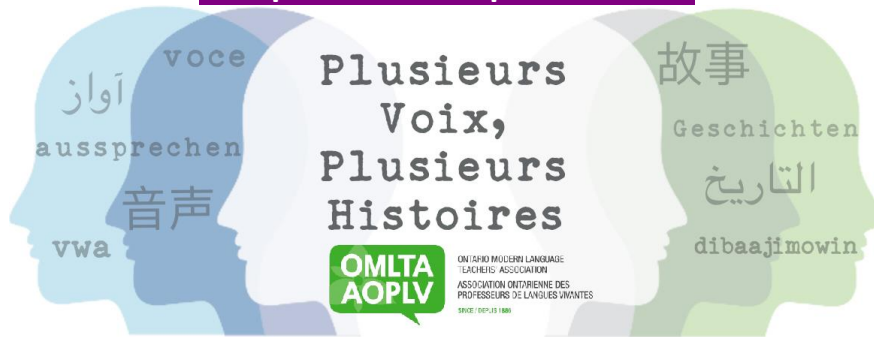

EXHIBITOR BOOTH RULES AND REGULATIONS

Save the date! Soyez des nôtres !
¡No se lo pierdan! Seien Sie dabei!
Un'occasione da non perdere!
Não percam esta oportunidade!



OMLTA Spring Conference / Congrès de printemps:
Many Voices, Many Stories
March 22-March 24, 2018

LOCATION OF EXHIBITS

Exhibits will be located in the Ballroom and the Foyer of the **first floor** of the Delta by Marriott (formerly International Plaza Hotel), Toronto. **This is the same hotel and same exhibitor area as our Spring 2018 conference.**

EXHIBIT SPACE AVAILABILITY

Exhibit applications are accepted on a **first-come, first-served paid basis**. Payment **must be received within 7 days** to secure your spot. Payment may be made via credit card or cheque. The OMLTA/AOPLV will not reserve space over the phone. The maximum number of booths in the ABC Rooms that may be reserved by one company is four (4). In the foyer each exhibitor will be allowed to reserve one (1) display space (table top display or booth). Additional display space in the front foyer will only be available space permitting. The exhibit table application deadline is **Wednesday, January 31 2018**. The OMLTA/AOPLV reserves the right to alter booth/table assignments as required.

EXHIBIT FEE AND SPACE (see APPLICATION FORM)

- 8' x 10' booth shell includes an 8' table, 8' high drapery background, 32" high drapery dividers and one armchair;
- a tabletop display includes a 6.0" by 2.5" table with skirting and one chair.

EXHIBITOR REGISTRATION

Exhibitor Information will be sent to exhibitors after the registration deadline and when space has been assigned. Participating Exhibitors will be required to provide their own company identification at all times during the conference hours.

SHOW PROVIDER

The official show services provider for the Spring Conference is be Stronco Show Services. Stronco will be available for all your needs including advanced receiving and material handling. All electrical equipment must be CSA approved. If you require any equipment such as additional chairs, electricity, dedicated internet etc., arrangements may be made directly with Stronco Show Services. An exhibitor kit will be sent to participating exhibitors in early 2018.

SET UP/DISMANTLE TIME

It is mutually agreed upon that it is the duty and responsibility of each exhibitor to set up their exhibit space prior to the opening of the conference and to dismantle the exhibit immediately after the end of the conference. **All exhibitors are required to check in at the OMLTA registration booth PRIOR to setting up.**

SETUP - Thursday, March 22, - 12:00 p.m. - 5:00 p.m.

MOVE OUT – Saturday, March 24 - 2:00 p.m. - 4:00 p.m.

All exhibits must be staffed and must remain open until the official closing hour. Early dismantling of exhibits is disruptive to the conference. Therefore exhibitors may not pack, tear down, or remove any portion prior to the official closing at 2:00 p.m. on March 24. Exhibits must be removed from the exhibit area no later than 4 p.m. on Saturday, March 24.

USE OF SPACE:

The shipment of exhibit materials is the sole responsibility of the exhibitor. It is also the responsibility of the exhibitor to move all boxes and parcels that are required for their display area. Should you require assistance with material handling, Stronco Show services is available for assistance. Please contact Stronco ahead of time to make these arrangements.

Arrangements for advanced receiving **must** be made with Stronco to allow for ease of exhibitor setup.

No storage is provided by the OMLTA/AOPLV, except within the exhibit area, at your exhibit space, from 12:00 p.m. Thursday, March 22 to 4:00 p.m. on Saturday, March 24, 2018. The newly-renovated Delta by Marriott (formally International Plaza Hotel) has limited storage facilities and will not accept any advance deliveries. There are no exceptions to these arrangements. The OMLTA/AOPLV **does not** have access to the exhibit area until 12:00 p.m. on Thursday, March 22. Exhibitor setup prior to this will **NOT** be allowed under any circumstances.

All items must be removed from the exhibitors' area by 4:00 p.m. on Saturday, March 24, 2018. Contact Stronco for assistance if you need to have boxes shipped at a later date. Under no circumstances may exhibitor materials be left on the hotel loading dock. Any remaining items for shipment following the conference will be force freighted to the exhibitor at a cost.

EXHIBIT HOURS

All booths must be open and staffed during the following hours:

Friday, March 23:

8:00 a.m. - 6:00 p.m.

Saturday, March 24:

8:00 a.m. - 2:00 p.m.

****Please note that exhibits are not required to be open on Thursday, March 22 this year!****

CANCELLATIONS / NO SHOWS

All cancellations **must be made in writing** to the OMLTA/AOPLV by contacting omlta@omlta.org. If notification is received on or before **Monday, February 19, 2018**, all monies less a 25% administrative fee will be refunded. Cancellations received after **Monday February 19, 2018** obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. Failure to occupy booth space in no way releases the exhibitors from obligation to pay full cost of the rental. If booth space is not occupied by **Friday, March 23, 2018 at 10:00 a.m.**, the OMLTA/AOPLV shall have the right to use such space as it sees fit to eliminate empty spaces in the exhibit area.

SECURITY

A security guard will be on duty during the hours the exhibit area is closed, beginning on the evening of Thursday, March 22 at 5:00 p.m. to Friday, March 23 at 8:00 a.m. and once again from Friday, March 23 at 6:00 p.m. to Saturday, March 24 at 8:00 a.m. Exhibitors, however are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire and other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody and control in transit to, from and within the confines of the exhibit hall. Neither the OMLTA/AOPLV nor Delta by Marriott, nor their employees or representatives are liable for any damage or loss that may occur to the exhibitors or to the exhibitors' employees or property from any causes whatsoever. Insurance and liability are the full and sole responsibility of the exhibitors. The exhibitors, on signing the application form, agree to indemnify and hold forever harmless the aforementioned for any and all liability and expenses for personal injury, arising out of, in, at, or in connection with the exhibitors' displays.

EXHIBITOR REFRESHMENTS / LUNCH

Coffee for the exhibitors will be located in the ABC Rooms. Exhibitor fees will include breakfast and buffet lunch for one person on Friday of the conference. This person's name must be provided to the OMLTA ahead of time. Additional buffet lunches may be purchased and names provided on the Exhibitor Application Form. **The deadline for purchasing lunches and submitting names is Friday, March 2, 2018.** There are also several restaurants available within the International Plaza Hotel.

WORKSHOP PROPOSALS

Exhibitors are invited to submit a workshop proposal. There is no fee to present an accepted workshop. However, should a **second** workshop be accepted; a **fee of \$200.00** will apply. Please see the **Sponsorship** information page for the possibility of waiving this fee. The OMLTA/AOPLV reserves the right to limit workshop proposals based on the needs of our delegates. The final decision of the workshops offered rests solely with the Conference Planning Committee. **The deadline for workshop proposal submissions is Friday, December 15, 2017.**