

Tradeshow & Conference for the Recreation Industry

# 2009 EXPO

GRYPHON DOME • UNIVERSITY OF GUELPH

Wednesday, April 29, 2009



## EXHIBITOR INFORMATION

Registrations will be accepted from current ORFA corporate members starting December 23, 2008.

[ORFA.COM](http://ORFA.COM)



## What Is The ORFA EXPO?

The ORFA EXPO is the Association's largest and most successful tradeshow opportunity for companies who specialize in products and services targeted to the recreation industry.

## DATE & LOCATION

The ORFA is excited to announce that the 2009 EXPO will be held on April 29, 2009 at the Gryphon Dome, University of Guelph, Guelph, Ontario, Canada.

## OPPORTUNITIES

This is your company's/organization's opportunity to interact with representatives from various sectors. This event attracts attendees from a wide variety of sources which include:

- Annual Training Program Registrants
- Facility Managers/Supervisors
- Recreation Directors/Superintendants
- Municipal Councillors
- Purchasing Agents
- City/Town Administrative Personnel
- Architects and Consultants
- College and Universities

## ATTENDANCE

The one-day EXPO is held in conjunction with the 54th Annual Professional Development Program which is a weeklong event and draws over 500 recreation facility representatives registered in various training programs. In order to attract more traffic, the ORFA will target members and key contacts not registered in training programs by providing free passes to attend the event.

## REGISTRATION & BOOTH ALLOCATION

Please review and complete the registration form without delay. Every effort will be made to accommodate your booth location and requirements. Booth space will be allocated on a first-come, first-paid basis, with booth locations provided on a first right of refusal basis to ORFA Corporate Members until February 6, 2009. Exhibitors must be a current corporate member in good standing. After that date, booth space will be available to non-members of the Association at a non-member rate. Deadline for all submissions is April 6, 2009.

Please send registration form and payment to the:

Ontario Recreation Facilities Association  
1 Concorde Gate, Suite 102  
Toronto, Ontario, Canada M3C 3N6  
T.416.426.7062 F.416.426.7385

## TRADESHOW CONTACTS

For more information, please do not hesitate to contact:

Hubie Basilio, PR & Communications Coordinator  
T.416.426.7062 hbasilio@orfa.com

Richard Poole, ORFA Corporate Director  
Email: RPoole@TOROMONT.com

## Booth Features & Fee Includes

- 10' x 10' booth, 8' backdrop drapery, 3' booth dividers
- One (1) 6' skirted table & Two (2) chairs, carpet
- One (1) 110v electrical outlet (Other electrical services available for an additional charge)
- Free Parking
- One (1) buffet dinner ticket
- Name Badges for all listed on registration form
- Listing in Program Guide (company and contact information)

## Exhibitor Registration Fee

STANDARD BOOTH

\$880 plus GST - Members • \$1530 plus GST - Non-Members

PREMIUM BOOTH

Location A - \$1105 • Location B - \$1985 • Location C - \$2645

## Exhibitor Confirmations

Confirmation will be sent out after April 6th, 2009

## SCHEDULE OF EVENTS

### Move in, set-up and move out

Specific move in and move procedures will be included in confirmations

- Set Up 7:00 a.m. - 12:00 p.m.
- Show hours 2:00 p.m. - 8:00 p.m.
- Silent Auction 3:30 p.m. - 7:00 p.m.
- Cash Bar Open @ 4:30 p.m.
- Dinner 5:30 p.m. - 7:30 p.m.
- Move out 8:00 p.m.-10:00 p.m.

## SPECIAL EVENTS

### Silent Auction

Donations of items for the Silent Auction to support the ORFA Student Bursary would be appreciated. Please advise the ORFA by April 23, 2008 by email expo@orfa.com.

### Draw For Major Prizes

2 prizes with retail value of \$500 each will be drawn

### ORFA Preferred Hotel Accommodation

Delta Guelph Hotel and Conference Centre

The ORFA has negotiated reduced room rates with the Delta Guelph located across the street from the University of Guelph. These rates are valid until Friday, March 13, 2009, assuming room availability, and do not include applicable taxes. Parking at the hotel is \$9.00 per 24 hours and includes in and out privileges.

Delta Room - 2 Queens or 1 King: \$129.00  
Premier 1 Queen Suite: \$139.00 or \$149.00  
Deluxe 1 King Suite: \$139.00 or \$149.00  
Other Suites: \$175.00 - \$275.00

To book your room, contact the hotel at (519) 780-3700, 1-866-520-4552 and quote reservation code "glorfa" or reserve online at [www.deltaguelph.com/glorfa](http://www.deltaguelph.com/glorfa)

**2009 SPONSORSHIP OPPORTUNITIES See next page**

## 2009 SPONSORSHIP OPPORTUNITIES

Build your corporate profile with thousands of recreation professionals. This is an **opportunity** to network with existing and potential ORFA members **before**, **during** and **after** the EXPO.

### A. AWARDS & RECOGNITION BANQUET SPONSOR \$5000

#### (1 SPONSORSHIP AVAILABLE)

- 2010 ORFA Corporate Membership
- Acknowledgement in Facility Forum
- One time Full Page mass communication to all ORFA Members
- Full Page Black & White ad in 2009 EXPO Program Guide\*
- Acknowledged in any communication materials until December 31, 2009 as 2009 Awards & Recognition Banquet sponsored by "COMPANY NAME"
- Inclusion of your company logo or name on Dinner tickets, programme and any 'new' signage for the event
- 1/2 page colour ad on back cover of all training binders\*

### B. APDP BADGE & LANYARD SPONSOR \$1000/sponsor

#### (1 SPONSORSHIP AVAILABLE)

- Acknowledgement in Facility Forum
- One time Full Page mass communication to all ORFA Members
- 1/2 page Black & White ad in 2009 EXPO Program Guide\*
- Acknowledged in any communication materials until December 31, 2009 as an APDP sponsor
- Inclusion of your company logo on any 'new' event signage

### C. DELEGATES NOTEPAD \$1000/sponsor

#### (2 SPONSORSHIPS AVAILABLE)

- Company logo and contact info printed on 750 Notepads. (Notepads are 8.5 x 11, 1 colour)

### D. TRAINING BINDERS FRONT COVER-Business Card Ad \$750/sponsor

#### (2 SPONSORSHIPS AVAILABLE)

- Business Card Size Ad on the Front Cover of All APDP Training Binders\*

### E. PEN SPONSOR \$700/sponsor

#### (1 SPONSORSHIP AVAILABLE)

- A pen with your company name or logo will be included in the delegates orientation package

### F. EXPO T-SHIRT SPONSOR \$185/sponsor

#### (20 SPONSORSHIPS AVAILABLE)

For more information or exclusive sponsorship, contact Hubie Basilio @ 416.426.7062 or by email [hbasilio@orfa.com](mailto:hbasilio@orfa.com)

### G. OTHER

If your company is not interested in any of the above levels of sponsorship and would like to discuss other opportunities, please contact Hubie Basilio @ 416.426.7062 or by email [hbasilio@orfa.com](mailto:hbasilio@orfa.com)

\* Sponsor must supply ad. Contact Hubie Basilio for ad specs.

## 2008 EXHIBITORS

ABC Recreation Ltd.  
Advantage Fitness Sales Inc  
Advantage Sport  
AFTICA Vend Inc.  
Alumni Classroom Furniture  
AIMCON Recreation  
Barry-Bryan Associates  
Belair Recreational Products Inc.  
Black and McDonald  
Blademaster  
Buddsteel  
Canadian Red Cross  
Canadian Rink Services  
Centaur Products Inc.  
Cimco  
Covermaster Inc  
Custom Ice Inc.  
Crozier Enterprises  
Dr. Gum  
E.I. Solutions (Munters)  
Energie Innovation Inc.  
Envyrozone  
Futuresign Multimedia Displays Inc  
Global Emissions System Inc  
Gym-Con  
Hamilton Digital Designs Inc.  
Harris Time Inc.  
Henderson Recreation Equipment  
Hutcheson Sand & Mixes  
Icco Advanced Arena Products  
Induspray  
Intersteam Technologies  
Irwin Seating Co.  
Jet Ice Ltd.  
Joe Johnson Equipment  
Johnsonite  
June is Recreation & Parks Month  
KDM  
Keyway Vendors Inc.  
Laurentian Gymnastic Industries  
Mar-Co Clay  
Marchant's School Sport Ltd  
Maximum Solutions  
Musco Sports Lighting  
Mycom Canada  
Newmarket, Town of  
OES Inc.  
OPA  
Ontario Arenas Alumni  
Paul Leskew & Associates Inc  
PPL Aquatic Fitness & Spa Group  
Poppa Corn Corp.  
Pro Net Sports  
Raita Sport  
Resurface Corporation  
Riley Manufacturing  
Schoolhouse Products  
SDR Seating Inc.  
Simplistic Lines Inc.  
Smart Serve Ontario  
SOCAN  
Sound Barriers  
Sport Systems Canada Inc.  
Sport Systems Unlimited  
Sport Turf Association  
S.T.A.R.  
Thompson Rink Equipment Ltd  
Union Gas  
Wentworth Associates  
WestPoint Sports Flooring  
WH Reynolds  
Wonderland Food & Equipment  
Zamboni Company Ltd.



\*The ORFA reserves the right to modify the floor layout at anytime  
 First right of refusal offered to 2008 exhibitors until February 6, 2009.

# 2009 ORFA EXPO Wednesday April 29, 2009 - REGISTRATION FORM

Please ensure that you have read the ORFA EXPO CONTRACT CONDITIONS  
Complete the this FORM & return with signed CONTRACT & payment by MAIL or FAX to:

Ontario Recreation Facilities Association Inc.  
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 ORFA Corporate Members until Feb. 6, 2009 and then open to non-members. You will be contacted by ORFA with respect to confirmation of booth selection. Confirmation notice will be issued after April 1, 2009.

PLEASE PRINT:

**FOR OFFICE USE ONLY:**

Registration Number: .....  
Allocated Booth Number .....

.....  
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**

In the event that your booth selection are taken, we will contact you and work with you to find the best location for you. Every effort will be made to accommodate your booth location requests.

.....  
# OF 10'x10' BOOTHS REQUIRED 1ST CHOICE 2ND CHOICE 3RD CHOICE

.....  
EXHIBITOR(S) TO AVOID (IF ANY)

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

- ORFA Member Standard Booth ..... @ \$880 \$ .....
- Non-Member Standard Booth ..... @ \$1530 \$ .....
- Premium Booth Locations A 202 rate \$1105 \$ .....
- Premium Booth Locations B 1, 101, & 102 rate \$1985 \$ .....
- Premium Booth Locations C 103, 201 & 203 Rate \$2645 \$ .....

Indicate the # of Extra Banquet Tickets required:

- NOTE # of banquet tickets included:  
 ONE banquet ticket per Standard booth ..... @ \$40 \$ .....  
 ONE banquet ticket for Premium Booth Location A .....  
 TWO banquet tickets for Premium Booth Location B .....  
 THREE banquet tickets for Premium Booth Location C .....  
 Sub-Total \$ .....  
 GST 126146380 (Canadian Residents Add 5%) \$ .....

Exhibitor Booth Total \$ .....

Interested in sponsorship opportunities? Complete information below. Total # of sponsorships available in parenthesis.

- A. Awards & Recognition Banquet Sponsor \$5000 (1) \$ .....
- B. Badge & Lanyard Sponsor \$1000 (1) \$ .....
- C. Delegate Note Pad Sponsor \$1000 (2) \$ .....
- D. Training Binder Sponsor \$750 (2) \$ .....
- E. Pen Sponsor \$700 (1) \$ .....
- F. ORFA EXPO T-Shirt Sponsor \$185 (20) \$ .....
- G. OTHER Contact the ORFA
- Exhibitor Booth + Sponsorship Total \$ .....

**SPONSORSHIP OPPORTUNITIES AVAILABLE  
Contact the ORFA for more information.**

**PLEASE NOTE A booth space will not be reserved until a Registration Form, a signed contract (see reverse), and payment are received by the ORFA office.**

**Method of Payment**

NOTE: Registration form and PAYMENT IN FULL must be received prior to confirmation.

- Cheque payable to O.R.F.A. Inc.
- VISA 
- MASTERCARD 
- AMEX 

...../...../.....

Expiry Date: ...../...../.....

.....  
Cardholder's Name (print)

.....  
Authorized Signature

.....  
**COMPANY REPRESENTATIVE SIGNATURE**

.....  
**DATE(M-D-Y)**

# 2009 ORFA 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 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 O.R.F.A., 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 Contractee also agrees to abide by the following rules and regulations for the event. Any deviation, without the express permission of the ORFA may result in removal from the show and loss of any monies paid.

1. Payment & signed contract MUST accompany signed registration form in order for the space to be considered "RESERVED".
2. Registration by fax or email will be considered "RESERVED" only if completed with credit card information or when cheque is received.
3. All Exhibitor names, and/or revisions, additions to Company name must be received by April 6, 2009 for processing and inclusion in the Program brochure.
4. You will be provided with complimentary badges for all names provided on registration form.
5. "RESERVED" Exhibitors will be forwarded an Exhibitor Confirmation with move-in/out information and order forms for contracted services from our Show Services suppliers after April 1, 2009.
6. If an Exhibitor cancels within 60 days of the Exhibition (Mar. 2, 2009), the Exhibitor is liable for 50% of the total contracted space and will be refunded accordingly. Within 30 days, there will be no refund. Failure to appear at the EXPO does not release the Exhibitor from responsibility for full payment. The ORFA does not accept responsibility for cancellations due to weather conditions.
7. ORFA reserves the right to reject Exhibits that it deems unsuitable.
8. ORFA reserves the right to modify the floor layout at anytime
9. 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.
10. In the event that the facility in which the EXPO is to be held, is destroyed or becomes unavailable for occupancy, and ORFA is unable to permit the Exhibitor to occupy the facility, ORFA will not be responsible for any Exhibitor loss of business, loss of profits, damage or expense.
11. The ORFA EXPO will be accessible for set-up beginning 7:00 a.m. on Wednesday, April 29, 2009. The exhibitor agrees to comply with the exhibitor set-up and tear-down times as assigned by the ORFA The ORFA shall have the final decision regarding any rule or regulation during the EXPO, set-up and tear down.
12. 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.
13. The exhibitor agrees that under no circumstances shall space be sublet without the written permission of the ORFA Direct sales solicitation at the EXPO will be limited to exhibitors and their agents.
14. The ORFA 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 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 and the University of Guelph.
18. Any additional booth furnishings and electrical service required may be rented directly from the official suppliers. All changes to requirements requested at the time of registration must be received before April 6, 2009 to ensure the request(s) can be accommodated.
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 building or furniture.

.....  
COMPANY ..... Ontario Recreation Facilities Association Inc.  
COMPANY

.....  
COMPANY REP ..... John Milton, Chief Administrative Officer  
COMPANY REP

.....  
SIGNATURE ..... SIGNATURE

.....  
DATE ..... DATE