

2016

AGM, EDUCATION CONFERENCE  
and Tradeshow

Deerhurst Resort  
Huntsville • Ontario

OCTOBER 18-20



Synergy

Moving Together - Changing Lives

EXHIBITOR PROGRAM

# EXHIBIT SCHEDULE

## EXHIBIT AND EDUCATION SESSIONS LOCATION

The Exhibits will be set up in Legacy Hall at the Deerhurst Resort and the education sessions will be held directly across the hall in the Waterhouse Ballroom.

Although the exhibit hall will remain open for the duration of the conference program, the following exhibit schedule indicates dedicated exhibit hours.

## EXHIBIT SCHEDULE (SUBJECT TO MINOR CHANGES)

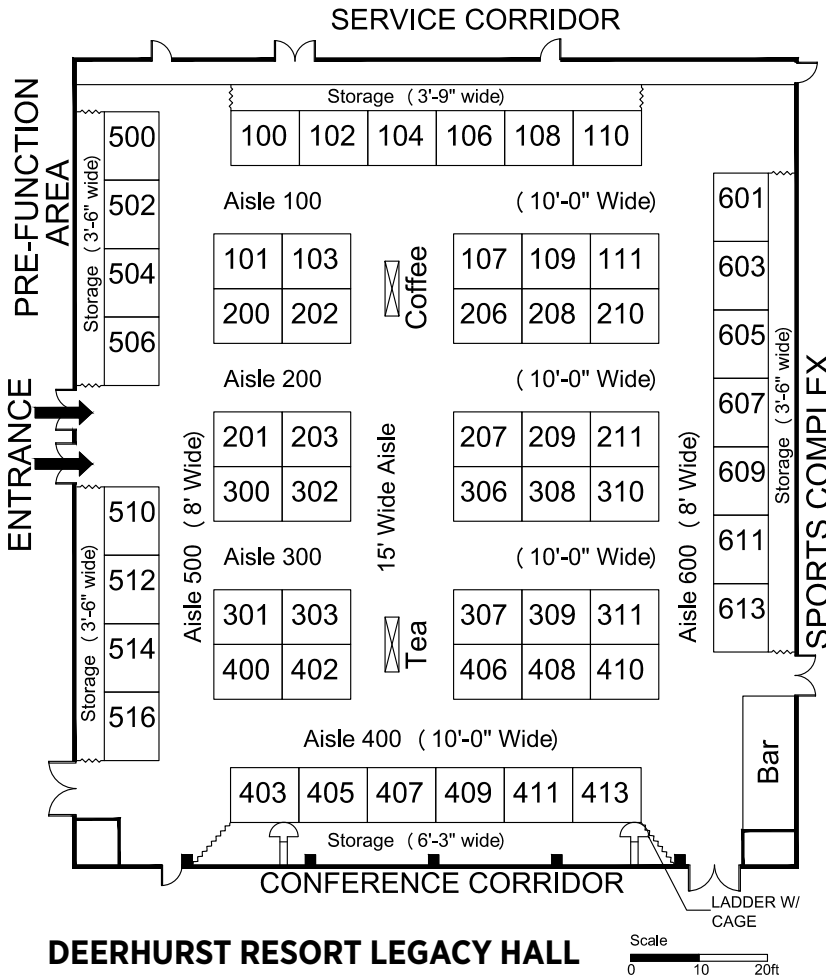
Tuesday October 18	
11:30 AM – 4:30 PM	Exhibitor set up and registration
5:00 PM – 9:00 PM	Tradeshow opening night “Denim and Diamonds” (4 hours)
Wednesday October 19 ~ Conference Day 1	
8:00 AM – 9:00 AM	Breakfast with exhibitors (1 hour)
10:30 AM – 11:00 AM	Refreshment break with exhibitors (1/2 hour)
12:30 PM – 2:00 PM	Buffet lunch with exhibitors (1 1/2 hours)
Thursday October 20 ~ Conference Day 2	
8:00 AM – 9:00 AM	Breakfast buffet with exhibitors (1 hour)
11:30 AM – 12:30 PM	Refreshment break with exhibitors (1 hour)

## IMPORTANT INFORMATION: TERMS AND CONDITIONS BETWEEN THE EXHIBITOR AND ONTARIO ASSOCIATION OF CEMETERY AND FUNERAL PROFESSIONALS

1. Every effort will be made to assign the requested booth location based on the date the contract and payment received at the OACFP office. Booth numbers will only be assigned after the registration period has ended in an attempt to avoid competing organizations in the same area.
2. The EXHIBITOR CONTRACT may be cancelled by submitting the request in writing before **September 2, 2016** in which case the monies will be refunded less 50%. No cancellations will be accepted or refunds issued beyond this date. Equivalent substitutions will be permitted and must accompany written notification to the OACFP office by **September 16, 2016**.
3. The attendee list, owned by OACFP, will not be distributed prior to the conference and will be made available to exhibitors on-site or post conference.
4. The attendee list is not to be distributed to any other party under any circumstance.
5. Aisles must be kept clear in the exhibit hall.
6. Nailing, taping, stapling, and screwing into walls, ceilings, or floors or any other materials that would damage the property are strictly prohibited. Exhibitor floor space also must be protected from any potential damage to carpet and all furnishings must be free standing. Equipment with small gasoline engines must have fuel tanks drained and dry ice be placed in the empty gasoline tank. Should additional clean-up of the function space be required, the exhibitor will assume the responsibility for payment of the associated fees.
7. Exhibit dismantling and move out will be strictly prohibited until after the conclusion of the program and all visitors have vacated the exhibit hall.
8. It is the responsibility of each exhibitor to comply with the laws, regulations imposed by the Deerhurst resort with respect to fire, health and safety.

# EXHIBIT BOOTH INFORMATION

## EXHIBIT BOOTH ASSIGNMENT: LEGACY HALL AT THE DEERHURST RESORT



### LOADING AREA

The entrance to the loading area leads directly from the main parking lot to the exhibit area on the main floor.

### INCLUDED WITH BOOTH RENTAL

Includes: One draped 8'x10' booth (oversized booth optional); 8-foot skirted table with 2 chairs; standard power supply; Wi-Fi Internet service; company profile featured in the exhibitor directory; registration for all education sessions; all meals and entertainment, including the banquet, for ONE representative.

### NOT INCLUDED WITH BOOTH RENTAL

The following items are not included with the booth rental: shipping, storage, audio visual equipment rentals, additional tables, wastebaskets, additional chairs, etc. These items may be ordered in advance directly from Stronco Show Services by accessing the Exhibitor Service Kit posted at [oacfp.com](http://oacfp.com)

### ADVANCED SHIPPING AND MATERIAL HANDLING

Courier services to the Deerhurst are not available Saturdays, Sundays or holidays. The Deerhurst Resort will not be liable for inspecting deliveries upon arrival or for any damage to the contents of such deliveries unless caused by negligence of Deerhurst Resort, or any of its authorized representatives. Deerhurst Resort has limited storage available onsite. Should you need to send large (including wooden crates and/or skids) and/or multiple items, storage must be prearranged with Stronco Show Services. For acceptance of delivery to Deerhurst and to the function room, all deliveries must be labelled with the following: name of the group/event, group/event contact, date of event, hotel contact and number of boxes. The Hotel reserves the right to administer additional fees for handling and storage of items both prior and following the event.

### SHIPPING & RECEIVING CHARGES FOR THE DEERHURST

- Box storage/delivery to function space: \$4.00 per unit per day
- Skid storage: Contact Conference Services for storage availability and rates
- Skid delivery to function space: \$40.00 per skid
- Outgoing box handling fee: \$4.00 per unit
- Staff assistance: \$40.00 per staff member per hour

# EXHIBITOR INFORMATION

## EXHIBITOR REGISTRATION ~ SUBMISSION REQUIRED BY **SEPTEMBER 2, 2016**. NO EXCEPTIONS.

Please fully complete the included EXHIBITOR CONTRACT and EXHIBITOR PROFILE forms and send them, and your organization's logo, to OACFP no later than **September 2, 2016**. An electronic (PDF) version of both forms are available at [www.oacfp.com](http://www.oacfp.com) and for your convenience can be completed and submitted electronically.

## DEERHURST RESORT, 1235 DEERHURST DRIVE, HUNTSVILLE, ONTARIO

Founded in 1896, 120 years of history and stories, located only two hours and two turns from Toronto, minutes from tourist-oriented Huntsville and Algonquin Park with easy access from all directions. Spread across 760 waterfront acres on Peninsula Lake/Sunset Bay in Muskoka.

Head north on Highway 400, continue onto Highway 11 North, and exit onto Highway 60 East. From here you are just five minutes away from Deerhurst. Turn right onto Canal Rd, and merge onto Deerhurst Drive.

To find using your GPS device, use "1235 Deerhurst Drive, Huntsville, Ontario"

Map to Deerhurst Resort: <https://goo.gl/maps/Q5GaXD9ZQEp>

## HOTEL ACCOMMODATIONS

OACFP has reserved a variety of room types and pricing at the Deerhurst Resort ranging from \$149 for a travellers guest room to \$189 for a one-bedroom suite; plus applicable taxes. The Deerhurst Resort applies a 6% resort fee per room night (for parking; Internet; in room tea and coffee services; shuttle to guest rooms not in the main lodge; use of pool and fitness room).

To book accommodations contact the Reservations Department at 1-800-461-4393 and state you are with OACFP.

Block of rooms will be held until **September 26, 2016**. After this date, any unreserved rooms will be released from the block.

*Please note:* to guarantee your reservation the Deerhurst requires a one night's room and tax deposit. The balance of the attendees full stay total is required seven days prior to arrival. If the reservation is cancelled after this date or the length of stay is shortened, all amounts paid to Deerhurst Resort will be non-refundable.

## BUSINESS CARD DRAWS

We invite exhibitors to hold their own business card draws for a prize to be displayed at their exhibit. Draw winners will be announced at the conclusion of the conference. Exhibitors will be responsible for notification and shipping of prizes where necessary.

## ATTIRE

Attire for daytime meetings and activities is business casual (no jeans, shorts, flip flops, etc.). Attire for receptions and banquet is business dress.

## CANCELLATIONS

Contracts for tradeshow booths must be received and fully paid by **September 2, 2016**. No cancellations will be accepted or refunds issued beyond this date. Equivalent substitutions for representatives are permitted and must accompany notification to the OACFP office by **September 16, 2016**.