

Ontario Modern
Language Teachers'
Association



Association ontarienne
des professeurs de
langues vivantes

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2013 OMLTA/AOPLV FALL CONFERENCE
November 1st and 2nd, 2013



Dear Exhibitor:

The 2013 OMLTA/AOPLV Fall Conference will be held on **November 1st and 2nd, 2013** at the Radisson Hotel and Conference Centre, Sudbury, Ontario.

You are cordially invited to participate as an exhibitor of educational materials and services. We expect approximately 200+ participants and trust this will once again be a successful event. As always, the serving of alcoholic beverages is not permitted in the exhibit area.

Exhibit applications are accepted on a **first-come first-serve basis**, by email, mail or courier. The cost is **\$65.00 + HST \$8.45 = \$73.45** per 8 ft. table. At this time, each exhibitor will be allowed one eight foot table. **Additional tables will only be available space permitting. Availability will be determined after the application deadline of August 13, 2013.**

This year we invite exhibitors to join our delegates for meals. The cost will be \$50 per person and will include the Saturday breakfast and lunch as well as the coffee break. All meals **must** be pre-ordered and tickets will be issued for these meals. Meals **will not** be provided without a ticket and **will not** be ordered for those who have not purchased the meals package. The number of meals must be ordered ahead of time and is determined by the number of paid delegates and prepaid exhibitor lunches. Please include payment for the meals for each representative who will be in attendance and would like the meals. There is also a restaurant in the hotel (Pestos) and a market in the City Centre.

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: Friday November 1st - 6:00 p.m. – 8:00 p.m. **OR**
Saturday November 2nd - 6:30 a.m.

EXHIBIT HOURS: Saturday, November 2nd – 7:30 a.m. - 3:30 p.m.

DISMANTLE TIME: Saturday, November 2nd - 3:30 p.m.

There will be two options for set up; Friday November 1st between 6 p.m. and 8 p.m. **OR** Saturday November 2nd at 6:30 a.m. Friday evening will be for set up only; there will be no scheduled exhibit hours. Please advise the OMLTA on our application form as to when you will be setting up. Exhibit hours will end at 3:30 p.m. on Saturday. **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 3:30 p.m. on November 2nd. Exhibits must be removed from the exhibit area no later than 4:00 p.m. on November 2nd.** Delegates will be encouraged to select a block of time to visit the exhibits.

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 will, again this year, have a draw of prizes graciously given by Exhibitors. The prizes will be awarded during the Saturday lunch break. We are counting on the participation of

Publishers/Exhibitors in providing door prizes. We would appreciate knowing as soon as possible if you will be donating a prize and what the prize will be so that the list of prizes and contributors can be published in the final program.

PRESENTATION OF A WORKSHOP

An Exhibitor's/Publisher's **workshop proposal form** was previously distributed electronically. The deadline for submissions is June 28, 2013. 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 \$100.00 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 receiving your application for your participation in the 2013 OMLTA/AOPLV Fall Conference.

Best regards,

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