



**2012 ONTARIO
GOLF COURSE
MANAGEMENT**
CONFERENCE & TRADE SHOW
Niagara Falls, ON | January 18 - 20, 2012

We Grow Golf

EXHIBITOR PACKAGE

Our sincere thanks to our 2011 exhibitors who responded to the exhibitor survey. We very much appreciate your frankness and are endeavouring to address those issues in 2012. We look forward to your comments on the 2012 package and welcoming you to Niagara Falls. Please note the following changes to our exhibitor package:

- 1) *two levels of exhibit space, one all-inclusive and the other basic. This has been developed to accommodate smaller companies and/or those who do not need all the bells & whistles.*
- 2) *“early bird” pricing. This is to ensure that our ongoing exhibitors, who register early every year, are rewarded for their support.*
- 3) *non-member rate. This is to affirm our appreciation of those who support the OGSA as members, and is an added value to your membership.*
- 4) *to mix and mingle with your clients and customers, we are including ticket(s) to the President’s Reception on Wednesday, January 18, at no charge.*
- 5) *totally dedicated trade show time. The only seminars or presentations will be ones from our associate members. Please see details in the package.*
- 6) *finally, we are providing a substantial buffet lunch and drink tickets for the Trade Show Social.*



Date: Wednesday, January 18 – Friday, January 20, 2012

Exhibit Hours: Thursday, Jan. 19 11:00 am – 6:00 pm

Location: Scotiabank Convention Centre

Address: 6815 Stanley Avenue, Niagara Falls, L2G 3Y9

From QEW: take exit 420 to Stanley Ave.; turn right on Stanley and follow to the Scotiabank Conference Centre, which will be on your right.

Important Facts at a Glance

Exhibit Rates

10' x 10' booths (100 sq ft). Multiples are available.

Based on your comments from the 2011 Conference in Windsor, we are offering multiple levels of exhibit opportunities:

OGSA/GCSAA Members:

All-Inclusive

- \$1,600 plus 13% HST for 1 booth. Each additional booth \$1,400 plus HST per 10' x 10' unit
- Each booth space is provided with back and side rail drapery (if required), carpet, 1 8' draped table, 2 chairs, internet access and one power outlet. A full range of booth furniture, etc. is available through Stronco. Please contact exhibitorservices@stronco.com
- Exhibit fee includes buffet lunch and Trade Show social on Thursday, January 19
- Each exhibit booth will receive one 2-day parking pass for one vehicle at the Scotiabank Conference Centre, if requested
- 3 name badges per 10' x 10' unit regardless of how many companies are sharing the space. Additional badges will be available at a cost of \$75 + HST per booth attendant. Badges must be ordered and paid for with exhibitor order form. Any booth attendants who have not registered and paid in advance will be charged \$100 + HST at the door.

Basic

- \$1,400 plus 13% HST for each booth
- Each booth space is provided with back and side rail drapery (if required) and carpet
- Exhibit fee includes buffet lunch and Trade Show social on Thursday, January 19



- Each exhibit booth will receive one 2-day parking pass for one vehicle at the Scotiabank Conference Centre, if requested
- 3 name badges per 10' x 10' unit regardless of how many companies are sharing the space. Additional badges will be available at a cost of \$75 + HST per booth attendant. Badges must be ordered and paid for with exhibitor order form. Any booth attendants who have not registered and paid in advance will be charged \$100 + HST at the door.

Non OGSA/GCSAA Members

- \$2,000 plus 13% HST for 1 booth. Each additional booth \$1,800 plus HST per 10' x 10' unit
- Each booth space is provided with back and siderail drapery (if required), carpet, 1 8' draped table, 2 chairs, internet access and one power outlet. A full range of booth furniture, etc. is available through Stronco. Please contact exhibitorservices@stronco.com
- Exhibit fee includes buffet lunch and Trade Show social on Thursday, January 19
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- 3 name badges per 10' x 10' unit regardless of how many companies are sharing the space. Additional badges will be available at a cost of \$100 + HST per booth attendant. Badges must be ordered and paid for with exhibitor order form. Any booth attendants who have not registered and paid in advance will be charged \$150 + HST at the door.

To Access Trade Show Floor:

The Scotiabank Conference Centre is accessible by loading docks or your vehicle via a ramp. Loading Docks are located on the West side of the building with access from Dunn Street, with an entrance ½ km off Stanley Avenue on the left. The Show Manager's desk which will be located close to the doors. Pick up your exhibitor badge(s), parking pass(es) and delegate list and confirm your location. Off-load your vehicle as quickly as possible and then move your vehicle from the show floor to the parking area. **If you have not ordered your parking pass(es) in advance, they can be purchased on site.**

Set up:	Wednesday, Jan. 18	11:30 am – 6:00 pm
	Thursday, Jan. 19	7:00 – 10:30 am



- All displays must be complete by 10:30 am on Thursday, Jan. 19. If you have any special requirements for your display, please discuss this with us in advance so that we can be prepared for your arrival and set up. If you have handout materials, bring only as much as will be needed (400 delegates). Please bring in reusable containers such as rubber in order to reduce packaging. Please plan to take any leftover materials with you as there will be a cost for material removed. Please note there is limited storage available on the trade show floor.
- Closer to the Conference, you will be contacted to discuss move-in time.

Tear Down: Thursday, Jan. 19 5:30 – 10:00 pm

- Exhibitors must remove their displays, starting at 5:30 pm and must be completed by 10:00 pm
- All display materials must be removed from the exhibit areas. You are responsible for return shipping arrangements of your displays/materials. No materials are to be left in the exhibit area; otherwise a fee will be assessed.
- Details regarding exhibit requirements are included in the Exhibitor Information Form.

Accommodation: \$119/night, single/double occupancy. To book your accommodation, click the following link:

[Niagara Falls Marriott Fallsview Hotel & Spa >>](#)

Alternatively, you can call Marriott Niagara Falls Fallsview & Spa direct at 1-888-501-8916 to book. Please quote Ontario Golf Superintendent's Association in order to receive the special conference rate.

VIA Rail: Information to come regarding group discount

Audio Visual: A-V Canada is the Official supplier for audiovisual, displays and lighting. For information on rates and services, please call your A-V Canada representative, Robert Thompson, at 905-566-5000 x 235 or by e-mail at robert.t@av-canada.com



Show Services: Show materials will be handled through Stronco. Please see package attached.

Rigging: Rigging is handled by Showtech. Contact is **Russ Jackson**, rjackson@showtech.ca or 416.244.4899.

Material Handling: Provided by Stronco Show Services. See sample shipping label in attached Stronco package

Floorplan Map: Please see attached document. **When choosing your preferred space, please note that the entrance to the Trade Show floor is located between booths 517 and 525.**

Exhibitors Handbook Checklist

| Event Ontario Golf Superintendent's Association, Conference & Trade Show

Specify the function room space of your exhibition, for example:

Exhibit Hall AB		
DAY	DATE	HOURS
Thursday	January 19, 2012	From 11:00 am to 5:30 pm

| Set-Up

Specify the set up dates and times, for example:

DAY	DATE	HOURS
Wednesday	January 18, 2012	From 11:30 am to 6:00 pm
Thursday	January 19, 2012	From 7:00 to 10:30 am

| Teardown

Specify the teardown dates and times, for example:

DAY	DATE	HOURS
Thursday	January 19, 2012	From 5:45 to 10:00 pm

| Loading Dock Access

Specify the dates and times of your loading access, for example:

DAY	DATE	HOURS
Wednesday	January 18, 2012	From 11:30 am to 6:00 pm
Thursday	January 19, 2012	From 7:00 to 10:30 am

Merchandise/deliveries will not be accepted at the SCCN entrances and must be delivered to the loading docks. The Scotiabank Convention Centre will accept material only as of Wednesday, January 18, 2012

| Loading Docks

Loading Docks are located on the West side of the building with access from Dunn Street, with an entrance ½ km off Stanley Avenue on the left.

Scotiabank Convention Centre

6815 Stanley Avenue
Niagara Falls, ON L2G 3Y9
CANADA

Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at the owner's expense. Longer Trailers can be accommodated at bays 1-4. Access for oversized and heavy items can be accommodated; our largest bay has a door frame of 3.81 meter wide and 4.33 meter high with ramp to drive onto exhibit floor.

| Parking

Cars - There are 823 parking spaces available on-site.

Heavy Vehicles - Arrangements for heavy vehicle parking in the vicinity can be made with your Event Manager.

| Booth

Booth space is 10' x 10'.

All-inclusive packages include side and back rail drapery, carpet, internet, power, 1 x 8' table, 2 chairs and a 2-day parking pass

Basic packages include side and back rail drapery, carpet and 2-day parking pass

| Exclusive In House Suppliers

Catering

Our Exclusive Supplier is Centreplate. Our contact is **Sean Krawchuk**, skrawchuk@fallsconventions.com or 905.321.8551

Telecommunications and Janitorial

Forms for the above requirements can be found online at www.fallsconventions.com

Electrical/ Rigging

Our Exclusive Supplier is Showtech. Our contact is **Russ Jackson**, rjackson@showtech.ca or 416.244.4899.

| Preferred Suppliers

Show Decorating

Our Preferred Supplier is Stronco. Please contact exhibitorservices@stronco.com.

| Security

Additional security will be provided during hours the trade show floor is closed to exhibitors and attendees.

| Shipping

The exhibitor carrying their own material to the SCCN exhibit floor may handle it from the dock to his booth and back. Assistance with drayage/handling can be arranged by filling out the Drayage and Handling service order form in the Stronco package attached.

Customs/ Brokerage

Stronco, in partnership with Schenker of Canada Ltd is the preferred supplier. Please contact logistics@stronco.com

Exhibitor Rules & Regulations

Handcarried Freight

Move-in or move-out through the Scotiabank Convention Centre lobby is strictly limited to hand-carried items. Wheels of any kind (dollies, flatbeds, or anything mechanical) are prohibited. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks.

Exhibit product or promotional material that can be hand-carried in a single trip is permissible through the Scotiabank Convention Centre lobby.

Foot Attire – Move – in / Move out

All exhibitors, service providers and show management personnel working on the show floor during move-in and move-out periods are required to wear approved protective footwear and other personal protective equipment (PPE), as required

Smoking Policy

Under the provisions of Province and City law, Scotiabank Convention Centre is a non-smoking building. Smoking is strictly prohibited in all areas, including loading docks, service corridors, freight alleys...etc at all times. It also helps us uphold our LEED status as an environmentally healthy building!

Elevators

Public passenger elevators are provided for the use of wheelchairs, baby carriages, strollers and other similar devices. Passenger elevators or escalators are not to be used for transporting equipment.

Decorative Materials

Nothing may be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorative walls.

The use of Helium Balloons must be authorized by your Event Manager and will be accompanied by a balloon deposit fee that maybe reimbursable.

Decorative materials must be flameproof in accordance with the Public Safety and Fire Regulations. This includes drapes, banners, all decorative fabrics, poster paper, foam core board, as well as all hangings, curtains, and drops, Christmas trees, projection screens, plastics and all other decorative materials.

Rigging

Rigging from the hang points throughout the facility is subject to approval by our Technical Director and is expected to meet industry standards. Rigging loads for the exhibition area is 2000 lbs/hook.

Empty Crate Storage

Some crate storage is permitted on-site in the basement/loading dock area of Scotiabank Convention Centre. Once exhibit materials have been unloaded, crates must be removed from the exhibit floor by your General Service Contractor, who will in turn, store them in the designated area as capacity permits. Crates, fiber cases, and similar materials exceeding on-site storage capacity must be removed for off-site storage.

Vehicles

Vehicles are permitted in exhibit hall areas strictly for purposes of loading and unloading freight. Unless they represent an integral part of a display, vehicles may not remain parked in any area of Scotiabank Convention Centre. Display vehicles must conform to Province and City fire codes as it pertains to fuel tanks and battery connections. Batteries on display must be disconnected, fuel tanks locked or duct taped closed and less than ¼ tank of gas is desirable.



Exhibitor Space Application

I am an OGSA/GCSAA Member yes _____ no _____

Company Name: _____
Contact Person: _____
Address: _____
City, Province, State: _____ Postal/Zip Code: _____
Telephone: _____ Fax: _____
E-mail: _____ Website: _____

Information, as above, will appear in the Show Directory if this contract is received by Nov. 15/11

Booth Preference (in order): 1 st _____ 2 nd _____ 3 rd _____ (Map is Attached)
Description for Show Directory: _____ _____ _____
<i>Maximum 15 words</i>
<i>Note: every effort will be made to provide maximum distance between competitive companies</i>

**Please note that I am sharing booth space with _____
Company Name**

Payment Terms: 50% of the total fee is due with this application. Full payment must be received by November 30, 2011. **This document represents your contract and invoice.**

This application becomes a contract once accepted by Ontario Golf Superintendents' Association and is not subject to cancellation except by consent of both parties.

Authorized Signature: _____ Date: _____



MEMBERS ONLY

All-inclusive

Booth Payment: 10' x 10' booth (100 sq ft) \$1,600 + 13% HST = \$1,808

Please reserve 1 x 100 sq. ft. booth @ \$1,600 \$ _____

Please reserve _____ 100 sq. ft. booths @ \$1,400 \$ _____

Table _____ 2 chairs _____ power _____

Internet connection _____ parking pass _____

I require _____ additional exhibitor badges @ \$75 \$ _____

Please provide _____ tickets to the President's Reception \$ _____ n/c _____

Sub-total \$ _____

Plus 13% HST \$ _____

Total (Canadian Dollars) = \$ _____

Please provide name badges for: 1) _____
please print

2) _____

3) _____

Basic

Booth Payment: 10' x 10' booth (100 sq ft) \$1,400 + 13% HST = \$1,582

Please reserve _____ x 100 sq. ft. booth(s) @ \$1,400 \$ _____

Back & sidewall drapery _____ parking pass _____

I require _____ additional exhibitor badges @ \$75 \$ _____

Please provide _____ tickets to the President's Reception \$ _____ n/c _____

Sub-total \$ _____

Plus 13% HST \$ _____

Total (Canadian Dollars) = \$ _____

Please provide name badges for: 1) _____
please print

2) _____

3) _____



NON OGSA/GCSAA MEMBERS

Booth Payment: 10' x 10' booth (100 sq ft) \$2,000 + 13% HST = \$2,260

Please reserve 1 x 100 sq. ft. booth @ \$2,000 \$ _____
Please reserve _____ 100 sq. ft. booth(s) @ \$1,800 \$ _____
Table _____ 2 chairs _____ power _____
Internet connection _____ parking pass _____

I require _____ additional exhibitor badges @ \$100 \$ _____

Please provide _____ tickets to the President's Reception \$ _____ n/c _____

Sub-total \$ _____

Plus 13% HST \$ _____

Total (Canadian Dollars) = \$ _____

Please provide name badges for: 1) _____
please print

2) _____

3) _____

If you wish to pay by credit card, please provide the following information:

Type of Card: VISA _____ MasterCard _____

Deposit (50%) \$ _____ Balance to be processed Nov. 30/11 \$ _____

Card # _____ Expiry _____

Name on Card: _____ Signature _____

Cheques should be made out to: Ontario Golf Superintendents' Association and sent to:
Gale Gingrich, Imagination+ Meeting Planners, 24 Wheeler Avenue, Toronto, ON M4L 3V2

Final Payment: if the balance of payment is not received by November 30, 2011, the contract is considered null and void and the space may be re-assigned to another applicant. Should any rental space remain unoccupied by the end of the move-in schedule, Show Management reserves the right to use that space for any other purpose without refund.

Cancellation: exhibitors may cancel space in writing up to November 15, 2011, and will be provided with 50% refund of the contracted space. No refunds will be applicable for cancellations received after November 15, 2011.

Please note that exhibitor company names will be posted on the OGSA website when booked.

Your Space Application can be e-mailed to Gale Gingrich at dgingrich@bellnet.ca or by fax to 416-693-0049.

Got questions? call Gale at 416-690-9629 or by e-mail at dgingrich@bellnet.ca.