



June, 2018

Dear Sir/Madam,

We are excited to inform you that we are currently accepting registration for our Second Annual Innovation Showcase & Tradeshow on September 13th & 14th 2018, hosted at the Leduc #1 Energy Discovery Centre. The Leduc #1 Energy Discovery Centre continually showcases the forefront of history and innovation in the energy sector. By participating in the Innovation Showcase & Tradeshow, you can demonstrate to the public what contributions your company is making in today's energy sector.

As well, we are hosting an Energy Gala, which will be a fundraiser for the Leduc #1 Energy Discovery Centre. Each exhibitor will be able to purchase their first two tickets at discounted rates. At the Gala we will be granting industry awards to participants and exhibitors for a variety of accomplishments. For more information on the awards and how to place nominations please visit our website or contact us by phone or email.

The attached registration package includes the application form, information on our Energy Gala, and available sponsorship opportunities. There are two options for exhibitors; we have our outdoor display areas, as well as indoor booth spaces. Indoor exhibitors will have the opportunity to have their displays in the section of the museum that correlates with their business.

Your participation is much appreciated! Please contact us or visit our website for more information.

Sincerely,

Lynne Dunstan
President, Leduc/Devon Oilfield Historical Society



SECOND ANNUAL INNOVATION SHOWCASE & TRADE SHOW

EVENT DATES

September 13 & 14, 2018, 9:00 am – 5:00 pm

FEATURES

- Sept. 13th 10:00 am: Opening Ceremony of the Innovation Showcase and Trade Show
- Sept. 13th 12:00 pm: Energy Luncheon
- Sept. 14th 9:00 am – 5:00 pm: Innovation Showcase and Trade Show
- Sept. 14th 7:00 pm: Energy Gala

LOCATION

Leduc #1 Energy Discovery Centre
50339 Highway 60 South

EXHIBITORS BENEFITS

Exhibitor packages include:

- Either an outdoor display area or indoor booth (multiple sizes available)
- Discounted rates for first two Energy Gala Tickets, tables seating 8 available
- Scheduled presentation opportunities available to exhibitors in the Imperial Oil Theatre
- Pre + post event advertising on social media, website, and print format
- Media presences and exposure
- Participation and eligibility in Gala Awards
- Networking
- Opportunity for hands-on demonstrations and discussions
- Largest industry celebration in the Capital Region
- Community Participation



EVENT SPONSORSHIPS

Primary Sponsor (\$10,000): Showcase

This sponsorship includes: prominent signage at the Innovation Showcase & Tradeshow; complementary exhibitor space and a table (8 tickets) at the Energy Gala. Allows for participation at the opening ceremonies of the Innovation Showcase & Tradeshow. Sponsorship recognition in printed media, on social media, our website, and throughout the event.

Primary Sponsor (\$10,000): Gala

This sponsorship includes: prominent signage at the Energy Gala; complementary exhibitor space and a table (8 tickets) at the Energy Gala. Allows for participation at the opening welcome of the Energy Gala. Sponsorship recognition in printed media, on social media, our website, and throughout the event.

Energy Luncheon Sponsor (\$2,500):

This sponsorship includes: prominent signage at the Luncheon, and a complementary exhibitor space. Allows for participation at the opening welcome of the Luncheon. Sponsorship recognition in printed media, on social media, our website, and throughout the event.

Table Sponsor (\$750): Gala

The sponsorship includes: 2 tickets to the Energy Gala, a table featuring company signage and additional signage throughout the Energy Gala. Allows for participation at the opening welcome of the Energy Gala.

Table Sponsor (\$500): Luncheon

The sponsorship includes: 2 tickets to the Luncheon, a table featuring company signage and additional signage throughout the Luncheon. Allows for participation at the opening welcome of the Energy Gala.

*Tax receipts for sponsorships are available upon request



Second Annual Innovation Showcase & Tradeshow Registration

Business Name: _____ Contact Person(s): _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: (____) _____ Email: _____

Quantity	Vendor Category	Rates	Total (Quantity x Rate)
	Gallery Exhibitor Booth (10'x10')	\$250.00	
	Outdoor Display Area (20'x10')	\$500.00	
	Price do not include GST	Subtotal	
		Total Include 5% GST	

There will be an opportunity for exhibitors to contribute item(s) for a draw, which will be held at 3:00 PM, Friday, September 14th, 2018 in the Imperial Oil Theatre. Alternately, individual booth draws may also be held by exhibitors.

If known, please specify your Booth Draw Item(s): _____

Payment Options

(Payment must accompany application form):

Cheque

Credit Card

The exhibitor acknowledges that they have read the Terms & Conditions on the back of the page, and agrees to be bound by them _____ (Initials)

Authorized Signature: _____ Printed Name: _____

Date: _____

For Office Use Only

Payment \$ _____ Date Paid _____ Booth/Stall # _____



Terms and Conditions

Application and Registration

1. 50% of the booth rental must accompany each application with **remainder due September 3, 2018**
2. Cancellation **prior to September 3, 2018** are subject to 25% Administration Service Charge
3. Cancellation after **September 7, 2018** well forfeit all monies
4. Only one (1) business/vendor per booth or table will be allowed
5. Applications are subject to approval by the Leduc #1 Energy Discovery Centre
6. Exhibitors will be notified and funds returned if their application has not been accepted
7. Registration will take place in conjunction with Set-up Hours

Show Hours, Set-Up & Tear Down

8. The dates and times for the Trade Show are as follows: **9:00 AM – 5:00 PM – September 13 & 14, 2018.**
9. Set-up will take place: **Wednesday September 12, 2018. Exhibitors will be contacted with move-in time by September 7, 2018**
10. Tear down will take place after the event. Any exhibitors requiring additional time must make a formal request to make arrangements for removal of items/equipment. Final removal must be completed by **12:00PM Sunday September 16, 2018**
11. Exhibitors who attend but leave early will forfeit the right to register at future events
12. Transference of assigned booth to another business/vendor is not permitted without knowledge of the Leduc #1 Energy Discovery Centre
13. The business/vendor is responsible to provide proof of any/all insurance related to participating in the Trade Show
14. Trade Show personnel will be on site during set-up, show hours, and move out; Exhibitors are responsible for all their materials and as such should take adequate security measures at all times.
15. Exhibitors/Vendors are responsible for supplying their own power for outdoor exhibits
16. Policy of the Leduc Country Fire Department & Alberta Fire Code will be adhered to at all times
17. Exhibitors must contain all materials, demonstrations, and promotional giveaway within their booth boundary
18. Direct selling is allowed; your entire display must remain intact throughout the duration of the Trade Show
19. Raffle draws (including money) or ticket sales are not allowed unless specified with the application
20. The Leduc #1 Energy Discovery Centre reserve the right to terminate or limit any demonstrations, which in its opinion are objectionable or inappropriate due to noise, toxic fumes, exhaust/smoke, or are detrimental to the character and nature of the event

Other

21. No alcohol is permitted on site
22. Smoking/Vaping is only allowed in clearly designated smoking/vaping areas
23. Booth location is subject to change upon agreement.