



2017 AGM & Conference

EXHIBITOR & SPONSOR PACKAGE

September 25 to 27, 2017



June 19th, 2017

Dear Colleague

It is our privilege and honour to once again invite you to OFSA's conference and tradeshow which will be held on Tuesday, September 26th to Wednesday, September 27th at the Deerhurst Resort - Huntsville, ON. OFSA's trade show is successful due to your continued support and participation. On behalf of the Board of Management, Thank you!

We heard what our members had to say; therefore, changes have been made! This year, more opportunities for social time have been added for you to network with your clients throughout the conference.

If this is your first time exhibiting at OFSA's trade show, Welcome! You will not be disappointed as the delegates appreciate the opportunity to learn about new products and services.

As an exhibitor, you have the opportunity to display your product and/or services in an 8' x 8' booth. This includes standard electrical, internet and a 6' table and reinstated the A La Carte Registration to accommodate your needs.

As OFSA's Special Event's chair, I extend this invitation to participate in the trade-show and sponsorship. It is through your generous support that allows the opportunity to provide an exceptional conference at reasonable prices. To confirm your company's participation, please complete the attached forms, along with payment to the OFSA office.

Sponsorship commitments should be submitted to the OFSA office no later than July 15^{th} , 2017, along with your LOGO to ensure it is included on the printed materials.

Again, thank you for your continued support.

Scott Smith Special Events Chair

CONFERENCE SCHEDULE

MONDAY, SEPTEMBER 25

Board of Management Meeting

* Special Rates for Golf. Book your own tee time

8:00-10:00

Presidents' Welcome Reception

TUESDAY, SEPTEMBER 26

8:00-9:45

Past Presidents Breakfast Mtg

Harris Room

9:30

Coffee

Waterhouse Ballroom Foyer

10:00-11:30

Professional Development Session

Waterhouse Ballroom 1-3

12:00-1:00

Opening Lunch

Waterhouse Ballroom 4-5

1:30-3:30

AGM

Waterhouse Ballroom 1-2

3:30-7:00

Trade Show

Legacy Hall

4:00-7:00

Business Members Reception

Legacy Hall

9:00

OFSA Entertainment Area

Maple Restaurant

WEDNESDAY, SEPTEMBER 27

7:00-9:00

Buffet Breakfast

Eclipse Restaurant

* Students arrive at 9am

0.70 11.00

Keynote Speaker

Waterhouse Ballroom 1-5

11:00-2:00

Trade Show & Buffet Lunch

Legacy Hall

2:15-4:30

Professional Development Session -Build a Boat

Waterhouse Ballroom 1-3

6:00

Cocktails

Rotunda

7:00

PRESIDENT'S BANQUET

Waterhouse Ballroom 1-3

10:00

OFSA Entertainment Area

Maple Restaurant

EXHIBITOR REGISTRATION & SPACE SELECTION

REGISTRATION INSTRUCTIONS Complete BOTH PAGES of this Form. Agree to the terms Submit your Exhibitor Profile (due no later than August 15, 2017) Submit your Exhibitor Registration Form and Payment upon registration Complete BOTH PAGES of this Form. Submit your Exhibitor Profile (due no later than August 15, 2017) 2017 Sponsorship Commitment Form (Logo required no later than July 15, 2017)

EXHIBITOR REGISTRATION

- □ \$875.00 +HST for OFSA Member□ \$1025.00 +HST for Non Member

REQUIRE:

 Table
 YES / NO

 Internet
 YES / NO

 Electrical (7.5 Amp)
 YES / NO

Registering as an exhibitor includes:

- ONE full Registration (excluding President's Banquet)
- Regular 8' x 8' draped display booth (includes standard electrical & internet)

OFSA will provide basic standard electrical services and not responsible for providing additional electrical services.

This must be ordered directly from PSAV (Paul Mabee | Mobile: 705.788.5648 | pmabee@psav.com)

Name of Representative:

(Additional Representative(s) must register with a Delegate Registration form.)

Attending Opening Lunch YES / NO

Attending Wednesday's Lunch YES / NO

EXHIBIT SPACE SELECTION

Review the floor plan layout and indicate your 3-tradeshow location preferences.

Space allocations will be made on a first-come, first-served basis, and every effort will be made to accommodate your request.**

A) Preferred space location:

1st Choice: _____3rd Choice: _____3

- B) Prefer to be located adjacent to supplier:
- C) Or not adjacent to supplier:
- D) Products to be exhibited:

X X X X 6 X 33 X X 32 26 20 X X X × 19 X X X X X **X** X X X

Vehicles Exhibitors (per Deerhurst's Requirements)

- Minimal gas should be in the gas tank enough to make it in and out of the trade show
- 2. All vehicles are placed on a tarp of some sort
- 3. Any leaks on the carpet you will be responsible for the cleaning fees.
- 4. If the carpet is damaged from sharp turns there is a carpet replacement fee
- 5. All vehicles must disconnect the battery once in the showroom (Mandatory per Fire Code)
- 6. Vehicle set up time: Tuesday from 8:30 am Noon (must be arranged through Jan)
- * All other exhibitors can set up Monday from 3:30 5:30 and Tuesday 8:30 2:00 (All exhibits set up must be completed by 3:00 pm on Tuesday)

Notes to Exhibitors

As an exhibitor, it is our hope that you will also be promoting this event to your customers.

If you are not exhibiting in the Trade Show, you are requested NOT TO SOLICIT the delegates during OFSA's conference.

To be respectful of other exhibitors, you are asked not to put your business card in any of the other exhibitors' draws.

** OFSA reserves the rights to adjust table/booth selection for purpose of room setting.

SPONSORSHIP OPPORTUNITIES

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Platinum Sponsor	\$4,500	Gold Sponsor	\$3,000
Select one:		Select one:	
☐ Keynote Speaker - Doug Gober☐ College Students' Transportation		Resort Room Keys Tuesday Professional Development Session Wednesday College Students' Lunch Wednesday Buffet Lunch	
Silver Sponsor	\$2,500	Bronze Sponsor	\$1,500
Select one:		Select one:	
 ★ Lanyards ★ Massage Table ★ Wednesday Hot Buffet Breakfast □ Wednesday Professional Development Session 		Printed Pocket Itinerary Tuesday Continental Breakfast Tuesday Refreshment Break Wine at the President's Banquet	
Additional Opportunities	\$1,000	As a sponsor, you will receive visible recognition o acknowledged throughout the event.	n signage and
Select one:		delitionicaged inioughout the event.	
□ Wednesday Morning Refreshment Break□ Wednesday Afternoon Refreshment Break		Thank you in advance for your support!	
EXHIBITOR & SPONSOR AP	PLICATION	I AND PAYMENT	
Company Name:			
Contact Person:			
Telephone:		Mailing Address:	
Email:		City/Town:	
		Province/State:	
		Postal Code/ZIP Code:	
Amount Owing: \$			
Payment by: □ Cheque □ Visa	$\ \square \ Mastercard$		
Credit Card Number:			
CV#: Expiry Date:	/		
Cardholder Name:		Sianature:	

EXHIBITOR & SPONSOR AGREEMENT

☐ Yes, I the Exhibitor/Sponsor have reviewed and agree to the terms and conditions included within this application torm and the Exhibitor &
Sponsor Registration Program, including due dates, items to be submitted and the cancellation policy.
Name of Representative:
Dated:

TERM & CONDITIONS BETWEEN THE EXHIBITOR/SPONSOR AND ONTARIO FUNERAL SERVICE ASSOCIATION

- OFSA reserves the right, at its sole discretion, to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Exhibitor/Sponsor to OFSA.
- The Exhibitor/Sponsor shall not assign contract or sublet the sponsorship/ space or any part there of or permit same to be used by any other person, without the prior written consent of OFSA. Any attempt to do render this contract null and void will result in immediate cancellation of this contract with no refund.
- 3. The Exhibitor/Sponsor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, included those with respect to fire, safety, health and environment matters and shall ensure that all equipment, materials and goods used by the Exhibitor/Sponsor so comply.
- 4. The Exhibitor/Sponsor shall indemnify and hold harmless OFSA from and against any loss, injury or damages whatsoever suffered by OFSA as a result of the Exhibitor/Sponsors' participation in the show. Including without limitation, any third party claim against OFSA with respect to loss, injury or damage sustained or suffered by any other exhibitor, the owner of the building, attendees of the exhibition, and their respective directors, officers, agents and employees.
- 5. This contract may be cancelled provided written notice is received by either party on or before August 18, 2017 in which case all monies paid by the Exhibitor/Sponsor will be refunded less an administration fee of \$125.00 per booth and \$275.00 per sponsorship. If the Exhibitor/Sponsor cancels after such date, they will be held responsible for the full contract price. Cancellations must be made in writing and submitted on company letterhead.

- Exhibitor/Sponsors' displays must comply with all requirements of the hotel and of the owner of the building, including maximum height requirements.
- 7. Goods must not be shipped to the show with any shipping charges to be paid on arrival and any such goods will not be accepted by the hotel. The hotel/show service provides/OFSA will not assume responsibility for loss or damage to the Exhibitor/Sponsors' goods or property before, during or after the show.
- 8. OFSA reserves the right at any time to alter or remove exhibits or any part thereof, including printed material, products, signs, lights or sound and to expel exhibitors or their personnel if, in the OFSA's opinion, their conduct or presentation is objectionable to OFSA or to other participants.
- 9. The Exhibitor/Sponsor agrees that no display may be dismantled or goods removed during the scheduled time of the exhibition. The Exhibitor/Sponsor agrees to remove the exhibit and equipment from the building by the final move-out time. In the event of failure to do so, the Exhibitor/Sponsor agrees to pay for such additional costs as may be incurred by OFSA.
- The attendee list is owned by OFSA and is provided to the Exhibitor/ Sponsor for conference follow up use only, unless prior approval in writing has been granted by OFSA.
- 11. The attendee list is not to be distributed by the Exhibitor/Sponsor to any other party under any circumstance.
- 12. The Exhibitor/Sponsor is responsible for the placement and cost of insurance relating to its participation in the trade fair. The Exhibitor/Sponsor agrees to furnish immediate to OFSA, upon request, certificates of insurance carried by the Exhibitor/Sponsor together with satisfactory evidence from the insurers of the continuation of such policies.

THANK YOU

for your continued support and participation.