



Science Teachers' Association of Ontario
Association des professeurs de Sciences de l'Ontario

STAO/APSO

www.stao.org

January 20, 2010

This year we are celebrating the Science Teachers' Association of Ontario / Association des professeurs de sciences de l'Ontario (STAO/APSO) 120th year! The annual conference will be held at the Doubletree by Hilton, Toronto Airport Hotel on November 11, 12, and 13, 2010.

I would like to invite you to participate in our event by exhibiting at STAO2010. I have attached an application form, layout of the exhibit hall and important contact information. Please take careful note of the new sponsorships we are offering this year, as they are great opportunities to increase your company awareness.

STAO2009, held this past November, attracted over 1500 delegates.

This year, all reservations and advertising will be booked through our Marketing Coordinator. Please feel free to contact Jana if you have any questions regarding STAO2010, or would like to reserve an exhibit booth or sponsorship.

Jana Grubb
Marketing Coordinator
Phone: (519) 683-4409
Fax: (519) 683-2473
jana_grubb@stao.org

We look forward to working with you this year.

Sincerely,

Trevor Gilbert
Exhibits Chair STAO2010

• STAO2010 Exhibitors Application Form



Please fill in each of the following fields:

Company:	<input type="text"/>		
Address:	<input type="text"/>		
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Contact:	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	Email for the Program:	<input type="text"/>
Web Site:	<input type="text"/>		<input type="text"/>

1. **Number of booths**

(Circle one)

1 2 3 4 5 6

* bookings of 3 or more booths will receive a free insert

** Note: booth space will be reserved upon receipt of deposit. Booth numbers will not be assigned until full payment is received.*

2. **Booth Type.** The cost includes a draped table (sizes below) and a chair (GST will be added).

Please indicate the Booth Type required.

Booth Type	Table size	Cost (booth and table)	√
Type 1	4 foot long	\$ 1200	<input type="checkbox"/>
Type 2	6 foot long	\$ 1250	<input type="checkbox"/>
Type 3	8 foot long	\$ 1300	<input type="checkbox"/>
Type 4	4 foot long, 42" high	\$ 1300	<input type="checkbox"/>
Type 5	6 foot long, 42" high	\$ 1350	<input type="checkbox"/>
Type 6	8 foot long, 42" high	\$ 1400	<input type="checkbox"/>

3. Extra tables and chairs. Indicate the number and size of the extra furniture required.

Extra Chairs	Cost	#
Regular	\$ 60	
High	\$ 60	
Extra Tables		
4' long	\$ 75	
6' long	\$ 75	
8' long	\$ 75	
4' long, 42" high	\$ 75	
6' long, 42" high	\$ 75	
8' long, 42" high	\$ 75	

- * If Additional furniture, not specified above, is required please contact us to discuss your needs.
- * Late or on-site changes will depend on availability

Note: The signed application indicates acceptance of the contract provisions and regulations. Please read them carefully.

A \$500, non-refundable deposit is required **per booth**, to confirm booth space. An invoice will be sent upon receipt of this form.

Signature

Date

***Note:** We now accept Visa / Mastercard / American Express for exhibit payments.

Card # _____ Exp _____ Sign _____

Please sign and return this form and all payments to:

FAX: 800-754-1654

Email: jana_grubb@stao.org

Mail: P.O. Box 771, Dresden, Ontario, N0P 1M0

Inserts for Delegate Tote-Bags

All inserts for the Delegate Tote-Bag are priced on a per item basis:

\$150 each for exhibitors
\$300 each for non-exhibitors

Inserts must be sent to the conference hotel so that they arrive between 9:00am on Monday, November 9 and 4:00pm, Tuesday, November 10. A sample mailing label will be sent from the conference office once you have confirmed your insert order.

To reserve space in the totebags for your inserts,
please return this form by fax to 800-754-1654.

Company: _____ Fax Number: _____

Inserts _____

Commercial Workshops at STAO2010 for Exhibitors

Your company or organization **MUST** be registered as an exhibitor in order to apply to offer a commercial workshop.

You will be invoiced \$250 for each one-hour workshop.

Applications for commercial workshops **MUST** be completed on-line by March 2, 2010. To submit an online application for a commercial workshop, go to:

<http://www.stao.ca/conf2/propose.php>

Note: Although Exhibitors who pay for a commercial workshop are exempt from the STAO/PSO policy re: selling items at workshops, STAO/PSO would prefer that the selling of these items take place at your booth, so as to not hinder the set-up at the following session.

STAO 2010 Conference

Regulations for all Exhibitors

1. Contract:

The following rules and regulations become binding upon acceptance of this contract between the applicants, their employees and agents and the Science Teachers' Association of Ontario (STAO2010) Committee, with any additions and amendments that may hereafter be established or put into effect by the Conference management. Any and all matters and questions not specifically covered by this contract shall be subject to the decision of the STAO2009 Committee.

2. Payment and Cancellations:

Payment of a \$500 non-refundable deposit (per exhibitor and per booth) is required to guarantee booth space (due before March 31st 2010), payment in full is required by Sept1st 2010. Booth space will be reserved upon receipt of deposit but booth number assignment will not be given until full payment is received. Cancellations must be received in writing by October 15th 2010 to receive a refund minus the deposit. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon notification of cancellation, STAO2010 has the right to resell the space vacated. No refunds will be made after October 15th, 2010. Cheques should be made payable to STAO2010.

3. Exhibit Standards:

STAO2010 shall have the right to prohibit any exhibit or part of an exhibit which in their opinion is not suitable to, or in keeping with, the character or purpose of the Conference. All exhibitors must use tables provided by Stronco, in keeping with health and safety standards as well as the insurance policy.

4. Liability and Insurance:

- Exhibit space is assigned with the understanding that neither the Conference management, the sponsoring Associations and Societies, STAO2010, nor other organizations or persons connected with this conference are to be held responsible for loss, damage, or injury to the exhibitor or to the exhibitor's employees or property, from any cause whatsoever prior to, during or subsequent to the period covered by the Exhibit Space Contract.
- Exhibitors agree to maintain such insurance that will fully protect the Conference management from any and all claims under the Worker's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display.

5. Safety:

The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering fire, safety and health.

6. Shipping, Storage and Transfer:

The exhibitor agrees to ship, at his or her own expense and risk, all articles to be exhibited. Temporary pre-conference storage and transfer can be arranged with the appointed Cartage Agent: Stronco Show Services. The arrangement and costs of such services are the responsibility of the exhibitor. Storage space upon availability. Please label packages with booth numbers and it will be at your booth upon arrival. Return shipping needs to be organized with the hotel.

7. Display Contractor:

As indicated on the Application form, booths are furnished. If additional fixtures utilities, furniture, custom-made signs, etc. are required, they must be arranged and rented directly from Stronco Show Services. Forms for services and rental Rates will follow upon receipt of your space application. Deadline for additional services is November 1, 2010.

8. Exhibit Hours, Installation and Removal of Exhibits

Booths will be ready for installation of exhibits at 1:00 pm on Wednesday, November 10, 2010. Electrical services and the staff from Stronco Show Services will be on call during installation. Installation must be completed by 8:30 am on Thursday, November 12, 2010 including removal of shipping crates, cartons, packaging materials, etc.

Exhibit hours will be:

Thursday, November 11, 2010	9:00 am to 6:00 pm
Friday, November 12, 2010	8:30 am to 5:00 pm
Saturday, November 13, 2010	8:30 am to 1:00 pm

Removal of exhibits may start at 1:00 pm on Saturday, November 13, 2010 - not before – and must be completed by 4:00 pm on Saturday, November 13, 2010. A penalty of \$200.00 will be assessed to any company or organization that dismantles their exhibit prior to 1:00 pm on Saturday, November 13, 2010. Exceptions are no longer going to be made unless the circumstances are emergency in nature.

9. Exhibit Location:

Exhibits will be located in the Plaza Ballroom, and Foyer at the International Plaza Hotel in Toronto. An exhibitor's lounge will be provided at a location convenient to the exhibit hall. Regular sessions will be held in other rooms within the hotel.

10. Exhibit Booths

Exhibit booths are 8' deep x 9' wide in the main exhibit hall or 8' deep x 10' wide in the foyer. Each booth is complete with high back walls with 4' side wing dividers and draped panels. Sufficient lighting as determined by the show electrician and one electrical outlet (800 W) will be provided. A furniture package consisting of draped tables and chairs are available as outlined on the application. Additional furniture is available directly through Stronco Show Services and should be arranged in advance. Registered exhibitors receive promotional material outlining services available directly from Stronco. Electrical services, other than the lighting and one power outlet provided by the show, can be arranged directly with the show electrical contractor, Stronco Electric, who will provide each exhibitor with a listing of their services. Commercial booth rental fee includes a security guard at night. Specially built back walls may not exceed an overall height of 8'. Unfinished wooden, cardboard, etc. panels must be painted or otherwise appropriately finished, if visible from other booths. No part of your display should spread outside of the recognized booth area. All coverings and drapes must be of fire-retardant materials. All exhibitors must use tables provided by Stronco, in keeping with health and safety standards as well as the insurance policy.

11. Customs Information:

Exhibitors from outside Canada should appoint a customs broker in Toronto for fast and efficient clearance of shipments. Under Canadian Exhibitor Tariff Item No. 981 0.00.00.00 and Customs Memorandum #D8-1-2, goods for exhibit are admitted free of duty and taxes subject to a refundable deposit equal to the amount of duty and other taxes normally payable. Any and all customs clearance charges will be the responsibility of the exhibitor. The customs broker for the conference is:

Mendelssohn - Commercial
8 Colborne St., 6th floor, Toronto, Ontario M5E 1K4
Att: Convention Services
(416) 863-9339 FAX (416) 863-5149