

EXHIBITOR SPACE FORM

MEETING JASPER, OCTOBER 2-4
CHANGE
2016 APPI CONFERENCE
JOIN US AT THE FAIRMONT JASPER PARK LODGE

The fee for an Exhibit Display Space is \$500.00

Are you a sponsor? Yes No

If yes, at which level: Platinum \$7,000 (\$500 not applicable) Gold \$5,000 (\$500 not applicable)

Silver \$2,500 (\$500 is applicable) Bronze \$1,500 (\$500 is applicable) Conference Supporter <\$1500 (\$500 is applicable)

Organization _____ Contact Person _____ Name of Exhibitor Staff (not registered at the Conference) _____

Address _____ City + Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Payment Method VISA Mastercard Cheque (Payable to APPI) Invoice me at the address above

Name of Cardholder _____ Card Number _____ Expiry Date _____

\$ _____
Total Dollar (GST not applicable) _____ Signature of Cardholder _____

Display Hours:

Sunday, October 2 10:00 am – 5:00 pm

Monday, October 3 8:00 am – 4:30 pm

Tuesday, October 4 8:30 am – 11:00 am

The delegates are in sessions and will gather in the Great Hall at breaks and for the Gala Reception. It is your choice if you want to staff your space during the sessions.

Set-up/Tear-down Requirements:

- Exhibit set-up hours will take place between 7:00 am and 10:00 am on Sunday, October 2. However the conference starts at 10:00 am with the Keynote Speaker.
- Exhibits are to be torn down no earlier than 11:00 am on Tuesday, October 4.
- Exhibit floor spaces will be identified with the company name the day of set-up.
- Each Exhibit floor space is approximately 8 feet wide by 5 feet deep.

Please complete the requirements below to ensure the Exhibit area is properly prepared prior to your arrival.

Please indicate your requirements:

- Electrical outlet, WiFi is provided by the hotel, but you must be a Fairmont card holder – this is free.
- Open floor space only (exhibitor will provide stand alone booth or other types, easels etc.)
- Chairs (standard 2 chairs per Exhibit)
- Table (standard 1 table per Exhibit) skirted
- Access to wireless internet
- Other please indicate _____

Meals:

All exhibitor staff, who are not registered delegates, are responsible for their own meals. Please provide the names of those attending to the booth to the APPI office.

Please send completed forms and cheques to:

Alberta Professional Planners Institute
PO Box 596 • Edmonton AB • T5J 2K8
TF 1 888 286-8716 • Phone 780 435-8716 • Fax 780 452-7718
E admin@albertaplanners.com