



Trade Show Exhibitor Package

Dear Potential Exhibitor:

The ORCGA is pleased to invite you to be a participant at our 15th Annual Damage Prevention Symposium to be held at the Blue Mountain Resort from February 7th to 9th, 2018. Blue Mountain is an excellent venue and as usual, we have an exciting program with a variety of speakers and presenters from all sectors of the industry.

20x10 booths are back. All booths are on a “first come, first served” basis. Drapery along back wall and side rails, one table & two chairs will be supplied.

Please read the information below carefully and select either Option A (Exhibitor Only) or Option B (Combined Exhibitor/Delegate). No “drop in” exhibitor personnel will be admitted. **Please note there is a maximum of 2 people per booth. If you wish to have extra staff at your booth they must register as a delegate.**

Registration Options

Option A - Exhibitor Only:

Includes exhibit space, table & 2 chairs. All meals, Welcome Reception, Exhibitor Reception, and the Awards Lunch for Two People. Does NOT include admittance to Break-Out Sessions or Plenary Sessions.

10x10	\$1300.00 + \$169.00 (HST) =	<u>\$1469.00</u>
20x10	\$1900.00 + \$247.00 (HST) =	<u>\$2147.00</u>

Option B - Combined Exhibitor/ Delegate Package:

This package is for the Exhibitor who in addition to displaying their products, wishes to attend the seminars and plenary sessions. It includes your exhibit space and all meals for two people (both receptions and the Awards Lunch are included).

Delegate: The person registered as the Delegate can attend all the symposium seminars, and plenary sessions.

Exhibit Staff: The person registered as the Exhibitor is there only to staff your booth. If they wish to attend the seminars and plenary sessions, they must register separately as a delegate

10x10	\$1650.00 + \$214.50 (HST) =	<u>\$1864.50</u>
20x10	\$2250.00 + \$292.50 (HST) =	<u>\$2542.50</u>

Optional, What's New Session:

Have something New to showcase? Get 2 minutes at a Plenary Session to promote something New. Let Delegates know what you have and where to find you. Great way to Introduce New Products, Technology, or Services. Check off corresponding box on Exhibitor Registration.

Session Time to be confirmed



Trade Show Exhibitor Package continued

Add a little Extra

Guest:

Admits your guest to the Welcome Reception Dinner on February 7th, the Exhibitor Reception, Meal, & Entertainment on February 8th. It does **NOT** include any of the breakfasts, lunches, seminars, workshops, plenary sessions, or a registration gift package. Participation in the ORCGA Olympics is extra.

Cost: \$ 226.00

ORCGA Olympics

Select the ORCGA Olympics box on your Exhibitor Registration and be ready for some exciting competition with your peers, test your skills, and Network with Industry Professionals. **FUN! FUN! FUN!**

Cost: \$45.20

In keeping with the Theme of our Symposium, this year the Official Local Charity is:
Special Olympics of Collingwood

Trade Show Information

Exhibit Times and Information:

<u>Move-in</u>	Tuesday February 6 th , 2018 Wednesday February 7 th , 2018	6:00 pm to 11:00 pm 7:30 am to 4:00 pm
<u>Exhibit Hours</u>	Wednesday February 7 th , 2018 Thursday February 8 th , 2018 Thursday February 8 th , 2018 Friday February 9 th , 2018	6:00 pm to 10:00 pm 9:45 am to 3:45 pm 5:00 pm to 7:00 pm 8:30 am to 12:00 pm
<u>Move-out</u>	Friday February 9 th , 2018	1:00 pm to 4:00pm

Electrical Connections:

If you require electricity and/or internet connections, you must arrange this at your own expense. Please contact Five-Star Audio Visual Services at 1-877-445-0231 ext. 7900 or fivestarav@bluemountain.ca (see "BMR Trade Show Order Form" attached)

Shipping:

Shipping Instructions: (see "Blue Mountain Resorts Shipping Instructions" attached)

Shipping Template: (see "Shipping Template – Village Conference Centre" attached)

Liability Insurance:

You must include a Certificate of Insurance with your Registration. Certificate of Insurance Requirements are included in this package.



Trade Show Exhibitor Package continued

Vendor Draws:

If you wish to participate, you will display your draw prize at your booth (**limit one prize per booth**) along with a container to collect business cards of the delegates who visit your booth. Draws will take place Thursday February 11, 2016 between 12:00 pm & 1:00 pm.

Accomodations:

A block of rooms has been arranged at Blue Mountain. Specify **ORCGA Damage Prevention Symposium 2018** or Group Code **GRP112856** when making your reservations **prior to January 5th, 2018** to receive the ORCGA rate. Rooms can be booked by calling **1-877-445-0231**

(Check in time is 4:00 pm and check out time is 11:00 am)

Please note: Confirmations and receipts will be issued after payment is received in full. Cancellations must be made in writing before January 1, 2018. **Any cancellations received on or after January 1, 2018 will not be refunded.**

If you have any questions, please contact Keith Begley:

keith@orcga.com

Cell: 647-224-2614



Certificate of Insurance Required

(Must be Submitted with Application)

Blue Mountain Resort & ORCGA Certificate of Insurance Requirements

Exhibitors **MUST** provide the following Insurance Certificates to participate in the:

ORCGA Damage Prevention Symposium 2018 – Trade Show

Please have your insurance company provide a Certificate of Insurance with the following:

1. Certificate Holder:

Blue Mountain Resorts LP
108 Jozo Weider Blvd.
Blue Mountains, ON L9Y 3Z2
and
Ontario Regional Common Ground Alliance – ORCGA
545 North Rivermede Road, Unit 102
Vaughan, Ontario, L4K 4H1

2. Line of Coverage Minimum Limits

- | | |
|---------------------------|-----------------------------|
| a. General Liability | \$5,000,000 |
| b. Automobile | \$2,000,000 (if applicable) |
| c. Professional Liability | \$2,000,000 (if applicable) |

3. Additional Insured- List Blue Mountain Resorts LP and Blue Mountain Resorts GP Inc. and Intrawest ULC as additional insured for ongoing operations and completed operations including defence costs.

4. Primary Coverage- State that coverage on certificate is the primary coverage.

5. Cancellation Notification- have a minimum of 30-day notification of policy change cancellation

Workers Compensation – if you are paying people to work an event/project on our premises a Workers Compensation Clearance Certificate is required.

Note: the above insurance and WSIB requirements also apply to all third-party contractors (approved by Blue Mountain Resort) that you are bringing onto Blue Mountain premises. Please instruct the third party contractor to include the event details on the certificate of insurance (i.e. Event Name and Event Date)

Please provide the Certificate(s) along with your Application.

Send Certificate to: Keith Begley

Email: keith@orcga.com

647-224-2614

Questions regarding certificates can be directed to:

Sherry denBok (705) 445-0231 ext.6602



Trade Show Rules & Regulations

- 1. Space Rental:** The application for exhibit space, when received by the ORCGA, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, the ORCGA reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant.
- 2. Cancellation of Exhibit Space:** All cancellations must be made in writing. Display space may be cancelled up to January 1, 2018 without penalty; however, any cancellations made on or after January 1, 2018 will NOT be refunded.
- 3. Use of Space & Restrictions:** The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties and only products and/or services of the exhibitor may be exhibited. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated and where an exhibitor's display is built beyond limitations the ORCGA reserves the right to correct such violations by having the exhibitor alter, remove, or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. The ORCGA reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common areas of the facility.
- 4. Installation, Exhibit Hours and Dismantling:** Each exhibitor is responsible for setting up and removing their own exhibit. Dates and hours for installation, exhibiting and dismantling will be specified by the ORCGA. Goods received after the opening of the symposium must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits must be set up before 4:00 pm on February 7th, 2018 and should be staffed at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing on February 9th, 2018. All exhibits must be removed by 4:00 p.m. February 9th, 2018 and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. The ORCGA reserves the right to remove any exhibit, any excess garbage, materials, packaging, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.
- 5. Fire Regulations:** All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to C.S.A. or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring exhibits meet these standards.
- 6. Electrical Code Requirements:** All exhibitors must comply with the Electrical Safety Code Requirements of Ontario Hydro. The exhibitor assumes full responsibility for ensuring exhibits meet these standards. Exhibitor must supply their own power bar and extension cords.



Trade Show Rules & Regulations continued

7. **Damage to Property:** Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the Facility Management, ORCGA and/or the Official Service Contractor against and hold them harmless from any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of space.
8. **Care of Buildings:** Painting, nailing, or drilling of floors, walls, ceilings, or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to the ceilings, walls, pipes or electrical fixtures.
9. **Exhibitor Badges:** Exhibitor badges will be supplied by the ORCGA for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show and meals. Exhibitor badges are to be worn by only those company representatives who will staff the booth.
10. **Liability Insurance:** Neither the ORCGA nor any of its officers, directors, employees or agents, nor the owners, employees or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor upon submitting their registration form expressly releases the foregoing Alliance, individuals, and firms from and agrees to indemnify same against any or all claims, for such loss, damage or injury.
Exhibitors must provide with their Exhibitor Registration for the symposium, a certificate of insurance showing general liability of \$5,000,000.00 per occurrence, naming the Ontario Regional Common Ground Alliance (ORCGA) and Blue Mountain Resorts LP as an additional insured. (see "Certificate of Insurance Required" included in package)
11. **Exclusive Rights:** Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the ORCGA will be permanently removed from the show area.
12. **Booth Assignment:** Booth selection is on a "first come, first served basis". The ORCGA has the right to make final determination of all space assignments. The ORCGA shall have no liability for failure or inability to meet exhibitor's requests, and exhibitor shall have no right to cancel due to ORCGA's failure to meet exhibitor's requests.

If you have any questions, please contact Keith Begley:

keith@orcga.com

Cell: 647-224-2614



Blue Mountain Resort, Collingwood, Ontario, Canada
 February 7th to 9th, 2018



Exhibitor Registration

(Please Print)

Dietary Restrictions:

Company Name: _____

Contact Name: _____

Email: _____

Phone Number: _____

Company Address: _____

City: _____ **Province:** _____ **Postal Code** _____

Booth # Preferences 1st _____ 2nd _____ 3rd _____

Booth selection is on a "first come, first served basis". The ORCGA has the right to make final determination of all space assignments. The ORCGA shall have no liability for failure or inability to meet exhibitor's requests, and exhibitor shall have no right to cancel due to ORCGA's failure to meet exhibitor's requests.

Option A – Exhibitor Only

Includes exhibit space, table & 2 chairs. All meals, Welcome Reception, Exhibitor Reception, and the Awards Lunch for Two People. Does NOT include admittance to Break-Out Sessions or Plenary Sessions.

10x10 \$1300.00 + \$169.00 (HST) = **\$1469.00** _____

20x10 \$1900.00 + \$247.00 (HST) = **\$2147.00** _____

Exhibitor 1

Exhibitor 2

Name: _____ **Name:** _____

Email: _____ **Email:** _____

Phone: _____ **Phone:** _____

Extras:

Guest \$200 + \$26.00 (GST) = **\$ 226.00** _____
 (includes Welcome Reception Dinner and Exhibitor Reception & Meal)
ORCGA Olympics Extra

ORCGA Olympics \$40 + \$5.20 (GST) = **\$ 45.20** (each) _____
Shirt: M F **Size:** _____

Total Due: _____

Participate in "What's New Session"



Blue Mountain Resort, Collingwood, Ontario, Canada
 February 7th to 9th, 2018



Exhibitor Registration Continued

Option B – Combined Exhibitor/Delegate

Includes exhibit space, table & 2 chairs. Delegate includes full access to Symposium Sessions & Meals. Exhibitor includes all meals, Welcome Reception, Exhibitor Reception, and the Awards Lunch for. Does NOT include admittance to Break-Out Sessions or Plenary Sessions.

- | | | | | |
|--------------------------|-------|------------------------------|------------------|-------|
| <input type="checkbox"/> | 10x10 | \$1650.00 + \$214.50 (HST) = | \$1864.50 | _____ |
| <input type="checkbox"/> | 20x10 | \$2250.00 + \$292.50 (HST) = | \$2542.50 | _____ |

Delegate

Exhibitor

Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____

Extras:

- | | | | | |
|--------------------------|--|-------------------------|------------------|-------|
| <input type="checkbox"/> | Guest | \$200 + \$26.00 (GST) = | \$ 226.00 | _____ |
| | (includes Welcome Reception Dinner and Exhibitor Reception & Meal) | | | |
| | <u>ORCGA Olympics Extra</u> | | | |

- | | | | | |
|--------------------------|---|-----------------------|------------------------|-------|
| <input type="checkbox"/> | ORCGA Olympics | \$40 + \$5.20 (GST) = | \$ 45.20 (each) | _____ |
| | Shirt: M <input type="checkbox"/> F <input type="checkbox"/> | Size: _____ | | |

Total Due: _____

- Participate in "What's New Session"

In keeping with the Theme of our Symposium, this year the Official Local Charity is:
Special Olympics of Collingwood

Payment Method

Visa Master Card Amex Cheque Invoice TOTAL: _____

Card # _____ Expiry: _____

Name on Card: _____

Signature: _____

Make Cheque payable to ORCGA

If you have any questions, please contact Keith Begley:

keith@orcga.com

Cell 647-224-2614



Trade Show Floor Plan



**Want to order a 20x10 Booth?
Select 2 booths and Contact Keith Begley to Confirm
also,
If you Have any Questions**

keith@orcga.com
647-224-2614

**Look forward to seeing you in Blue Mountain
Blue Mountain Information next 3 pages**



Blue Mountain Resort Shipping Procedures

Please follow these procedures to ensure your boxes arrive in the proper meeting room.

Inbound Shipping:

We require meeting planners, presenters, exhibitors and delegates make use of the Shipping Template

provided. *One shipping template must be affixed to each item being shipped to the resort.* This will assist

our receiving team in ensuring all items are accounted for when they are delivered to the resort.

Deliveries will be accepted from 8:30am – 4:30pm, Monday to Friday, and from 9:00am to 2:00pm on Saturdays. Deliveries will not be accepted after hours or on Sundays, unless previously arranged with the

Conference Services department.

Attention: Blue Mountain will not be held responsible for any lost or misplaced items that have been sent to the resort without a properly completed shipping template.

Storage:

Storage is limited at the resort. Please ensure all shipments are set to arrive no sooner than 72 hours prior

to the start of the event. Likewise, items cannot be stored longer than 72 hours past the completion of the

event. If storage is required outside of this time frame, additional charges may apply.

Outbound Shipping:

Waybills and packing supplies are the responsibility of the group. Each return box must have a waybill with

the company's account number and return address, and boxes must be sealed and ready for shipment.

The shipping contact or vendor is required to arrange for pick-up times with their shipping company directly.

When all boxes are ready for return shipping, please contact the Banquet Supervisor on duty to have these

items taken to our loading dock.

Questions:

Should you have any questions about our shipping process, please do not hesitate to contact our Conference Services Coordinator at 705.445.0231, extension 6460.



Shipping Template



**Blue Mountain Resorts Ltd.
Village at Blue Mountain Conference Centre
242 Jozo Weider Boulevard
Blue Mountains, Ontario L9Y 3Z2
705.445.0231 ext. 6460**

Conference Name:	
Company:	
Onsite Contact:	
Cell Phone Number:	
Date(s) of Conference:	
Conference Room:	
Date:	
Time:	
Booth #:	
Conference Event Manager:	
# of Boxes:	1 of _____ to be Received



Blue Mountain Resort, Collingwood, Ontario, Canada
February 7th to 9th, 2018



Trade Show Services Order Form

Conference Name: _____ Conference Dates: MM/DD/YY - MM/DD/YY
 Contact Name: _____ Contact Phone: _____
 Company Name: _____
 Company Address: _____

Internet and Telephone

Quantity		
_____	Wired Internet connection	\$200
_____	Analogue phone line*	\$35
_____	Dedicated phone line*	\$100

*All long distance calls for phone or fax, including directory assistance, are extra and will be charged at the prevailing rate.

Audio Visual Services

Quantity		
_____	42" TV monitor	\$300
_____	DVD player	\$75
_____	46" LCD TV monitor	\$525
_____	Screen Package (tripod, screen, cart, AC cord)	\$185
_____	AC cord and power bar	\$25
_____	Flip chart	\$35
_____	Easel	\$15
_____	Wireless microphone	\$150
_____	Headset microphone (wireless)	\$175
_____	Fostex powered speaker (50 watt)	\$55
_____	Mackie powered speaker (450 watt)	\$110
_____	Shure 4-channel audio mixer	\$50
_____	LCD projector	\$450
_____	Laptop computer	\$250

Electrical Requirements

Quantity		
_____	15 amp power outlet	\$50
_____	120/208 V 40A 1 phase	\$170
_____	120/208 V 100A 3 phase*	\$360
_____	120/208 V 200A 3 phase*	\$500

*Requires an electrician's services. An additional labour charge will apply. Please contact Resort for full quote.

Credit Card Authorization

Unless posted to Group Master Account, all charges must be paid by credit card.

Name of Card Holder: _____

Credit Card Number: _____

Expiry Date: _____

Faxed orders only - for e-mailed orders please call with Credit Card information.

Looking for a piece of equipment or service that isn't listed?
Please give us a call, we'd be happy to help!

All audio visual equipment rates shown are per room, per day, and are subject to a 15% service charge and a 3% damage waiver, plus applicable taxes. For larger or more complex requirements, additional setup, strike, and/or operator labour may be required.

Please call for professional consultation.



Blue Mountain Resorts Limited
108 Jozo Weider Blvd., Blue Mountains, Ontario, Canada L9Y 3Z2
Toll Free Telephone: 877-445-0231 ext. 6210



Five-Star Audio Visual
Toll Free Telephone: 877-445-0231 ext. 7000 Fax: 705-443-5538