



ORGANIZATION OF
CANADIAN NUCLEAR
INDUSTRIES

Clean Energy for a Low Carbon Economy

ONTARIO **POWER**
GENERATION



OCNI | OPG Darlington SUPPLIERS DAY Exhibitor Manual

May 18, 2023

Dear Exhibitor,

OCNI would like to welcome you to the 2023 OPG Darlington Suppliers Day in Bowmanville, Ontario.

This event is organized by OCNI and is open for participation from all current OCNI members. This Exhibitor Manual provides details around the terms and conditions pertaining to the 2023 OPG Suppliers Day exhibition.

The event will be held on **Thursday, May 18, 2023** at the Darlington Energy Complex Parking Lot. This event brings together manufacturers, engineers, procurement and other OPG staff to network and interact with OCNI member companies. This year's event will feature over 80+ suppliers showcasing their products and services

Please note that the trade show Exhibitor List will only include those who are paid in full by May 3, 2023. If you have not already paid, please remit payment to the address below:

Organization of Canadian Nuclear Industries

ATTN: Ruth Puckrin

1550 Kingston Road, Suite 219

Pickering, ON

L1V 1C3

Due to overwhelming success, OCNI is continuing with the Booth Passport System for this event, in order to ensure foot traffic to all areas of the exhibition. This fun and interactive system provides OPG staff with a passport that will be initialed as they travel to different locations through the tent (booths will be selected randomly throughout different areas of the venue). Completed passports are then handed in at the registration desk for lunch ticket. Only completed forms are eligible for winning.

All Exhibitors must read the Terms & Conditions, sign the Exhibitor Contract (Appendix A) and return the completed form to OCNI to confirm their participation.

We look forward to seeing you in Bowmanville. Should you require any additional information or clarification, please contact Ruth Puckrin or myself at (905) 839-0073.

Yours truly,

Sarina Harrison

Manager of Stakeholder Relations

OCNI

**OPG Darlington Suppliers Day
Exhibitor Manual
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OPG Darlington Suppliers Day Exhibitor Manual

1. General Information

Exhibition

Thursday, May 18, 2023

8:30 am – 2:30 pm

Location:

Darlington Energy Complex – Parking Lot
1855 Energy Dr,
Courtice, ON L1E 0E7

Map:

[Darlington Energy Complex](#)

Cost:

OCNI Member Fees

1. **Trade Show Booth - \$1850 + HST (Early bird pricing \$1,770, ends April 13th)**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for attendees.
2. **Extra Booth Staff - \$105 + HST (Early Bird Pricing \$95, ends April 13th)**
This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate (OCNI Member) - \$160+HST**
- If your company is not exhibiting at Suppliers Day but would like to attend to walk the show.
This also includes breakfast and lunch.

OCNI Member: Indigenous-Owned Business

1. **Trade Show Booth - \$1480 + HST (Early bird pricing \$1,416, ends April 13th)**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for attendees.
2. **Extra Booth Staff - \$84 + HST (Early Bird Pricing \$76, ends April 13th)**
- This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate (OCNI Member) - \$128+HST**
- If your company is not exhibiting at Suppliers Day but would like to attend to walk the show.
This also includes breakfast and lunch.

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Non-Member Fees

1. **Trade Show Booth - \$3,700 + HST**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for attendees.
2. **Extra Booth Staff - \$210 + HST**
- This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate (NON-OCNI Member) - \$325+HST**
- If your company is not exhibiting at Suppliers Day but would like to attend to walk the show. This also includes breakfast and lunch.

Purchase and Payment:

Purchase and payment can be made on the OCNI website, www.ocni.ca by credit card or contact the OCNI office (accounting@ocni.ca) if an invoice is required.

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Event Schedule Summary

Date	Activity	Length of Time
Wednesday May 17 th	Event Set-up	10:00 am – 4:00 pm
Thursday, May 18 th	Additional Event Set-up	6:30 am – 7:30 am
Thursday, May 18 th	Show Floor Open	8:30 am – 2:30 pm
Thursday, May 18 th	Teardown	2:30 pm – 5:00 pm

Hotel Accommodation

Group code to come

Parking

There are a limited number of parking spots available on-site. Exhibitors and attendees will have to park in a separate parking lot and be shuttled to the event. We encourage exhibitors to carpool because of the limited space.

Security

OCNI, along with OPG will take care of security of the tent and exhibition area.

Please note: OCNI and OPG are not responsible for any lost or stolen goods, equipment or personal effects belonging to the exhibitors in the rented spaces.

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2. Sponsorship Information

Benefits of being a Sponsor

- Gain more visibility
- Acknowledgement during the function.
- Sponsors will have their logo prominently displayed on the OCNI website, outgoing emails, event signage and within the program guide.

Sponsorship Opportunities

Type of Sponsorship	Additional Benefits	Price
Platinum Sponsor	<ul style="list-style-type: none"> • Double booth in a premium location • 4 additional booth staff (6 staff total) • 6 tickets to suppliers' day workshop • 10-minute opening remarks slot • Sponsorship mention in opening and closing remarks • Company banner at the podium • Company logo included in the passport program • Full-page ad in the program • Logo on event signage • Logo on conference material (event program) • Logo on event page website • Logo on email communications (logo featured on pre-event welcome email and post-event thank you email) • Social media recognition 	\$12,000
Gold Sponsor	<ul style="list-style-type: none"> • Booth in a premium location • 3 additional booth staff (5 staff total) • 4 tickets to suppliers day workshop • 5-minute opening remarks slot • Company logo included in the passport program • Sponsorship mention in closing remarks • Logo on event signage • Logo on conference material (event program) • Logo on event page website • Logo on email communications (logo featured on pre-event welcome email and post-event thank you email) • Social media recognition 	\$8,000

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Silver Sponsor	<ul style="list-style-type: none"> • Booth in a premium location • 2 additional booth tickets for staff (4 staff total) • 5 mins closing remarks slot • 3 tickets to suppliers' day workshop • Sponsorship mention in closing remarks • Logo on event signage • Logo on conference material (event program) • Logo on event page website • Logo on email communications (logo featured on pre-event welcome email and post-event thank you email) • Social media recognition 	\$6,000
Trade Show Bags	<ul style="list-style-type: none"> • Company logo printed on every trade show bag • 1 free booth in a premium location • 2 additional boot tickets for staff (4 staff total) • 3 tickets to the suppliers' workshop • Sponsorship mention in opening and closing remarks • Logo on event signage • Logo on event page website • Logo on email communication (logo featured on pre-event welcome email and post-event thank you email) • Social media recognition 	\$7,000
Lanyards	<ul style="list-style-type: none"> • Company logo printed on every lanyard • 1 free booth in a premium location • 1 additional booth for staff (3 staff total) • Sponsorship mention in opening and closing remarks • Logo on event signage • Logo on event page website • Logo on email communication (logo featured on pre-event welcome email and post-event thank you email) • Social media recognition 	\$5,000
Breakfast	<ul style="list-style-type: none"> • Logo displayed on all promotional material • Logo on breakfast ticket • Logo on signage at the breakfast station • Logo on email communication (logo included on email banner) • Sponsor mentioned in opening/closing remarks 	\$4,000

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	<ul style="list-style-type: none"> • Logo on event signage • Logo on conference material (event program) 	
Lunch	<ul style="list-style-type: none"> • Logo displayed on all promotional material • Logo on lunch ticket • Logo on signage at lunch station • Logo on email communication (logo included on email banner) • Sponsorship mention in opening/closing remarks • Logo on event signage • Logo on conference material (event program) 	\$6,000
Morning Coffee Break	<ul style="list-style-type: none"> • Logo displayed on all promotional material • Signage at registration and at the break station • Logo on email communication (logo included on email banner) • Sponsorship mentioned in opening/closing remarks • Logo on event signage • Logo on conference material (event program) 	\$2,500
Afternoon Coffee Break	<ul style="list-style-type: none"> • Logo displayed on all promotional material • Signage at registration and at the break station • Logo on email communication (logo included on email banner) • Sponsorship mentioned in opening/closing remarks • Logo on event signage • Logo on conference material (event program) 	\$2,500
Passport Program Sponsor (3 available)	<ul style="list-style-type: none"> • First companies mentioned on the passport • Logo included on the passport • A passport is given to each attendee at the event (300+ attendees) • Logo on email communication (logo included on email banner) • Sponsorship mentioned in opening/closing remarks 	\$2,000
Event Program Sponsor	<ul style="list-style-type: none"> • Full-page ad space 	\$1,000

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	<ul style="list-style-type: none"> • Logo on email communication (logo included on banner) • Sponsorship mentioned in opening/closing remarks • Logo on event signage • Logo on conference material (event program) 	
Registration Sponsor	<ul style="list-style-type: none"> • Logo displayed on QR code at registration • Registration pull-up banner • Logo included on the sign-up page • Logo on email communication (logo included on email banner) • Sponsorship mentioned in opening/closing remarks • Logo on event signage • Logo on conference material (event program) 	\$2,000

Any member in good standing can apply for sponsorship opportunities. Payment should be made in full no later than May 3rd. If payment is not received by May 3rd, your sponsorship is not guaranteed.

3. Exhibitor Set-up and Teardown

Exhibitor and Set-up Personnel Access

Exhibitor and Set-up Personnel will have access to the Auditorium and Lobby for set-up between:

Wednesday, May 17th – 10:00 am to 4:00 pm

Thursday, May 18th – 6:30 am to 7:30 am

Exhibitors must set up their booths between the hours listed above. Set-up will not be permitted after 7:30 am on May 18th, 2023

Shipping and Delivery - DO NOT SHIP TO OPG!

The Ontario Power Generation is unable to accept any items to site. Exhibitors must carry their booth and materials in their own vehicles to site.

Teardown

The show closes at 2:30 pm on Thursday, May 18th, 2023. Teardown can begin within your booth immediately following the show closing. Please do not teardown displays prior to the scheduled time.

Exhibitor and teardown personnel have access to the facility between:

Thursday, May 18th – between 2:30 pm – 5:00 pm.

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Exhibitors must teardown their booth in the time mentioned above. Exhibits must not be dismantled or removed before 2:30 pm on Thursday May 18th, 2023. If a display is not taken down before 5:00 pm on Thursday May 18th, 2023, The Ontario Power Generation and OCNI reserve the right to dismantle the display and charge the exhibitor accordingly.

We strongly suggest that you do not leave your booth unattended during the set-up or teardown, especially if there are valuable items that can be easily removed.

Carts, dollies, pump-trucks and all other assisting tools will not be supplied by OCNI or the Ontario Power Generation. We ask that exhibitors provide their own materials and bring all tools needed to move or display their booths.

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4. Exhibitor Booth

Upon purchase of your booth, your space includes:

- 2 complimentary attendee tickets
- 10' x 6' display area, defined with back and side drapes, 8' high backwall, 3' high side wall
- 6' table and two chairs (table cloth and skirting included)
- Company name included on all relevant signage as well as inside the event program
- 120V power connection

Your booth space does **NOT** include:

- Power Extension cord
- Booth cleaning during show hours
- Booth furnishings and decor
- Shipping, warehouse services and Customs
- Waste Basket

Please Note:

- Large bins for garbage and recycling will be available throughout the facility
- Indoor 24-hour security is provided, however the exhibition hall will be locked, but not monitored overnight.

Displays

Displays and installations must stay within the booth rental space and must not interfere in any ways with other exhibits, exhibitors and walkways.

Booth Number Assignments

Exhibitors can request two or three preferred booth locations by completing the Exhibitor Contract (Appendix A) and emailing it to communications@ocni.ca. A Floor Plan has been provided on page 10 for your convenience. We will accommodate all booth selection requests on a first come, first served basis. (Certain booths are pre-reserved for event sponsors, for more information regarding Event Sponsorships see page 6). However, OCNI reserves the right to change a confirmed booth location due to necessary or unforeseen changes in the floor plan.

Booth Space Limitations

In order to accommodate as many members as possible, OCNI must limit booth space to one booth per exhibitor due to limited spacing in the exhibit area. If your display requires a double booth, OCNI will consider your request that should be made to the OCNI office no later than one (1) month prior to the Suppliers Day.

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Booth Passport Program

In order to ensure foot traffic to all areas of the exhibition, we will be using the booth passport system again this year. This fun and interactive system provides OPG staff with a passport that will be stamped as they travel to different locations through the tent (booths will be selected randomly throughout different areas of the venue). Completed passports are then handed in at the registration desk for a lunch ticket.

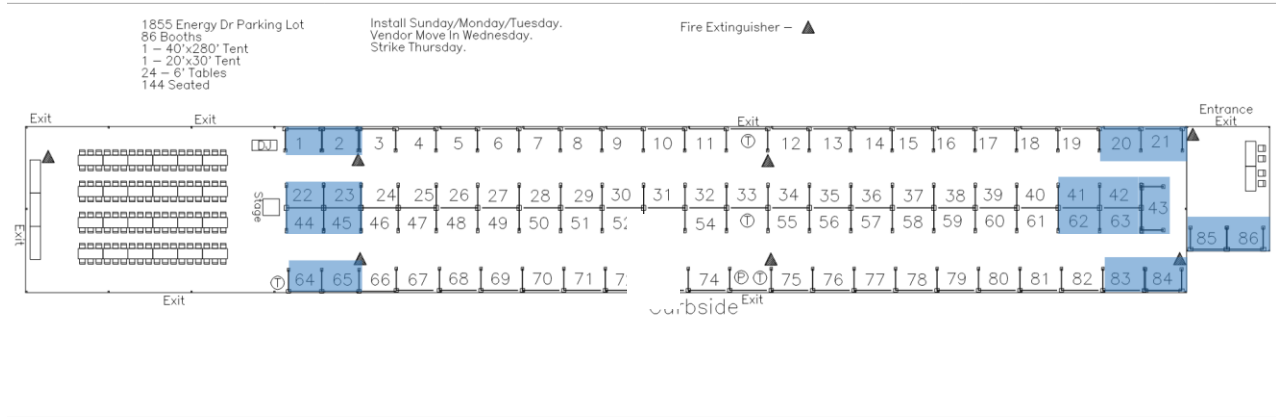
OCNI will arrange for the prizes and the draw will occur at the close of the event on May 18th, 2023. In addition to the passport program draw, exhibitors may arrange and manage their own draws at their booth.

Insurance

Individual exhibitor insurance is not required.

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OPG DARLINGTON SUPPLIERS DAY BOOTH LAYOUT



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5. Exhibitor Terms and Conditions

Terms

- Payment is due upon registration or receipt. Please note that trade Exhibitor Lists will only include those exhibitors who have paid in full by May 18th, 2023. Please remit payment, if you have not done so, to the address below:

ATTN: Ruth Puckrin
Organization of Canadian Nuclear Industries
1550 Kingston Road, Suite 219
Pickering, L1V 1C3

- Your company name, contact information, company links and other information collected during the registration process will be shared with conference participants, other exhibitors and/or instructors in the form of the Event Program. By registering for the 2023 OPG Darlington Suppliers Day, you are consenting to the use and disclosure of information for the purpose.

Refund Policy

- No refunds will be given 30 days prior to the event date unless an event is cancelled by OCNI due to unforeseen circumstances.
- Any refund requests must be received in writing via email to OCNI 30 days prior to the event date.
- All approved refunds are subject to an administration fee of 5% to offset system and financial charges.
- All refunds will be returned using the original form of payment and into the same account. Please contact the OCNI office at (905) 839-0073 for further information.
- Events held in Exhibitor Tents are subject to local weather changes and therefore, OCNI will not be held responsible for damages to exhibitor booths or other items due to storm, wind or rain during the event.

Substitutions

- Registrants who cannot attend an event are encouraged to exercise the option of providing a substitute participant to attend in his/her place. A written notification of a substitution will be accepted by email up to two-days before the event.

General Terms

- If OCNI or its event partner cancels an event, all registrants will receive a full refund of fees paid (no administration charge).

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- All refunds will only be made using the original form of payment. For example, if you registered using a Visa card, any refund will be credited back to that same Visa card.
- The 2023 OPG Darlington Suppliers Day will take place on Thursday, May 18, 2023 in an outdoor tent and the event will be held rain or shine.
- It is the responsibility of the Exhibitor booth attendees to ensure that garbage is not left behind at their tent. There are garbage bins provided throughout the Tent and all garbage is to be disposed of at those locations. Any Exhibitor booths that have left behind garbage at the close of the event (teardown, 5:00pm) will be charged a \$100 penalty fee.
- Any of the above policies can be further expanded – we request that registrants carefully review all event related registration information (as found in your Exhibitor Manual, Registration Confirmation Email and/or the Event Web Page) for any additional terms or limitations that may apply to an event or program.

APPENDIX A – OPG DARLINGTON EXHIBITOR CONTRACT

All information on this form must be completed in full and returned via email at hello@ocni.ca or fax (905) 839-7085 to reserve a booth.

Company Name: _____

Main Contact: _____

Title: _____

Address: _____

Address 2: _____

City: _____

Province: _____

Postal Code: _____

Phone & Extension: _____

Ext. _____

Email: _____

Website: _____

BOOTH SELECTIONS: #1 _____ #2 _____ #3 _____

If you require a double booth, please contact the OCNI Office – (905) 839-0073

BOOTH ATTENDEE INFORMATION

Purchase of your booth space entitles you to two complimentary attendee tickets. Please provide the names of the two attendees below. **Please note:** All names and/or changes must be completed no later than **two weeks prior to the show**. Additional attendees can be purchased online at www.ocni.ca.

Booth Attendee #1

First & Last Name: _____

Email Address: _____

Phone & Extension: _____

Dietary Restrictions: _____

Booth Attendee #2

First & Last Name: _____

Email Address: _____

Phone & Extension: _____

Dietary Restrictions: _____

By signing below, I _____ have read and agree with the Terms and Conditions set out in the 2023 OPG Darlington Suppliers Day Exhibitor Manual and will abide by all show regulations and the requirements as identified in this manual. A facsimile copy or PDF scanned copy of this contract is binding.

Signature _____

Date: _____