

STAO 2008 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 (STAO2008) 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 STAO2008 Committee.

2. Payment and Cancellations:

Payment of a \$500 non-refundable deposit (per exhibitor) is required to guarantee booth space, payment in full is required by Sept^{1st} 2008. Cancellations must be received in writing by October 15th 2008 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, STAO2008 has the right to resell the space vacated. No refunds will be made after October 15th, 2008. Cheques should be made payable to STAO2008.

3. Exhibit Standards:

STAO 2008 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, STAO2008, 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 their 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. Delivery of all shipments to the exhibit floor and placing of crates at their assigned booth sites at the DoubleTree International Plaza Hotel, can be arranged through Stronco Show Services for a designated fee payable directly to Stronco Show Services. An organized schedule for moving into the display hall on November 12th 2008 will be arranged.

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, 2008.

8. Exhibit Hours, Installation and Removal of Exhibits

Booths will be ready for installation of exhibits at 12:00 pm on Wednesday, November 12, 2008. Electrical services and the staff from Stronco Show Services will be on call during installation, if requested before hand. Installation must be completed by 8:30 am on Thursday, November 13, 2009 including removal of shipping crates, cartons, packaging materials, etc.

Exhibit hours will be:

Thursday, November 13, 2008 9:00 am to 6:00 pm**

Friday, November 14, 2008 8:30 am to 5:00 pm

Saturday, November 15, 2008 8:30 am to 1:00 pm

** As was done with STAO'2007 we are planning a special viewing of the exhibit hall on the evening of Thursday, November 13, 2008 in conjunction with a STAO reception. This will give exhibitors additional exposure to science teachers who can not attend the conference during the day.

Removal of exhibits may start at 1:00 pm on Saturday, November 15, 2008 - not before – and must be completed by 4:00 pm on Saturday, November 15, 2008. 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 15, 2008.

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

STAO 2007 Important Contacts

Hotel Information

International Plaza Hotel
655 Dixon Road
Toronto, ON M9W 1J3
Contact: Bill Powers
(416) 246-7926

Official Service Contractor

Stronco Show Services
45 Firma Cres.
Toronto, ON M8W 3R1
Contact: Sharon Ryan
(416) 255-5511

Electrical Services

Stronco Electric
45 Firma Cres.
Toronto, ON M8W 3R1
Contact: Debbie Romanet
(416) 255-5511

STAO 2007 Exhibits Coordinator

Trevor Gilbert
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Science Teachers' Association of Ontario

www.stao.org

Trevor Gilbert
Exhibits Coordinator
STAO 2008 Conference

February 19th, 2008

This year's Science Teachers' Association of Ontario (STAO) conference is being held in Toronto at the Double Tree International Plaza Hotel on November 13, 14, and 15, 2008.

This year the exhibit hall will be open on Thursday, November 13 from 9:00 am till 6:00 pm; on Friday, November 14, from 8:30 am till 5:00 pm; and on Saturday, November 15 from 8:30 am till 1:00pm. As was the case last year, the exhibit hall will be open after 4 pm on Thursday for any teacher who wishes to attend and cannot get time off during school hours.

If you are interested in exhibiting at this years' conference you can fill in the attached application form and send it back to me. Previous exhibitors will find a few changes and are encouraged to read through the entire document carefully. Our costs have increased, so we must also adjust our prices. We will be freezing the current prices outlined in the application form for the next three years. We have improved access to the internet for any exhibitor who desires it and we will be improving exhibitors' visibility on the STAO website. Another note: All exhibitors must use tables supplied by Stronco to adhere to the health and safety policy.

STAO 2007 was held last November and attracted over 2000 delegates. The exhibit hall was completely booked and we have had even more interest for STAO 2008.

If you have any questions, please feel free to phone, write, or fax me at the following:

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