



**IPE Ontario Education Forum
and
Power Engineer's Round Table
November 1, 2 and 3, 2017**

EXHIBITOR INFORMATION

**AT
FOUR POINTS BY SHERATON
TORONTO AIRPORT
MISSISSAUGA, ONTARIO
L4V 1E4**

Exhibit Booths

The Ontario Area, IPE Education Forum and Power Engineer's Round Table 2017 Exhibition consists of up to 23 **8' x 10' Exhibit Spaces**. The cost per exhibit space shall be **\$800.00** (HST exempt) paid in full by **March 31st 2017**.

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 and installation of the booth drapery (back wall and sidewalls) and supporting structure by vender.
- One (1) 6-foot table and chair – specify if other is required
- One (1) complimentary Hotel Cocktail and Hospitality (Wednesday, November 1st, 2017)
- One (1) complimentary breakfast and lunch per exhibit day (Thursday 2nd - Friday 3rd)
- One (1) complimentary ticket for the Hospitality Functions

The **Floor plan** is found on **page 4** 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 Exhibit Chair. 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 a 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 **1630 hours and 2300 hours**, Wednesday November 1st, 2017 and **dismantled** between **1500 hours and 1800 hours**, Friday November 3rd, 2017. Use of the Four Points by Sheraton Toronto Airport 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 November 3rd 2017.

Exhibition Hours

The exhibits will be open on Thursday and Friday, November 2nd and 3rd, at breakfast, lunch and hospitality hour. The delegates will have plenty of opportunity to view the exhibits. Please refer to the following planned schedule for delegate/exhibitor interaction. ***Exhibitors are welcome to join in on Speaker presentations, however, please take business calls and/or small meeting discussions to the Hospitality Room.***

Day	Time	Event
Wednesday	1730 to 2300	Exhibitors booth setups, Hotel Cocktail and Hospitality
Thursday	0800 to 1300	Continental breakfast & lunch with exhibitors
	1430 to 1500	Social break with exhibitors
	1630 to 1830	Hospitality with exhibitors
Friday	0800 to 0845	Breakfast with exhibitors
	1015 to 1030	Social break with exhibitors
	1200 to 1500	Exhibit open with lunch
Official Closing	1500 to 1800	Exhibitor dismantling of booths

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 Points by Sheraton Toronto Airport

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 Seasons.

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.

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 2017***, or by making reservations via the website www.ipeontarioeducation.ca by ***October 20th 2017***, for the special conference booking rate.

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

Online reservations: www.ipeontarioeducation.ca or www.fourpoints.com/torontoairport

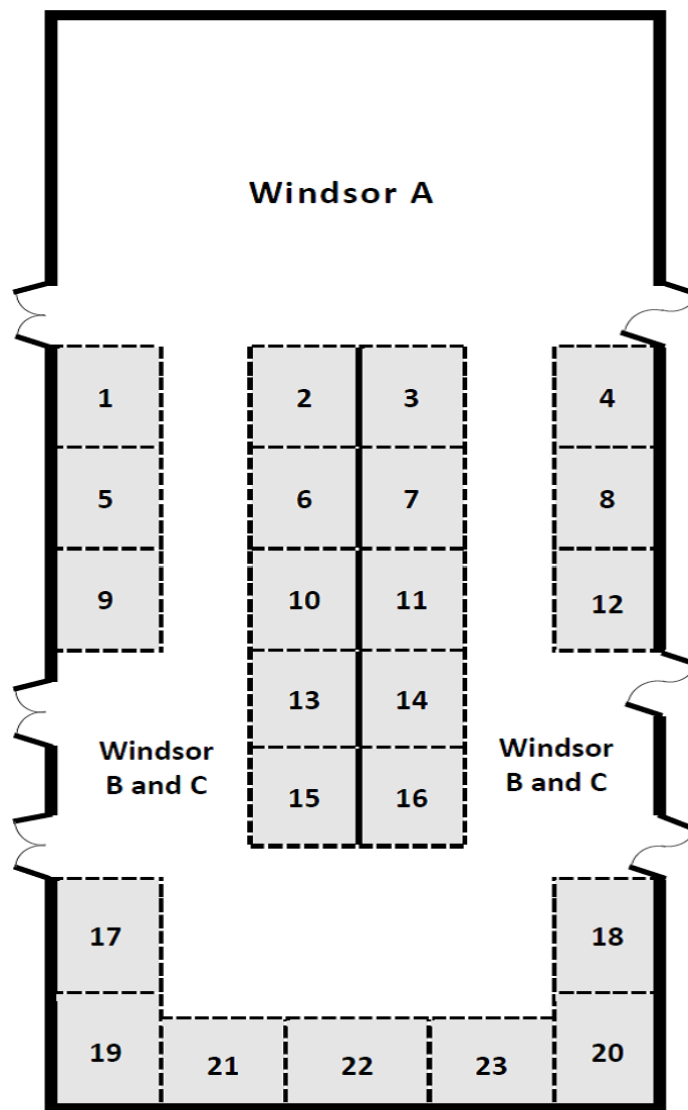
Or call: (905) 678 -1400 to book by phone.

Liability

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

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, November 1st to November 3rd 2017 at the Four Points by Sheraton Airport. Exhibit days are Thursday, November 2nd and Friday November 3rd, 2017 exclusively. **Exhibit booth cost is \$800.00 [HST exempt] paid in full by March 31st 2017. Booth space purchases made after March 31st 2017 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

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

Please return completed application and direct any inquiries to:

Ralf Klopf
 88 Corporate Drive Telephone: (416) 396-3499 Fax: (416) 296-9273
 Suite 511
 Scarborough, ON M1H 3G6 Email: ipe.ontario@gmail.com

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)			
<i>Application for exhibition space is accepted and exhibit space has been assigned as follows:</i>			
Space #(s)	Total Cost \$	Deposit \$	Amount Owing \$
Date:	(Chair) Signature:		

EXHIBIT PERSONNEL REGISTRATION		
NAME OF COMPANY:		
NAME	ATTENDING FEE	COMPANY POSITION
1.	(FREE)	
2.	\$100.00	
3.	\$100.00	
4.	\$100.00	
5.	\$100.00	
6.	\$100.00	
7.	\$100.00	
8.	\$100.00	
9.	\$100.00	
10.	\$100.00	

REGISTRATION FORM IS TO BE RETURNED WITH CONTRACT SUBMISSION

EXHIBITORS REGISTRATION INCLUDES:

- One (1) complimentary Hotel Cocktail and Hospitality (Wednesday November 1st, 2017)
- One (1) complimentary breakfast and lunch per exhibit day (Thursday 2nd - Friday 3rd)
- One (1) complimentary ticket for the Hospitality Functions

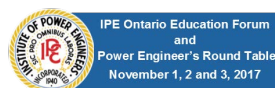
Registration Note:

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 at a discounted conference rate of \$100.00.

Dinner Banquet tickets are available @ **\$75.00** per person for the Thursday evening dinner. **This special price is only for those who have paid for an exhibit booth space rental.**

DINNER BANQUET 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	
10.	\$75.00	

Complete your purchase by visiting our e-commerce web-page.



using

