

OMAAMO

ONTARIO MUSEUM ASSOCIATION
ASSOCIATION DES MUSÉES DE L'ONTARIO

2013 OMA Annual Conference | Markham | November 6 – 8, 2013
HILTON TORONTO/MARKHAM SUITES CONFERENCE CENTRE & SPA

Hosted by the Markham Museum and the City of Markham with the involvement of local and area museums, the **2013 OMA Annual Conference** will bring together professionals, decision makers, students, volunteers, supporters and stakeholders from across Ontario, representing **over 600** museums, historic sites, art galleries, heritage organizations, agencies, and colleges and universities with museum-related programs.

Conference **Tradeshow** and **Support Opportunities** provide **optimal visibility** to companies and organizations looking to showcase their products, services and programs within the museum, heritage and cultural sectors.

The three days of OMA events will be promoted **weekly to 8000 museum professionals, students and related stakeholders**, and attracts over **300 delegates from across the museum sector and Ontario!**

- Over 95% of delegates visit the Tradeshow to shop for products and services
- Over 80% of delegates see Exhibitors as supporters of their sector!



Markham Museum – 2013 Conference Partner

In response to high demand this year we've increased the number of available spaces - Don't miss out! Find the package that is best suited for your organization or company on page 2!

*"The OMA Tradeshow is well worth the cost of exhibiting and generates new business every year. It is a well-organized show and a **must** on our list!"*

Pierre Giguère, Director Sales and Marketing- Zone Display Cases

Contact:

Pierre Bois, Special Projects Manager

Tel.: 416-348-8672 | Toll free in ON: 1-866-OMA-8672

Email: pierre@museumsontario.com | www.museumsontario.com

Discover Ontario Museums at www.museumsontario.ca!

OMA Members: Want to learn more about expanding your reach before and during the conference? Contact the OMA for information about advertising opportunities and possible vendor pop-up presentations!



2013 Tradeshow and Support Opportunities

✓	Support Level	Rate	Tradeshow Space	Registrations Included:	Name/Logo + verbal recognition at supported event	Logo on Brochure	Logo on Delegate Bags	Delegate Bag Inserts	Acknowledgement at Conference + Logo on Print / e-Signage	OMA Website Logo / Link
	Premier Conference Sponsor	\$10,000 +HST	✓ (incl. WiFi)	5 Full 5 One-Day 5 Study Tours	✓	✓	✓	✓	✓	✓
	Ambassador Plenary Session or Keynote Speaker	\$5,000 +HST	✓ (incl. WiFi)	2 Full 2 One-Day 2 Study Tours	✓	✓	✓	✓	✓	✓
	Patron Luncheon Sponsor	\$2,500 +HST	✓ (incl. WiFi)	1 Full 1 One-Day	✓	✓	✓	✓	✓	✓
	Associate Break or Session Sponsor	\$1,250 +HST			✓	✓	✓	✓	✓	✓
	Colleague	\$500					✓	✓	✓	✓
	Contributor	\$250						✓	✓	Name only

Tradeshow Only

	Exhibitor 1 Member Rate 1	\$1150 + HST	✓				✓	✓	✓	✓
	Exhibitor 2 Member Rate 2	\$850 + HST	✓						✓	✓
	Exhibitor 3 Non-Member*	\$1250 +HST	✓						✓	✓

All exhibitors and supporters are listed at the OMA Website, in eCommunications and in the 2013-14 Annual Report, and will receive a delegates list.

***Not an OMA Member? Join today and save!**

Add an OMA Membership to your package: Corporate - \$300 | Individual Consultant/Sole Proprietor - \$125 | Institutional (contact OMA for details)

Additional Services

#	Service	Fees	Total Fees (do not include HST - to be calculated on page 3)
	WiFi Connection (per connection, 2 day package only)	\$50 (+ HST)	
	Additional Meals (per person, 2 day package only)	\$175 ea. (+ HST)	

Total Additional Services fees: _____

- Tradeshow rates cover a skirted table, 2 chairs and meals for 1 person per booth only. Additional meals can be purchased separately. See **Additional Services** chart for fees.
- See page 3 for Tradeshow hours, setup and take down times.
- Electrical / lighting services (available through Freeman - see last page for details), as well as labour and additional furniture (available soon through Stronco) can be purchased at the exhibitor's cost.



FIRST COME, FIRST SERVE!
Register now to take advantage of all promotional opportunities!

Tradeshow Dates and Times (TBC):*

Thursday, November 7 - 7:30 AM to 5:00 PM | Friday, November 8 - 8:00 AM to 2:00PM

***Set-up (TBC): Thursday, November 7 - 6:00 AM to 7:30 AM**

***Take-down (TBC): Friday, November 8 - 2:00 PM to 3:00 PM**

The Hilton Toronto / Markham Suites Conference Centre is a great facility for the tradeshow! Reserve now!

Tradeshow and Support Registration Form

OMA Member # _____

Support Level and Rate (see chart on page 2): _____

Company Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Website: _____ Email: _____

Support level / Tradeshow rate: \$ _____

Additional services fees: + \$ _____

Total fees: = \$ _____

HST (13%): x 1.13 \$ _____

Membership (for non-members only): + \$ _____

SUBTOTAL: = \$ _____

Cheque OR Credit card: VISA MasterCard

Cardholder Name: _____ Card #: _____

Expiry Date: _____ Signature: _____

Cancellation Policy: There is a 50% holdback policy if exhibition space that has been assigned and confirmed is cancelled. You may notify the cancellation in writing to the Ontario Museum Association. No refunds will be issued for cancellations received after July 15, 2013 or for conference "no-shows" because of financial commitments made by the OMA

Liability and Indemnification: Exhibitors who desire insurance on their exhibits must do this at their own expense. The exhibitor agrees to indemnify and hold harmless the Ontario Museum Association and its employees, volunteers, agents, and the HILTON TORONTO/MARKHAM SUITES CONFERENCE CENTRE & SPA against loss, theft, liability, damage, and expense of any nature. Including attorney's fees, caused by the exhibit of the exhibitor's actions, including installations, removal, maintenance, occupancy or use of the exhibitions premises, or part thereof.

On behalf of _____, I agree to the terms as outlined herein:

 Authorized Signature

 Name (please print)

 Date

Please fax this form with payment to: Ontario Museum Association at 416-348-0438

Email to: conference@museumsonario.com

Mail to: Ontario Museum Association, 50 Baldwin Street, Toronto, ON M5T 1L4

LOGO SUBMISSION: To appear on the brochure, delegate bags and/or website, please submit your logo in high-resolution (EPS format preferred) to conference@museumsonario.com by **June 15, 2013**

***Conference program is subject to change, which could affect Tradeshow schedule. Hours are based on previous years.**



#OMAConf2013

EXHIBITOR RULES AND REGULATIONS
HILTON SUITES TORONTO/MARKHAM CONFERENCE CENTRE & SPA
8500 Warden Avenue, Markham, Ontario. L6G 1A5

DELIVERIES

All exhibits must be brought into the Conference Centre via the designated move-in doors from the West Side of the building or via the freight elevator on the South Side.

The hotel freight elevator is available for large scale or large quantity items. The space available within the elevator is 17 ½' Long, 8' Wide, 8' High with a maximum load capacity of 10,000 lbs. or 4500 Kg.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, elevators, stairs or doors.

The Hilton Suites Toronto/Markham Conference Centre & Spa **cannot accept deliveries more than 1 day prior to move-in day**. Deliveries arriving before that time will be shipped back or stored **at the exhibitors' expense**. All deliveries should be clearly labeled on the outside, indicating deliveries for Conference Centre or Hotel.

Hilton Handling Fees:

Boxes and Packages (under 50lbs)	\$6.00 per box
Boxes and Packages (over 50lbs)	\$25.00 per box
Crates	\$85.00 per crate
Pallets	\$200.00 per pallet

Loading area at the freight elevator **is not equipped with a loading dock**. Exhibitors are to bring own forklift for **unloading**. Hilton Suites Toronto/Markham Conference Centre & Spa is not equipped with ladders, brooms, dollies and other required items. All exhibitors are to bring their own tools to erect their exhibits. All labour requirements for the set up and tear down of an event are the responsibility of the exhibitors and their service contractors.

SET UP/TEAR DOWN

Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. This includes tables, chairs, booths, display items, etc...

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls or painted surfaces.

Tape to mark exhibit floor must be removed at the conclusion of the show. Tape leaving glue residue on carpet and flooring is not permitted. All expenses for cleaning of tape will be charged to the exhibitor.

Exhibits must be removed immediately when conference is finished.

ELECTRICAL EQUIPMENT & CONNECTION

The Electrical Safety Code, Ontario Regulation requires that all electrical equipment be approved before it may lawfully be advertised, displayed, offered for sale or sold or otherwise disposed of or used in the Province of Ontario.

Exhibitors may not store materials on or around any electrical equipment or connections of any kind.

Equipment that trips or quits due to overload may not be restarted until the exclusive electrical contractor has found the source and corrected the problem.

Electrical services are not included in the Tradeshow registration costs and must be ordered by Freeman.

GARBAGE/BOXES REMOVAL

The Exhibitor must remove garbage from the show floor and the building.

FOOD & BEVERAGE RESTRICTIONS

All food and beverage is the sole exclusive responsibility of the Hilton Suites Toronto/Markham Conference Centre & Spa. Allowances will be made for "Give Aways" such as candies or chocolates.

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SECURITY

There is security at the Hilton Suites Toronto/Markham Conference Centre & Spa for the Hotel. If security services are required, the Exhibitor is responsible to hire at their expense.

FIRE REGULATIONS

All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must confirm to C.S.A. or UC specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility of ensuring that exhibits meet these standards.

PROHIBITED MATERIALS

Use of the following materials, process or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-steam paper;
2. Paper backed foil unless glued securely to suitable backing;
3. Styrofoam and/or foamcore;
4. Fireworks (permit);
5. Blasting agents;
6. Explosives;
7. Flammable cryogenic gases;
8. Aerosol cans with flammable propellants;
9. Smoking in posted "No Smoking" area;
10. Fueling of motor vehicles;
11. Liquefied petroleum or natural gas;
12. Wood matches with "all surface" strikes;
13. Hazardous refrigerants such as sulfur dioxide and ammonia;
14. Cellulose nitrate motion picture film;
15. Portable heating equipment;
16. Flammable liquids or dangerous chemicals;
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association).

CUSTOM BROKERS

Exhibitors who are shipping goods to the event from outside Canada are responsible for their own Custom Brokers. The Hilton Suites Toronto/Markham Conference & Spa will not accept any charges nor arrange for any shipments to be cleared at Customs to be further shipped to the Hotel & Conference Centre. For your convenience, the hotel will be happy to recommend a Canadian Customs Brokerage with whom you may make direct arrangements.

ELECTRICAL AND LIGHTING SERVICES

Exhibit temporary Electrical and Lighting services are provided by the electrical division of Freeman. Please use the attached form OR their online system located at the below link to order your exhibit's electrical and/or lighting services:

Freeman Electrical and Lighting Services for 2013 OMA Conference

CTRL + CLICK on the above link to access: <http://www.freemanco.com/store/show/showInformation.jsp?showID=304780&nav=02>

Questions regarding these services should be directed to:

FREEMAN – Electrical Exhibitor Services

2365 Matheson Boulevard East, Mississauga, Ontario CANADA L4W 5B3

E: electrical.toronto@freemanco.com / T: 905.361.1500 or 1.888.508.5054 / F: 905.361.1540