



Product Showcase

Ottawa Convention Centre, May 17-18, 2011

**Fax or email this form to Nicole Lamoureux (fax; 1 613 726 3444; email: info@ofs21.com)
or mail to; N Lamoureux, OCRI, 200-2625 Queensview Drive, Ottawa, ON, K2B 8K2, Canada**

EXHIBITOR REGISTRATION FORM

We must receive your registration no later than March 31st, 2011

A : Booth Information

Organization/Company Name: _____

Booth name (as it should appear in official listings): _____

E-mail: _____ Web address: _____

B: Space requirements

Number of Booths _____ x (10' x 10') = _____ @ \$2500 + 13% TAX = **\$ 2825 CDN TOTAL:** _____

Number of Tables _____ x (Table) = _____ @ \$1500 + 13% TAX = **\$1695 CDN TOTAL:** _____

C: Payment Details

*We must receive a 50% deposit for registration to be valid. The balance must be paid by February 28 2011.
Bookings after March 1st require full payment.*

A deposit of \$ _____ representing 50% of the fee for the space requested:

Is being sent today by cheque (payable to OCRI "In Trust") – Ref: OFS21

Please charge it to: Visa MC Amex No. _____ Exp. _____

Credit Card Verification Number: _____

D: Main contact

Last name: _____ First name: _____ Mr. Ms. Dr.

Title: _____ Organization/company: _____

Address: _____ P.O. Box: _____ City: _____

Postal/Zip code: _____ Country: _____

Tel: _____ Fax: _____

Cell.: _____ E-mail: _____

E: Signature

I understand and fully agree to the conditions stated above and below.

Name and title of company official: _____

Date: _____ Signature: _____

EXHIBIT POLICIES

1. **CONTRACT:** This application, executed by applicant (Exhibitor) shall constitute a valid and binding contract.
2. **ASSIGNMENT OF SPACE:** Assignment of space is final. Space assignments may be revoked or changed by Exhibit Management at any time if the minimum payment schedule is not met..
3. **SUBLETTING OF SPACE:** Exhibitor agrees not to assign, sublet, or apportion the whole or any part of the space allowed without the knowledge of and written consent of Exhibit Management.
4. **SPACE RENTAL FEES:** (10 x10 Display Space) includes pipe and drape back, company sign, attendee listing, one technical digest, one technical badge per booth and an editorial listing in the exhibit guide. (Table Top Space) includes one draped table, one chair, company sign, attendee listing, one technical digest one technical badge per Table Top and an editorial listing in the exhibit guide.
5. **ARRANGEMENT OF EXHIBITS:** Exhibitor agrees to arrange exhibits so as not to obstruct the general view nor to hide other exhibits. All materials must be confined to the booth/table area and cannot be placed on the walls or in the area next/behind to your table.
6. **ADVERTISING MATTER:** Exhibit Management reserves the right to refuse to permit distribution of souvenirs, advertising matter, or anything else which it may consider objectionable. Distribution elsewhere than from within an exhibitor 's booth is forbidden.
7. **SAFETY PRECAUTIONS:** Exhibitor agrees to take the necessary measures to safeguard visitors in the exhibit area from any hazards associated with exhibit equipment. Exhibitor agrees to comply with normal safety practices during the exhibit. Exhibitor is responsible for the safe disposal of toxic materials.
8. **PAYMENT & CANCELLATION:** 50% payment of the space rental fee is due with contract. The space contract agreement may be cancelled by the Exhibitor through written notice to the address set forth in this contract. However, in the case of cancellation, the following charges will be payable by the exhibitor: Up to January 15, 2011 — 50% of the cost. After that date 100% of the cost will be payable. Additionally, in the event of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor except as provided above.
9. **OCCUPANCY OF EXHIBIT HALL:** Exhibit Management may terminate this contract in the event the Exhibit Hall is destroyed or damaged, or if the exhibit fails to take place as scheduled, is interrupted, discontinued, or access is prevented due to any of the following causes: strike, lockout, injunction, emergency, act of God, act of war, or any other cause beyond control of the Exhibit Management. In such event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that the sole liability of Exhibit Management shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by Exhibit Management.
10. **INSTALLATION AND DISMANTLING:** Exhibitor agrees to install all displays by the opening hour of the exhibition. Exhibitor agrees not to dismantle any display or exhibit booth nor to do any packing before the final closing hour of the exhibition. Premature dismantling and/or failure to fully staff said space during the entire show will result in the forfeiture of the exhibiting company's participation in future meetings.
11. **REJECTIONS AND PENALTIES:** Management reserves the right to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which because of noise, safety hazards, or for other prudent reasons becomes objectionable. If an exhibit or exhibitor is ejected for violation of these rules and regulations, no return of rental fee shall be made.
12. **INSURANCE AND LIABILITY:** Exhibit Management and Facility will use reasonable care to protect Exhibitor against loss. However, they will not be liable for damage or loss to property of or injury to Exhibitor, his agents, or employees, through theft, damage by fire, accident, or other causes. Exhibitor should insure his property against such loss. Exhibitor agrees to make no claim against and to protect, indemnify, and hold harmless Exhibit Management and Exhibit Hall against loss, theft, or damage to Exhibitor 's property or for any injury to persons in Exhibitor 's area. In the event that Exhibit Management shall be held liable resulting from Exhibitor's act or failure to act, Exhibitor agrees to indemnify them and hold them harmless.
13. **EXHIBIT MANAGEMENT:** The words "Exhibit Management " as used herein refers to PHOTONICS NORTH (International Photonics Conferences Society). Exhibitor further agrees that the conditions, rules, and regulations of Exhibit Management are made a part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and agrees that Exhibit Management shall have full power to interpret, amend, and enforce all rules and regulations in the best interest of the show.

Accepted by _____

Date _____