

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 du printemps:
To well-being and beyond! / Le bien-être-partout et pour tous !
March 29 – March 30, 2019**

Dear Exhibitor:

We are pleased to announce that the 2019 OMLTA/AOPLV Spring Conference will be held Friday, March 29 – Saturday, March 30, 2019 at the Delta by Marriott in Toronto, Ontario. You are cordially invited to participate as an exhibitor of educational materials and services. Here are some of the reasons that last years' exhibitors gave that showed they were happy at having participated in this conference:

- connect and maintain client relationships
- get a sense of the evolution of needs in terms of second language teaching resources (product development)
- promote new resources

- raise awareness of our product with subject-specific clientele
- direct contact with French and International language teachers
- well-attended
- advertising and visibility
- networking
- giving out information and distributing samples of our products/services
- good organization
- gives a sense of community, given that there are not that many opportunities to gather
- sales
- can look at what other exhibitors have to offer

We expect approximately 600+ participants and trust this will once again be a successful event. *Please note that this year's conference is a two-day event (Friday and Saturday), but you will have Thursday afternoon to load in your exhibit materials.*

As always, the serving of alcoholic beverages is not permitted in the exhibit area.

Exhibit applications are accepted on a first-come first-served basis, by email, mail or courier. Please see the attached application form for table and booth costs. At this time, each exhibitor will be allowed to reserve up to four (4) booths, with one tabletop per booth. Additional tables will only be available space permitting, after the application deadline of January 25, 2019

This year, exhibitor fees will include one breakfast and one buffet lunch (Friday). Additional buffet lunches can be purchased for \$50 each and **must be pre-ordered**. Names must be provided for each lunch so that tickets can be properly issued. Please include payment for any lunches you wish to purchase. **Because of arrangements that need to be confirmed with the hotel, lunches must be purchased and names submitted no later than March 1, 2019** There are also several restaurants within the hotel and in the nearby area.

Payment **must be received within 7 days** to secure your spot. Payment may be made via credit card over the phone or via cheque. We will not reserve space over the phone.

Electronic submission of application forms is preferred and may be scanned and emailed to omlta@omlta.org. Authorized signatures are also required. Applications however will not be processed until payment has physically been received.

EXHIBIT HOURS:

SET-UP TIME: Thursday, March 28: 12:00 p.m. - 5:00 p.m.
All exhibitors are required to check in at the OMLTA registration booth PRIOR to setting up, between noon and 4:00 p.m.

EXHIBIT HOURS:

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

	Friday, March 29:	8:00 a.m. - 6:00 p.m
	Saturday, March 30:	8:00 a.m. - 4:30 p.m
DISMANTLE TIME:		2:00 p.m. - 4:30 p.m
	Saturday, March 30:	

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 4:30 p.m. on March 30. Exhibits must be removed from the exhibit area no later than 5 p.m. on Saturday, March 30. Delegates will be encouraged to select a block of time to visit exhibitors.

The hotel is not able to provide advanced/post conference storage. All exhibitors will be asked to bring exhibitor material to the hotel and remove it immediately following the conference. Each exhibitor will be responsible for moving your boxes to your exhibit space upon your arrival.

EXHIBITORS' DRAW

We are counting on the generosity of all the publishers and exhibitors in providing a **prize**. The list of prize donors will be advertised in our newsletter, *Communication*, and on our website. Prizes will be distributed during the lunch on Saturday. If you wish to be there to represent your company and to hand out your gift, simply tell the Conference Organizer that picks up your gift that you would personally like to give it to the winner and that will be taken care of for you by having the winner come and find you in between the hours of 12:30 and 2:00 on Saturday.

PRESENTATION OF A WORKSHOP

Workshop proposals can be submitted electronically through our web site, www.omlta.org. The deadline for submissions is December 14, 2018. Space in our conference programme is limited, and must include a balance between presentations made by educators, as well as Exhibitors. We cannot always accept one workshop proposal per Exhibitor. The final decision of the workshops offered rests solely with the Conference Planning Committee.

Although we cannot guarantee that each Exhibitor will be accepted as a presenter, we sometimes choose to invite an Exhibitor to present two workshops. In the event that a second workshop proposal is accepted, a fee of \$200.00 will be charged to the Exhibitor for the second workshop. Please contact the OMLTA office to discuss Sponsorship for the possibility of waiving this fee! The OMLTA reserves the right to limit workshop proposals based on the needs of our delegates.

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.

If you require further information, please feel free to contact the office via email (preferred method) at omlta@omlta.org or by telephone at (519) 763-2099.

We look forward to your participation in the 2019 OMLTA/AOPLV Spring Conference.

Best regards,

Sonia Blanchard
Program Administrator
OMLTA/AOPLV