

## Exhibitor Space Form

The fee for an Exhibitor Space is \$500.00

Are you a sponsor?  Yes  No

If **yes**, at which level:  Platinum (\$500 n/a)  Gold(500 n/a)  Silver (\$500 is applicable)  
 Bronze (\$500 is applicable)  Conference Support (\$500 is applicable)

Organization	Contact Person	Name of Exhibitor Staff (not registered at the Conference)
Address	City/Province	Postal Code
Phone	Email	

### PAYMENT METHOD

Visa  Invoice me to the address above  
 Mastercard  Cheque (Payable to APPI)

Name of Cardholder	
Card Number	Expiry Date and CVV Number
Signature of Cardholder	Total Dollar Amount (GST not applicable)

### EXHIBIT HOURS

Sunday, October 6 Set up is 8:00 am to 12:00 pm  
Monday, October 7 8:00 am – 4:30 pm and during the Gala Reception  
Tuesday, October 8 8:00 am – 12:00 pm Take down after 12:00 pm

### SET UP/TAKE- DOWN REQUIREMENTS

Exhibits are set up prior to 12:00 pm on Sunday, October 6.

Exhibits may not be dismantled prior to 12:00 pm on Tuesday, October 8.

Exhibit floor spaces will be identified with the company name the day of set-up.

Each Exhibit floor space is approximately 8 – 6 feet wide by 5 feet deep.

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

Email your completed form to Vicki Hackl at [admin@albertaplanners.com](mailto:admin@albertaplanners.com) Or mail to: PO Box 3099, Sherwood Park, AB T8H 2T1

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

### PLEASE INDICATE YOUR REQUIREMENTS

- Electrical outlet, WiFi is provided by the venue, when available
- 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
- 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.

