	\$100.00	
7.	\$100.00	
8.	\$100.00	

REGISTRATION FORM IS TO BE RETURNED WITH CONTRACT SUBMISSION

**EXHIBITORS REGISTRATION INCLUDES:**

- One (1) complimentary Cocktail and Hospitality (Wednesday, October 24th)
- One (1) complimentary breakfast and lunch per exhibit day (Thursday, October 25th & Friday the 26th)
- One (1) complimentary ticket for the Hospitality Functions

**Registration Note:**

Exhibitors are required to submit the names of their representatives so that identification badges can be prepared in advance. These badges must be worn throughout the convention. Additional exhibitor representatives are invited and encouraged to attend the educational sessions, breakfast, luncheons, and hospitality functions @ a discount conference rate of **\$100.00**.

**Dinner Dance Banquet** tickets are available @ **\$75.00** per person for the Thursday night event.

**DINNER DANCE WITH LIVE MUSIC (THE TRULY BAND) REGISTRATION**

NAME OF COMPANY:

NAME	ATTENDING FEE	COMPANY POSITION
1.	\$75.00	
2.	\$75.00	
3.	\$75.00	
4.	\$75.00	
5.	\$75.00	
6.	\$75.00	
7.	\$75.00	
8.	\$75.00	
9.	\$75.00	

# EXHIBITOR INFORMATION

## I.P.E. ONTARIO EDUCATION FORUM AND ROUND TABLE 2018

TRADE SHOW AND EDUCATION FORUM  
OCTOBER 24<sup>TH</sup>, 25<sup>TH</sup> AND OCTOBER 26<sup>TH</sup>, 2018

FOUR POINTS BY SHERATON  
MISSISSAUGA, ONTARIO  
L4V 1E4

## **Exhibit Booths**

The Ontario Area, IPE Education Forum and Power Engineer's Round Table 2017 Exhibition consists of up to 25 **8' x 10' Exhibit Spaces**. The cost per exhibit space shall be **\$850.00** (HST exempt) paid in full by **March 31st 2018**.

**After March 31st**, the price per exhibit space shall be **\$1200.00** (HST exempt): Payment is due with the return of the application. **Please note that failure to remit full payment due may result in the re-assignment of the reserved booth to another exhibitor.**

The following services shall be included in the rental fee:

- 80 square feet of exhibit (8' x 10')
- Erection & installation of the booth drapery (back wall and sidewalls) and supporting structure by vender.
- One (1) 6 foot table, 2 chairs – specify if other is required
- One (1) complimentary Cocktail and Hospitality (Wednesday, October 24th, 2018)
- One (1) complimentary Breakfast and Lunch per exhibit day (Thursday, October 25th & Friday the 26th)
- One (1) complimentary ticket for the Hospitality Functions

The floor plan is found on the back of this Prospectus. ***Exhibitors are asked to forward their first, second, and third choices for location of their booth, on the Contract for Exhibit Space. Exhibit space availability is limited. Booths will be allocated on a first-come, first-served process, based on the date this signed contract is received by the Treasurer of the Ed Forum. "Some booth locations may be reserved for major sponsors".***

## **Cancellation Policy**

If an exhibitor withdraws from the event within 60 calendar days prior to the opening of the trade show, **I.P.E. Ontario Area** shall be entitled to retain 100% of the exhibitor's total contract obligation. For cancellation greater than 60 days prior to the event, **I.P.E. Ontario Area** shall be entitled to retain 50% of the exhibitor's total contract obligation.

## **Installation and Dismantling**

Exhibits are to be **set up** between **1730 hours and 2300 hours**, Wednesday October 24th, 2018 and **dismantled** between **1500 hours and 1800 hours**, Friday October 26th, 2018. Use of the Four Points by Sheraton loading dock is by advance permission only. If you intend to use the loading dock, your names must be listed in advance as this is a secured area. Please indicate the names of staff using the facilities with your registration form.

**No display is to be dismantled before the official closing time of 1500 hours on Friday October 26th, 2018.**

## **Exhibition Hours**

The exhibits will be open on Thursday and Friday, October 25<sup>th</sup> & 26<sup>th</sup>, at breakfast, lunch and hospitality hours. The delegates will have plenty of opportunity to view the exhibits Please refer to the following planned schedule for delegate/exhibitor interaction.

<b>Day</b>	<b>Time</b>	<b>Event</b>
Wednesday	1730 to 2300	Exhibitors booth setups, Cocktail and Hospitality
Thursday	0800 to 1300	Full Breakfast & Lunch with Exhibitors
	1430 to 1500	Social break with Exhibitors
	1640 to 1730	Hospitality with Exhibitors
Friday	1730 to 2200	Dinner and Dance with live music, Delegates will be attending
	0800 to 0845	Full Breakfast with Exhibitors
	1015 to 1030	Social break with Exhibitors
	1200 to 1300	Lunch with open Exhibit
Official Closing	1500 to 1800	Exhibitor dismantling of booths
	1830 to 2300	Dinner and Comedy at Yuk Yuk's, Delegates will be attending

## **Exhibitor Personnel**

Booths must have Exhibitor personnel in the booth during listed exhibit hours. Exhibitors will receive one badge for one booth personnel without charge. ***Additional Badges are at a cost of \$100.00 each. Admission to the exhibit area will be by badge only.*** Security for the exhibit area will be provided.

***Please Note: Exhibitors are welcome to join in on Speaker presentations, however, please respect the delegates and presentations by taking business calls and/or small meeting discussions to the Hospitality Room.***

## **Space Restrictions**

All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the Exhibitor's own booth. Cash sales are prohibited in the exhibit area. No exhibitor shall assign or sublet the whole or part of their assigned space.

## **Protection of Four Point by Sheraton**

Nothing shall be pasted on, tacked, nailed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage to Four Points by Sheraton.

## **Fire Precautions**

No combustible decorations, such as crepe paper, cardboard or corrugated paper, shall be used at any time. All packing containers and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

## **Registration**

Exhibitors are required to submit the names of their representatives so that identification badges can be prepared in advance. These badges must be worn throughout the convention. Exhibitors and their representatives are invited and encouraged to attend the educational sessions, breakfast, luncheons, hospitality functions and banquet dinner dance.

## **Hotel Accommodation**

Exhibitors who wish to reserve accommodations at the ***Four Points by Sheraton Toronto Airport*** are requested to do so by contacting the hotel directly and identifying yourself as a participant at the ***I.P.E. Ontario Area Education Forum and Power Engineer's Round Table 2018***, or by making reservations via the Ontario Area website [www.ipe.org](http://www.ipe.org) by ***October 1st 2017***, for the special conference booking rate.

**Four Points by Sheraton Toronto Airport  
6257 Airport Road, Mississauga, ON L4V 1E4**

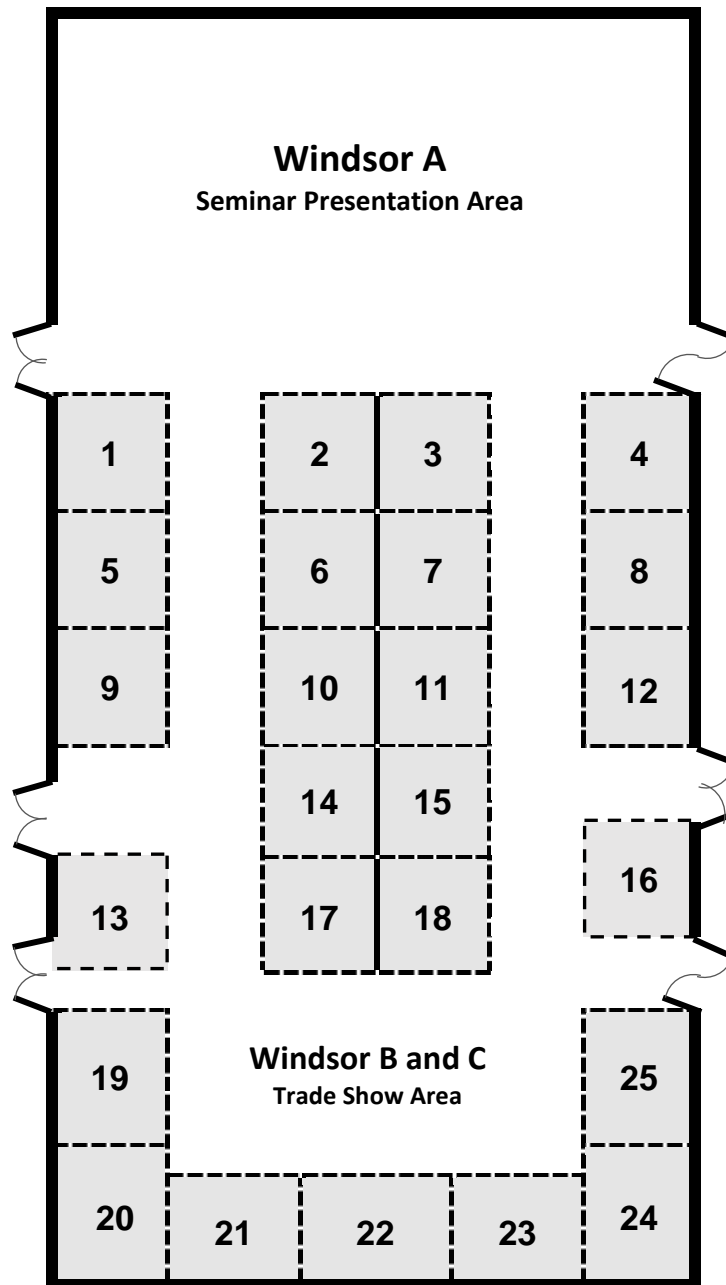
**Make a reservations online** [www.ipe.org](http://www.ipe.org) or [www.fourpoints.com/torontoairport](http://www.fourpoints.com/torontoairport)  
Or call: (905) 678 -1400 to book by phone.

## **Liability**

While every effort will be made to provide security for the exhibits displayed at the Four Points by Sheraton, neither the Institute of Power Engineers (I.P.E.) nor Four Points by Sheraton will assume responsibility for loss or damage to exhibits or other exhibition property. Exhibitors must accept full responsibility for any damage to the Four Points by Sheraton. Proof of liability insurance will be required.

Exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, defend and hold harmless the Group, the Hotel and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the hotel premises excluding any liability caused by the negligence of the Group or the Hotel or its owners, servants, agents and employees. The Exhibitor understands that neither the Group nor the Hotel maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Booth Layout**



Not drawn to scale