



Ontario University Registrars' Association

2018 Conference
Exhibitor AND Sponsorship Registration Form
Toronto Marriott Downtown Eaton Centre Hotel
February 14-16, 2018*
(*Exhibits on February 15, 2018 only)

Exhibitor/Sponsor Agreement
(Please PRINT Clearly)

Company name:
Address:
City: Province: Postal Code:
Contact Name: Title:
Phone: Fax: E-mail:

A. EXHIBIT BOOTHS

Booth requests and preferences will be accommodated on a first-come, first-served basis. Please indicate the number of 8'x8' booths required. Please refer to the floorplan issued and indicate your booth location preferences below.

We want to reserve ___ booth(s).

Booth Number: First Choice: Second Choice: Third Choice:

We do not want to adjoin the following companies: 1. 2.

Number of booths x \$1,100 = \$
Add 13% HST = \$
Total = \$ Subtotal A

B. CONFERENCE SPONSORSHIP (HST exempt)

Please refer to the various sponsorships listed in the Sponsorship Package and enter information below.

Name of sponsorship Fee
Choice 1 \$ Subtotal B
Choice 2 \$

Total Owing (Subtotal A + Subtotal B) = \$ Total C

Terms

Payment in Full (Total C) is required upon submission of this application form.

Please make all cheques payable to OURA 2018 Conference

Please retain a copy of this form for your records and forward the original along with the required payment to the following address:

OURA 2018 Conference
c/o JB Productions,
391 Cavendish Drive
Waterloo, ON N2T 2N6

OURA will accept sponsors and exhibitors on a first-come, first-served basis and ensure appropriate promotional entitlements are provided, upon receipt of a signed contract and appropriate payments as indicated above.

Completion and submission of this form is a commitment to exhibit at and/or sponsor the OURA 2018 Conference. Required payments for exhibit booths and sponsorships must be received by the due dates indicated or the contract will be considered null and void and all relevant promotional entitlements will be withdrawn.

The fine print:

To exhibit and/or sponsor at the OURA 2018 Conference, this form must be received no later than **December 15, 2017**. Payment in full must accompany the application (or follow shortly thereafter) to confirm the exhibit space and/or sponsorship.

Note that cancellations received in writing on or before January 25, 2018 will receive a refund, less a \$100 administration fee. No refunds will be issued for cancellations received after January 25, 2018.

I, the duly authorized representative of the above-mentioned organization, on behalf of said organization, subscribe and agree to all **Terms and Conditions** (refer to *Terms and Conditions for OURA 2018* document) including, but not limited to, the rules and regulations stated for sponsorship and exhibit space and services at the OURA 2018 Conference. See attached **Terms and Conditions for OURA 2018** for details.

Print Name: _____ Title/Position: _____

Signature: _____ Date: _____

To book your Exhibit booth or sponsorship, please complete this form and fax or email it to Jeannie Boyes at JB Productions – fax: 519-725-1166 or email: jboyes@golden.net

Relevant payments by cheque in CDN dollars – made payable to OURA 2018 Conference – can be mailed to:

OURA 2017 Conference
c/o JB Productions
391 Cavendish Drive
Waterloo, Ontario N2T 2N6

OURA appreciates payment by cheque whenever possible. However, credit card payments will be accepted – an admin fee applies. Please complete the attached credit card payment form and return it along with this registration form. A receipt will be issued once payment has been processed.

For more information or to discuss your exhibit booth or sponsorship, contact: Jeannie Boyes at 519 725-1144 or e-mail jboyes@golden.net