

SPONSOR/ EXHIBITOR PACKAGE



Fall Conference 2017

PATHS TO SUCCESS

Improving Learner Options & Pathways

Nov 30th to Dec 1st, 2017

Chelsea Hotel, Toronto
33 Gerrard St West
Toronto, ON

CESBA 2017 Sponsor/Exhibitor Opportunities

Why you should be involved as a Sponsor or Exhibitor:

CESBA is the Ontario Association of Adult and Continuing Education School Board Administrators. As the name implies, CESBA represents and advocates for adult, alternative and continuing education in the province of Ontario. Our diverse and active membership includes administrators (superintendents, principals, coordinators and managers) from English, French, Catholic and Public boards in the province.

You will have the opportunity to connect with over 300 of the province's adult educators, education and training stakeholders and speak directly to board decision makers (superintendents, principals, coordinators, directors of education and managers).

By supporting this conference as a sponsor or exhibitor, you and your organization are directly contributing to the advancement of adult and continuing education in Ontario.

Sponsor/Exhibitor Schedule and Exclusive Showcase Hours - 2017

*****TENTATIVE**

- **Wednesday, November 29th**
Sponsors with Booths Only
 - 7:00 am Sponsor Set-up
 - 8:00 am Sponsor Exhibits Open
 - 3:00 pm Sponsor Exhibits Close

- **Thursday, November 30th**
Sponsors/Exhibitors Booths Day
 - 7:00 am Sponsors/Exhibitors Set-up
 - 8:00 am All Exhibits Open
 - **11:15 am Exclusive Showcase to 12:15 pm**
 - **1:30 pm Exclusive Showcase to 2:15 pm**
 - 3:30 pm All Exhibits Close

- **Friday, December 1st**
Sponsors/Exhibitors Booths Day
 - 7:00 am Sponsors/Exhibitors Set-up
 - 8:00 am All Exhibits Open
 - **9:55 am Exclusive Showcase to 9:55 am**
 - 11:00 am Exhibits Takedown and Removal to 12:30 pm

Registration and Payment Deadline: November 15th, 2017

CESBA 2017 – Need to know...

Where: Chelsea Hotel Toronto
33 Gerrard Street West
Toronto, ON
M5G 1Z4

When: Sponsors with booths are invited from November 29th to December 1st
Exhibitors are invited for November 30th and December 1st

Assignments: All booths will be assigned on a first come, first served basis, with preference given to Sponsors based on the package they choose.

Sponsor/Exhibitor Contact: Jacquie Latham
Phone: (705) 351-1184
conference@cesba.com

Booth Inclusions

All booths will be located in Churchill Courtyard surrounding the delegate registration and refreshment/nutrition stations. Please maintain all exhibit materials within your designated area.

- 10' x 6' Booth Space
- 6' Skirted Table with 2 Chairs
- Electrical Connection
- Sponsor/Exhibitor WIFI Access
- Full Complementary Nutrition/Refreshment Breaks for 2*
- Listing Description in Conference Guide

* Sponsorships cover all three days of the conference, Exhibitor optional cost for pre-conference inclusion. Additional meal packages must be purchased for more than 2 booth attendees.

Booth Set-up and Take Down

All pre-delivered booth materials will be at your designated location at 7:00 am on the first day of your arrival. The hotel will refuse delivery of all materials prior to Monday, November 27th, 2017.

- All booths must be set-up by 8:00am each day
- All booths must remain set-up until:
 - 3:00 pm Wednesday, November 29th
 - 3:30 pm Thursday, November 30th
 - 11:00 am Friday, December 1st
- All booths and materials must be removed from the hotel by 12:30 pm, Friday, December 1st

Sponsor/Exhibitor Booth Regulations

Contract

The following regulations become binding upon acceptance of this contract between applicants, their employees and the Ontario Association of Adult and Continuing Education School Board Administrators. Additions or amendments that are not covered will be the decision of the CESBA 2017 Conference Management Team.

Payment and Cancellations

Full payment is due upon registration. Cancellation and refund requests will not be acknowledged unless received by CESBA in writing. All cancellations are subject to an administration fee of \$150 before November 1st, 2017, \$200 thereafter.

Invoice Requests

Invoice requests will be accepted up to November 1st, 2017.
Contact Jacquie Latham at (705) 351-1184 to make arrangements.

Liability and Insurance

Sponsor/Exhibitor space is assigned with the understanding that neither the conference planners, the Ontario Association of Adult and Continuing Education School Board Administrators, CESBA 2017 Planning Committee, Consultants, nor other organizations or persons connected with this conference are to be held responsible for losses, damage, or injury to the sponsor/exhibitor or to the sponsor/exhibitor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the Exhibit Space Contract/Application. Sponsors/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 all personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor display.

Safety

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

Materials Delivery & Storage

- The hotel will refuse delivery of booth materials prior to Monday, November 27th, 2017
- All deliveries must use the CESBA CONFERENCE 2017 LABEL
- All materials will be delivered to your booth by 7:00 am on the day of your arrival


Materials Removal & Shipping

- All materials and booths must be removed by 12:30 pm, Friday, December 1st, 2017
- You must arrange your own courier pick-up with the front desk for items being shipped

Travel, Accommodation & Parking

The conference rate is \$125 + applicable taxes for single or double accommodation, per room, per night reserved before November 9th, 2017. Arrangements are to be made with the hotel directly at 416-299-0562. Please indicate you are part of the CESBA Conference to acquire group rate. Parking is an additional \$22 + applicable taxes each night.

Sponsor Matrix

	2017 SPONSOR MATRIX					
	Keynote Host	Lunch Host	Breakfast Host	Break Host	Mix & Mingle Host	AV Host
	\$3,000	\$2,500	\$2,000	\$1,500	\$1,250	\$1,000
Sponsor Booth	Yes	Yes	Yes	Yes	Yes	Yes
Signage	Yes	Yes	Yes	Yes	Yes	Yes
Delegate Bag Insert	Yes	Yes	Yes	Yes	Yes	Yes
Plenary Slides Logo	Yes	Yes	Yes	Yes	Yes	Yes
Website Logo	Yes	Yes	Yes	Yes	Yes	Yes
On-site Guide Logo	Yes	Yes	Yes	Yes	Yes	Yes
Literature in Plenary Tables Each Day	Yes	1 Day	1 Day	1 Day	At Event	
Address Delegates (5 mins)	Yes					
Other Sponsorship Opportunities are Available! Call to discuss Platinum Level opportunities Contact Jacquie Latham: (705) 351-1184						

Exhibitor Opportunities

Cost of Booth: \$650 + HST = \$734.50

Nutrition/Refreshments: Two booth attendees included in nutrition/refreshment breaks as described under “Booth Inclusions”

Conference Guide: Exhibitors’ logos, contact information and a 100 word description of their business or offer is included in the conference guide

Exhibitor Schedule: All exhibitors will follow the schedule as described on page 2 of this package for Thursday, November 30th and Friday, December 1st, unless other arrangements have been confirmed

Exhibitor space is limited and is offered on a first come, first served basis for 2017.

SPONSOR/ EXHIBITOR SHIPPING LABELS



Supporting Professionals. Igniting Learning.
Appuyer les professionnels. Susciter l'apprentissage.

**NOVEMBER 30 to
DECEMBER 1, 2017**

TO:

Attn: Jacquie Latham
CESBA Conference (Nov 30 to Dec 1, 2017)
Chelsea Hotel Toronto
33 Gerrard Street West
Toronto, ON
M5G 1ZA

FROM:

Organization:

Contact Name:

Address:

Phone:

Box of

(Do not ship to hotel before Wednesday, November 27th)

Floorplan

Chelsea Hotel Toronto

