



Ontario Petroleum Institute Inc.

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TO: Dear Prospective Exhibitor

FROM: Joe Van Overberghe, OPI Executive Director

SUBJECT: 2008 OPI Oil and Gas Conference and Trade Show
in partnership with IOGA of NY

Sign up now for your reserved space!

OPI is making plans for its 47th Annual Conference and Trade Show to take place at the Sheraton on the Falls, Niagara Falls, November 11-13, 2008. As you have previously exhibited at an OPI conference and expressed interest in this year's show, we are sending you our first notice of the event in order to secure your most desirable positioning.

Don't miss this great opportunity to market your products and services to the entire Ontario industry.

Here are some highlights of the Trade Show opportunity for you to consider:

- we have Technical Chairs, busy at work to put together another informative business and technical program;
- we have approximately 50 Exhibitor spaces;
- in order to build traffic at your booth, all receptions, the bar and coffee breaks will be held in the trade show area;
- booths are 8' x 8' or 8 x 10', and include table and chairs, and a complimentary registration. For those who book early, promotion in all of our pre- and post-meeting communication materials, including the OPI website, will also be included.

The OPI Trade Show has been a sell-out for a number of years, and we fully expect a tremendous response again this year. Please review the enclosed materials and contract, and submit your completed forms along with full payment to reserve your space.

Please act quickly if you want to participate in the Trade Show.

If you have any questions, require any further information, or would like to discuss any new initiatives to enhance the value you receive from the OPI Conference and Trade Show, please do not hesitate to contact me by phone at 519-680-1620, or by e-mail at opi@ontpet.com.

Sincerely,

Joe Van Overberghe

EXHIBIT SPACE APPLICATION AND CONTRACT

47th ANNUAL OPI and IOGA of NY
CONFERENCE & TRADE SHOW November 11-13, 2008
Sheraton on the Falls, Niagara Falls, Ontario, Canada

The undersigned hereby applies for Exhibit Space at the 47th OPI Conference & Trade Show, to be held at the Sheraton on the Falls Hotel in Niagara Falls, Ontario, November 11-13, 2008. 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 September 5, 2008. After this date, booth rental fees may be refunded, less a \$50 service fee, provided that the space can be resold.

Booth price per 8' x8' or 8' x 10' space: Members \$650 Cdn including GST
Non-Members \$700 Cdn including GST

Discounts are available for multiple booth bookings. Please call for details.

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.

We will confirm booth layout when finalized. They will be forwarded on a first confirmed basis.

Company: _____

Address: _____

Telephone: _____ Fax: _____

Contact: _____ Title: _____

Each booth will include one skirted 6' table, two chairs and back and side curtains. Electrical power is NOT included in your fee. Any other requirements must also be specified in writing. Electrical Power is **\$75.00/booth**

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.

Exhibitor Name for Namebadge: _____

Installation and Dismantling of Exhibits: Move-in may begin after 1pm on Tuesday, November 11 and may continue until 5:30 pm on that day. Dismantling may begin after the Thursday Lunch and must be completed by 6:00 pm that day. Exhibitors are expected to attend their displays on: Tuesday 5:30 to 7:30 pm; Wednesday 8:30 am to - 7:30 pm; Thursday 8:30 am to 1 pm . The evening receptions will be held in the exhibit area on Tuesday and Wednesday, as will the coffee breaks on all days.

Doors to the conference area will be locked at night, however the responsibility for safeguarding your exhibit and its contents are yours.

Booth Rental \$ _____

Power \$ _____

Total Cheque \$ _____

Signature _____ Date: _____

PAYMENT IN FULL MUST ACCOMPANY THIS APPLICATION TO HOLD YOUR SPACE.

Make cheque payable to: **ONTARIO PETROLEUM INSTITUTE**

Mail to OPI, #104-555 Southdale Rd. E., London, ON, Canada N6E 1A2. Tel: 519-680-1620 Fax: 519-680-1621 GST #R104001458.

OPI and IOGA of NY Trade Show

INFORMATION AND REGULATIONS

INSTALLATION AND DISMANTLING

Move-in: Any time after 1 pm on Tuesday, November 11, 2008 and continues until 5:30 pm that day.

Move-out: After 1 pm on Thursday, November 13, 2008 and must be completed by 6:00 pm.

Exhibitors must use the freight loading area, West doors, to move large items in and out.

TRADE SHOW OPEN HOURS

Tuesday, November 11 5:30 pm to 7:30 pm

Wednesday, November 12 8:30 am to 7:30 pm

Thursday, November 13 8:30 am to 1 pm

BOOTH DESIGN AND FURNISHINGS

Exhibit booths measure from 8' x 8' to 8' x 10'. Each booth will be furnished with 8' high back drape, 3' high side drapes, a 6' table and two chairs. Additional furniture can be arranged through the Meeting Contractor.

DISPLAY RESTRICTIONS

All activities must be conducted within the assigned exhibitor's booth space. The Sheraton on the Falls and OPI reserve the right to restrict exhibits that do not comply with, detract from or become objectionable to the OPI Conference & Trade Show.

SECURITY

The exhibit hall will be locked during the hours when the exhibits are closed. A secure storage area will be available for those exhibitors seeking extra security.

REGISTRATION

Each booth includes one (1) complimentary meeting registration. All delegates must be registered to attend the Conference or the Trade Show, including those individuals who will be working in the booth. Pre-registration of all delegates is encouraged. Luncheon meals and the Tuesday entertainment tickets can be ordered separately. Please check-in at the registration desk for your pre-registration package and tickets.

SPONSORSHIP

Sponsorship of events and programs, large and small, are made available to our Exhibitors to enhance their name awareness and show their support for OPI. If you would like more details, please contact the OPI office.

EXHIBITOR SERVICES

Sheraton-on-the-Falls
5875 Falls Avenue
Niagara Falls, Ontario L2G 3K7 · Canada
Phone (905) 374-4445
Fax (905) 371-0157

Meeting Contractor is:
RVS Exhibitional Draperies Inc.
Box 2860, St. Mary's, ON
N4X 1A5
Phone: (519) 284-1460 or
800-265-9582
Fax: (519) 284-1764

Items can be shipped to the Sheraton-on-the-Falls ahead of time and locked in secure storage. Please ensure that your materials are identified as part of the OPI Oil and Gas Conference.

For further information on the Trade Show or the Conference, please contact:

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