



ONTARIO MODERN LANGUAGE
TEACHERS' ASSOCIATION
ASSOCIATION ONTARIENNE DES
PROFESSEURS DE LANGUES VIVANTES
SINCE / DEPUIS 1886



OMLTA/AOPLV 2018 FALL CONFERENCE

October 26-27, 2018
Timmins, ON

Exhibit Booth Contract Rules and Regulations

LOCATION OF EXHIBITS

Exhibits will be located in one large meeting area at the school. This is an outstanding opportunity to promote your products and services to a largely underserved audience who is enthusiastic to gain additional face-to-face learning opportunities.

EXHIBIT SPACE AVAILABILITY

Exhibit applications are accepted on a **first-come, first-served paid basis**. Payment **must be received within seven (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 without payment being provided at the same time.

For 2018, the maximum amount of display space available is one (1), six feet-long table. Access to electrical outlets is very limited. Please supply your own cables, cords and power bars. **Access to electricity is not guaranteed, so kindly plan accordingly.**

Dedicated time for attendees to visit the exhibitors is provided throughout the day's schedule.

EXHIBIT FEE AND SPACE (see APPLICATION FORM)

- one 6-foot table - \$135.00 (\$119.47 + \$15.53 HST) (includes one breakfast and one lunch)
- additional meal packages are available for \$30.00/person
- skirting and tablecloths will **NOT** be provided by the OMLTA/AOPLV or the host school

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.

SET-UP AND 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.**

SET-UP: Friday October 26: 4:30 PM–6:00 PM (*There is no on-site security available. Exhibitors 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)

Saturday, October 27– beginning 7:30 AM

MOVE-OUT: Saturday, October 27 from 4:15 PM

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 4:15 PM on October 27. Exhibits must be removed from the exhibit area no later than 5:45 PM.

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.

No storage is provided by the OMLTA/AOPLV. No storage facilities are available at the school and the school will not accept any advance deliveries. There are no exceptions to these arrangements. The OMLTA/AOPLV **does not** have reserved access to the exhibit area until Saturday, October 27. Exhibitor setup prior to this will **NOT** be allowed under any circumstances.

All items must be removed from the exhibitors' area by 5:45 PM on Saturday, October 27, 2018.

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 **Friday, October 5, 2018**, all monies less a 25% administrative fee will be refunded. Cancellations received after this day 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 **Saturday, October 27th at 8:30am**, the OMLTA/AOPLV shall have the right to use such space as it sees fit to eliminate empty spaces in the exhibit area.

EXHIBITOR REFRESHMENTS / LUNCH

Coffee and continental breakfast for the exhibitors will be available in the exhibitor space. Exhibitor fees will include breakfast and lunch for one person on Saturday of the conference. This person's name must be provided to the OMLTA ahead of time during the registration process. Additional meal packages may be purchased and these names can be provided on the Exhibitor Application Form. Any edits to attendees' names and/or meal choices are easily made by email to omlta@omlta.org, as appropriate.

WORKSHOP PROPOSALS

Exhibitors are invited to submit a workshop proposal. All expenses are the responsibility of the exhibitor. The OMLTA/AOPLV does not provide remuneration to exhibitors. There is no fee to present an accepted workshop. However, should a **second** workshop be accepted; a **fee of \$150.00** 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, September 7, 2018.**

We look very forward to seeing you involved with our outstanding Fall Conference 2018!

Sincerely,

Jimmy Steele
OMLTA President, 2018-19

Nicole Czaja
OMLTA Past President, 2018-19