



ENFORM

| BANFF 2012

PETROLEUM SAFETY CONFERENCE



The Kinnear Centre for Creativity and Innovation, Banff Centre. Photo: Donald Lee, The Banff Centre



Photo courtesy of Enform



Photo courtesy of Enform



Mt Rundle, Banff. Photo: Melanie Eastley

Exhibitor Information Package

Join Us!

We are pleased to advise our 2011 Trade Show exhibitors that the 61st Annual Enform Petroleum Safety Conference will take place April 30 – May 4, 2012 in Banff, Alberta. The event will once again be held at the Banff Centre and will continue in its expanded form, following on the success of this past year. This means that the Trade Show will take place in both the new Kinnear Centre for Creativity and Innovation as well as the Theatre Complex. The Trade Show will be open to delegates on Wednesday May 2 and Thursday May 3.

As in the past, registration for exhibit space is offered to organizations who have participated in the show the previous year. Booths are allocated on a first-come, first-serve basis. Once legacy partners have been accommodated, exhibit registration will be opened up to those on the wait list.

Why Exhibit?

The annual Enform Petroleum Safety Conference attracts over 800 delegates each year. As an exhibitor, your products and services receive maximum exposure to the leaders in petroleum safety. Networking opportunities with delegates have been enhanced:

- Ice Breaker on Tuesday evening in the Kinnear Centre only (Theatre exhibits closed)
- NEW! Networking Reception following the end of the sessions on Wednesday on the Theatre side only (Kinnear Centre exhibits closed)
- Larger Break Out sessions in the Kinnear Centre
- Incentive prize draws and passport program for delegates to encourage traffic to all exhibit areas
- All networking breaks are held in the Trade Show
- Long lunch breaks to ensure delegates have time to visit the Trade Show



Exhibit Fees Include:

- 8x10' or 7'x10' draped display booth
- 8' high back wall and 3' high side wall drape
- 6' skirted table (4' option)
- 2 folding chairs
- 600 watt outlet & 2 floodlights
- Two registered exhibitors
- Hot lunch from 11:00 am – 12:00 pm in Vistas Dining Room

Fees (all fees are + GST)

- Kinnear Centre \$1150
- Laszlo Funtek (Upper) \$1095
- Laszlo Funtek (Lower) \$995
- Innovation Rooms (Kinnear Centre – 4 only available) \$2000
(Candidates must submit an abstract and selected companies are given a classroom in Kinnear Centre for their display)
- Limited outdoor booth space is available. Please contact the Trade Show organizer via email at PSCtradeshow@enform.ca

Note: Exhibit space in the Eric Harvie Theatre is reserved for Executive and Platinum Sponsors

Trade Show Passes:

Additional Trade Show passes can be purchased at a cost of \$55 (plus GST) per day. These passes provide access to the Trade Show areas only.

Trade Show Dates & Hours

Kinnear Centre exhibits are to be open:

Tuesday, May 1	7:00 pm – 9:00 pm (Ice Breaker)
Wednesday, May 2	10:00 am – 3:45 pm
Thursday, May 3	10:00 am – 3:45 pm

Eric Harvie and Laszlo Funtek exhibits are to be open:

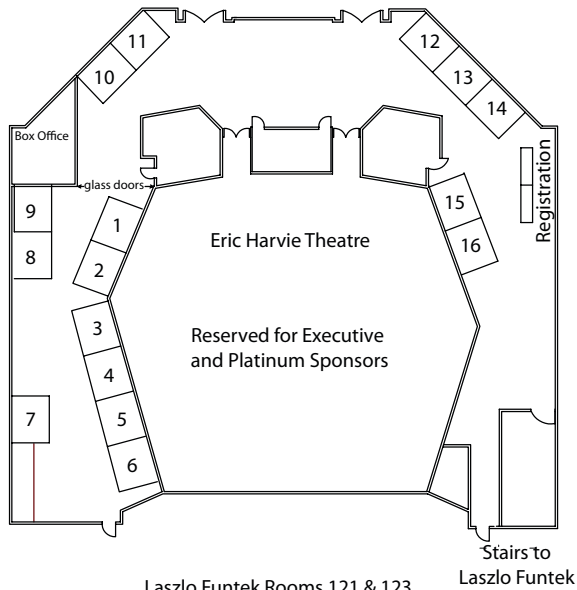
Wednesday, May 2	7:00 am – 6:00 pm 4:45 pm – 6:00 pm (Networking Reception)
Thursday, May 3	7:00 am – 3:45 pm

Move In

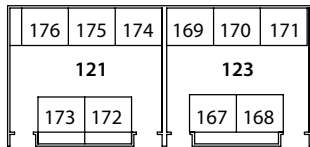
Tuesday May 1	3:00 pm – 5:30 pm
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Move Out

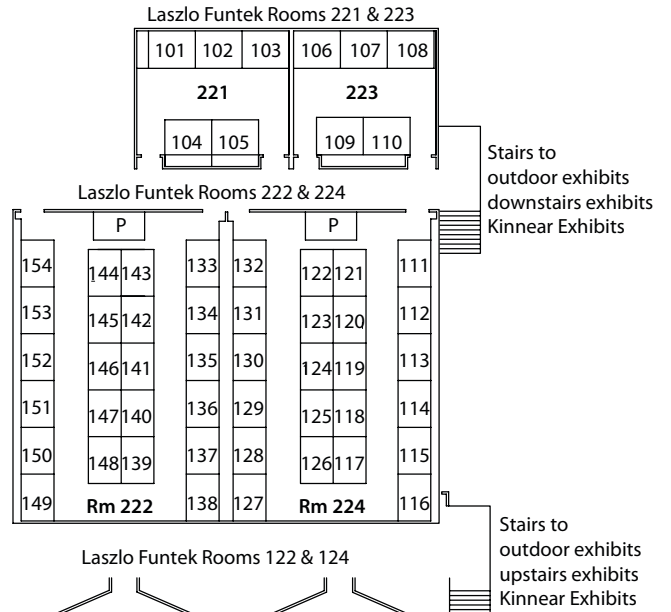
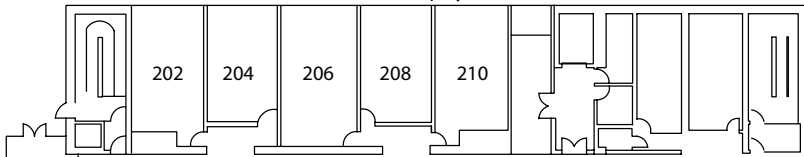
Thursday May 3	3:45 pm – 5:45 pm
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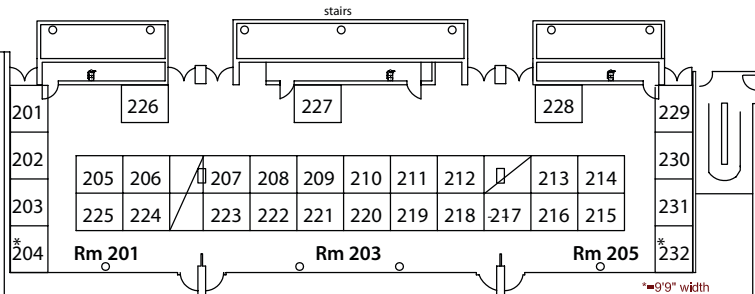
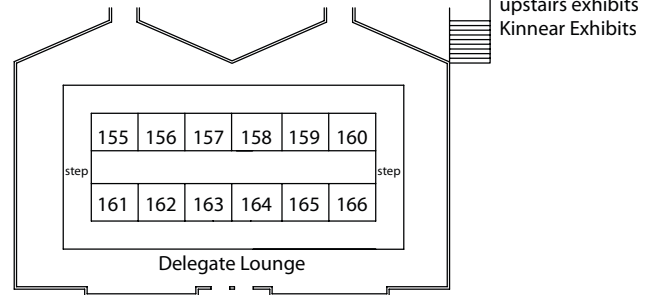
Laszlo Funtek Rooms 121 & 123



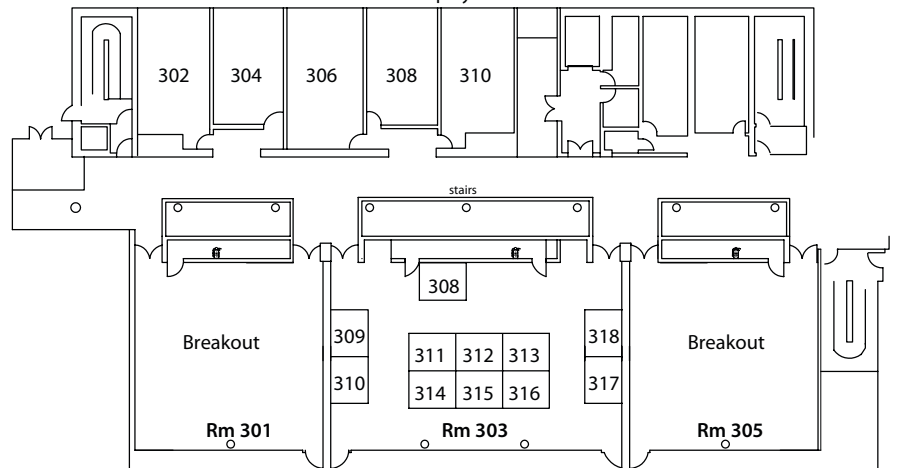
Kinneare Centre for Creativity & Innovation 2nd Floor
Innovation Display Rooms 206 & 210



Laszlo Funtek Rooms 122 & 124



Kinneare Centre for Creativity & Innovation 3rd Floor
Innovation Display Rooms 306 & 310





Rules & regulations

Trade Show Hours:

All exhibits including the Eric Harvie, Laszlo Funtek and Kinnear locations must remain in place until the end of the final Exhibit viewing (Thursday, May 3 at 3:45 p.m.) Any variation in move-in times will be from GES our supplier and they will contact you regarding changes. Exhibitor booths must be manned at all times during designated show hours. Opening and closing times will be strictly observed. Exhibitors agree to remove Exhibits and equipment from the site by the final move-out time or, failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred. All restrictions and requirements of our tradeshow supplier must also be adhered to unless permission is gained from the supplier directly.

Cancellation:

Payment must accompany your Exhibitor Application form; no space will be issued to any Exhibitor until payment has been received in full. Exhibitors wishing to cancel their commitment for space should do so in writing and please be advised that there will be no refund of registration fee if cancelled after March 2, 2012. Late cancellations are not acceptable and you will not be invited back to exhibit at the Enform Petroleum Safety Conference Banff.

Registration of Exhibitors:

Exhibitor identification will be issued by the Organizing Committee upon check in at the Registration Desk Tuesday, May 1st, 2012. Exhibitors may use only one company name in their registration and names of any personnel attending must be submitted to the online registration company. Substitution of Exhibiting companies and/or subletting of space is not permitted. If you are not checked in by the close of registration on Tuesday May 1, 2012, we will cancel your exhibit spot and will try filling the spot from any of the waitlist companies that have indicated they would be ready within hours of receiving notification. As a result, your company will forfeit its legacy spot at the tradeshow and your company will not be invited back to exhibit at the Enform Petroleum Safety Conference Banff.

Booths:

Each booth will be curtained and supplied with a draped table, two chairs, floodlighting and a 120-volt electrical receptacle. Additional requirements should be made to GES. Booths are approximately ten feet wide with a depth of at least eight feet. Exact sizes are noted on the floor plans. Exhibitors must keep their Exhibits within the allotted area. Exhibits with background heights of over eight feet must obtain prior approval for such sized Exhibits. Exhibit area audio levels will be monitored for excess volume.

NOTE: We ask that all Exhibitors refrain from dragging cases, booth poles or any other objects across the floors of the exhibit rooms.

Booth Restrictions and Offerings:

Enform and The Banff Centre require that all Exhibitors refrain from providing coffee or other foodstuffs to delegates as they visit exhibits. Coffee and other foodstuffs are being provided by sponsors (paid for by them) or offered as a standard service. The Banff Centre and Enform have no restrictions in offering candies or other small giveaways from exhibit booths. We reserve the right to request that an Exhibitor remove any item deemed unacceptable.

Selling:

Direct selling of any products, material or services must be done within the display booth designated areas only. Posters, flyers or decals will not be permitted in public areas outside of the designated Exhibit areas.

Safety and Security:

All invitations for exhibit space accepted have been done so on the understanding that:

Exhibits will conform to all fire codes and regulations.

- All space between curtain backgrounds and the facility wall must be left accessible and cannot be used for storage.
- Non-smoking rules will be adhered to.
- Exhibitors are responsible to take every precaution against damage, loss or theft for the duration of the event. This includes booth set-up and removal times.
- Areas that can be locked will be locked after midnight for booths in rooms. Exhibitors in the front lobby area, please note and make allowance for the fact that this area is only locked when the main entrance doors to the theatres are locked.
- After Trade Show hours the centre will be accessible only to facility employees and designated Enform and PAC Committee members. All of the Exhibitor's property shall be at the sole risk of the Exhibitor and Enform assumes no responsibility for loss or damage thereto. Exhibitor shall assume all responsibility for all loss or damage to its property howsoever caused.

Insurance:

The Exhibitor shall obtain and maintain, at its own expense during the period commencing on the move-in date and terminating on the move-out date, a policy of insurance that shall protect Enform and insure the Exhibitor against all

claims, demands, actions or proceedings for sums of money, damages, costs, penalties and losses and all liability which may be imposed by law for loss of life, personal injury, or damage to or loss of property arising from or in any way connected with the Exhibitor's presence or operations at the Conference. As per industry standard, the policy shall provide coverage of at least \$2,000,000 for each separate occurrence.

Indemnity:

The Exhibitor accepts all risks associated with the use of the Exhibit space and environs. The Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Enform the sponsoring associations or The Banff Centre for any loss, damage or injury howsoever caused, to the Exhibitor, its officers, employees, agents or their property.

The Exhibitor agrees to indemnify and hold harmless Enform and The Banff Centre, their officers, agents and employees, against all claims, losses, suits, damages, judgements, expense costs and charges of every kind resulting from their company's occupancy of the Exhibit space or its environs, for any reason or personal injuries, death, property damage or any other cause sustained by the Exhibitor or its officers, agents, employees or by any Exhibitor, or a visitor to the Conference.

Accommodation:

Room Blocks, as arranged by Enform, are accessible to Exhibitors; accommodations are the exhibitor's responsibility to arrange.

Hospitality Suites:

Hospitality suites and corporate functions must be scheduled outside Conference hours and not in competition with the Conference planned Social activities. They are also not to be held in hotel rooms. The Banff Centre has a myriad of function rooms available, many with spectacular views. For assistance in planning functions, contact the Banff Centre directly.

Infractions:

Any infractions of these Exhibitor Rules & Guidelines may result in removal from the Conference with exhibit fees being forfeited and you may not be invited to participate in future exhibits at this Conference.

Interpretation:

Enform reserves the right to make changes or amendments to these Exhibitor Rules & Guidelines, to the rates for exhibits, to the Exhibitor Invitation List and the times of the Exhibits and shall notify those concerned of any such action. Interpretation of these rules and guidelines shall rest with Enform and their decision shall be final.