



2025 OSUM Conference Exhibitor Information Package and Application

Conference dates: April 30 – May 2, 2025

Trade Show dates: April 30 – May 1, 2025

Conference Location: Collingwood, Ontario

Georgian Bay Hotel & Conference Centre

10 Vacation Inn Drive, Collingwood Ontario, L9Y 5G4



About OSUM

The Ontario Small Urban Municipalities (OSUM) is Ontario's voice for small urban municipalities. OSUM is an integral part of the Association of Municipalities of Ontario (AMO).

The OSUM Conference attracts close to 200 elected officials, senior municipal staff, and decision makers from across Ontario. The Conference represents an important opportunity for locally elected officials to network, discuss critical social, economic and policy matters facing small urban communities. For exhibitors, this event provides access to local decision makers for a \$68B sector.

Take advantage of this year's exhibit hall by positioning your services front and centre of all conference participants.

OSUM 2025 Trade Show Information

Location:

The OSUM conference is at the Georgian Bay Hotel & Conference Centre
10 Vacation Inn Drive, Collingwood Ontario, L9Y 5G4

Show Schedule:

Timing of scheduled activities is subject to change and will be finalized in April 2024.

- Wednesday, April 30
 - Exhibitors move in: 12:00pm – 4:00pm
 - Trade show open: 5:00pm – 7:00pm
- Thursday, May 1
 - Trade show open: 8:30am – 4:00pm
 - Exhibitors tear down: 4:00pm – 6:00pm*

*To minimize disruption of the event, we will impose a fine of \$500.00 on exhibitors who leave or commence dismantling their exhibits before 4:00pm on May 1. Please don't disrupt the exhibition and delegates by leaving early.

Table Fees

- Single: \$1,400
- We have 21 tables available



Included with 8ft table top:

- Each exhibitor will have an 6ft table and 2 chairs
- Booth ID sign
- Listing on the OSUM website
- Corporate name, booth number, logo and corporate description on the conference app
- One full conference registration
- Five trade show access only passes

Payment Policies

- Registration payments must be made to the OSUM, 155 University Avenue, Suite 800, Toronto, ON., M5H 3B7.
- Confirmation of Exhibit Space:
 - Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed.
 - Exhibit space will not be guaranteed until payment is received in full.
 - OSUM must receive the total outstanding payment and the names of all on-site staff no later than **April 11, 2025**.
- Requests for cancellation and refunds on exhibit space must be received in writing by 4 p.m. on **April 4, 2025** to events@AMO.on.ca. Cancellations up to and including this date are subject to a \$250 plus HST administration fee. Refunds will not be issued after this date.

From Application to Show

Following are key requirements and timelines you need to be aware of:

1. Complete application form, and payment deadline: **March 21, 2025**
2. If approved*, AMO will process payment and forward receipt
3. Registration and mobile app forms due: **April 11, 2025**
4. Booth numbers will be assigned and shared with exhibitors and suppliers by **April 7, 2025**
5. Final show schedule will be provided by **April 17, 2025**

*AMO supports OSUM in the development and delivery of its annual conference. AMO reserves the right to review and decline applications.

For any additional questions please email Cinzia Dominutti, Training and Events Support Administrator at cdominutti@amo.on.ca.

OSUM 2025 - Trade Show Floor Plan
Georgian bay hotel (Crush Area)
April 30 - May 1, 2025

