

Mayor Jim Diodati



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October 5, 2017

Dear Exhibitor(s):

On behalf of the City of Niagara Falls, I extend a warm welcome to you and cordially invite you to join us, May 2-4, 2018 for the 65th Annual Ontario Small Urban Municipalities Conference & Trade Show.

I know that the OSUM Conference Planning Committee is working to insure that matters affecting the small urban communities of Ontario are addressed and given the attention and support needed so that, through consultation with the provincial and federal governments, we can build stronger and more vibrant communities.

Niagara is well-known throughout the province for its tourism industry, its beautiful parks and amenities, both natural and man-made; world class wineries, accommodations, restaurants and entertainment. We are one of 12 municipalities comprising the Niagara Region, with a residential population of 86,000, offering a unique powerhouse of diversity to its residents, businesses, and 15+ million annual visitors.

In addition to tourism, Niagara Falls is also a sought after strategic location for businesses because of its proximity to the United States via the Rainbow, Whirlpool, and Queenston-Lewiston bridges, three major airports as well as the metropolitan areas of Toronto and Hamilton.

Thank you for the opportunity to tell you just a little about Niagara Falls. As Mayor of the host community for the 2018 OSUM Conference & Trade Show, and on behalf of City Council, I hope your plans include joining us in Niagara Falls for an incredibly good time and a great learning and networking opportunity. To register, visit OSUM.ca.

See you in Niagara Falls – May 2 to 4, 2018!

Yours truly,

A handwritten signature in black ink, appearing to read 'James M. Diodati', written over a horizontal line.

Mayor James M. Diodati



65TH ANNUAL OSUM CONFERENCE & TRADE SHOW

SHERATON ON THE FALLS HOTEL & CONFERENCE CENTRE

5875 FALLS AVENUE, NIAGARA FALLS, ON

Dear Exhibitor:

We welcome you to Niagara Falls and invite you to be a Trade Show Exhibitor at the 2018 OSUM Conference and Trade Show from May 2-3, 2018 to be held at the Sheraton on the Falls Hotel and Conference Centre – 3rd Level – Great Rooms A-B-C. The Trade Show space will be located in Great Rooms A-B, and the Conference space is located next door in Great Room C.

General Information:

- Exhibitor draped booths are 10' x10'.
- PSAV - Electrical and audio-visual services (application attached).
- STRONCO - additional booth services (application attached).
- Sheraton on the Falls - Hotel loading and storage instructions (attached).
- Wednesday's Program will include morning Golf at Whirlpool Golf Course, Trade Show registration and booth set up, and evening Reception for Trade Show Opening with Delegates and Exhibitors.
- Accommodation arrangements are made directly with the Sheraton on the Falls Hotel. Quote 2018 OSUM Conference when booking. Sheraton on the Falls Hotel - Registration Telephone: 1-800-519-9911 or go to their website <https://www.starwoodmeeting.com/Book/OSUM2018>
- You are welcome to hold a business card draw at your booth.
- Please consider sponsorship through gift or donation for the conference and golf.

For further information regarding the 2018 OSUM Trade Show (and Conference), please go to www.OSUM.ca.

Sincerely,

A handwritten signature in black ink that reads "Serge Felicetti". The signature is written in a cursive, flowing style.

Serge Felicetti
Director of Business Development
City of Niagara Falls

SF:lb

Encls.



65TH ANNUAL OSUM 2018 CONFERENCE & TRADE SHOW
SHERATON ON THE FALLS HOTEL & CONFERENCE CENTRE
5875 FALLS AVENUE, NIAGARA FALLS, ON

EXHIBITOR REGISTRATION FORM

Trade Show Exhibitor Registration Link: <https://www.ePly.com/OSUM2018>

Exhibitor Package – Wednesday, May 2 to Thursday, May 3, 2018

Cost: \$749 + HST \$97.37 = \$846.37

Package includes (up to 2) exhibitors, Wednesday's Welcome Reception, booth includes (1) 10' x 10' draped booth, (1) skirted 6' table, (2) fabric side chairs; meals with delegates including Thursday breakfast, lunch, and coffee breaks.

3rd + Exhibitor Cost: \$185 + HST = \$209.05

Wednesday, May 2nd

- Morning Golf at Whirlpool Golf Course (*not included in Exhibitor Package*)
- Trade Show Booth Registration and Setup at Sheraton on the Falls, (3rd Level) - Great Room AB
- Evening Welcome Reception and Opening Ceremonies for Trade Show

Thursday, May 3rd

- Trade Show resumes in Great Room AB; Conference program begins in Great Room C
- Lunch with Delegates
- Trade Show Close

Additional Exhibitor's Services:

Additional services are the responsibility of the Exhibitor. Conference partner links below:

- PSAV - Electrical and Audio Visual Services – [Exhibitor's Services Form](#);
- Sheraton on the Falls – [Resort Map](#); [Loading Dock Outline](#); [Package Handling Form](#);
- STRONCO - Special Booth Requirements <http://www.stronco.com/exhibitors.htm>.

Sponsorship Opportunities:

Conference Gifts: YES Description: _____

Golf Gifts: YES Description: _____

Golf Outing – Niagara Parks Whirlpool Golf Course – Wednesday, May 2, 2018

3351 Niagara River Parkway, Niagara Falls, ON

Cost: \$125 (HST included)

9:00 a.m. - Shotgun Start

PGA Head Pro, Rob Ward, will be our host. Outing includes 18 Holes of Golf, Golf Cart, and Lunch.

Accommodations – Sheraton on the Falls Hotel & Conference Centre

Cost: \$159 City View or \$189 Fallsvieview Room, double occupancy –

<https://www.starwoodmeeting.com/Book/OSUM2018> or call to make reservations quoting OSUM at 1-800-519-9911. Check in time 4 p.m.; Check out time 12 p.m.

OSUM 2018 CONFERENCE & TRADESHOW

EXHIBITOR REGISTRATION FORM

Company Name		
Exhibitor Name #1		Email:
Address		
Telephone		Cell:
Exhibitor Name #2 (No charge - fee included in Exhibitor 1 Package)		Email:
Exhibitor Name #3		Email:
Exhibitor Name #4		Email:
Exhibitor Name #5		Email:

ACTIVITY REGISTRATION

REGISTRATION TYPE	BASE FEE	TAXES	TOTAL FEE	NUMBER OF PARTICIPANTS	TOTAL
Exhibitor Package	\$749.00	\$97.37	\$846.37		
Extra Exhibitors	\$185.00	\$24.05	\$209.05		
Golf (May 2 nd)	\$110.62	\$14.38	\$125.00		
TOTAL					

GOLF - If you are part of a golf foursome, please add names below:

1. _____
2. _____
3. _____
4. _____

TRADE SHOW REGISTRATION DEADLINE: MARCH 30, 2018

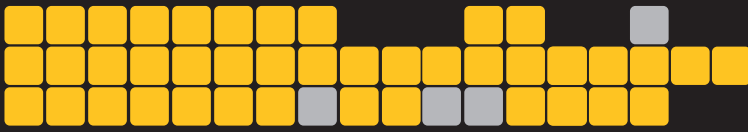
Booth Number/Location will be assigned after registration and payment received.

PAYMENT METHOD: Register and Pay Online at www.OSUM.ca. Links included for accommodations, PSAV, and STRONCO.

OPTIONAL: Manual payments by cheque/mail payable to **City of Niagara Falls** (Memo re OSUM 2018 Conference) and mailed to: City of Niagara Falls, 4310 Queen Street, P.O. Box 1023, Niagara Falls, ON L2E 6X5, Attention: Laurie Bitner, Special Projects Assistant, Business Development Department. lbitner@niagarafalls.ca or Tel: 905-356-7521 EXT. 4269 or FAX 905-357-9293.

Event Coordinator: Wendy Canavan, Economic Development Officer, Business Development.
wcanavan@niagarafalls.ca Tel: 905-356-7521 EXT. 5002 or FAX 905-357-9293.

REFUND POLICY: Cancellation must be made in writing (mail, email or fax) and received before April 13, 2018. An administration charge of \$95.00 will apply. Any cancellations including golf after April 1, 2018 will not be refunded.



Sheraton
On The Falls
at Falls Avenue Resort



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 905.353.9100. Email completed form to dmartin@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
Blu-Ray Player		\$ 70	24" Monitor		\$ 170
AUDIO EQUIPMENT	QTY	PRICE	46" Monitor (Floor or Table Stand)		\$ 512
CD Player		\$ 65	70" Monitor (Dual Post Stand)		\$ 775
Individual Small Powered Speaker (up to 5 people)		\$ 60	POWER	QTY	PRICE
ACCESSORIES	QTY	PRICE	7.5 AMP Electrical Connection with Power Bar		\$ 85
32" Rolling Cart w/Black Skirt		\$ 30	120V - 15 AMP		\$ 130
CUSTOM ITEMS	QTY	PRICE	120V - 20 AMP		\$ 170
Laptop PC (Windows / Office)		\$ 260	208V Single Phase - 50 AMP (Stove Plug)		\$ 213
2x Light LED Uplighting Kit		\$ 140	208V Three Phase - 30 AMP (Twist-Lock)		\$ 253
		\$	208V Three Phase - 100 AMP (Camlok)		\$ 800
		\$	208V Three Phase - 200 AMP (Camlok)		\$ 1265
		\$			

All pricing is offered on a per day basis. For special requests, please contact us directly. Higher amperage connections only available in certain function spaces.

SPECIAL REQUESTS Please add any items not listed above that you require.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Sheraton On The Falls at Falls Avenue Resort
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 5875 Falls Ave., Niagara Falls, On L2E 3W7





CREDIT CARD AUTHORIZATION FORM

Organization Name:-----

Business Address:-----

Telephone Number:-----

Fax Number:-----

Contact Name:-----

Title:-----

Credit Card Number:-----

Expiry Date:-----

Signature:-----

Date:-----

NOTE: All information will be kept confidential.



OSUM 2018 Trade Show EXHIBITOR CHECKLIST

Tradeshow Dates: May 2-3, 2018
(Conference Dates: May 2-4)

Sheraton on the Falls Hotel & Conference Centre
5875 Falls Avenue, Niagara Falls, ON

Your Exhibition Checklist:

- Register/pay for booth space at the Conference (www.osum.ca) by March 30, 2018
- Register for guestrooms at Sheraton on the Falls Hotel
- Read Sheraton on the Falls Loading Dock Procedures Outline and Package Handling Form Book
- Consider Sponsorship opportunities – monetary or gift for trade show or golf
- Consider participating in the golf tournament

Complete forms for additional services:

- Special booth requirements (Stronco Show Services)
- Material Handling (Stronco Show Services)
- Electrical & Audio Visual (PSAV)
- Loading Dock and Package Handling Specs (Sheraton on the Falls Hotel & Conference Centre)