



**ONTARIO
ASSOCIATION OF
OPTOMETRISTS**

**SYMPOSIUM
& InfoMart**

OAO InfoMart Exhibitor Manual 2025

Friday, March 28, 2025

Westin Harbour Castle Hotel
Toronto, Ontario
www.oaosymposium.com

About the OAO InfoMart

Attended by over 400 optometrists and optometric assistants, the OAO Symposium and InfoMart is Canada's premiere optometric event, where optometrists, support staff and industry leaders gather to learn, network and drive towards excellence.

InfoMart showcases close to 100 exhibits, representing all areas of optometric practice. Participating companies will feature the latest in industry innovations, ophthalmic product advancements, frames and technology.

OAO InfoMart Show Details

InfoMart will take place on Friday, March 28, 2025. The Symposium program provides dedicated time for all attendees to visit InfoMart. As an exhibitor you will enjoy valuable networking time and the opportunity to showcase your services and products to all Symposium attendees.

Date: Friday, March 28, 2025

Time: 12:00 PM – 3:00 PM

Where: Westin Harbour Castle Hotel
1 Harbour Square
Toronto, Ontario M5J 1A6
416-869-1600
Link: [The Westin Harbour Castle Toronto](https://www.westinharbourcastle.com)

Exhibit Hall: Metropolitan Ballroom, convention side of hotel

Show website: www.oaosymposium.com

OAo Important Deadlines

Advance orders can save time and money. Many services are discounted if orders are placed before the deadline date. Late orders are more costly. Read all service descriptions carefully and place your order as early as possible. Advance planning can go a long way toward ensuring a successful exhibit and saving money.

DEADLINE	ITEM
February 27	Hotel conference rate deadline
March 7	Conexsys Lead Retrieval discount order due
March 14	AV-CANADA audio visual and computer rental discount form due
March 14	Exhibitor badge registration deadline
March 18	Encore internet discount order due
March 18	Encore electrical discount order due
Feb 24 – March 20	Stronco Advance Show Receiving Form
March 20	Stronco Show Services (discount price deadline date) <ul style="list-style-type: none"> • Material handling order form • Labour service form • MX show special order form • Booth cleaning order form • Exhibit packages order form • Exhibit accessories form • Carpet order form • Display tables & drapery order form • Counters, storage & display units order form • Accessories & office furnishings order form • Chairs & stools order form • Tables order form • Sofas & Chairs order form • Signs & banners order form • Transportation & customs brokerage services
March 14	AV-CANADA audio visual and computer rental discount form due
March 21	InfoMart booth payments due to OAO
March 21	CheckT advance receiving of packages at Westin Hotel
March 21	Food and beverage order due
March 25	Exhibitor Insurance due to OAO office (must also have a copy in possession)

OAO Exhibit Regulations

For any questions or concerns regarding your booth design and/or construction please contact Show Management before you begin construction.

Exhibitors are required to exercise care so that their displays do not obstruct the visibility of adjacent exhibits. All exhibitors are entitled to reasonable sight lines from the aisle, regardless of the size of exhibit. All exhibitors must comply with the booth guidelines presented. Displays must be confined to the exhibitor's contracted booth space and must not obstruct the clear view and accessibility of nearby exhibitors, fire apparatus, exits or service corridors. Portable signs exceeding four feet in height must be placed at least five feet back from the front of the booth. All display racks, printers and their output must be confined to the booth space and not spill out into the aisle.

There is no height limitation for equipment on display, provided such equipment is self-supporting and free standing. *Show Management must be informed of any heavy or large equipment or vehicles being brought in.* It is the responsibility of the Exhibitor to inform Show Management, otherwise, the Exhibitor may be denied access to the show floor. Exhibitors bringing in large or heavy equipment must adhere to the show move-in/move-out schedule.

THERE ARE RESTRICTIONS WITH RESPECT TO HEIGHT, AS FOLLOWS:

Standard or Linear Booth

Standard or linear booths are arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Standard or linear booths are most commonly 10 ft. wide and 8 ft. deep. The maximum height of 8 ft. is allowed only in the rear half of the booth space, with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle. The maximum back wall height is 8 ft. including signage.

Corner Booth

A linear booth is a booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for linear booths apply.

Perimeter Booth

A perimeter booth is a linear booth that backs on to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for linear booths apply to perimeter booths except that the maximum back wall height is 12 ft. including signage.

Island Booth

An island booth is any size booth exposed to aisles on all four sides. It is typically 20 ft. x 20 ft. or larger. The entire cubic content of the space may be used up to the maximum allowable height of 16 ft. including signage.

These regulations will be enforced at OAO InfoMart 2025, so please review this information thoroughly as you will be required to modify your exhibit space if it does not comply with the regulations.

Exhibit booth details:

- Standard booth space 10' wide x 8' deep including pipe & drape and carpeted show floor
- Each booth includes traditional black pipe and drape with 8' high back wall and 36" high rail dividers. Island booths do not include pipe and drape, and multiple booth blocks do include side rails.
- Each booth includes one table (6' long x 2' wide) and two chairs
- Up to four (4) complimentary booth passes for company reps per booth
- Complimentary listing of your company name and booth number on InfoMart floor plan
- Booth does NOT include electrical or internet – this must be provided by the exhibitor

Booth Assignment:

Booth space will only be assigned upon receipt of a signed Exhibit Contract and payment in full to OAO for space and services as specified in the OAO Partnership Program 2025 and contract. Sponsoring companies will be given priority assignment. No postdated cheques, please. OAO reserves the right to withdraw any booth or booths from sale and adjust the floor plan without notice. Every effort will be made to contact vendors should their booth or location be impacted by a change.

- Move-in time for exhibitors is **6:00 PM – 9:00 PM on Thursday, March 27, 2025 and 7:00 AM – 11:00 AM on Friday, March 28, 2025.**
- Move-in time for exhibitors with **4+ booths is from 4:00 PM – 9:00 PM on Thursday, March 27, 2025.** You are responsible for making arrangements to move in at **this designated time.**
- All exhibits **MUST** be set and ready no later than **11:30 AM on Friday, March 28, 2025. No exceptions.**
- If an exhibit is not ready by 11:30 AM, OAO reserves the right to remove the exhibit from the show floor.

Exhibitor Buffet Lunch:

A buffet lunch will be provided for all exhibitors in the Pier 4/5 Room on the hotel side from 10:30 AM – 11:30 AM.

Set-Up:

- Thursday, March 27, 2025 from 4:00 PM – 9:00 PM for multiple booths of 4+
- Thursday, March 27, 2025 from 6:00 PM – 9:00 PM
- Friday, March 28, 2025, from 7:00 AM – 11:00 AM
- **EXHIBITORS MUST BE FINISHED SET UP BY 11:30 AM ON FRIDAY, MARCH 28, 2025**
- **No exceptions**

Tear down:

- **Friday, March 28, 2025 from 3:00 PM – 6:00 PM**
- Material stored onsite will be delivered to your booth at 3:00 PM

Move-In Procedures:

- The loading dock is located at 11 Bay Street for the Convention Centre at the Westin Harbour Castle.
- Loading dock and elevator access must be received at least 2 weeks (14 business days) before receiving loading dock time. Submit request to: rplaskett@agendum.ca

- The normal hours of operate are 7:00 AM to 11:00 PM Monday to Friday
- There is no parking in the loading dock area so once the vehicle has been off loaded it should be removed from the area. Vehicles left unattended in loading docks will be towed at the exhibitor's expense.
- A limited number of dollies will be available for exhibitor use during move-in hours. Please return dollies once you are finished
- Labour for booth setup and dismantling is the responsibility of the individual exhibitor.
- Due to safety regulations, vehicles will not be permitted in the building without prior consent
Information is included in the exhibitor manual.

Registration for Badges:

Employees or contracted individuals of exhibiting firms only will be permitted to work in your exhibit booth area. Access to functions of the Annual Symposium is restricted to members of the Association, their staff, or guests of the Association. Representatives working at your booth must register as a representative via the exhibitor registration site before March 14, 2025 or via the link emailed as part of your exhibit registration confirmation. Representative registrations are restricted to four (4) Reps per booth. No substitutions are permitted after the show has opened. All exhibit staff must wear their OAO name badge at all times when they are in the exhibit hall. **Exhibitors may pick up their badges at registration after 4:00 PM on March 27, 2025.**

Electrical Services, Internet and Booth Power:

Please note OAO does not provide complimentary power and internet for exhibitors. If you require internet or power for your booth please refer to the instructions included in the Exhibitor Manual.
From included in the exhibitor manual.

TV, Monitor or Audio Visual Order Form:

AV-CANADA is the official audio visual supplier for the 2025 OAO Symposium & InfoMart. For any audio visual or computer or TV equipment rentals please reach out to AV-CANADA at the link below:

 [OAO Symposium and InfoMart Mar 28 25.xlsx](#)

Lead Retrieval Systems:

Exhibitor lead retrieval with CONEXSYS scanner rental provides quick and easy after show follow-up. All visitors attending will receive a unique bar code and with a quick scan of their badge using the CONEXSYS scanner you will capture your new prospect's name, address, phone, fax and e-mail address. Add to that information, with the help of your "Exhibitor Lead Menu" their product interest, type of follow-up required and even group your leads by sales territory or sales rep. You can order online at www.conexsysleads.com with event code **OA025** or use the *form included in the exhibitor manual.*

Business Centre

There is business centre services available through CheckT services on the hotel side of the Westin Harbour Castle. *Information is included to the exhibitor manual.*

Drayage/Moving of Display Material:

Drayage from the Loading Dock to your booth is exclusive to Stronco Show Services. A limited number of dollies will be available for exhibitor use. To make arrangements for material delivered to your booth, please complete the *order form included in exhibitor manual.*

Receiving, Storing, Handling of Display Material:

Assistance in advanced storage and handling is available through Stronco Show Services at exhibitor cost.

Information for Stronco is available in the exhibitor manual and online at www.stroncoonline.com

The show code for this event is: **521495590**. If you are having issues getting into the portal and creating an account please contact exhibitorservices@stronco.com or call: 1-800-665-2621 they will be happy to assist

Furniture and Accessories Orders/Supplies

Products, furniture and accessories for a professional appearance in your exhibit area are available through Stronco Show Services. Place your order online by visiting: www.stroncoonline.com. The show code for this event is: **521495590**

On Site Storage of Materials:

OAO has arranged complimentary temporary storage for vendors with limited boxes, crates and skids during the show hours. There will be minimal space provided onsite at the the Westin Harbour Castle for storage. Your crates/boxes/skids will be made available directly after the show closes.

Food and Beverage:

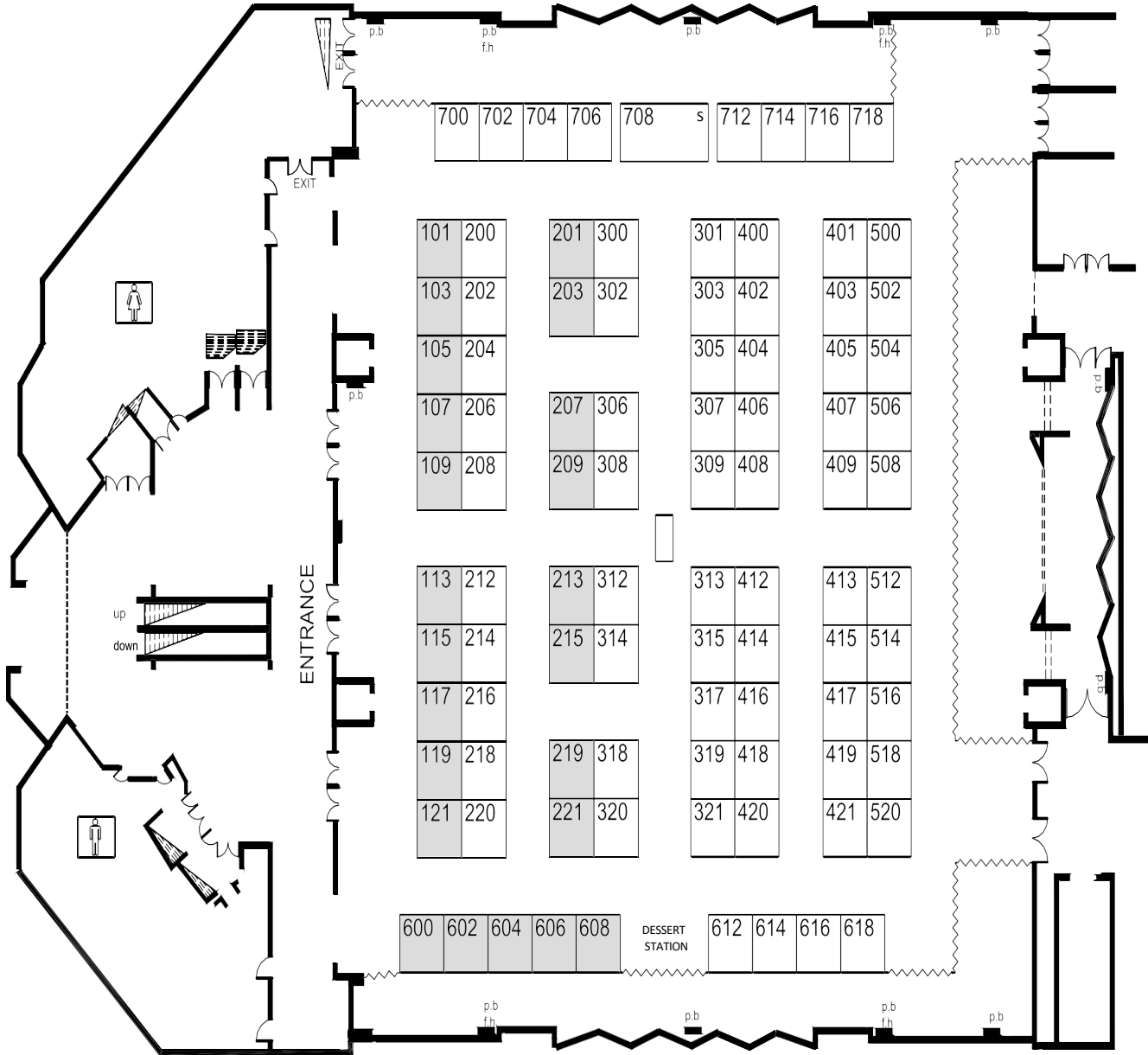
The Westin Harbor Castle Hotel strictly and solely provides catering of food and beverage within your booth. To order food and beverage for your booth please contact Trelyn King | Senior Events Director: trelym.king@westin.com or by phone: 416-361-7442.

Logos to OAO for website:

All logos must adhere to the following specifications:

- All files are high resolution (minimum 1000px in height or width)
- Logos are on a neutral (white or clear) background in JPG or PNG format.
- Your logo is linked to your website, please confirm your URL is correct.

OAO InfoMart Floor Plan 2025



***Grey booths reserved for 2025 Major Partners**

Hotel Information

We encourage exhibitors to take advantage of the **OAo guest room block reserved until February 27, 2025**. The room block will give you and your colleagues an excellent preferred hotel guest room rate. **Book early! The group block may sell out before February 27.**

To view available hotels and book your accommodations go to:

<http://www.oaosymposium.com/>

Click on the Location and Accommodation tab, with the up to date accommodation options.

Parking is available at nearby indoor and outdoor parking lots.

Information is included in the exhibitor manual.

Key Contact Information

Conference management services for the OAO Symposium & InfoMart are provided by Aston Events & Communications.

InfoMart Exhibitor Logistics

Rita Plaskett

416-436-5372

rplaskett@agendum.ca OR Infomart@optom.on.ca

InfoMart Sales

Caroline Aston

416-521-9148

Infomart@optom.on.ca OR caroline@astonevents.com

Registration Manager

Christine Richardson

Registration@astonevents.com

Education Program

Cheryl Neave, OAO Education Program Manager

905-826-3522 ext. 243

cneave@optom.on.ca

Partnership Opportunities

Liberté Reilly, Manager Member Services

905-826-3522 ext. 223

lreilly@optom.on.ca

General information about OAO info@optom.on.ca

OAO Terms and Conditions

1. OAO Exhibitor Policy:

OAO will not partner, engage or do business with any company or entity that sells prescription eye wear or contact lenses without the requirement of a valid prescription, including that company's parent company and its wholly owned subsidiaries.

2. Cancellation Policy:

Cancellations must be received in writing to the Ontario Association of Optometrists before 5:00 PM ET on February 28, 2025 and will be refunded at **fifty percent (50%) of the total value** of the exhibit fee. Exhibits cancelled after 5:00 PM EST on February 25, 2025 are non-refundable.

3. Acceptance:

OAO reserves the right to accept or reject any application for exhibit space, sponsorship, or partnership. Exhibitors may not sublet exhibit space nor assign exhibit space to another person or entity. Exhibit space cannot be used to display any items for which the exhibitor is not a representative. Management reserves the final decision on acceptability of display materials and exhibit content. Notwithstanding any other policies, OAO, in its sole discretion, reserves the right to choose exhibitors, partners and sponsors to ensure alignment with its goals and objectives.

4. Booth Assignment:

Booth space will only be assigned upon receipt of a signed Exhibit Contract (as defined in #12 Entire Agreement) and payment in full to OAO for space and services as specified in this OAO Partnership Program 2025 and contract. Sponsoring companies will be given priority assignment. No postdated cheques, please. OAO reserves the right to withdraw any booth or booths from sale and adjust the floor plan without notice. Every effort will be made to contact vendors should their booth or location be impacted by a change.

- Move-in time for exhibitors is **6:00 PM – 9:00 PM on Thursday, March 27, 2025.**
- Move-in time for exhibitors with **4+ booths is from 4:00 PM – 9:00 PM on Thursday, March 27, 2025.** You are responsible for making arrangements to move in at **your designated time.**
- All exhibits **MUST** be set and ready no later than **11:30 AM on Friday, March 28, 2025. No exceptions.**
- If an exhibit is not ready by 11:30 AM, OAO reserves the right to remove the exhibit from the show floor.

5. Registration for Badges:

Only employees or contracted individuals of exhibiting firms will be permitted to work in your exhibit booth area. Access to functions of the Symposium is restricted to members of the Association, their staff members, or guests of the Association. Representatives working at your booth must register as a

representative via the exhibitor registration site before March 14, 2025 or via the link emailed as part of your exhibit registration confirmation. Representative registrations are restricted to four (4) per booth. No substitutions are permitted after the show has opened. All exhibit staff members must wear their OAO name badges at all times when in the exhibit hall.

6. Exhibit booth details:

- Each standard booth space is 10' wide x 8' deep.
- Each booth includes traditional black pipe and drape with 8' high back wall and 36" high rail dividers. Island booths will not include pipe and drape, and multiple booth blocks will not include side rails unless requested.
- Each booth includes one table (6' long x 2' wide) and two chairs.
- Complimentary listing of company name and booth number on the InfoMart floor plan.
- Up to four (4) complimentary passes for company representatives per booth. No exceptions (maximum 4 persons to comply with fire code regulations).

7. Insurance:

All exhibitors must provide **proof of insurance** (general liability) in the amount of \$5,000,000 to the OAO by email (rplaskett@agendum.ca) no later than March 25, 2025, and have a copy of the insurance available onsite at the event upon request:

Ontario Association of Optometrists (**Host**)
20 Adelaide St. East, Suite 801
Toronto, Ontario M5J 1A6

Westin Harbour Castle Hotel (**Venue**)
1 Harbour Square
Toronto, Ontario M5C 2T6

Email: rplaskett@agendum.ca

If an exhibitor is unsure of what to provide, it is encouraged to contact its finance department or its company's insurance broker. Both the Host and Venue should be 'named' (listed) in the general liability policy as shown. Ontario Association of Optometrists (**Host**) Westin Harbour Castle Hotel (**Venue**)

8. Nuisance:

Show management of OAO reserves the right to restrict exhibits which, because of noise or any other reason become, in show management's sole discretion, objectionable, and to close, without any liability whatsoever, any exhibit which refuses to conform to the terms and conditions hereto. For greater certainty, no amplified sound, except when directly related to product demonstration, is permitted and only at levels that do not exceed normal conversation levels as adjudged by show management in its sole discretion.

9. Indemnity Clause:

It is agreed that any exhibitor making application for exhibit space has read and agreed to all rules, provisions and stipulations set out in this exhibitor manual and OAO Partnership Program 2025 and further, that each exhibitor assumes all responsibility for any and all damage to the exhibit material and exhibit area and that each exhibitor shall defend, indemnify, save and hold harmless, RBC Place London, Ontario Association of Optometrists, and each of its directors, officers, employees, agents and contractors from and against all liability which may ensue from any cause whatsoever.

10. Liability and Damages Cap:

Notwithstanding anything to the contrary herein, the aggregate liability of the Ontario Association of Optometrists to an exhibitor for any loss or damage arising under or in relation to an Exhibit Contract or any agreement between the Ontario Association of Optometrists and an exhibitor in relation to exhibit space at the Ontario Association of Optometrists' Symposium & InfoMart, regardless of the basis of such liability (whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise) shall not exceed the fees or amounts paid by the exhibitor to the Ontario Association of Optometrists for the rental of the booth(s) under the Exhibit Contract or a related contract.

11. Entire Agreement:

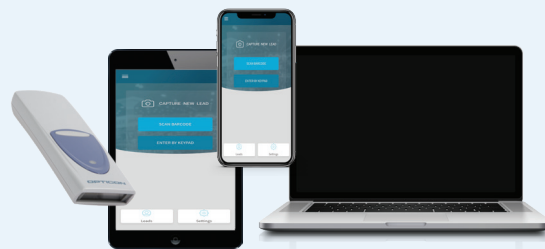
The foregoing terms and conditions and the completed registration form shall constitute the entire agreement as between the exhibitor and OAO (the "**Exhibit Contract**").

Accelerate Your Business Today!



Order early for the best rate
order.conexsys.com
 EVENT CODE:

With MyLEADS by CONEXSYS convert digitally collected sales leads into customers. Backed by expert support and sound technology, gain access to customizable tools and key delegate information.



MyLEADS - Mobile

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device options (Android/Apple), which sync to your exhibitor lead portal. Modify custom qualifiers on demand through your exhibitor lead portal. Internet access is required (NOT INCLUDED).

Features

- ✓ Scan Anywhere, Any Time
- ✓ Custom Qualifiers / Demographics
- ✓ Instant Lead Data
- ✓ On Demand Follow Up
- ✓ Reporting Portal
- ✓ Add Notes to Leads
- ✓ Export Leads to Excel
- ✓ Use Your Own Device (1 License Per Device)



MyLEADS - Connect

Use your own scanner at the event to collect leads using our API. Once your order is processed, API documentation and a token key are sent. Multiple device connections are allowed. One company per unique token key.

Features

- ✓ Scan Anywhere, Any Time
- 🔒 Custom Qualifiers / Demographics
- ✓ Instant Lead Data
- ✓ On Demand Follow Up
- 🔒 Reporting Portal
- 🔒 Add Notes to Leads
- 🔒 Export Leads to Excel
- ✓ Use Your Own Device (Multiple Device Connections)







MyLEADS - Standard

A small, lightweight & easy to carry scanner. Equipped with just one button and onboard, it is an easy, straight forward & economical method to collecting your leads. An electronic file is provided within one business day after the end of the event. No electrical power is required. Barcode Scanners must be picked up at Lead Retrieval Service Desk onsite.

Features

- ✓ Scan Anywhere, Any Time
- ✓ Custom Lead Menu
- 🔒 Instant Lead Data
- 🔒 On Demand Follow Up
- 🔒 Reporting Portal
- 🔒 Add Notes to Leads
- ✓ Export Leads to Excel
- ✓ Use our Rental Device (Pick up at Lead Retrieval Desk)

 Order early for the best rate order.conexsys.com EVENT CODE:		Qty	Price	Subtotal
 MyLEADS - Mobile 3 Licenses Use our app on up to 3 of your mobile devices to capture leads that sync instantly to your exhibitor lead portal in real-time. (Internet connection required for real time data. Internet not included)	Early Until 2025-03-07			
	Regular			
MyLEADS - Mobile - Additional License				
 MyLEADS - Connect Use your own device and scanner at the event and connect directly to the database using our API.	Early Until 2025-03-07			
	Regular			
 MyLEADS - Standard Use our small, light weight & easy to carry scanner, equipped with just one key that allows for straight forward use. Scanner(s) must be picked up and returned to the lead retrieval desk.	Early Until 2025-03-07			
	Regular			
				Subtotal
				Tax(13%) +
				Total =

Please Note
 MyLEADS - Mobile activation codes, lead portal login link and set up instructions will be sent in a separate email. All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information. **Barcode Scanners must be picked up at the Lead Retrieval Services Desk onsite.** To order onsite, please see CONEXSYS at the Lead Retrieval Services Desk.
 HST/GST #134 737 477 | Total Amount due in Canadian Dollars. Click here for detailed information on our refund policy.

Contact Information

Company

Booth #

Address

City




Province/State Postal/Zip Code

Onsite Contact

Onsite Phone

Email (for Leads)

Payment Information

Card Number

Name on Card

Expiration Date

CVV #

Ordered By

Email (for receipt)

Signature

MyLEADS - Standard Lead Menu (Optional)

Exhibitor: _____

Booth: _____

References (Maximum 8)			
Ex. Sales reps, Territories, Divisions,			
1		5	
2		6	
3		7	
4		8	

Products/Services			
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

Follow ups (Maximum 8)			
<input type="checkbox"/>	1. Phone call		OTHER
<input type="checkbox"/>	2. Sales visit	<input type="checkbox"/>	
<input type="checkbox"/>	3. Demonstration	<input type="checkbox"/>	
<input type="checkbox"/>	4. Quotation	<input type="checkbox"/>	
<input type="checkbox"/>	5. Send literature	<input type="checkbox"/>	
<input type="checkbox"/>	6. Hot lead (urgent)	<input type="checkbox"/>	
<input type="checkbox"/>	7. See notes	<input type="checkbox"/>	
<input type="checkbox"/>	8. Ready to purchase	<input type="checkbox"/>	
<input type="checkbox"/>	9. Makes purchasing decision	<input type="checkbox"/>	
<input type="checkbox"/>	10. Order placed at show	<input type="checkbox"/>	

PLEASE TYPE OR PRINT



NAME OF CONFERENCE	START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	ROOM/ BOOTH	
BILLING ADDRESS	CITY & PROVINCE	POSTAL CODE	
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME
ORDERED BY: NAME	EMAIL	PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature & payment details.

Labor charges, sales tax, loss damage waiver, and service charges will apply.

CUSTOM ORDERS: Please reach out to the Encore representative to place a custom order for items and services not included on this form.

AUDIO VISUAL	QUANTITY	ADVANCED DAILY RATE	STANDARD DAILY RATE
24" MONITOR with TABLE STAND		\$ 131.20	\$164.00
55" MONITOR with FLOOR STAND		\$ 612.80	\$766.00
70" MONITOR with FLOOR STAND		\$ 906.20	\$1,132.75
POWERED SPEAKER with STAND & 4ch MIXER		\$ 186.80	\$233.50
LAPTOP		\$ 235.80	\$294.75
LED UPLIGHT (12")		\$ 90.00	\$111.50

INTERNET	QUANTITY	ADVANCED SHOW RATE	STANDARD SHOW RATE
WIRELESS INTERNET – Basic (5Mbps)		\$ 252.00	\$ 315.00
WIRELESS INTERNET – Plus (7Mbps)		\$ 352.80	\$ 441.00
WIRELESS INTERNET – Enhanced (10Mbps)		\$ 1,209.40	\$ 1,511.75
WIRED INTERNET – Basic (5Mbps)		\$ 302.40	\$ 378.00
WIRED INTERNET – Plus (7Mbps)		\$ 403.20	\$ 504.00
WIRED INTERNET– Enhanced (10Mbps)		\$ 1,511.80	\$ 1,889.75

POWER	QUANTITY	ADVANCED SHOW RATE	STANDARD SHOW RATE
120V – 10 AMP DEDICATED CIRCUIT		\$ 167.25	\$ 186.00
120V – 15 AMP DEDICATED CIRCUIT		\$ 221.25	\$ 245.50
120V – 20 AMP DEDICATED CIRCUIT		\$ 309.75	\$ 343.75
EXTENSION CORD and POWER BAR (Power Service/Circuit not included)		\$ 17.77	\$ 19.75

PLEASE SELECT THE FOLLOWING (Additional charges may apply)		PLEASE SELECT (Mandatory)	
	CARPETED BOOTH (Requires under carpet cable run)	YES	NO
	BOOTH WITH HARD WALL (Requires through, around or under wall cable run)	YES	NO

If You Are Experiencing Technical Difficulties On Site: [416-892-8848](tel:416-892-8848)

Exhibitor Ordering Information

We are pleased to be appointed Official Service Contractor for:

Ontario Association of Optometrists Infomart 2025 (OAO)
Westin Harbour Castle
March 28, 2025

PLACING YOUR ORDER

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. Place your order online by visiting www.stroncoonline.com

The show code for this event is: **521495590**

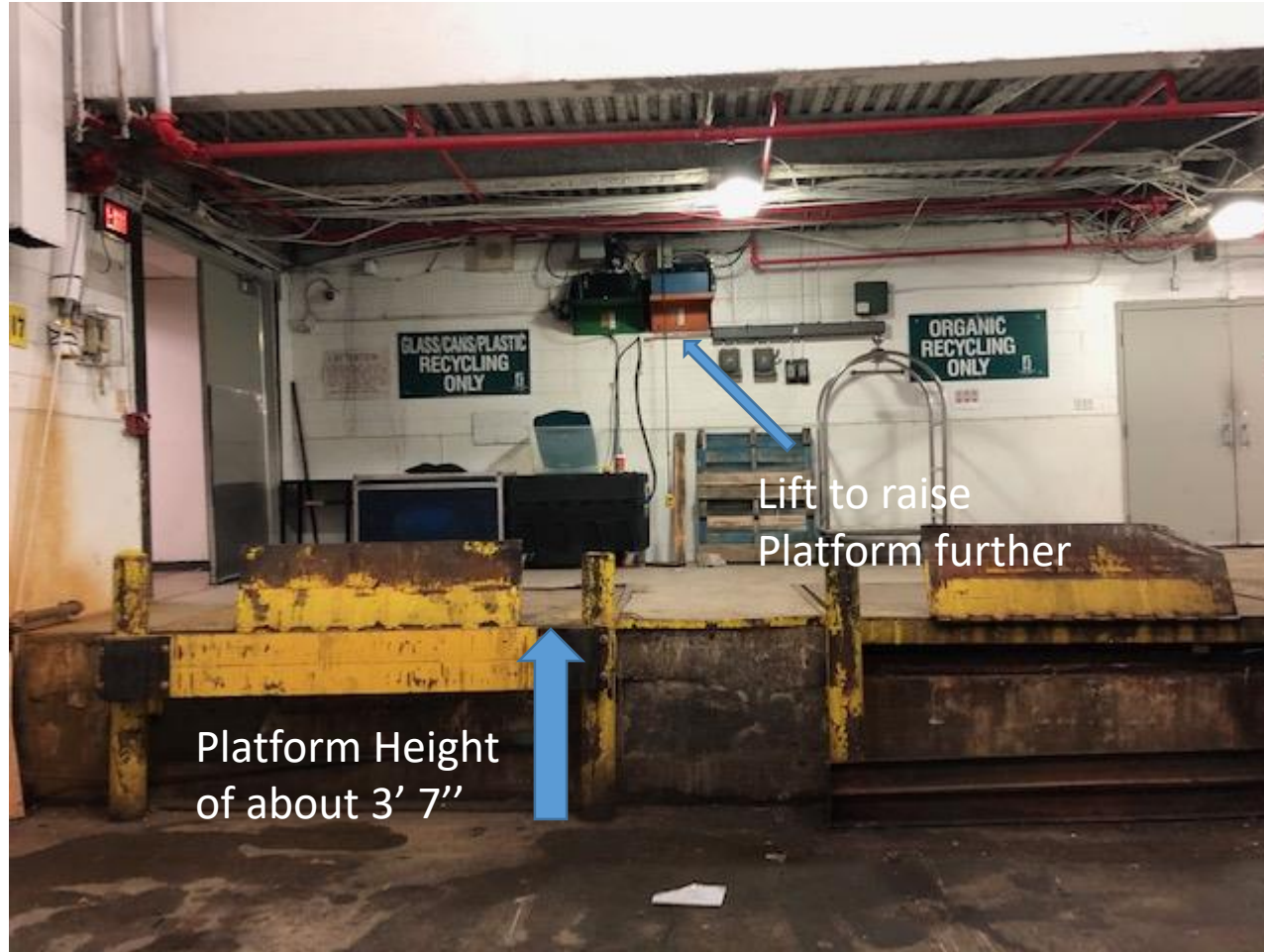
STRONCO EXHIBITOR SERVICES CENTRE

Our team is here to make your exhibiting experience as easy and seamless as possible. Leading up to the show we may periodically touch base with you to make sure all your exhibiting needs are taken care of.

Our Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm at 800-665-2621 or via email at exhibitorservices@stronco.com.

We hope you have a successful show and look forward to working with you.

Stronco Exhibitor Services

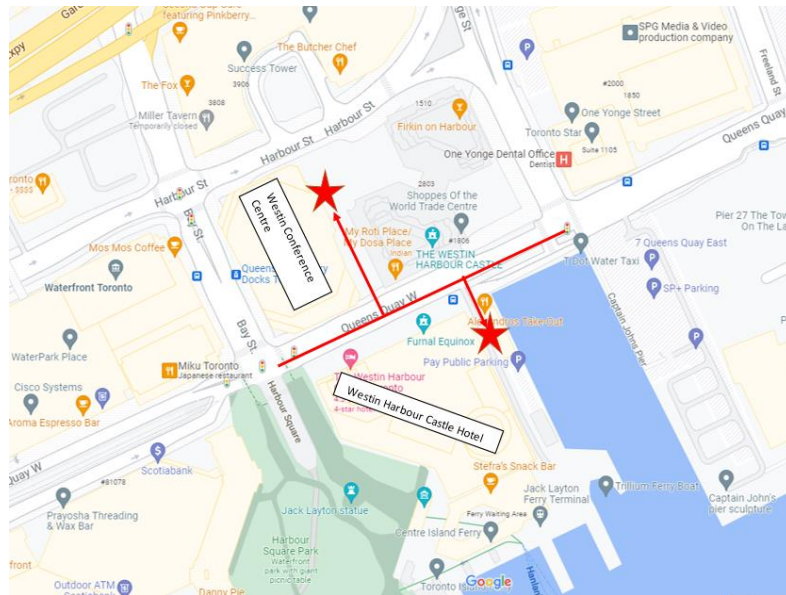


Platform Height
of about 3' 7"

Lift to raise
Platform further

Loading Docks and Freight Elevators

There are two loading docks located within the hotel property. One for the main hotel (1 Harbour Square) and another for the Westin Harbour Conference Centre (11 Bay Street).



Loading Docks:

- Loading Dock and elevator access requests must be received at least 2 weeks (14 business days) before receiving loading dock time.
- No storage is available on the dock level.
- Forklifts are not allowed on the loading dock.
- Storage is not permitted in the back hallways of the hotel.
- At no time will freight be allowed to block egress on the dock level.
- All material handling equipment must be supplied by the Show Services.
- Dock operations are restricted to loading and unloading only.
- All engines must be shut down while docked.
- It is the responsibility of the Show Services to remove all pallets, crates, trash and shipping materials associated with their shipment from the dock area.
- The Hotel's dumpsters are reserved for collection of our normal operating trash deposits. All trash removal will be billed to the client who contracted the function space. Rates are as follows:
 - \$500 fee for receptacle bin (includes move in & out)
 - Labour cost to be billed by Event Manager after the cleanup)

Freight Elevators:

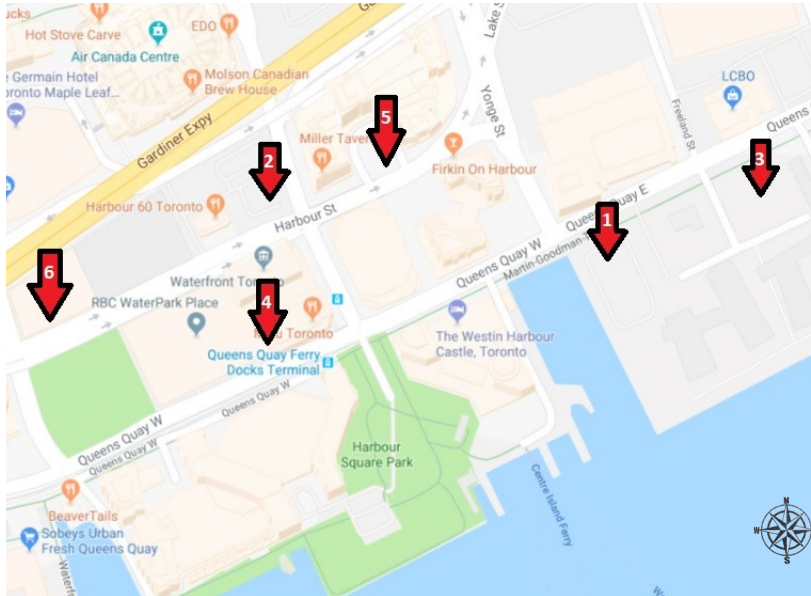
- Loading Dock and elevator access requests must be received at least 2 weeks (14 business days) before receiving loading dock time.
- The freight elevator is controlled by the Hotel is not an “exclusive” situation. Under no circumstances may the Show Services refuse access or entry to the elevator at any time.
- The hotel is not responsible for any mechanical malfunctions that may delay scheduled move in or move out times. The hotel is also not responsible for delays involved in move in or move outs.
- Freight Elevator Operators must be employed by the Hotel during scheduled freight move-in/out for the Metropolitan Ballroom.
- The rate for Elevator Operator Services to be confirmed with Event Manager.
- The normal hours of operation are 7:00 AM to 11:00 PM Monday – Friday, and 9:00AM to 11:00PM Saturday and Sunday
- Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. This includes easels, chairs and tables etc.

<p>HOTEL Inside Measurement: 57” x 80” x 106” high Door Measurement: 40 ½” wide by 82 ½” high Capacity: 3000 pounds</p>
<p>CONFERENCE CENTRE Dimensions: 23’10” long x 8’9” wide x 8’3” high Capacity: 12, 000 pounds</p>

Local Self-Parking Options

As we want to ensure that you receive a seamless arrival, we have compiled a list of local self-parking options for your reference.

Locations are subject to change without notice.



24 HR OUTDOOR LOTS:

1. SP PLUS Parking — 7 Queens Quay E
2. CANADA AUTO PARKS Parking — 30 Bay St.
3. TARGET Park — 39 Queens Quay E

24 HR INDOOR GARAGE:

4. PARKLINK Go Park-Waterpark Place — 128 Queens Quay W (between Bay St. & York St.)
5. PARKLINK Convention Centre Parking — 2 Lake Shore Blvd E
6. IMPARK One York — 87-89 Harbour St.

Car Park Disclaimer: The above self-parking lots are not affiliated with the Westin Harbour Castle hotel. Vehicles are left in the parking lots at the owners risk. The Westin Harbour Castle accepts no liability for loss or damage caused to any vehicle or its contents in the car park.

PACKAGE HANDLING & STORAGE FEES

Package Weight	In & Outbound handling and receiving*	Delivery or Pick-ups
Flat Envelopes	\$5.00	\$5.00
0.0 - 1.0 lbs	\$5.00	\$5.00
1.1 - 10.0 lbs	\$15.00	\$5.00
10.1- 20.0 lbs	\$20.00	\$5.00
20.1- 30.0 lbs	\$30.00	\$10.00
30.1- 50.0 lbs	\$50.00	\$15.00
50.1- 70.0 lbs	\$75.00	\$20.00
Over 70.0 lbs	\$100.00	\$20.00
Pelican Cases	\$150.00	\$20.00
Pallet	\$350.00**	\$30.00
Crate: Regular Size (up to 4ft x 4ft x 4 ft)	\$400.00***	\$30.00

*Inbound & Outbound handling & receiving requires pick up by customer from Business Centre during stayed hours of operation. For delivery to your meeting space or booth Add-on: delivery / pick up fees will apply.

**Delivery includes delivery to one location. Additional movement of freight though conference would be subject to fees as per scope of movement. After hour/ weekend minimum weekend appointment charge \$250 plus tax.

***Oversized crates will be charged extra as per size of skid/crate. Customized quote will be provided.

Package Weight	Storage fee after every 5 business days
Flat Envelopes	No charge
0.0 - 1.0 lbs	\$5.00
1.1 - 30.0 lbs	\$10.00
31.1 - 60.0 lbs	\$20.00
Over 60.1 lbs	\$30.00
Pallets & Crates	\$125.00
Over 6.5'	\$25.00 - PER DAY

Packing	Fees
Packing Small - up to 11" x 11" x 11"	\$10.00
Large - above 11" x 11" x 11"	\$20.00
Fragile - any size	\$25.00

ADDITIONAL LABOUR
[SETUP/ TEARDOWN]

\$70/hour

Contact us:

+1 647-472-8253 or
Sheraton@checkt.ca

BUSINESS CENTRES BY:

CHECKT

SHIPPING LABEL

SHIPPING DETAILS

Shipment is for: Exhibitor Conference Sponsor Other: _____

DELIVERED FOR(ON-SITE CONTACT): _____

EVENT / MEETING NAME: _____

ROOM/BOOTH: _____ PHONE NUMBER(ON-SITE CONTACT) _____

FROM / SHIPPER NAME: _____

SHIPPER EMAIL ID: _____ TEL (____) ____-____-____

HOTEL EVENT MANAGER: _____

DELIVERY OPTIONS

I will pick up items at Business centre Prior to event.
CheckT Business Centre hours: Monday-Friday 7 a.m. – 6 p.m.
Date of pick up: _____

Deliver to Meeting Room
Location: _____
Date: _____

Deliver to Alternate location.
Location: _____
Date: _____

DELIVERY WINDOW (SELECT ONE)

8 AM – NOON

1 PM – 4 PM

AFTERHOURS

6 AM – 8 AM

6 PM – 9 PM

**** May be subject to surcharges depending on the scope of the job. ****

**** Handling fees will apply. ****

BOX _____ OF _____

BEST VALUE FOR ITEM ARRIVAL IS:

5 BUSINESS DAYS IN ADVANCE TO YOUR EVENT DATE

C/O CHECKT BUSINESS CENTRE
100 RICHMOND ST. WEST
TORONTO, ONTARIO M5H 3K6
647-472-8253