



Educational Computing  
Organization of Ontario  
Organisation ontarienne pour  
la cybernétique en éducation

## Exhibitor Information

ECOO – 2010

# Welcome to ECOO 2010!

November 11 & 12, 2010

Sheraton Parkway Toronto North

600 Highway 7 East,

Richmond Hill, Ontario

L4B 1B2

We are excited to offer you many different choices for participating in our conference this year. Below you will find an outline of the different opportunities you can participate in for advertising and raising awareness of your products and services.

This year, registration will begin on **June 1, 2010** through our conference registration service. Please review the following information to make decisions for your involvement in ECOO 2010. We will provide our registration link on the ECOO website on **June 1, 2010**.

Any further inquiries please contact [exhibits@ecoo.org](mailto:exhibits@ecoo.org)

## Registration Information

### 1. Booth Pricing

Hall – front row (A1–A18)	\$1475
Hall – middle row (B1–B33)	\$1375
Hall – back row (C1–C7)	\$975
Lobby (D1–D9)	\$875

**\*see Booth Information for Exhibitors for details**

### 2. Slideshow \$200

This year we are offering an exciting new advertising opportunity. You can purchase a single slide to be shown in a digital presentation at our opening and closing keynotes. This slide will include your company logo, booth location, times and locations of any presentations and product donations for our draws.

If you choose to sponsor a breakfast or coffee break we will include an additional slide which highlights this generous donation.

### 3. On-line Presence \$250

Your company logo will be included on both the C-vent registration website and the ECOO website. We will also include your logo in the ECOO 2010 online program for delegates. All of these will include a link to your company's website.

### 4. Special Events Sponsorship

We invite you to extend your participation in ECOO through sponsorship of either a breakfast, coffee break or a keynote speaker. If you are interested please contact us at [exhibits@ecoo.org](mailto:exhibits@ecoo.org)

### 5. Donation gifts for our delegate draws.

We welcome all donations of product for our delegate draws. This form of sponsorship allows you the opportunity to highlight your product in an

appealing manner. Along with our delegates, we are always very appreciative of vendor donations.

## **Booth Information**

As of May 1, 2010 – subject to change

1. There are two sizes of booths: 8x10 foot and 10x10 foot.
2. Pricing depends on booth size and location. Booths may be combined to create larger ones.
3. The Federal HST tax (13%) and any other applicable taxes that may be imposed by the provincial government will be added to the price. Charges are for the use of the space only.
4. Price for each 8x10 or 10x10 foot unit includes
  - one 750 W duplex electrical outlet
  - one wireless Internet connection
  - one 6' or 8' draped table
  - one or two chairs
  - fireproof draping
  - limited storage space for crates and cartons.
  - internal moving services are provided if requested.
  - Power supplied to each booth does **NOT** include power bars.
  - Additional tables and chairs, Internet connections, electrical upgrades, etc. are available at extra cost.
5. Orders for additional furnishing and services should be made on the **Booth Set-up Form** which must be submitted no later than **October 23, 2010**.
6. Additional booth furnishings beyond those offered by ECOO (plants, more elaborate booth fixtures, etc.) may be ordered directly from our equipment supplier at a later date.
7. Space will be offered first to returning 2009 exhibitors on a first come–first served basis. Any spaces not secured by past exhibitors will then be allocated to new vendors.
8. Verbal requests cannot be accepted. Registration will occur through C–Vent beginning on June 1, 2010.

9. Height restrictions for each space are as follows:
  - Backs or Towers, 8 ft.
  - Sides between adjoining booths, 3 ft.
  - Any variations to these limits require prior written approval.
10. Exhibitors must adhere to all **Exhibitor Rules**.

## Show Services

As of August, 2010

### Display Services

All booths include pipe and drape back-drop and side curtains. The area is carpeted. Booths are provided with one standard draped table (30" high), a wireless Internet connection and one or two chairs as requested. Signage is the responsibility of the exhibitor.

The **Set-up Form**, which must be submitted no later than **October 23**, should be used to order draped tables, electrical service upgrades, and Wireless Internet connections as required. These services are handled by the conference Exhibit Managers.

Signage, non-standard tables and various other booth decorations may be ordered from **Stronco Show Services** prior to October 23.

To order additional booth furnishings from **Stronco Show Services**, consult the **Stronco Show Services Brochure**. The Stronco Show Services order forms are to be used only for items in excess of booth furnishings provided by ECOO as explained above.

### Electrical Services

Single booths include one 750 watt duplex electrical circuit.

20 x 10 booths include one 1500 watt duplex electrical circuit.

Larger booths include additional power connections as required, consistent with booth size.

Outlets are normally placed at the middle rear of the booth. If you require circuits in another location or upgraded electrical services, please indicate on the floor plan and the **Set-up Form** which must be received by the conference exhibit managers by October 23.

To order additional electrical services from **Stronco Electrical Services** consult the **Stronco Electrical Services Order Form**. The Stronco Electrical Services order forms are to be used only for items in excess of Electrical services provided by ECOO as explained above.

### **Telephone**

Land lines are not available.

### **Internet Connection**

One complimentary internet connection will be provided for each booth. Additional connections are available at a cost outlined in the Booth Set-up Form.



#### **On-Site Rules for Exhibitors**

1. Exhibits are to be open and staffed for the following hours:
  - Thursday, Nov. 11<sup>th</sup> – 8:30 am – 5:00 pm
  - Friday, Nov. 12<sup>th</sup> – 8:30 am – 3:05 pm
2. Exhibitors should not dismantle or pack any part of their booth prior to 3:05 pm on the final day. Packing up early creates a poor impression and may create security concerns. Any exhibitor violating this rule may not be invited back.
3. Exhibitors will not automatically be allowed to make presentations. The program content is the sole responsibility of the organizing committee.
4. Space will be offered first to 2009 exhibitors. Spaces not booked by May 1<sup>st</sup> will then be allocated to others.
5. General set-up will be via a scheduled move-in starting at noon on Wednesday, Nov. 10<sup>th</sup>, and be completed by 8:00pm on that day. Some move-in assistance will be available at designated move-in times. Because of the time constraints and limited access passageways, a move in time will be arranged. Exhibitors requiring large freight elevators must adhere to assigned times.
6. Signs outside of your booth area are not allowed except by written permission in advance.
7. Nails, tape, screws, tacks, pins etc. may not be attached to hotel walls. All furnishings must be free standing.
8. Height restrictions for each space are as follows:
  - Backs or Towers, 8ft.
  - Sides between adjoining booths, 3ft.
  - Any variations to these limits require written approval.
9. The exhibit managers shall be the arbitrators in any disputes regarding the vendor area. This shall include, but not be restricted to, levels of sound.

10. ECOO endeavors to provide adequate security for exhibits. We cannot guarantee that problems will not arise. Exhibitors should ensure that the adequate insurance for products and equipment used on the site.
11. One wireless Internet connection will be provided for each booth if required additional connections are available at a nominal cost. Hubs are NOT permitted.

The use of the ECOO name or logo in any form requires written approval from the ECOO Board.

# Map of Vendor Booths

