



## Trade Show Exhibitor Package

Dear Potential Exhibitor:

The ORCGA is pleased to invite you to be a participant at our 15<sup>th</sup> Annual Damage Prevention Symposium to be held at the Blue Mountain Resort from February 7<sup>th</sup> to 9<sup>th</sup>, 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) =	<b><u>\$1469.00</u></b>
20x10	\$1900.00 + \$247.00 (HST) =	<b><u>\$2147.00</u></b>

#### 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) =	<b><u>\$1864.50</u></b>
20x10	\$2250.00 + \$292.50 (HST) =	<b><u>\$2542.50</u></b>

#### 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 7<sup>th</sup>, the Exhibitor Reception, Meal, & Entertainment on February 8<sup>th</sup>. 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 <sup>th</sup> , 2018 Wednesday February 7 <sup>th</sup> , 2018	11:00 am to 6:00 pm 7:30 am to 4:00 pm
<u>Exhibit Hours</u>	Wednesday February 7 <sup>th</sup> , 2018 Thursday February 8 <sup>th</sup> , 2018 Thursday February 8 <sup>th</sup> , 2018 Friday February 9 <sup>th</sup> , 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 <sup>th</sup> , 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](mailto: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 5<sup>th</sup>, 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](mailto: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](mailto: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 7<sup>th</sup>, 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 9<sup>th</sup>, 2018. All exhibits must be removed by 4:00 p.m. February 9<sup>th</sup>, 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](mailto:keith@orcga.com)

Cell: 647-224-2614



## Exhibitor Registration

(Please Print)

Dietary Restrictions:

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**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Booth # Preferences** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

*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"



## 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) = | <b>\$1864.50</b> | _____ |
| <input type="checkbox"/> | 20x10 | \$2250.00 + \$292.50 (HST) = | <b>\$2542.50</b> | _____ |

Delegate

Exhibitor

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Extras:

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

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

**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](mailto: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](mailto:keith@orcga.com)  
647-224-2614

**Look forward to seeing you in Blue Mountain**