

EXHIBITOR APPLICATION

Convention Dates: Wednesday, February 22 and Thursday, February 23, 2017. Exhibitor Set-up: Tuesday, February 21, 2017.
Location: Scotiabank Convention Centre, 6815 Stanley Ave., Niagara Falls, Ontario. Please print clearly below.

COMPANY NAME			
NAME			
ADDRESS			
CITY	PROV/STATE	POSTAL CODE/ZIP	DAYTIME TELEPHONE
EMAIL			WEBSITE
NATURE OF BUSINESS			
<input type="checkbox"/> Yes, I give permission for OFVC to communicate exhibitor and convention related information via email.			
<input type="checkbox"/> Yes, I give permission for OFVC to share this email with authorized exhibitor service providers for the 2017 show only.			

All communication regarding exhibitor details will be directed to the contact name and email address below.

CONTACT NAME	CONTACT EMAIL
--------------	---------------

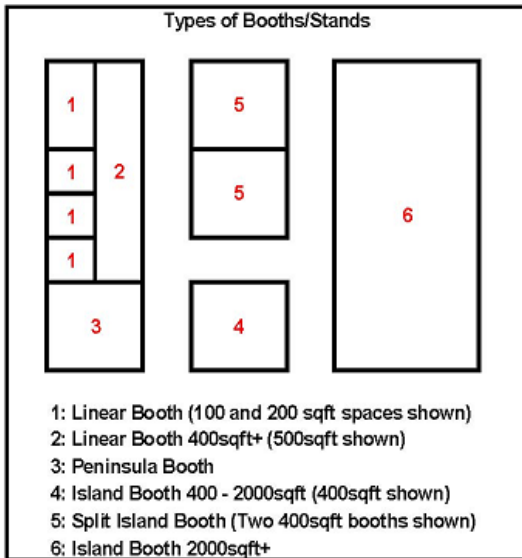
# of Booth Spaces <i>*Maximum of 2 electrical outlets for multiple booths</i>	Type <i>For multiples: Linear or Block - see reverse for details and use of space</i>	Total <i>Booth 10' x 10' @ \$950 (\$1,170 after Nov. 4, 2016)</i>
On-line link for registering booth staff available in January	Less discount 15% for 3 or more booths 20% for 6 or more booths	-
Comments/Requests:	Sub Total	
	HST @ 13%	
	TOTAL	

PROOF OF INSURANCE is mandatory. No booth spaces will be assigned until proof is received. Complete details available at www.ofvc.ca - Floor plan, Exhibitor pricing, Exhibitor details and Exhibitor Manual download (available January 2017).

Payment Method (due with registration): Visa MasterCard Cheque (payable to OFVC)

CARD #	EXPIRY
NAME ON CARD	SIGNATURE

BOOTH TYPES - The following information will be helpful when determining your exhibit space requirements.



The Trade Show floor plan offers booth spaces in single (10' x 10') or multiples. Linear booth configuration may be in multiples of up to 5. For block configurations, even multiples only.

The floor plan is posted on our website www.ofvc.ca

Booth assignments are made by committee. Placement requests are taken into consideration but not guaranteed.

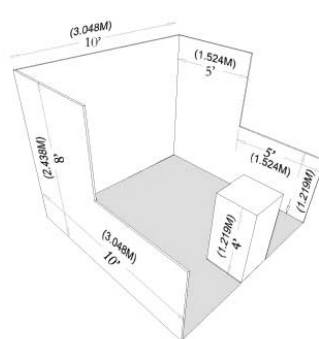
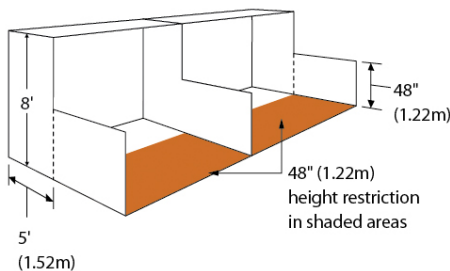
USE OF BOOTH SPACE

A standard booth space is 10'x10'. Pipe and drape backs are 8' high and side rails are 3' high. Display material cannot exceed 8' in height for interior linear booths. Display material cannot exceed 12' in height for in-line perimeter booths. Display materials may be the maximum height for 8' of the booth sides but no higher than the side rail for the 5' nearest the aisle.

To maintain a professional appearance, booth must have back sides of displays covered when visible from the aisle. Crates and other packing materials may not be stored behind the pipe and drape. Storage space is available.

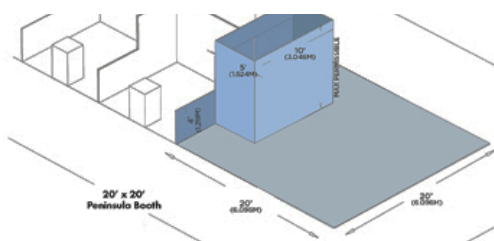
Hanging Signs & Graphics - a minimum of 200 square feet of booth space is required before any objects can be suspended from the ceiling. Approval for the use of hanging signs & graphics must be received from show management at least 30 days prior to installation.

Linear Booth



When two or more linear booths are used in combination as a single exhibit space, the 4' height limitation is applied only that portion of exhibit space which is within 10' of an adjoining booth.

Peninsula Booth



Complete information regarding all aspects of exhibiting is available in the **Ontario Fruit & Vegetable Convention Exhibitor Manual** posted on our website. www.ofvc.ca Any questions? Contact Glenna glenna@ofvc.ca or 905.945.5363



MANDATORY PROOF OF LIABILITY INSURANCE

It is a condition of your contract to hold harmless ONTARIO FRUIT & VEGETABLE CONVENTION and the SCOTIABANK CONVENTION CENTRE against all charges of liability.

PROOF OF INSURANCE REQUIRED

General Liability insurance providing coverage of at least \$2,000,000 inclusive of bodily injury and/or property damage for each occurrence is mandatory.

OPTIONS FOR COVERAGE

Liability insurance can be acquired according to two options:

Option # 1 - Provide a certificate of insurance from your liability insurer adding Ontario Fruit & Vegetable Convention, Scotiabank Convention Centre and the Corporation of the City of Niagara Falls as additional insureds.

Option # 2 - Obtain insurance coverage from the official insurance provider, Vendor Insurance Inc. This company specializes in special event insurance and offers inexpensive and accurate short term exhibitor insurance.

If you have selected Option #2, please complete the following information and forward with payment information to the company/address below. DO NOT SEND TO OFVC/GLENNA.

INSURED/COMPANY NAME		PRODUCT
TERM FROM: Tues., Feb. 21, 2017 (setup day) TO: Thurs., Feb. 23, 2017 (conference and tear down)		
CONTACT NAME		
DAYTIME TELEPHONE	FAX	
EMAIL		

Total cost for insurance for the duration of the show including move-in and move-out is \$120.00 + PST = \$129.60

Payment must be made by: **VISA, MASTERCARD OR INTERACT TRANSFER ONLY.**

Policy warrants coverage for static displays only. Claims arising from moving /operating machinery are excluded.

CARD #	EXPIRY
NAME ON CARD	SIGNATURE

SEND COMPLETED APPLICATION TO:

VENDOR INSURANCE LTD.

Fax: 416.214.4843 or **Email:** vendorinsuranceltd@bellnet.ca

Questions? Contact Vendor Insurance Ltd. directly at 416.214.2421 or 888.708.6667