

# Joint IOGA of NY / OPI Conference & Trade Show

## INFORMATION AND REGULATIONS

### INSTALLATION AND DISMANTLING

Move-in: Any time after 1:00pm on Tuesday, November 11, 2008 and continues until 5:30 pm that day.

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

Exhibitors must use the freight loading area 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 7:00 pm
Thursday, November 13	8:30 am to 2:00 pm

### BOOTH DESIGN AND FURNISHINGS

Exhibit booths measure 8' x 10' and 8' x 8'. 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.

Electrical power is available at a cost of \$72(US) per booth for 120v, 15 amp service and must be ordered at least two weeks ahead of time.

### DISPLAY RESTRICTIONS

All activities must be conducted within the assigned exhibitor's booth space. The Sheraton on the Falls and IOGANY/OPI reserve the right to restrict exhibits that do not comply with, detract from or become objectionable to the IOGA/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 and 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 IOGA of NY. If you would like more details, please contact the IOGA of NY office.

### EXHIBITOR SERVICES

Sheraton on the Falls  
5875 Falls Avenue  
Niagara Falls ON L2G 3K7  
Phone: (905) 374-4445  
Fax: (905) 371-0157

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 Joint IOGA of NY / OPI Conference.

### 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

### Official Meeting Broker is:

Mendelssohn - Customs & Transportation Services  
69 Yonge Street, Suite 400  
Toronto, ON M5E 1K3  
Phone: (416) 863-9339 x233 or 800-665-4628  
Fax: (416) 863-0301

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

### Independent Oil and Gas Association of New York

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