
Exhibitor Registration Form & Information Package

Association of Power Producers of Ontario

**18th Annual Canadian
Power Conference & Trade Show
APPrO 2006**

Metro Toronto Convention Centre,
South Building
November 14 - 15, 2006, Toronto, Ontario

APPrO 2006

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Dear APPrO 2006 Exhibitor:

APPrO is happy to accept reservations for the **18th Annual Canadian Power Conference & Trade Show – APPrO 2006**. As the leading event in the Canadian power generation industry, APPrO 2006 is your best opportunity to gather valuable contacts, nurture existing relationships and build new ones. We expect the Trade Show to be sold out well before the reservation deadline so reserve your booth location as soon as possible!

We are continually striving to improve on our exhibitor benefits, traffic flow and networking opportunities. Based on feedback from the exhibitors and delegates last year, we are incorporating some changes we are confident will be advantageous for both new and returning exhibitors:

1. Opening up the floorplan to ensure every booth location is a great one – The trade show floor plan distributes traffic flow throughout the show. Food service is now situated in the aisles rather than at the back of the room exclusively – all booths are now situated in either high traffic lanes or adjacent to food service areas.
2. Complete exhibitor package – This change was very popular with you last year so we have extended this feature for 2006. Your booth is a complete package featuring pipe and drape, electrical power, 6' table, 2 chairs, and waste basket. Each 10' x 10' booth includes:
 - Pipe & drape frame with 8' rear & 3' side rails (installed)
 - One (1) six foot white draped table, two (2) side chairs & waste basket
 - Electrical power (800 Watt, 120 volt duplex outlet, approx. 6 amps)
 - One (1) all-access conference session pass including one (1) conference banquet ticket
 - Company listing in Show Guide and conference area of Web site
 - URL link to your Web site home page on the APPrO 2006 Conference site
 - Unlimited guest and staff passes for trade show
3. Less walking & more talking! - Exhibit hall and conference sessions are located in a single, contiguous area within the Metro Toronto Convention Centre. All sessions, trade show and food service areas are within 200 feet of one another.
4. More comfortable networking opportunities for delegates! This year we plan to offer sponsored lounge seating throughout the trade show area. One of the prime concerns for weary delegates is a comfortable place to sit and network with colleagues.

On behalf of the members, the Board of Directors, staff and all the people who are working hard to make this event the top conference & trade show in the industry, we look forward to seeing you at APPrO 2006.

Carole Kielly, Marketing Manager
APPrO 2006

Fax Registration Forms to: (416) 481-5785

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Exhibitor Registration & Order Form

APPrO 2006, 18th Annual Canadian Power Conference & Trade Show,
November 14 - 15, 2006, Metro Toronto Convention Centre, South Building, Toronto, Ontario

Please note: all orders for APPrO 2006 must be pre-paid. Non-payment prior to start of conference may result in cancellation of registration and/or a higher Exhibitor registration fees.

Exhibiting company full name: _____

Sharing a booth with another company? No __ Yes __ . Sharing Company name: _____

Exhibitor physical address: (City: Prov./State/Country/Postal or Zip)

Mailing address (if different from above):

Tel: _____ Fax: _____

Contact for exhibit arrangements: _____

Title: _____

Tel: _____ e-mail _____

(NOTE: Above person will receive all correspondence regarding APPrO 2006 Trade Show)

Signer's full name (please print): _____

Title: _____

Signature: _____

Date: _____

Show Guide Company Listing Information

Company Name _____

Address _____

City/Prov/St/PC/Zip _____

Line of Business _____

**Power Pack subscribers - Please attach an extra page for the additional text in your enhanced listing and forward your logo to carole.kielly@appro.org.*

Contact _____

Phone _____ e-mail _____

Web address (url): _____

Fax Registration Forms to: (416) 481-5785

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Exhibitor Registration information continued on next page
Conference Registration and Trade Show Pass Information

Full Conference Registration:

Name: _____
Company: _____
Address: _____
Phone: _____ Fax: _____

Trade Show Booth Staff Passes:

Staff Pass 1:

Name: _____
Company: _____
Address: _____
Phone: _____ **E-mail:** _____

Staff Pass 2:

Name: _____
Company: _____
Address: _____
Phone: _____ **E-mail:** _____

Staff Pass 3:

Name: _____
Company: _____
Address: _____
Phone: _____ **E-mail:** _____

** Staff passes entitle holders to unlimited trade show entry and all food services on the trade show floor.
Banquet tickets are sold separately. See banquet ticket order form on website.
See page 9 or more details on staff and guest passes*

Exhibitor Registration information continued on next page

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All prices in Canadian Dollars

Booth Reservation	Location Preference(s)	Price	Order
_____ booth(s) (10'x10' per booth)	1st choice: _____ 2nd choice: _____ Best available: _____	to Sept. 11 - \$1,795 per After Sept. 11 - \$1,995 per EARLYBIRD DEADLINE EXTENDED!	\$ _____

**Exhibitor Power Pack - only \$500! (an \$1,100 value).
Enhanced Show Guide listing, ¼ page ad in APPrO 2006 Show Guide, Literature
Centre, conference bag insert, sponsored Web site link.**

\$ _____

Banquet	Description	Price	
- Banquet ticket	One (1) ticket	# _____ @ \$295	\$ _____
- Banquet table sponsorship	Ten (10) seats + recognition	\$3,495	\$ _____
Show Guide Advertising			
- Enhanced Show Guide listing	Logo, 75 wd Par. + contacts	\$250	\$ _____
- Show Guide ad	¼ page, 4C	\$495	\$ _____
- Show Guide ad	½ page, 4C	\$895	\$ _____
- Show Guide ad	Full page, 4C	\$1,495	\$ _____
Multi-Media			
- Sponsored Web site link	Through Dec. 31/06	\$250	\$ _____
- Web site banner	Run Of Site through Dec. 31/06	\$995	\$ _____
- Proceedings CD-ROM (content subject to APPrO approval)	10MB	\$199	\$ _____
Corporate Identity			
- Co-branded delegate gift (one per company)	inserted into conf. bag	\$500 + gift cost	\$ _____
- Conference bag insert	one page (2 sides) print material	# _____ pgs. x \$150	\$ _____

Contact for marketing arrangements

Telephone

E-mail

Sub Total \$ _____

6% GST \$ _____

Total \$ _____

Payment details follow on next page

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Payment

Method of payment: (please circle one)	Visa	MasterCard	AMEX	Invoice	Cheque Enclosed
Card #	_____				
Name on Card	_____				
Exp. Date	_____				
Signature	_____				

By signing and submitting this form, Exhibitor agrees that this payment is non-refundable except as described in Section 1 (below). If payment does not accompany this form, Exhibitor agrees to pay within thirty (30) days of submission of this form. Exhibitor's signature above signifies that Exhibitor has read, understands, and agrees to be bound by all the terms and conditions on this form.

For use by Show Management only:

Date received: _____ Amount received: \$ _____ Amount due: \$ _____ Customer #: _____
Booth assigned: _____ Accepted by: _____, APPrO

Terms and Conditions

1. Cancellations & Refunds. In the event that Exhibitor wishes to cancel their registration, Exhibitor may make a written request and Conference Management may grant a cancellation, provided; (i) Conference Management is not required to refund any portion of moneys previously paid. (ii) if Exhibitor's cancellation request is received before the final cancellation date (October 6, 2006), Exhibitor agrees to pay a cancellation fee of 50% of total order before such cancellation will become effective. (iii) if Exhibitor's cancellation request is received after the final cancellation date, Exhibitor agrees to pay the total order fee based on the original registration application (above). (iv) Table Sponsorship cancellation fee is 50% of total price through November 1. No cancellations will be accepted after this date and sponsor is liable for full amount of table sponsorship.

2. Transfer or Change of Registration. If Exhibitor requests a transfer or change of their registration, Conference Management will use its reasonable best efforts to accommodate the Exhibitor. All transfers and changes must be requested in writing and addressed to APPrO at the address below. All transfers and/or changes must be received before October 13, 2006. No transfers or changes to Exhibitor registration will be accepted after that date.

3. Liability. Neither Conference Management nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to Exhibitor or Exhibitor's property, from any cause whatsoever. The rights of Conference Management shall not be deemed waived at any time.

4. Recording and Soliciting. Exhibitor is prohibited from recording proceedings or taking photographs of exhibits (except Exhibitor's own booth) or other aspects of the Conference, without Conference Management's prior written approval. Exhibitor is prohibited from distributing literature, souvenirs, or other items outside their assigned booth area unless Exhibitor has obtained Conference Management's prior written approval.

5. Other Matters. All matters not expressly covered in the Agreement are subject to the reasonable decision of the Conference Management, whose decision shall be final.

End of Exhibitor Registration & Order Form

Fax Registration Forms to: (416) 481-5785

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Payment Information

All orders, including advertising and marketing products/services must be paid in full within 30 days of your reservation. If payment is not received within 30 days, your reservation may be cancelled and the location you selected may be offered for sale. To avoid disappointment and secure the location you desire, please ensure full payment is enclosed with your order. For your convenience APPrO accepts the following major credit cards:

- VISA
- MasterCard
- American Express

If you prefer we can take your credit card information over the phone and confirm your location almost immediately. For those who would like to be invoiced, please indicate this preference on the Exhibitor Registration form.

All prices are \$CDN. For non-Canadian exhibitors, GST payments are refundable from Canada Customs and Revenue Agency. A rebate form is available for download from our Web site.

Please send your completed registration form and payment to:

APPrO 2006
25 Adelaide St. E.
Suite 1602
Toronto, ON
M5C 3A1

Or register by any of these methods:

Phone: (416) 322-6549, ext. 222
Fax: (416) 481-5785

e-mail: carole.kielly@appro.org
Web site: <http://www.appro.org>

Booth Assignment & Confirmation

On the order form (above) there is space to select your preferred location. Please indicate your first, second or best available choice so that should your first or second choice be spoken for, we can place you in the best location available. Locations are assigned on a first-come, first-served basis. Once your payment is received, your booth will be officially recorded and confirmation will be sent to you via e-mail or fax.

A PDF of the base Trade Show floor plan is available for download from the conference Web site and should be used for reference only. For the latest floor plans and exhibitor lists, please check the APPrO conference Web site or call our Sales and Marketing Department at (416) 322-6549 ext. 222 to inquire about availability.

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Official Suppliers

Once you are confirmed as an exhibitor, your name and contact information will be passed on to our Official Suppliers who will be able to provide you with furniture, equipment, internet and other services to make your time at APPrO 2006 a success. A list of APPrO 2006 official suppliers is included below and on our Web site. Please visit the MTCC Exhibitor Services web page for more information <http://www.mtccc.com/exhibitors/exhibitorservices.cfm>.

IMPORTANT - All exhibitors are required to complete and submit Indemnity (p.1) and Fire (p.12) forms in the Metro Toronto Convention Centre Show Exhibitor Package. You can download the complete package from the MTCC at <http://www.mtccc.com/exhibitors/forms.cfm>. This package also contains order forms for Internet, telecommunications, parking and additional food & beverage as well as information on fire regulations, building codes, vehicle marshalling and area maps.

Supplier Contacts

Audio Visual Solutions and I.S.T.S. & Simultaneous Interpretation Specialists
AVW - TELAV
info@avwtelav.com

Bus: 416-585-8227 Toll: 800-665-4628
Fax: 416-585-8370 Cell: 416-271-2804
Email: modhoch@livingstonintl.com
Website: www.mend.com

First Aid care and ancillary nursing services
Corporate Nursing Services (CNS)
MTCC office Tel. 416-589-0911
coordination@mtccc.com

Convention Site Host
MTCC - Metro Toronto Convention Centre
255 Front Street West, Toronto, M5V 2W6
info@mtccc.com

Visitor accommodations
Fairmont Royal York Hotel
100 Front St. W, Toronto, Ontario
Global Reservations: 1-800-441-1414

- Main Office Tel 416-585-8199
- Dock Office/
Vehicle Marshalling 416-585-8345
- Security Office 416-585-8160
- Main Office Fax 416-585-8224
- Exhibit Services Fax 416-585-8388
- Security Dept Fax: 416-585-8199

Show decorator & general contracting
GES Canada
Company Info Tel: 905-283-0500
mtcc@gesexpo.com
MTCC Office Tel. 416-589-0911
coordination@mtccc.com

Electrical/mechanical, production, staging
ShowTech Power & Lighting
Tel. Electrical/Mechanical: 416-585-8109
sales@showtech.ca

Customs brokerage and transportation
Mendelsohn Customs and Transportation Services,
Michele Odhoch, Event Co-ordinator

Professional security service & surveillance
Target Investigation & Security
MTCC Office Tel. 416-585-8200
info@targetprotection.ca

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Cancellation Policy

Cancellations must be received in writing on or before October 6, 2006. A cancellation fee of 50% of the total price of your order may apply. Cancellations received after Friday, October 6, 2006 will not be refunded and the exhibitor shall be responsible for full payment of all goods and services ordered whether or not the exhibitor uses these products and services. Official show suppliers may have different cancellation policies than APPrO. Please consult with each supplier for terms and conditions.

Staff and Guest Passes

APPrO 2006 is offering its exhibitors unlimited Trade Show passes for booth staff and invited guests. Beginning in September you can register a guest or staff person on our Web site conference registration page by selecting the guest button, completing the form and hitting the Submit button. Passes can only be produced upon submission of the registrant's name and contact information. Your Staff and Guest passes will be available at the registration desk upon arrival.

Set up and Tear Down

Exhibitors may begin moving in and setting up their displays in Hall G, South Building, Metro Toronto Convention Centre on Monday, November 13, 2006 at 10:00 am. There will be official supplier help desks located inside the Trade Show hall to assist you with your requirements.

Tear down begins at 2:00 pm, Wednesday, November 15, 2006. APPrO and the MTCC are not responsible for exhibit materials not removed by 11:00 pm, Wednesday, November 15, 2006. The MTCC advises its practice is to dispose of exhibit materials remaining after that time unless alternate arrangements have been made in advance.

APPrO Contacts

Below are the contact names and numbers for the APPrO 2006 conference team. Please contact directly the individual who can best address your needs.

APPrO Main Office Number - (416) 322-6549

Sales & Marketing - Carole Kielly, ext. 226, carole.kielly@appro.org

Delegate Registration - Soraya Rivera, ext. 223, soraya.rivera@appro.org

Accounts Payable, On-site Logistics - Karla Martinez, ext. 228, karla.martinez@appro.org

Programming & Speakers - Jake Brooks, ext. 229, jake.brooks@appro.org

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Key Exhibitor Dates & Times

September 29, 2006

- Early bird Delegate registration closes – save \$100

October 1, 2006

- Advertising space deadline for APPrO 2006 Show Guide

October 6, 2006

- Exhibitor cancellation deadline. Outstanding invoices for exhibit booth space and marketing purchases are due.

October 13, 2006

- Exhibitor pass substitutions/changes deadline

October 20, 2006

- Delegate cancellation deadline

October 15, 2006

- Show Guide published

November 8, 2006

- Delegate substitution/changes deadline

Monday, November 13, 2006

- Exhibitor move in and set up

Tuesday, November 14, 2006

- Conference and Trade Show open

Wednesday, November 15, 2006

- Conference and Trade Show close. Exhibitor tear-down.