

EXHIBIT SPACE APPLICATION AND CONTRACT
55th ANNUAL OPI CONFERENCE & TRADE SHOW
Oakwood Resort, Grand Bend
May 24th – 26th, 2017

The undersigned hereby applies for Exhibit Space at the 55th OPI Conference & Trade Show, to be held at the Oakwood Resort, Grand Bend from May 24 - 26, 2017. We agree to comply with all regulations and conditions for the Conference set forth by OPI. Payment for booth(s) must accompany this application. This contract can be cancelled on or before March 31, 2017. After this date, booth rental fees may be refunded, less a \$100 service fee, provided that the space can be resold.

Booth price per space: Members \$650 + HST (includes breakfast, lunch, breaks and evening receptions)
 Non-Members \$800 + HST (includes breakfast, lunch, breaks and evening receptions)

Because of the site configuration we will get the booth layouts to all interested parties as soon as possible.

Booths will be assigned on a first-come; first-served basis, so the best spaces will go to those who submit their contracts and accompanying payment in full. No assignment will be made until the completed contract and full fee, as above, are received.

Once layout is complete for Tradeshow area, choices will be made on a first submitted forms basis. Thank you

Company: _____

Address: _____

Telephone: _____ Email: _____

Contact: _____ Title: _____

Each booth will include one skirted 6' table, two chairs and back and side curtains. Electrical power is included in your fee. Any other requirements must also be specified in writing.

One (1) complimentary convention registration per booth is included in the price of your rental. All delegates, including exhibitors working in the Trade Show area, must be registered to attend the conference. One additional Exhibitor badge can be purchased for \$250 + HST.

Exhibitor Name for Name Badge: _____ Additional Name _____

Installation and Dismantling of Exhibits: Move-in may begin at 8am on Wednesday, May 24th before the golf tournament gets underway and until 4:00 pm on that day. Dismantling may begin after the Thursday evening reception and must be completed by 9:00 pm on May 25th. Exhibitors are expected to attend their displays on: Wednesday 6:00 pm to 8:00 pm and Thursday 9:00 am to 7:00 pm. The evening receptions will be held in the exhibit area on Wednesday and Thursday, as will all coffee breaks and luncheon.

Regular hotel security will be on duty after exhibit hours, however the responsibility for safeguarding your exhibit and its contents are yours.

Booth Rental \$ _____ Subtotal \$ _____

Additional Exhibitor \$ _____ HST (13%) \$ _____

Total \$ _____

VISA/MC _____ Expiry ____/____ CVC _____

Signature _____ Date: _____

PAYMENT IN FULL MUST ACCOMPANY THIS APPLICATION TO HOLD YOUR SPACE.
Make cheque payable to: Ontario Petroleum Institute Inc.
Mail to OPI, #203-555 Southdale Rd. E., London, ON, Canada N6E 1A2. Tel: 519-680-1620
Email: opi@ontariopetroleuminstitute.com