



OTTAWA VALLEY
TURFGRASS
ASSOCIATION

WINTER CONFERENCE 2019

EXHIBITOR PACKAGE

January 22 & 23 | Centurion Center | 170 Colonnade Ave. Ottawa, ON

GUIDELINES

- Our 2018 participants will be offered a primary space selection with a two week pre-buy period.
- After this period, spaces will be opened up to everyone at a first come, first serve basis.
- The two week pre-buy period ends December 7, 2018.
- The cancellation deadline is December 31, 2018. No refunds will be given after this date.

*** Please note that refunds are subject to a \$50.00 admin fee.*

ADMISSION PASSES

- When ONE to THREE booths are purchased, TWO admission passes will be issued free.
- When FOUR or more booths are purchased, SIX admission passes will be issued free.
- A separate registration form is required for Day ONE entry by exhibitors (see in package).
- Please indicate the names of your representatives on your exhibitor registration form. Please print clearly. This will be used for your personalized name badges.

Note: Extra exhibitor passes are \$40.00 + taxes.

EXHIBITOR PASSES

- Set-up will be available at two different times for your convenience:
 1. **Tuesday January 22**
Confirmation of 'move-in time' will be available closer to the date.
 2. **Wednesday January 23**
Between 6:30 AM and 8:00 AM ONLY.
- If you are displaying any type of machinery, an underlay to protect the carpet **MUST** be used in your booth (\$80.00 per 10x8 booth + tax) or you may supply your own. Please notify the office of your decision in advance.

MISCELLANEOUS INFORMATION

- There is one loading door available at the Centurion Centre. Loading and unloading of large machinery is the responsibility of each exhibitor.
- We encourage you to register early! Due to the demand for booth space in previous years, our 2018 Exhibitors will get TWO WEEKS to pre-register their space. After this, space will be on a first come, first received basis.
- You may fax or email your registration form to the office. You may either pay by credit card, cheque or invoice. Make your selection on the exhibitor registration form.
- The OVTA will be holding our **Annual SILENT Auction** again this year. Join the fun, send in your donation form today. **We appreciate your donations very much.**

EXHIBITOR SPACE RENTAL

OTTAWA VALLEY
TURFGRASS ASSOCIATION

PO Box 3, Greely, ON
K4P 1N4

Office: 613-327-6393

Fax: 613-701-4017

Company Name:

Main Contact Person:

Phone Number:

Business Address:

Please read **Exhibitor Guidelines** for details on number of badges awarded.

Representatives
Attending

Tradeshow &
Speaker Sessions

BOOTH RENTAL

ONE 10' X 8' BOOTH: \$550+hst = \$621.50

2nd BOOTH: \$350+hst = \$395.50

3rd or more BOOTH: \$310+hst = \$350.30

Total Number of Booths required: _____

*** If you want to join us for the DAY ONE SPEAKERS SERIES, please complete the Attendee Registration Form*

DETAILS

Select all that apply

We require an electrical connection to our booth for a fee of \$132 + tax (includes inspection)

We require one 6' display table inside our booth (no charge with booth rental)

We require ___ chairs in our booth

We require carpet protection in our booth(s) for a fee of \$80.00/booth plus tax (mandatory)

YES! We would like to donate an item to your SILENT auction - our form is attached (Min. \$100 prize)

CHEQUE

AMEX Card #:

Cardholder:

MASTERCARD

VISA Expiry (MM/YR):

Signature:

REGISTRATION



EXHIBITORS
Day ONE Entry
January 22, 2019

ANNUAL WINTER CONFERENCE

January 22, 2019

Name:

Company Name:

Business Address:

Phone Number:

Email:

ATTENDEES - DAY ONE

Multiple entries welcome. Please print clearly

January 22 - Seminars Only (includes hot breakfast & lunch)

2019 Member x (\$20 increase at the door)	@ \$113.00 ea = (\$100.00 + \$13.00 HST)
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Non-Member x (\$20 increase at the door)	@ \$197.75 ea = (\$175.00 + \$22.75 HST)
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ATTENDEES (including you):

- 1.
- 2.
- 3.
- 4.
- 5.

This registration form is used for Exhibitors that would like to attend our Education Series on Day ONE. A hot breakfast and lunch is included. The fee will be added to your total booth rental price.

SPONSORSHIP OPPORTUNITIES

JANUARY 22, 2019 - Speaker Sessions | JANUARY 23, 2019 - Tradeshow

Invoices will be sent January 2019

\$2500 DAY ONE SPEAKER SPONSORSHIP

- ✓ Single Sponsorship for the day
- ✓ All benefits listed below

First right of refusal goes to Syngenta as they sponsored this event in 2018

\$350 DAY TWO SPEAKER SPONSORSHIP

- ✓ Large sponsor board with your LOGO at the conference
- ✓ Recognition during announcements
- ✓ Recognition in Turf Matters Newsletter
- ✓ Recognition in OVTA Website
- ✓ Your LOGO included in Winter Conference Materials

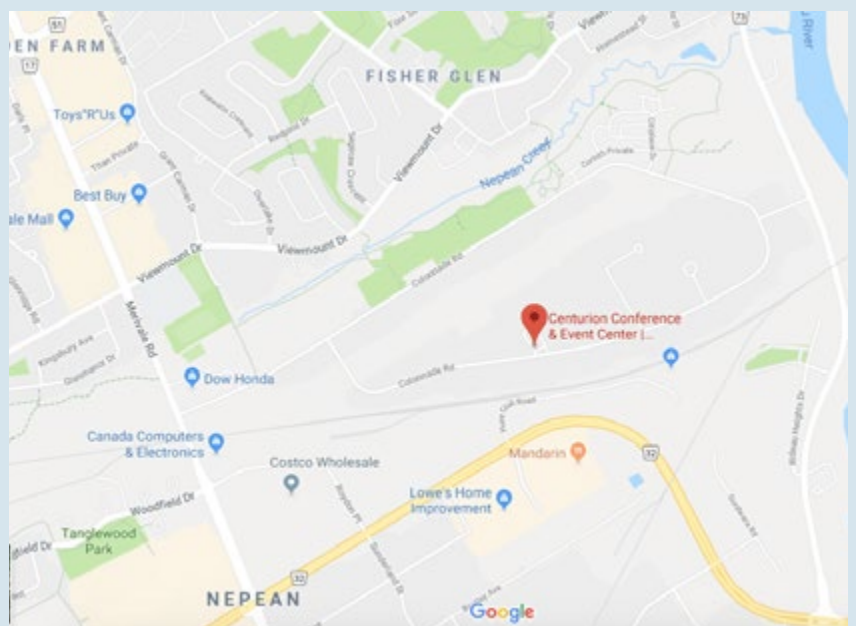
WE APPRECIATE YOUR CONTINUED SUPPORT!

WHERE TO STAY

- Standard rooms include: two queen beds, mini-fridge, microwave, coffee maker, iron and ironing board, DVD player and free high speed internet access.
- For the conference guests, also included will be a deluxe complimentary continental breakfast - available daily from 4:30 a.m. to 10 a.m.
- The OVTA conference group rate is \$125 plus taxes & fees.
- If, for any reason, someone should need to cancel their reservation, we require 24 hours notice prior to arrival by 4 p.m.
- The group code for this block is CGOVT1. This code should be quoted when making reservations to ensure they receive the special rate. The rooms have been blocked from January 21-23. Any unreserved rooms in this block will be released on January 10, 2019.
- Reservations can be made directly with the hotel at: 1-866-468-4442, locally at: 613-739-7555 or through Central Reservations at: 1-800-DAYS INN.

DRIVING DIRECTIONS

1. Queensway 417
2. Exit at Maitland Ave.
3. South on Maitland
4. Cross over Baseline Ave.
5. Maitland is now Merivale Rd.
6. Approx. 5 km, on your left, turn left onto Colonnade Rd. (business park)
7. First Right - Colonnade Rd.
8. The Centurion Center is on your left
9. # 170 Colonnade Road parking in rear



If possible, please bring your donation to the conference for display.

SILENT AUCTION DONATION FORM

****PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO THE EVENT**

Name:

Company Name:

Phone Number:

Email:

Item Name:

Description:

Retail Price: \$

MINIMUM \$100 DONATIONS PLEASE