



Tradeshow for the Recreation Facility Industry

2013 EXPO

Monday, April 29, 2013 Gryphon Field House, University of Guelph

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EXHIBITOR INFORMATION

ORFA.COM

2013 EXPO - MONDAY, APRIL 29, 2013

The EXPO tradeshow, held in conjunction with the Ontario Recreation Facilities Association's Annual Professional Development Program, is the largest and most successful event for organizations that specialize in products and services of interest to those who work in the recreation facility industry. Over 70 exhibitors display at this event which is anticipated to attract over 500 attendees including:

- Participants from ORFA's Annual Professional Development Program
- Facility owners, directors, managers, supervisors from both public and private sectors
- Municipal councillors, administrative personnel and purchasing agents
- Architects, consultants, engineers.

Exhibit Booth Features

- 10 ft x 10 ft. space, with 8 ft. backdrop drapery, 3 ft. booth dividers
- One (1) 6 ft. skirted table and two (2) chairs, carpet
- One (1) 110 volt electrical outlet (other electrical service available at additional charge)
- One (1) buffet dinner ticket
- Wireless internet access (Must request on registration form)
- Name badges for all identified on registration form (free entry to tradeshow)
- Company contact information listing in EXPO Program Guide

Exhibit Booth Fees and Locations

1 ORFA Member 10' x 10' Booth:

EARLY BIRD RATE

\$1250.00 *Until March 1/13*

REGULAR RATE

\$1350.00 *After March 1/13*

1 Non Member 10' x 10' Booth:

N/A

\$2200.00 *After March 1/13*

Exhibition Schedule of Events (subject to change)

Exhibitor Move In and Set-up:	7:00 am to 12:30 pm
Show Hours:	2:00 pm to 8:00 pm
Cash Bar Opens:	4:30 pm
Dinner Buffet:	5:45 pm to 7:30 pm
Exhibitor Tear Down and Move Out:	8:00 pm to 10:00 pm

Exhibitor Registration and Confirmation

Please review the enclosed tradeshow layout and select your preferred booth location. Exhibit space will be allocated on a first-come, first-paid basis to ORFA Corporate members until March 1, 2013. Exhibitors must be a current Corporate member in good standing prior to March 1, 2013. All remaining booth space will be available to all interested parties (member and non member) after March 1, 2013. **DEADLINE FOR ALL EXHIBIT REGISTRATIONS: FRIDAY, APRIL 5, 2013.** Exhibitor confirmations will be sent once registration and payment are processed.

Register online at www.member.orfa.com/EXPO or by mail/fax to:

2013 EXPO

Ontario Recreation Facilities Association Inc.

1 Concorde Gate, Suite 102

Toronto, Ontario M3C 3N6

Tel: 416 426 7062 Fax: 416 426 7385

IMPORTANT: Please ensure that full payment and signed contract accompanies your registration. Space will not be allocated and not confirmed until full payment is made.

For more information:

Hubie Basilio, Ontario Recreation Facilities Association Inc.

Tel: 416 426 7106, email hbasilio@orfa.com

2013 ORFA SPONSORSHIP OPPORTUNITIES

2013 Expo Dinner Buffet

Sponsorship: \$7,000.00

The ORFA's annual EXPO tradeshow will be held on Monday, April 29, 2013 at Gryphon Field House, University of Guelph during the Association's 58th Annual Professional Development Program. Over 70 exhibitors will display the latest and most important trends in products and services of interest to those who work in the recreation facility industry. Over 500 people are anticipated to attend the tradeshow.

This sponsorship package includes:

- exclusive sponsor of the dinner buffet for all tradeshow attendees
- 1 standard 10' x 10' booth
- 8.5" x 11" colour advertisement (artwork supplied) on the back cover of the 2013 Expo Program Guide
- company logo (artwork supplied) across the bottom of all course participant nametags attending the Annual Professional Development Program
- printed acknowledgement in the Special Events section of the 2013 events brochure
- printed acknowledgement in the 2013 Annual Professional Development Program participants' binders
- printed acknowledgement on signage at the entrance to EXPO

2013 Events Brochure

Sponsorship: \$5,000.00

This publication highlights over 50 training courses held between January and December 2013. Over 4,500 printed brochures are distributed during the year to those who operate and manage recreation facilities in municipalities, educational institutions, government agencies, First Nations communities and in the private recreation sector. The brochure is also sent to various businesses and industries that support the recreation sector.

This sponsorship package includes:

- one, 8.5" x 11" colour advertisement (artwork supplied) placed on the back cover of the events brochure for the period January to December 2013.

2013 ORFA Training Binders

Sponsorship: \$5,000.00

The ORFA registers over 1,600 individuals per year who participate in various training courses. Each registrant receives a binder of learning materials used during the course and kept by the registrant for future reference.

This sponsorship package includes:

- one, 8.5" x 11" colour advertisement (artwork supplied) printed onto stock paper inserted into the back plastic sleeve of every ORFA training binder produced during the 2013 training year.

Sunday Welcome Reception 58th Annual Professional Development Program

Sponsorship: \$2,000.00

The ORFA will host a welcome reception on Sunday, April 28, 2013 from 5:00 pm to 7:00 pm at the Delta Guelph for all participants attending the annual program in Guelph.

This sponsorship package includes:

- exclusive sponsorship of the Welcome Reception for all course delegates
- printed acknowledgement in the Special Events section of the 2013 events brochure
- printed acknowledgement in the 2013 Annual Professional Development Program participants' binders
- printed acknowledgement on signage at the entrance to EXPO

Limited Edition 2013 ORFA-EXPO T-shirts

Sponsorship: Option A - \$2,000.00 | Option B - \$500.00

The ORFA will provide a complimentary t-shirt to all tradeshow attendees who are registered in a course during the Annual Professional Development Training Program.

This sponsorship package includes:

Option A

- 12" x 10" black and white company logo (artwork supplied) printed on the back of all t-shirts
- printed acknowledgement in the 2013 Annual Professional Development Program participants' binders
- printed acknowledgement in the EXPO Show Guide

Option B (up to a maximum of 4 different companies)

- shared sponsorship of EXPO t-shirts limited to 4 businesses
- 5" x 5" black and white company logo (artwork supplied) printed on back of t-shirt
- printed acknowledgement in the 2013 Annual Professional Development Program participants' binders
- printed acknowledgement in the EXPO Show Guide

58th Annual Professional Development Program Front Binder Banner Advertisement

Sponsorship: \$1,500.00

The ORFA produces approximately 600 course binders for use during its annual professional development program.

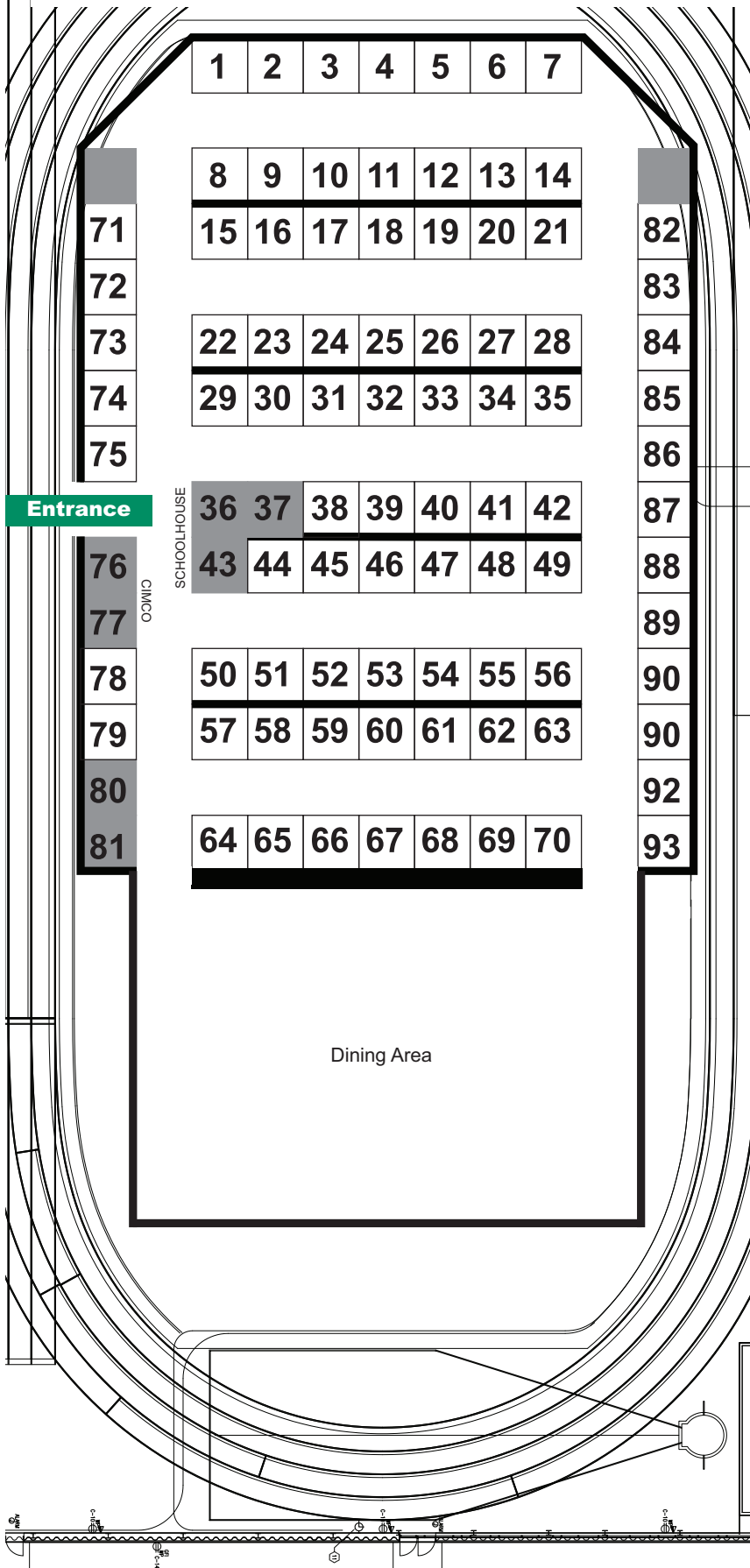
This sponsorship package includes:

- one, 8" x 1.5" colour banner advertisement (artwork supplied) placed on the front binder of each of approximately 600 course binders
- printed acknowledgement in the 2013 Annual Professional Development Program participants' binders

To discuss other sponsorship opportunities, please contact Hubie Basilio tel.416.426.7062 or by email hbasilio@orfa.com



ORFA 2013 EXPO FLOOR PLAN - GRYPHON FIELD HOUSE, UNIVERSITY OF GUELPH



SHOW SERVICES

If you require additional tables, chairs, carpet and or electrical, please contact the following companies by April 3rd, 2013:

Little Electric Inc.

16 & 17 - 225 Sheldon Dr.
 Cambridge, Ontario, N1T 1A1
 Tel.519.621.2500 Fax.519.621.0343
 www.little-electric.com

RVS Exhibitional Draperies Inc.

PO Box 2860
 St. Marys, Ontario, N4X 1A5
 Tel.519.349.2024 Fax.519.349.2036
 www.rvsdraperies.com

Gryphon Field House Shipping Address:

Gryphon Field House, University of Guelph
 East Ring Road
 Guelph, ON N1G 2W1
Attention: ORFA EXPO Tradeshow –
 Monday, April 29, 2013

Planning to ship directly to the Field House?

1. Contact Hubie Basilio, hbasilio@orfa.com and advise of shipping details.
2. Shipment must arrive on Monday, April 29 by 10:00 am. Shipments cannot be received by the Field House any earlier than Monday, April 29.
3. Please ensure that the delivery truck has a drop lift. The Field House does not have a fork lift and loading dock

Floor plan subject to change

Tradeshow for the Recreation Facility Industry

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2013 EXPO Monday, April 29, 2013 - REGISTRATION FORM

Please read the **2013 EXPO CONTRACT CONDITIONS (see reverse)**. Complete this form and return it with the signed contract and payment to:

Ontario Recreation Facilities Association, 1 Concord Gate, Suite 102, Toronto, Ontario, Canada M3C 3N6 Tel: (416) 426-7062 or Fax: (416) 426-7385

Note: Booth Selections will be issued to **current** ORFA Corporate Members **in good standing** on a first received, first choice basis, based on **receipt of payment in full** with the registration form. Registration is restricted to 2013 ORFA Corporate Members until March 1, 2013 and then open to non-members. Confirmation of your booth(s) will be sent by April 12, 2013.

PLEASE PRINT:

COMPANY NAME CONTACT NAME (FIRST & LAST)

MAILING ADDRESS TOWN/CITY PROV./STATE POSTAL/ZIP

EMAIL TELEPHONE FAX

NAME(S) required for Show Badges (please print)

- 1) 2) 3)
- 4) 5) 6)
- (please submit an additional list if required)

TYPE OF PRODUCT(S) TO BE DISPLAYED

BOOTH SELECTIONS Every effort will be made to accommodate your booth location requests.

OF BOOTHS REQUIRED 1ST CHOICE 2ND CHOICE 3RD CHOICE

EXHIBITOR(S) TO AVOID (IF ANY) Please list any competitors/companies that you do not wish to be within close proximity. NOTE: The ORFA cannot guarantee a display location away from competitors, however, every effort will be made to do so where possible.

REGISTRATION FEE: Please ✓ and indicate the # of Booths required:

- UNTIL March 1 | AFTER March 1
- ORFA Member 10' x 10' Booth @ \$1250.00 | \$1350.00 \$
- Non-Member 10' x 10' Booth* @ N/A | \$2200.00 \$

*Non-Member booths available for purchase after March 1/13

Additional buffet tickets required: @ \$40.00 \$

NOTE: ONE banquet ticket is provided per each booth. Sub-Total \$

13% HST 126146380 \$

Exhibitor Booth Total \$

SPONSORSHIP OPPORTUNITIES.

- ~~A. 2013 EXPO Dinner Buffet \$7000.00~~ \$ SOLD
- ~~B. 2013 Events Brochure \$5000.00~~ \$ SOLD
- C. 2013 ORFA Training Binders \$5000.00 \$
- ~~D. Monday Welcome Reception 58th APDP \$2000.00~~ \$ SOLD
- E. Limited Edition ORFA 2013 EXPO T-shirts \$500.00 \$
- ~~F. ORFA Training Binders \$1500.00~~ \$
- G. OTHER Contact the ORFA
- Exhibitor Booth + Sponsorship Total** \$

METHOD OF PAYMENT

NOTE: Exhibit space will not be reserved until the registration form, the signed contract (see reverse), and payment are received by the ORFA office.

- Cheque payable to ORFA
- VISA MASTERCARD AMEX

..... / /

Expiry Date: /

Cardholder's Name (print)

Authorized Signature

COMPANY REPRESENTATIVE SIGNATURE


DATE(M-D-Y)

FOR OFFICE USE ONLY: Registration Number: Allocated Booth Number:

ORFA 2013 EXPO CONTRACT CONDITIONS

The ORFA Inc. and the University of Guelph shall not be responsible for any losses or damages that may occur to the exhibitor, the exhibitor's employee(s) or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit contract. The exhibitor signing this contract expressly releases the ORFA Inc. and University of Guelph, from and agrees to indemnify same against, any and all claims due to carelessness of the exhibitor, which claims must be paid for by the exhibitor causing same. Neither the ORFA Inc., nor persons representing the University of Guelph, nor any show service providers, will be responsible for damage or loss of any means whatsoever, (theft, fire, etc.) for any or all material or equipment used by exhibitors. Exhibitors are, therefore, required to carry appropriate insurance with respect to possible damage or loss and public liability against injury to the person or property of others. The Exhibitor also agrees to abide by the following rules and regulations for the event. Any deviation, without the express permission of the ORFA Inc. may result in removal from the show and loss of any monies paid.

1. Payment and this signed contract MUST accompany the signed registration form in order to reserve exhibit space.
2. All exhibitor names, and/or revisions, additions to Company name must be received by April 19, 2013 for processing and inclusion in the program brochure.
3. Complimentary badges will be provided for all names identified on the registration form.
4. Reserved exhibitors will be confirmed with move-in/out information and order forms for contracted services from our show services suppliers once registration and payment have been processed.
5. If an exhibitor cancels by March 15, 2013, the exhibitor will be refunded 50% the total contracted space cost. There will be no refund if cancellation occurs after March 15, 2013. Failure to appear at the EXPO does not release the exhibitor from responsibility for full payment. The ORFA Inc. does not accept responsibility for cancellations due to weather conditions.
6. The ORFA Inc. reserves the right to reject Exhibits that it deems unsuitable.
7. The ORFA Inc. reserves the right to modify the floor layout at anytime.
8. Exhibitors will be liable for storage and handling charges, including charges resulting from failure to remove material from the EXPO at the conclusion. There will be no storage on the EXPO floor.
9. In the event that the facility in which the EXPO is to be held, is destroyed or becomes unavailable for occupancy, and ORFA Inc. is unable to permit the exhibitor to occupy the facility, the ORFA Inc. will not be responsible for any exhibitor loss of business, loss of profits, damage or expense.
10. The ORFA EXPO will be accessible for set-up beginning 7:00 a.m. on Monday, April 29, 2013. The exhibitor agrees to comply with the exhibitor set-up and tear-down times as assigned by the ORFA Inc. The ORFA Inc. shall have the final decision regarding any rule or regulation during the EXPO, set-up and tear down.
11. All exhibits must conform to the size of space allocated and must not be of such nature of arrangement to obstruct the view of, or interfere with exhibits of others. The exhibitor agrees to comply with the assigned booth dimensions and location. Should any concerns arise regarding the obstruction of visibility, a decision will be made by the ORFA Inc. Exhibitors booths and materials may not protrude above the 3' side walls within 7' feet from the back wall. Booth signage, etc., should not be higher than the 8' backdrop.
12. Exhibitors may not extend activities into the aisles. This includes any attempt by an exhibitor to solicit and distribute materials and brochures.
13. The exhibitor agrees that under no circumstances shall space be sublet without the written permission of the ORFA Inc. Direct sales solicitation at the EXPO will be limited to exhibitors and their agents.
14. The ORFA Inc. reserves the right to reject or prohibit exhibitors without statement of cause.
15. Behaviour in a disorderly, abusive or other manner not acceptable to the ORFA Inc. will not be permitted. Exhibitors will not conduct demonstrations, sales activities, distribution of promotional material, etc., in such a way as to interfere with or detract from the exhibits of adjacent exhibitors or to annoy any other exhibitors or patrons.
16. The company or individual whose name appears on this contract takes responsibility for any and all individuals representing the company or themselves while at the EXPO.
17. The exhibitor agrees to comply with all the rules and regulations of the ORFA Inc. and the University of Guelph.
18. Additional booth furnishings may be rented directly from RVS Exhibitional Draperies Inc. tel.519.349.2024; additional electrical service may be obtained from Little Electric tel.519.621.2500.
19. All exhibit items must be CSA approved.
20. Nothing shall be pasted on, lathed, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the exhibit building or furniture there in.

COMPANY (EXHIBITOR)	Ontario Recreation Facilities Association Inc. COMPANY
COMPANY REPRESENTATIVE	John Milton, Chief Administrative Officer ORFA REPRESENTATIVE
SIGNATURE	 SIGNATURE
DATE	Wednesday, February 6, 2013 DATE

THIS SIGNED CONTRACT MUST BE INCLUDED WITH THE REGISTRATION FORM AND PAYMENT TO RESERVE A BOOTH SPACE AT THE 2013 EXPO.



ONTARIO RECREATION
FACILITIES ASSOCIATION INC.

1 Concorde Gate, Suite 102, Toronto, Ontario, Canada M3C 3N6
T.416.426.7062 F.416.426.7385 TF.1.800.661.ORFA(6732) info@orfa.com

ORFA.COM