

ONTARIO COOPERATIVE EDUCATION ASSOCIATION (OCEA)  
2019 OCEA Spring Conference

Economic Realities ↔ Required Skills

Preparing the Workforce of Tomorrow

April 28th, 29th & 30th

Hilton Niagara Falls / Fallsview Hotel & Suites

6361 Fallsview Boulevard

Niagara Falls, ON L2G 3V9



Hello:

The **Ontario Cooperative Education Association (OCEA)** is a not-for-profit professional organization of Ontario's secondary school educators who are involved in Cooperative Education and all other forms of Experiential Learning. We strive to provide the leadership and vision needed for the professional development of our members. One of the main goals of our Association is to develop and facilitate access to information, resources and other supports relevant to our members as they deliver workplace learning programs for secondary school students.

In order to facilitate this sharing of information, we organize a spring conference which brings together approximately 400 secondary school educators from across Ontario for professional development and the sharing of best practice. As in the past, the success of our event is supported by having the right exhibitors on site to share information, programs, ideas and showcase what's available to help our participants succeed in their role as student mentors.

We hope we'll be able to count you among our exhibitors. This year, our three-day event is being held April 28th to the 30th, 2019 in Niagara Falls, Ontario.

Space is extremely limited! If you wish to participate in our event, please complete the online [Exhibitor Application Form](#) by **April 5, 2019**. We'll confirm your space shortly after this date.

If you are not the individual in your organization to make a decision regarding our request, we kindly ask that you forward this letter and attachments to the appropriate person.

Sincerely,

Marie Bilodeau  
OCEA Conference Planner, 2019  
Phone: 613-867-4945  
Email: [marie.s.bilodeau@gmail.com](mailto:marie.s.bilodeau@gmail.com)

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OCEA MISSION STATEMENT

*"Facilitating and supporting the exchange of ideas among Experiential Learning Professionals"*

*The Ontario Cooperative Education Association (OCEA) is a not-for-profit professional organization of Ontario Cooperative Education and Experiential Learning Professionals. It strives to provide the leadership and vision needed for optimal professional development of its members. The Association also develops and facilitates access to information, resources and other supports relevant to OCEA members and other Experiential Learning Professionals in the province of Ontario, while supporting excellence in the education of all students in Ontario.*

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**EXHIBITOR APPLICATION: DUE DATE: APRIL 5, 2019**

**1. CONTACT INFORMATION – PLEASE PRINT IN CAPITAL LETTERS**

<b>1) Company or Organization:</b>		Company Web Address:	
Company Official Staffing the Booth:		Company Title:	
Company Address:		Dietary Needs:	
City:		Prov.:	P. Code:
Phone:	Fax:	Email:	
<b>2) Name of 2nd staff at booth*:</b>		Dietary Needs:	
Staff Title:		Staff Email:	
<b>3) Name of 3rd staff at booth*:</b>		Dietary Needs:	
Staff Title:		Staff Email:	

\* Please see below for additional staff costs

**2. FULL CONFERENCE (ALL 3 DAYS: SUNDAY, MONDAY AND TUESDAY):**

*NOTE: Booth to be set up on Sunday from 11:00am to 1:30pm and not to be taken down / removed until after 1:00pm on Tuesday.*

ITEMS	COST / DETAILS	TOTAL
<b>a) BOOTH:</b> Consists of (1) one 2 ½' x 8' area, with (1) one table (table cloth and skirting) and (1) one chair per staff, (1) electrical outlet ( <i>Exhibitor must provide their own extension cords and / or power bars.</i> ) Free WiFi – no hard-wired internet provided.	$\$1026.55 + \$133.45 \text{ (HST)} = \$1160.00$ (fee includes (1) ONE Meal Plan for 1 (one) staff.)	\$
<b>b) *ADDITIONAL STAFF at booth</b>  Total # of additional staff: _____	Add $\$297.35 + \$38.65 \text{ (HST)} = \$336.00$ for EACH ADDITIONAL staff member (fee includes ONE (1) Meal Plan per additional staff member (see page 1 of the Contract and Conditions for further details.))	\$
OCEA HST/GST # R126141092	<b>TOTAL DUE:</b>	\$

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**3. PAYMENT OPTIONS:**  Cheque / Money Order / EFT

- 1) Please note that OCEA no longer accepts credit card payments – payment by cheque, money order or EFT only.
- 2) If you wish to be invoiced for payment, please send a request to Carol Madsen-Tapley at [OCEA@rogers.com](mailto:OCEA@rogers.com)

**NOTE:** Upon receipt of this application and full payment, you will be notified by email that your Exhibitor booth/space has been reserved for you, which constitutes a binding agreement (see Exhibitor Contract and Conditions) between you, (the Exhibitor) and the Ontario Cooperative Education Association (OCEA). The conference planning team will operate on a first come, first served basis, with space priority offered to sponsors.

Once the application has been processed, you will be notified by email to provide a description (50 words or less) describing the service or product that your company / organization provides, company / organization name, company logo – in jpg format - (in English and French if available) and company website address. This description and logo will be included in hard copy format to each delegate, and an electronic version will be posted on the OCEA website at: <https://oceacon.ca/>

**4. PLEASE CONSIDER ADDITIONAL INVOLVEMENT IN THE CONFERENCE BY CONTRIBUTING TO ONE OR MORE OF THE FOLLOWING:**

- DELEGATE BAGS\*** - Item(s) to be included in DELEGATE BAGS (approximately 400 needed) **MUST BE RECEIVED BY APRIL 5, 2019.** For shipping information, please contact:

Marie Bilodeau

OCEA Conference Planner 2019

[marie.s.bilodeau@gmail.com](mailto:marie.s.bilodeau@gmail.com)

- DRAW PRIZE\***

Please specify item: \_\_\_\_\_

*\*Please bring item(s) to the Conference Registration / Information Desk, upon your arrival to the Conference.*

- OTHER:**

Please specify item: \_\_\_\_\_

*\*Please bring item(s) to the Conference Registration / Information Desk, upon your arrival to the Conference.*

**OR, CONSIDER BEING A SPONSOR AT OUR EVENT!**

**If you require additional information for any of the above, please contact:**

Carol Madsen-Tapley, OCEA Executive Administrative Assistant at: [oceacon@rogers.com](mailto:oceacon@rogers.com)



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**2019 OCEA SPRING CONFERENCE EXHIBITOR  
CONTRACT AND CONDITIONS**

**CONTRACT:**

The following regulations become binding upon acceptance of this contract between applicants, their employers, and the *Ontario Cooperative Education Association* (hereinafter known as "the Association"). Additions or amendments that are NOT covered will be the decision of the *2019 OCEA Spring Conference Planning Team*.

**GENERAL INFORMATION:**

- 1) The Exhibitor agrees to abide by all the rules and regulations adopted by the Association and *Hilton Niagara Falls / Fallsview Hotel & Suites* in the best interests of the Conference, and agrees that the Association shall have the final decision in adopting any rule or regulation deemed necessary prior to, during or after the Conference.
- 2) The Exhibitor will be liable for and will indemnify and hold the Association harmless from any loss or damages whatsoever directly or indirectly occurring to, or suffered by any person or company, including without limiting the generality of the foregoing, the Exhibitors, *Hilton Niagara Falls / Fallsview Hotel & Suites*, its respective agents, servants or employees and members of the public attending the Conference, either on the said space or elsewhere if said loss or damage arose from or was in any way directly or indirectly connected with the Exhibitor's occupancy of the said space.
- 3) The Association reserves the right, at its sole discretion, to change the date or dates upon which the Conference is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the Association shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, flood, storm, war, rebellion, insurrection, riot, civil commotion, strike or any cause whatever beyond the control of the Association whether similar or dissimilar from the causes enumerated herein.
- 4) The contract may be cancelled by either party provided written notice is received at least two (2) months prior to the first day of the Conference, in which case a full refund will apply. If the Exhibitor cancels after this date but prior to 30 days to Conference he/she will be liable for 50% of the total contracted package cost. If the Exhibitor cancels within 30 days of the first day of Conference, he/she will be liable to 100% of the total contracted cost. Space abandoned or not occupied at the start of the Conference may be repossessed without indemnity and reassigned by the Association for exhibits or other uses.
- 5) The Association reserves the right to alter or remove Exhibits or part thereof and to expel Exhibitors or their personnel if, in the Association's opinion, their conduct or presentation is objectionable to other Conference participants.
- 6) The OCEA Spring Conference maintains and supports A FRAGRANCE FREE ENVIRONMENT.

**EXHIBITOR BADGE / MEALS / MEAL PLAN ID:**

- 1) Exhibitors are invited to participate in all meal events during the conference, in order to network on an informal basis. One (1) Meal Plan is included with the Exhibitor Application form for the primary Exhibitor. A meal package for (1) ONE Exhibitor is included within the Exhibitor fee, which includes lunch on Sunday, Monday and Tuesday, all nutrition breaks, and breakfast on Monday and Tuesday. A Meal Plan MUST be purchased for each additional staff member at the booth (over and above the primary Exhibitor) who will be attending your booth for the duration of the conference (see Application Form).
- 2) The Annual OCEA Spring Conference Awards Banquet (on Sunday evening) is an ADDITIONAL COST and each Exhibitor MUST clearly state on the application form that they will be attending and will pay the additional fee. A complimentary lunch on



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Sunday will be provided at no additional cost.

- 3) All Exhibitors **MUST** wear an Exhibitor Badge which will be provided to you at the OCEA Spring Conference Registration table. If you have a specific dietary need, you will also receive a Meal Plan ID Tag (see application form).

**LOCATION OF EXHIBITING BOOTHS / TERMS:**

- 1) Exhibitor booth locations will be assigned by the OCEA Conference Planning Team. Exhibits will be located in a prime area, i.e. the major traffic area where delegates will circulate between the activities in the Conference program (workshops, meals, breaks, etc.).
- 2) All booths will consist of (1) one 2.5' x 8' area, with (1) one table and (2) chairs. The hotel will provide the table skirting and, if an Exhibitor prefers to provide their own table skirting, it **MUST** be fire retardant and have a fire resistance rating in accordance with the Ontario Fire Code.
- 3) The Exhibitor agrees to confine his/her presentation within the assigned space allocated and to maintain staff at their booth during the exhibit hours. *Hilton Niagara Falls / Fallsview Hotel & Suites* is *not* guaranteed to be secured at night. The Exhibitor is responsible for all loss or damages to personal property and equipment. Avoid leaving valuables in your Exhibit area.
- 4) The OCEA Spring Conference registration will also include a workshop choice (per session) for delegates to visit the Exhibitor display area during the (3) three-day Conference.
- 5) Nutrition breaks on all (3) three days of the OCEA Spring Conference will be set up adjacent to the Exhibitor display area.

**EXHIBITOR SET-UP / HOURS / REMOVAL / SPECIAL INSTRUCTIONS:**

<b>Set-up:</b>	Sunday, April 28	11:00 a.m. to 1:30 p.m.
<b>Hours:</b>	Sunday, April 28	2:00 p.m. to 6:00 p.m.
	Monday, April 29	8:30 a.m. to 5:00 p.m.
	Tuesday, April 30	8:30 a.m. to 1:00 p.m.
<b>Removal:</b>	Tuesday, April 30	2:00 p.m. to 3:00 p.m.

- 1) **The Exhibitor agrees that no display shall be dismantled or goods removed during the hours of the Conference.** The Exhibitor also agrees to be entirely responsible for the moving in, assembly, maintenance, disassembly and removal of the exhibit, equipment and appurtenances to and from the Exhibitor's area, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
- 2) **Deliveries from Exhibitors will be accepted only on the following dates: April 20th and 21st, 2019.** All boxes **MUST** be clearly marked with the following information: company name, event dates, function room name, and the on-site contact. The required **Shipping / Package Label Template** (request from event planner at marie.s.bilodeau@gmail.com), is to be completed and firmly adhered to every box / package that is being shipped to the Conference.
- 3) **Should Exhibitors be bringing their own materials with them upon arrival at *Hilton Niagara Falls / Fallsview Hotel & Suites*, it is the responsibility of the Exhibitor to unload their vehicles, transport their displays to the Exhibit area, set-up, dismantle and remove the display from the building at the conclusion of the conference.**
- 4) **Exhibitors are to arrive at the North entrance door of the hotel, follow the signs that indicate "Banquet Room". Park in the temporary spot, and unload.** There is a ramp for your use. This door will allow you immediate access to the Exhibitor area. After



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unloading, you must move your car to the parking areas around the hotel. Parking is \$6.00 per day for all guests of the hotel.

- 5) In order to avoid damage to the facility flooring, it is the Exhibitor's responsibility to take proper care and diligence while moving equipment and materials, etc. Exhibitors will be responsible for any damage incurred to the facility. **Booth furnishings that require suspension are NOT permitted.** Nails, tape, screws, tacks, pins, etc. are STRICTLY PROHIBITED on the walls. Exhibitor floor space MUST also be protected from any potential damage to carpet and all furnishings MUST be free standing. Tape to mark exhibit floor MUST be removed at the conclusion of the event. Tape leaving glue residue on carpet and flooring is NOT permitted. All expenses for cleaning will be charged to the Exhibitor.
- 6) Aisles MUST be kept clear during set-up, operation and dismantling of the Exhibit. Fire exits, hose cabinets and pull stations MUST remain in clear sight and accessible at all times. No dangerous displays will be permitted in the Exhibit area. **Hilton Niagara Falls / Fallsview Hotel & Suites** does NOT permit cooking or any fire (including a smudge ceremony) without prior arrangements and approval.
- 7) Booth cleaning is the responsibility of the Exhibitors'; however, arrangements may be made with **Hilton Niagara Falls / Fallsview Hotel & Suites** for cleaning services at an additional expense to the Exhibitor.
- 8) **Hilton Niagara Falls / Fallsview Hotel & Suites** remains responsible for all normal up keep of all public areas and aisle ways. Helium balloons MAY NOT be distributed without approval from the Convention Services Manager.
- 9) **Hilton Niagara Falls / Fallsview Hotel & Suites** is the exclusive caterer for all food and beverage services. No food or beverage is to be brought onto the premises. Allowances may be made for "Giveaways" such as mints or chocolates **with previous approval from the Convention Services Manager directly, in advance of the conference.** Any other requirements MUST be received in advance for approval.

**ELECTRICAL / HIGH-SPEED WIRELESS INTERNET:**

- 1) Electrical hook-up provided. **NOTE: Exhibitors MUST provide their own extension cord(s) and power bar(s).**
- 2) One (1) high-speed wireless internet access will be available at no additional cost. Exhibitors requesting wireless internet access can request an access code from the staff at the OCEA Registration Desk.

**HOTEL ACCOMMODATION / PARKING:**

- 1) Exhibitors are requested to make their own hotel accommodations / reservations at **Hilton Niagara Falls / Fallsview Hotel & Suites prior to March 22, 2019.** The special room rate for hotel accommodations during the Conference (that is offered to the Conference delegates) will be available to the Exhibitors as well. Please indicate when reserving your accommodations that you are part of the OCEA Spring Conference event to receive this special room rate.
- 2) Parking at **Hilton Niagara Falls / Fallsview Hotel & Suites** is \$6 per day.

**CONFERENCE PROGRAM:**

Details concerning the OCEA Spring Conference Program and delegates' registration can be accessed on the OCEA website. Go to <https://oceacon.ca> and click on EVENTS and then select Conferences.

If you require additional information for any of the above, please contact:  
Marie Bilodeau, OCEA Conference Planner 2019, [marie.s.bilodeau@gmail.com](mailto:marie.s.bilodeau@gmail.com)