



*Our library dreams can be large or small, individual or collective. They can be fuelled by the need for change, or rooted in creative thinking. Super Conference 2020 will embolden us to explore our dreams, learn from the dreams of others, and think of the ways we can put our thoughts, ideas, and dreams into action – actions that will shape library communities today, tomorrow, and into the future.*

OLA Super Conference continues to attract and provide relevant professional development opportunities to over 4,800 annual attendees. This is the conference where library personnel find inspiration. It is here that new ideas emerge through motivating, leading-edge speakers, and industry networking opportunities where connections and partnerships flourish. We host the largest library marketplace in Canada each year.

On behalf of the Ontario Library Association Board of Directors and our 5,000 members we are pleased to invite you to Super Conference 2020. Once again Super Conference will be held at the Metro Toronto Convention Centre.

Here at OLA, we know you have many choices and decisions on which events will provide you with the most value for your money. I hope you will consider the access to the many delegates, your customers and decision makers that are leaders in the library world. Attendees come from almost every province and from many types of library systems including schools, public libraries, and academic institutions. Additional reasons include:

- OLA keeps registration rates among the lowest in North America to ensure maximum participation and to ensure that OLA is seen first and foremost as a learning organization.
- Over 90% of those who attend Super Conference are identified as either purchasers or those that influence purchasers.
- Tradeshow Week reports that overwhelmingly trade-shows and exhibitions continue to be the best vehicle to invest in to reach key audiences, particularly those that are considered the most important by the industry. There is no question OLA has this reputation.
- Exhibiting remains one of the least expensive methods to make contact with existing customers and to acquire new ones. OLA has worked hard to keep the price as low as possible.
- OLA works with dozens of companies to maximize their time at OLA whether it is user group meetings, sponsorship of OLA events, product launches in the booth, or facilitating a session for the delegates involving company personnel. OLA wants your participation and is prepared to work with you to make it a meaningful experience.

We know that Ontario's libraries remain among the best-funded institutions on the continent, in no small part due to the commitment and professionalism of the staff. This translates into innovation and program development that is greatly needed by a world going through change and uncertainty. I am proud to say that OLA Super Conference remains the "centre point" of the Canadian library scene where the influential gather to lead the way for library service and innovation.

OLA is again retaining the skilled and professional services of Jefferson Gilbert and Jennifer Marriott of Gap. Point. Reach. Inc. who will ensure the smooth delivery of the Super EXPO. They have been appointed as OLA's official representatives and will be your primary contact for all things EXPO, Advertising, and Sponsorship. The GPR Team can be reached at [info@gappointreach.com](mailto:info@gappointreach.com).

Thank you for considering this event in your 2020 Marketing Plans.  
We hope to see you in 2020!

Sincerely,

Richard Reid  
OLA President 2019

EXPO2020

## The Most Significant Library Conference in Canada

*Trade Shows are the Most Cost Effective way for you to Market*

Bar none “the trade show” remains the most cost effective way to meet face-to-face with current and future customers. Even if your firm only sees 15 existing customers during the two days and meet and convert five more, where else would you be able to have 20 meetings in just two days – especially with customers who are spread around this vast province.

*This is the Premier Forum for the Industry in this Country*

Super Conference is a meeting place for leaders, a place to learn, a place to network and the ultimate venue for the exchange of ideas that relate to and affect the library and information profession. Super Conference attracted more than 4,900 attendees in 2018. They came to Toronto to get the most for their education dollar.

*The Top Decision-Makers & Decision-Influencers Will be There to See You*

OLA prides itself on being able to attract the largest library and information audience in the country. We attract the CEOs that attend national and international conferences, but OLA also attracts the people who sit on the selection committees, the implementation task force, the technology sub-committees, and the management team. These are the real decision-makers and decision-influencers. Increasingly OLA is attracting key decision-makers from across the country who recognize the quality of conference and the value it offers as a professional development alternative.

*OLA is the Largest Information Event of its Kind in Canada*

Super Conference is the biggest, that’s been mentioned. Super Conference is the oldest event of its kind in Canada. Super Conference is recognized as the source of the best and the latest the industry has to offer. It is beneficial for delegates, because it is during a “quieter” time in most types of institutions and the program is so enticing that practitioners cannot afford not to attend.

OLA believes that the EXPO is an integral part of the education process. It is an extension of what is taught in the workshops and at plenaries. We hope you agree.

For over 120 years the Ontario Library Association has been a leading force in the profession. OLA aims to be proactive in its leadership and stewardship of libraries in this province, as a result we are unique in that the OLA draws members from all types of libraries and from all parts of the province. The Association has grown to more than 5,000 members because it provides meaningful benefits to our members.

The Ontario Library Association’s annual Super Conference is equally as important. It is Canada’s largest library and information conference.

Some statistics from the 2019 conference:

- Over 4,800 delegates in 2019
- More than half the attendees are from outside the GTA
- Over 375 workshop sessions and events
- Over 400 expert speakers from within the library field and from outside the field
- 230 author signings
- More than 400 delegates from outside the province
- Over 260 public libraries represented
- More than 100 academic libraries represented
- Over 55 school boards represented, plus independent schools
- Over 50 attendees from Health libraries
- Over 80 attendees from Special libraries
- Over 200 student volunteers
- 450 EXPO Only attendees
- Over six hours of non-conflicting exhibit time.
- Reasonable hours (Thursday 9:30 AM to 5:00 PM and Friday 9:30 AM to 3:00 PM) to maximize effort and avoid fatigue and slow periods
- Over 220 booths in the EXPO and 230 companies represented and over 800 booth personnel
- Among the lowest registration fees for delegates on the continent.

The OLA Conference is planned by professionals who work in the Ontario market. Each year following the conference more than 30 practitioners come together to plan the next year’s event. The committee draws on the needs and experience of their colleagues, fellow association leaders and others. The goal is to put together a continuing education program that has broad appeal to the Association Membership. Year in and year out the changes that are made are reflective of the changing face of the Ontario library community.

*Become an OLA Associate Member*

Businesses or Corporations in the library and information profession show their support for OLA members through their membership and through their participation in OLA programs and events.

- As an OLA Associate Member you can vote; hold offices.
- OLA is a member of the Canadian Federation of Library Associations. By being an OLA Associate Member you are supporting CFLA.
- Associate Membership includes discounts on exhibit registration and on any OLA event.
- OLA Associate Members get a significant lead time to book prime space at OLA Super Conference
- OLA Associate Members get discounts on advertising
- OLA Associate Members can purchase contact lists for Super Conference and other OLA events.
- OLA Associate Members can purchase additional divisional memberships like OCULA, OSLA and OPLA depending on their primary target audience.

Supporting OLA is to support the industry that your company is trying to reach, sell to, and partner with.

## Pricing Structure, Key Dates, & Details

### Event Address

Metro Toronto Convention Centre, North Building,  
255 Front Street West, Toronto, Ontario

### Pricing Model

|   | Before October 5      | After October 5 |
|---|-----------------------|-----------------|
| Single Booth – 100 sq. ft.                  | \$2,695               | \$2,925         |
| Double Booth – 200 sq. ft.                  | \$4,450               | \$4,710         |
| Triple Booth – 300 sq. ft.                  | \$5,495               | \$5,545         |
| Quadruple Booth – 400 sq. ft.               | \$6,195               | \$6,450         |
| More than 400 sq. ft. (not including aisle) | \$13.95 per sq. ft.   |                 |
| Corner surcharge                            | \$275 per open corner |                 |
| Non-member surcharge                        | \$255                 | \$275           |
| Small Firm Space – minimum 35 sq. ft.       | \$775*                | \$795*          |
| NFP/Charity Space – minimum 35 sq. ft.      | \$775*                | \$795*          |

All prices are subject to 13% HST (HST #10779 8159)

\* includes carpet for booth

### What is Provided For Your EXPO Space Fee

- Black and silver draped booth – 8' back, 3' side rail
- Uncarpeted floor space in booth.
- Aisle carpeting – black and grey flecked carpet (7½' wide).
- 24-hour security.
- 15 total exhibit hours; six hours unopposed.
- Exhibit Directory listing in printed program & companion website
- Five product categories in the Buyer's Guide.
- Inclusion in the year-round AccessOLA "Library Buyer's Guide" including a link to your corporate website.
- Up to four\* Exhibitor badges for bona fide booth/company personnel. No practicing librarians, teacher-librarians, workers or trustees. Additional EXPO badges are available for staff at a cost of \$15 per badge. \* Based on size of space rental. (4 is based on a 10' x 10'). The exhibitor badge is a full-conference badge and allows entrance to all non-ticketed events.
- Unlimited VIP Pass access to invite clients. These must be completed electronically to be free. Paper copies and on-site registrations are subject to EXPO Only Fees.
- Empty crate storage.
- Free manual lead retrieval.
- Use of a booth-sitting service.

### U.S. Exchange

Credit card payments usually provide the prevailing exchange rate.

### Electronic Funds Transfer (EFT)

To pay by EFT, please contact the OLA at [accounting@accessola.com](mailto:accounting@accessola.com) or by phone at 416-363-3388 x244.

### Payment Schedule

A \$904 (\$800 + HST) deposit per 100 square feet is required within three weeks of requesting space. Full payment is due no later than December 15, 2019.

### Membership Status

OLA Associate Membership is \$215 per annum. Please check with OLA's Membership Department to confirm your membership status: [membership@accessola.com](mailto:membership@accessola.com) or 416-363-3388 x226.

### Small Firms & Not-for-Profit/Charity Groups

**Small Firms:** This area is restricted to companies with annual revenues below \$30,000 gross for their business dealings with the Canadian library community. The \$30,000 is subject to verification if requested.

**New starting in 2021:** Due to popular demand of the Small Firm space Small Firms cannot stay in the Small Firm area for more than 3 years. If you have been there for 2 or more years 2020 will be the last year you can book in that space. You will need to purchase a full 10' x 10' space or reach another arrangement of similar financial value.

**Not-for-Profit:** The OLA annually receives requests from organizations wishing space in the EXPO. Rather than making decisions on the suitability of each the OLA has decided on an NFP rate.

*The OLA will guarantee space no smaller than 35 square feet. The space is bare except for the carpeting. Tables are not included. OLA reserves the right to limit the number of these spaces available.*

### Important Dates & Times

|                   |   |                     |
|-------------------|---|---------------------|
| <b>Move In</b>    | Tuesday, January 28   | 5:00 PM to 8:00 PM  |
|                   | <i>This early access is available to companies with 300 or more square feet of space.</i> |                     |
|                   | Wednesday, January 29   | 8:00 AM to 8:00 PM  |
|                   | Thursday, January 30  | 6:00 AM to 9:00 AM  |
| <b>Show Hours</b> | Thursday, January 30  | 9:30 AM to 5:00 PM  |
|                   | Friday, January 31  | 9:30 AM to 3:00 PM  |
| <b>Tear Down</b>  | Friday, January 31  | 3:00 PM to 10:00 PM |

Times are subject to change. Watch final conference program and Official Exhibitors Kit available online for official times.

### Space Selection & Allocation

In an effort to provide all member companies with an equal opportunity at EXPO space, the OLA is continuing its space allocation policy. Member companies that occupied space in 2019 have first right of refusal to the same space in 2020. Some exceptions apply.

- OLA Associate Members – request due by August 31. Companies will be notified of their space within 15 days of the end of the preferred period.
- The remaining groups are eligible to book or will be assigned their space after September 7.
- Associate Members who missed the deadlines.
- Non-member companies who exhibited in 2019.
- General sales – the OLA has a database of companies who have expressed an interest in receiving EXPO materials.

The OLA reserves the right to make the final determination on all booth allocations. Members have the right to "upgrade" their 2019 space to that of a non-member provided they apply before the August 31 deadline. This is on a first request basis.

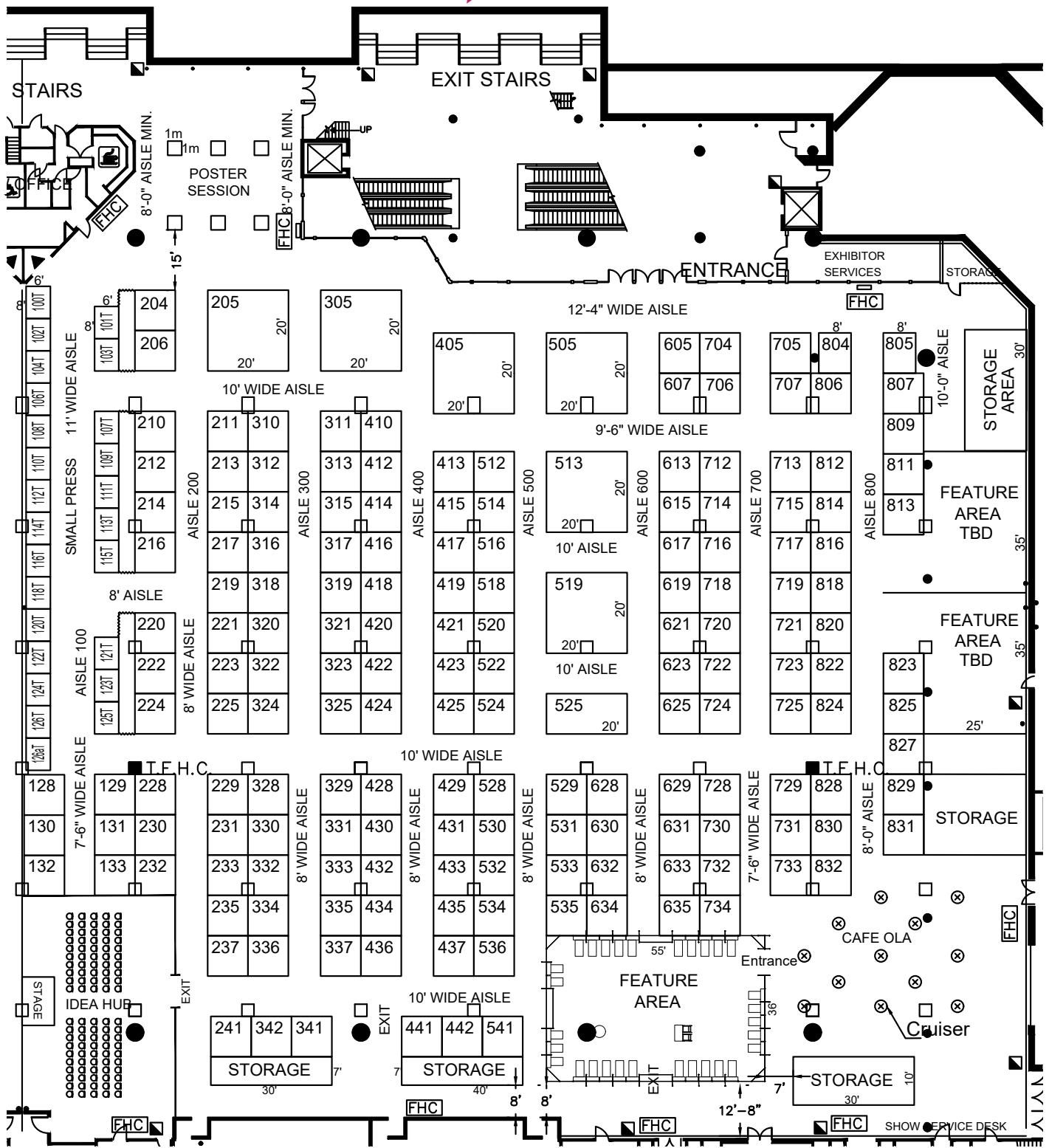
### Code of Conduct

All attendees of OLA events are subject to our Code of Conduct. To review the code, please visit [www.olasuperconference.ca/conduct](http://www.olasuperconference.ca/conduct)

# EXPO 2020

2020 Floor Plan –  
Subject to Change

## EXHIBIT HALL "C"





*Space Application & Contract*

*Company Information*

*Directory & Buyer's Guide*

Please read all parts and General Rules and Regulations before signing below. Information from this application will be used for the Directory Listing and in the Buyer's Guide.

Page two of this contract is how the Directory is compiled. Remember that your booth fee includes many of the features of the Directory and Buyer's Guide. Please take advantage of these features.

Company Name *(exactly as it should appear, please avoid short forms, all-caps)*

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Contact Name *(booth contact)*

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Address

---

City Province/State Postal/Zip Code

---

Phone FAX

---

Website Email

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Facebook Twitter

Alphabetize our company under the letter: \_\_\_\_\_

*Booth Selection*

See attached page for pricing and other details.

Size of booth for Super Conference 2019

Single  Double  Triple  Quad  Other \_\_\_\_\_ sq ft

Small firm space  Not-for-Profit/Charity Space

Preferred Booth Selections – Please list in order

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

If you wish the same booth as 2019, and you are an OLA Associate Member, please do not write other booth numbers unless you want to upgrade. We will hold your booth from 2019 until August 31.

Companies you would like to be near\*

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Companies you would NOT like to be near\*

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\* OLA takes this information into consideration when it is assigning new booths, but precedence goes to Members who have long standing locations.

**ASSOCIATE MEMBER SPACE APPLICATIONS  
Due August 31 to reclaim 2019 space**

Early bird space discount until October 5. No Exceptions.

*Payment Information*

|   |          |
|---|----------|
| Price for Preferred Booth – see attached price sheet  |          |
| <input type="checkbox"/> Corner Premium – \$275 per open corner<br>Number of open corners _____   |          |
| <input type="checkbox"/> Non-Member Premium – \$255<br><i>(After October 5 – \$275)</i>   |          |
| <input type="checkbox"/> Extra basic listing in Directory – \$30 each<br><i>(Each booth has one listing automatically, complete additional copies of page 2 as necessary)</i><br>Number of extra Directory Listings _____ |          |
| <input type="checkbox"/> Extra Buyer's Guide Listings – \$7.50 each<br><i>(Five listings are free, make your selection on page 2)</i><br>Number of extra Buyer's Guide Listings _____                                     |          |
| <input type="checkbox"/> Logo – \$30 each (as eps or tiff file)<br><i>(Email to info@gappointreach.com by December 15)</i><br>Number of Logos _____   |          |
| <input type="checkbox"/> 50 Word Description – \$30 each<br><i>(Email to info@gappointreach.com by December 15)</i><br>Number of Descriptions _____   |          |
| <input type="checkbox"/> Combo: 50 Word Description and Logo – \$50<br><i>(Email to info@gappointreach.com by December 15)</i><br>Number of Combos _____  |          |
| HST #10779 8159   | Subtotal |
|   | HST 13%  |
| Membership \$215 <input type="checkbox"/> Renewal <input type="checkbox"/> New  |          |
| Total   |          |

Please indicate whether the full amount or a deposit should be charged to your card. In the absence of a selection the full amount will be charged.

Full Amount  
 Deposit Only  Charge same card in December for remainder

Cheque payable to Ontario Library Association  
 EFT – Contact accounting@accessola.com to set up  
 VISA  MASTERCARD

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Expiry \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_ Name \_\_\_\_\_

I have read and agree to abide by the rules and regulations.  
 I have read and agree to abide by the code of conduct.

*This is page one of the application.  
Please complete page two.*

**Ontario Library Association**  
2 Toronto Street, 3rd Floor, Toronto, Ontario M5C 2B6  
FAX: (866) 211-2999 Email: info@gappointreach.com



*Space Application & Contract*  
*Official Directory Listing*

- Same as on page 1
- Additions/corrections below

Company Name (exactly as it should appear, please avoid short forms, all-caps)

Contact Name (for delegates interested in purchasing, not the booth contact)

Address

City Province/State Postal/Zip Code

Phone FAX

Website Email

Facebook Twitter

**Do you require more than one basic directory listing? \$30 each**  
Photocopy this form and complete one for each listing required. If more than one firm is represented in a booth and you want them listed – this is necessary.

**Company Logo or Description \$30 each or \$50 both**  
The logo will be a minimum of 1" x 1" eps or tiff files are ideal. The description should be no longer than 50 words. These should be sent by email to [info@gappointreach.com](mailto:info@gappointreach.com).

**Buyer's Guide Listings**  
Each firm is entitled to choose FIVE product categories as part of your basic booth registration. Extra categories may be purchased for \$7.50 each. Please mark the product categories that are the most appropriate for your firm. The OLA reserves the right to add additional categories based upon the "other" that are submitted. If you choose to purchase additional listings, make additional product category selections also.

**Email** the form to [info@gappointreach.com](mailto:info@gappointreach.com)

**Ontario Library Association**  
2 Toronto Street, 3rd Floor, Toronto, Ontario M5C 2B6  
FAX: (866) 211-2999 Email: [info@gappointreach.com](mailto:info@gappointreach.com)

**BOOKS, PERIODICALS, & DOCUMENTS**

- Alternative
- Art & Culture
- Biography
- Business
- Canadian Publisher
- Case Studies
- Children's Books
- Children's Books (French)
- Cook Books
- Databases
- Directories
- Drama
- Early-Literacy Stations
- Ebooks
- Educational
- Ejournals
- English as a Second Language
- Fiction
- Foreign Language
- French Books (all topics)
- French Language Materials
- General Books
- General Research
- Government Documents
- Graphic Novels
- Graphic Novels (French)
- Health Information
- History & Heritage
- Indigenous
- Journals & Periodicals
- Library Sciences/Services
- Literacy Resources
- Literature & Criticism
- Medical
- Middle Grade
- Mind/Body/Spirit
- Mystery
- Non-Fiction
- OLA Reading Program
- Online Reference
- Online Resources
- Paperbacks
- Picture Books
- Poetry
- Primary Sources
- Print Braille for Children
- Professional Literature
- Reluctant Readers
- Rural Life
- Scholarly
- Sci-Fi / Fantasy / Horror
- Social Issues
- Social Science
- Specialized Books & Magazines
- STEM/STEAM
- Struggling Readers
- Teacher-Librarian Resources
- Teen Fiction
- University Press
- Young Adult Books
- Other \_\_\_\_\_

**AUDIOVISUAL EQUIPMENT & MATERIALS**

- Audio Books
- Audiovisual Materials
- Book Scanners
- Cards
- Digital Libraries
- Documentary Films
- DVDs
- E-Comics
- Kids Apps
- Magazines
- Movies
- Music
- Music (Downloadable/Streaming)
- Online Resources
- Streaming Video
- Other \_\_\_\_\_

**AUTOMATION**

- 24 Hour Library
- Bar Code Systems
- Booking Software
- Cataloguing
- Collection Development
- Computer Software
- Cost-Recovery System
- Database
- Discovery Service
- E-Lending
- Electronic Document Delivery
- Electronic Imaging Systems
- Federated Searching
- Information Technology
- Integrated Library Systems
- Library Automated Systems
- Library Portals
- Materials Handling
- Micrographic Equipment
- Online Collection Toolkit
- Online Search Services
- OPAC
- Outreach Kiosks
- Patron Self-Checkout Units
- PC & Print Management
- RFID
- Staff Scheduling
- Web-based Library Administration
- Web-based Library Automation
- Other \_\_\_\_\_

**EQUIPMENT, FURNITURE, & SUPPLIES**

- 3D Printing
- Archival Products
- Book Trucks
- Bookmarks
- Children's Furniture
- Circulation Desk
- Display

- Electronic Library Kiosk
- Furniture
- Lounge Tables & Casegoods
- MakerSpaces
- Microfilm Scanners
- Mobile Storage
- Play Products
- Posters
- Printers
- Robotics & Coding Resources
- Seating
- Security Systems
- Shelving
- Space Planning & Design
- Tablet Kiosk
- Other \_\_\_\_\_

**SERVICES**

- Academic Institution
- Accessibility
- Associations
- Automatic Release Plans
- Book Clubs
- Book Distributor
- Book Leasing Plans
- Book Processing
- Book/Print Wholesalers
- Cataloguing Services
- Content Curation
- Conversion Services
- Copyright Licensing
- Data Management
- Digitization
- E-content
- Education
- Educational Resources
- Educational Visits
- Information Management
- Interlibrary Loan
- Language Learning
- Library & Archives
- Library Education
- Linked Data
- Literacy
- Marketing Analytics
- Metadata
- Moving Companies
- Online Database
- Online Ordering
- Online Resources
- Outcomes Management
- Preservation
- Professional Development
- Reading Promotion
- Resource Management
- Security
- Self-Service Technologies
- Subscription Services
- Training & Development
- Trusted Digital Repository
- Other \_\_\_\_\_



EXPO2020

## General Rules & Regulations

**SHOW MANAGEMENT** – The Ontario Library Association (OLA) and its authorized representatives are hereinafter referred to as “Show Management.”

**PAYMENTS & REFUNDS** – Full payment for booth space must be made no later than December 15, 2019. Show Management reserves the right to refuse a company entry who has not paid in full by this date. A deposit of a minimum of \$904 per 100 square feet is due no later than three weeks after the form is submitted. The OLA will hold booth space for up to three weeks while a company arranges for a deposit cheque. After three weeks the OLA may release the space for reallocation if another firm requests that specific space. OLA is not responsible for notifying a company that is beyond the three week period or fails to pay in full by December 15, 2019. All applications submitted after December 15 must include payment IN FULL for the space rental charges.

Cancellations made prior to September 15 will receive a refund of payments made, less a 25% cancellation fee. After September 15 and before December 1 the company will forfeit the entire amount of the deposit. After December 1 there are no refunds for space.

In case the EXPO shall not be held for any reason whatsoever, then and there upon the rental and lease of space to the exhibitor shall end. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return of the amount already paid for space for this specific event.

**SPACE RENTAL** – The application for exhibit space, when signed by the exhibiting firm and/or deposit cheque cashed, or credit card processed, by Show Management, shall constitute a valid contract between the parties. In submitting the space contract the firm acknowledges their financial responsibility whether they choose to withdraw or cancel their space.

**SOLD BY PROSPECTUS** – All exhibiting companies regardless of size or special arrangements with management must complete an Exhibitor Registration Form. All spaces are sold by prospectus.

**USE OF SPACE RESTRICTIONS** – The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in this contract and explained in detail in the Exhibitor's Kit, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas, or other designated common areas of the Convention Centre.

No exhibit shall assign, sublet, or share the space allocated with another business or firm unless approval has been obtained in writing from Show Management.

**INSTALLATION, EXHIBIT HOURS, & DISMANTLING** – Dates and hours for installation, exhibiting, and dismantling will be specified by Show Management. Goods being delivered directly to the exposition must be received by a representative of the exhibiting firm or their designate. Exhibits shall be staffed at all times when the EXPO is officially open. No exhibitor will be able to commence dismantling any portion of the

exhibit whatsoever, to commence packing crates or cartons or to abandon his display prior to the official closing. Failure to comply with the regulation will result in the exhibitor being barred from future shows and events sponsored by Show Management. All exhibits must be removed by 10:00 PM on January 31, 2020, and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right, through its official carrier, to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

**FIRE REGULATIONS** – All exhibitors must comply with local fire regulations. Only fireproof material may be used in displays and wiring must conform to CSA or UL specifications. All exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards. Show Management is obligated to install two fire hose cabinets for the duration of the EXPO. The location of the cabinets are on the floor plan. Show Management reserves the right to change their location depending upon directives from the Fire Marshall.

**ELECTRICAL SAFETY CODE REQUIREMENTS** – All exhibitors must comply with the Electrical Safety Code Requirements in place at the time of the event. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

**DAMAGE TO PROPERTY** – Exhibitors are liable for all damage caused by them or their representatives or contractors to the exhibit facility, booth equipment, or to other exhibitors' property and shall indemnify the facility management, Show Management and/or Official Service Contractor against, and hold them harmless from any complaints, suits, or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of exhibit space. Full regulations for property care are in the Official Exhibitor's Kit, available online by November 1.

**CARE OF THE BUILDING** – Painting, nailing, or drilling of floors, walls, ceilings, or any part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor. No signs or other articles are to be fastened to the ceiling, walls, pipes, or electrical features.

**SECURITY** – Show Management will employ a professional guard service for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damage, howsoever caused, of goods, exhibits or other materials owned, rented or leased by the exhibitor.

**FOOD AND/OR BEVERAGES** – The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and/or the facility is prohibited. Exhibitors wishing to serve samples must complete a request form that can be obtained from Show Management. This is submitted to the facility for permission.

**OFFICIAL EXHIBITORS KIT** – The 2020 Exhibitor Kit will be available online. The Exhibitor's Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management. In the Kit are all the necessary forms for Show contractors and other rules and regulations. All booth space and activity must be arranged in accordance with those outlined in the Kit. If in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor's Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from display at any time during the exposition.

OLA will send a link for online access to the Exhibitor's Kit to each company registered with a deposit made by November 1. However, if a link has not been received by December 1 it is the responsibility of the company to contact OLA.

**EXPO-ONLY BADGES** – Show Management provides an unlimited number of free passes to paying exhibiting firms. These passes are to distribute to key customers, etc. that might not be attending the conference. They cannot be used for booth personnel or staff of exhibiting or partner companies. In order to qualify to give your customers the passes all payments must be up-to-date. OLA will not print badges if firms have an outstanding balance on January 20, 2020. There is no fee for EXPO-ONLY PASSES provided they are completed online. Paper requests will be processed at a fee of \$5 per pass – billed to the exhibiting company and payable before the conference opens.

**LIABILITY & INSURANCE** – Neither Show Management nor any of its officers, directors, employees, or agents, nor the owners, employees or representatives of the exhibit facility will be responsible for any injury or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing parties, individuals and firms from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. Exhibitors are advised to carry insurance on their exhibits and its contents; however, this will be taken at their own expense.

**AUTHOR/SPECIAL GUEST BADGES** – The OLA does not charge exhibiting firms for Author or Special Guest badges provided we are notified at least six days before the EXPO opens. There is a form in the Exhibitor Kit.

**ENTRY TO THE SHOW** – Show Management reserves the right to deny admission to any visitor, exhibitor, or exhibitor's employee. Show Management reserves the right to final determination of all space assignments in the best interest of the exposition.

**LABOUR** – Exhibitor must observe all contracts in effect between Show Management, service contractors, Convention Centre, and labour organizations involved.

**MEMBERSHIP STATUS** – Rates paid for exhibit space are based on the membership status of the company at the time of the actual display. It is the exhibiting company's responsibility to either pay non-member rates or to have a current Associate Membership in the Ontario Library Association at the time of the event. Show Management reserves the right to withhold a firm's ability to set-up if their membership status changes between time of payment and the event.

**DISCOUNT POLICY** – The OLA does not discount at the end of the sales period. OLA reserves the right to move firms who have purchased smaller spaces into larger spaces.

**SMALL FIRM/NFP** – The OLA reserves the right to limit the number of booths/tables in any category. The OLA does not assign space to this category until the sales period ends in January. Space allocation in this category is on a random basis.

**SELLING AT THE EXPO** – The OLA strongly supports and encourages vendors to sell on the floor of the Super Conference EXPO. Show Management encourages exhibitors to inform them of any special deals they plan to offer and they will be promoted in the on-site EXPO Directory at no additional expense.

**OTHER REGULATIONS** – Any and all other matters not specifically covered by the preceding General Rules and Regulations shall be subject solely to the decision of Show Management. The Show Management shall have full power to interpret, amend and enforce these rules and regulations provided, and amendments, when made, are brought to the notice of exhibitors. Each Exhibitor, for themselves, and their employees, agrees to abide by the foregoing Rules and Regulations and by any Amendments or additions thereto in conformance with the preceding sentence.

**SPACE SELECTION/ALLOCATION** – The policy is articulated on Space Allocation & Contract form.

EXPO2020

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