

June 10, 2018

Dear Colleagues,

It is our pleasure to invite you to the annual OFSA conference and trade show.

If this is your first time exhibiting at an OFSA trade show, Welcome!! You will be please to know that our Board of Management and delegates appreciate the opportunity to learn about new products and services to better their businesses.

The OFSA recognizes that life and business is evolving. In 2019, OFSA will be moving towards a more modern and social networking style conference to replace the traditional trade show. Stay tuned for more information on this at the conference.

The official opening of the 2018 trade show will be on the evening of September 24th during the President's Welcome Reception. The



Scott Smith, Special Events Chair

following day, the trade show floor will open at 8:15am for breakfast and the students will be arriving at 9:00am. The remainder of the day all meetings, meals, and presentations will be held on the trade show floor.

We have a great line up of education and entertainment this year and hope to encourage record numbers of members and non-members to get educated and network on the Mountain. For fun, we ask that all exhibitors accept the task of hosting a game for students and members to participate in at their booth. Don't worry, we will provide you with the game!

Blue Mountain will be a positive and enlightening experience for all and we look forward to seeing you in September.

Join us for the business, stay for the fun.

CONFERENCE SCHEDULE

MONDAY, SEPTEMBER 24

8:00am - 11:00am

Board of Management Meeting

8:00am - 6:00pm

Registration

12:00pm

OFSA Golf Rates

Book your own tee time

8:00am - 12:00pm

Trade Show Set Up

Pipe and drape set up

12:00pm - 5:00pm

Exhibitors Set Up

7:00pm

First Timers Reception

(Trade Show Floor - The Courts)

7:30pm - 10:00pm

President's Welcome Reception

Trade Show Official Opening

Dinner & Cash Bar

(The Courts)

10:00pm

Trade Show Locked

10:00pm - 1:00am

Social - Rusty's in the Village

www.rustysatblue.com

TUESDAY, SEPTEMBER 25

(THE COURTS ALL DAY)

8:15am - 9:00am

Breakfast in Trade Show

9:00am

Students Arrive

9:15am - 9:30am

President Greetings/Welcome Students

9:30am - 11:00am

Speaker on Trade Show Stage

Jack Adams - Embalming

11:30am - 12:30pm

Lunch in Trade Show

12:30pm - 1:30pm

Speaker on Trade Show Stage

Larry Steward - The A to Z of Cremation

1:30pm

Trade Show Re-Open With Exhibitor Games

Student video presentation

4:00pm

Students Depart

4:00pm - 5:30pm

Happy Hour in Trade Show

5:30pm

Trade Show and Registration Closes

5:30pm - 7:30pm

Tear Down

7:30pm

Village Dining Crawl:

Ends with everyone at MJ's with live music

www.mjbyrnes.com

WEDNESDAY, SEPTEMBER 26

(NO TRADE SHOW)

8:00am

Past President's Breakfast

(Bayview Boardroom)

9:00am - 11:00am

Keynote in Georgian Bay Ballroom

Dave Real Human Being - How to Connect (Like a Real Human Being)

11:20am - 12:00pm

Speakers in Georgian Bay Ballroom

Dana Wren. & Corinne Lavictoire (Inex Inc.) - Estate Matters

12:00pm - 1:00pm

Lunch in Georgian Bay Ballroom

1:00pm - 2:30pm

Celebrant Discussion in Georgian Bay Ballroom

Scott Davidson, Colin Haskett, Jacob Rowe & Rev. John Lougheed

3:30pm - 5:00pm

OFSA AGM in Georgian Bay Ballroom

In Memory Video

Rob Wyntonyk, President - OFSA year in review

Carey Smith, Registrar - BAO Report

Michelle Clark - Humber College Report

Camille Lemieux - Collège Boréal Report

6:00pm - 7:00pm

President's Cocktail Reception

(outside Georgian Bay Ballroom)

7:00pm

President's Dinner

(Georgian Bay Ballroom)

Award & recognition presentations

10:00pm - 12:00am

Social - Kay Too

www.kaytoo.ca

EXHIBITOR REGISTRATION & SPACE SELECTOR

All meetings and meals will be held in the Trade Show on Tuesday, September 25th.

REGISTRATION INSTRUCTIONS

- Complete pages 3-5 of this package
- Agree to the terms
- Submit your Exhibitor Registration Form and payment upon registration

COST

\$599.00 + HST for OFSA Member
\$799.00 + HST for Non Member

If you register before June 29th, you will receive a 10% discount on your exhibitor registration.

Registration Includes:

- Display area an 8'x10' draped display booth - includes standard electrical and internet access
- An invitation to the President's Welcome Reception and one registration for Tuesday including breakfast, lunch, dinner and all meetings. (It does not include registration for Wednesday meetings or meals.)

EXHIBITOR ATTENDING

Name:

(Additional Exhibitor Representative(s) must register with a Delegate Registration Form)

EXHIBIT SPACE SELECTION

Review the floor plan layout and indicate your three trade show 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: 2nd Choice: 3rd Choice:
- B) Prefer to be located adjacent to supplier:
- C) Or not adjacent to supplier:
- D) Products to be exhibited:

Motorized Vehicles Rules

1. Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected).
2. Fuel caps must be locked or taped shut.
3. Vehicles must have drip pans underneath them, pads under all tires and must be clean and dry.
4. All floor areas must be covered and protected with heavy duty plastic sheeting prior to vehicles entering any BMR banquet space, at the Guest's expense.
5. No motorized vehicles are allowed to operate inside the banquet space unless special permission to do so has been granted by BMR.

- Submit your Exhibitor Profile
(due no later than August 15, 2018)
- 2018 Sponsorship Commitment Form
(Logo required no later than July 15, 2018)

EXTRAS

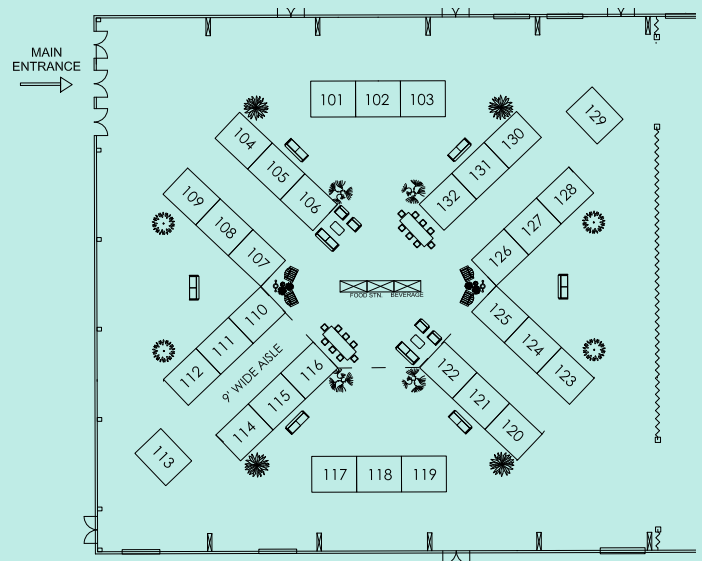
Table \$25.00

Electrical (7.5 Amp)

OFSA will provide basic standard electrical services and is not responsible for providing additional electrical services. Additional services must be ordered directly by emailing gbatten@bluemountain.ca or calling 877-445-0231 ext. 59100.

SETUP/TEAR DOWN

Exhibitor display set up is on Monday September 24th between 12:00pm - 5:00pm. All exhibits must be finished setting up by 5:00pm. Tear down will be between 5:30 - 7:30 on Tuesday evening.



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 exhibitor's draws.

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

SPONSORSHIP OPPORTUNITIES

PLATINUM SPONSOR \$3,500.00

College Student's Transportation & Attendance

GOLD SPONSOR \$3,000.00

Pick One:
 Keynote Speaker - The Real Human Being
 Resort Room Keys

SILVER SPONSOR \$2,500.00

Pick One:
 Massage Table
 Professional Development Speaker - Larry Stuart

BRONZE SPONSOR \$1,500.00

Pick One:
 Printed Pocket Itinerary
 Tuesday Breakfast
 Tuesday Student Lunch
 Wednesday Lunch
 Wine at the President's Banquet

ADDITIONAL OPPORTUNITIES \$1,000.00

Pick One:
 Tuesday Refreshments
 Wednesday Refreshments
 Jewelry Worn by 4 Board Members

As a sponsor, you will receive visible recognition on signage and acknowledged throughout the event.

Thank you in advance for your support!

EXHIBITOR & SPONSOR APPLICATION AND PAYMENT

Name:

Contact Person:

Telephone:

Email:

Mailing Address:

City/Town:

Province/State:

Postal Code/ZIP Code:

Amount Owing:

Payment by: Cheque Visa Mastercard

Credit Card Number:

Expiry Date:

CV#:

Cardholder Name:

Signature:

SPONSORSHIP OPPORTUNITIES

Yes, I the Exhibitor/Sponsor have reviewed and agree to the terms and conditions included within this application form 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

1. 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 Sponsor/Exhibitor to OFSA.
2. The Sponsor/Exhibitor 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 Sponsor/Exhibitor 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 Sponsor/Exhibitor so comply.
4. The Sponsor/Exhibitor shall indemnify and hold harmless OFSA from and against any loss, injury or damages whatsoever suffered by OFSA as a result of the Sponsor/Exhibitors' 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 Sponsor/Exhibitor will be refunded less a cancelation fee of \$250.00 per booth and \$275.00 per sponsorship. If the Sponsor/Exhibitor 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.
6. 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 Sponsor/Exhibitor agrees that no display may be dismantled or goods removed during the scheduled time of the exhibition. The Sponsor/Exhibitor 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 Sponsor/Exhibitor agrees to pay for such additional costs as may be incurred by OFSA.
10. The attendee list is owned by OFSA and is provided to the Sponsor/Exhibitor 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 Sponsor/Exhibitor 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.