



ONTARIO COOPERATIVE EDUCATION ASSOCIATION (OCEA)  
ASSOCIATION DE L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO (AÉCO)  
2016 OCEA SPRING CONFERENCE

40 Years of Achieving Excellence: Celebrating in the Capital!

April 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>, 2016

being held at

THE WESTIN OTTAWA

11 Colonel By Drive, Ottawa, Ontario K1N 9H4

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Dear Sir / Madam:

The Ontario Cooperative Education Association (OCEA) is a not-for-profit professional organization of Ontario's secondary school educators who are involved in Cooperative Education and other forms of Experiential Learning. We strive to provide the leadership and vision needed for the professional development of our members. One of the main goals of our Association is to develop and facilitate access to information, resources and other supports relevant to our members as they deliver workplace learning programs for secondary school students.

In order to facilitate this sharing of information, we organize an annual Spring Conference which brings together approximately 400 secondary school educators from across Ontario for professional development and the sharing of best practice. Year after year, the success of our event is supported by having the right exhibitors on site to share information, programs, ideas and to showcase what's available to help our participants succeed in their role as student mentors.

We hope we'll be able to count you among our exhibitors. This year, our three-day event is being held April 24th to the 26th, 2016, in the heart of our Nation's Capital, at **The Westin Ottawa**.

Space is extremely limited! If you wish to participate in our event, please complete and return the **Exhibitor Application Form** by **April 1, 2016**. We'll confirm your space shortly after this date.

If you are not the individual in your organization to make a decision regarding our request, we kindly ask that you forward this letter and attachments to the appropriate person.

Thank you for considering our request.

Sincerely,

A handwritten signature in black ink that reads "Guy Brisson".

Guy Brisson  
OCEA President 2015-2016

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**OCEA MISSION STATEMENT**

***"Facilitating and supporting the exchange of ideas among Experiential Learning Professionals"***

*The Ontario Cooperative Education Association (OCEA) is a not-for-profit professional organization of Ontario Cooperative Education and Experiential Learning Professionals. It strives to provide the leadership and vision needed for optimal professional development of its members. The Association also develops and facilitates access to information, resources and other supports relevant to OCEA members and other Experiential Learning Professionals in the province of Ontario, while supporting excellence in the education of all students in Ontario.*



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**2016 OCEA SPRING CONFERENCE EXHIBITOR APPLICATION FORM**  
**DUE DATE: APRIL 1, 2016**

**1. CONTACT INFORMATION – PLEASE PRINT IN CAPITAL LETTERS**

<b>a) Company or Organization:</b>		Company Web Address:	
Company Official Staffing the Booth:		Company Title:	
Company Address:		Dietary Needs:	
City:		Prov.:	P-Code:
Phone:	Fax:	Email:	
<b>b) Name of 2nd staff at booth*:</b>		Dietary Needs:	
Staff Title:		Staff Email:	
<b>c) Name of 3rd staff at booth*:</b>		Dietary Needs:	
Staff Title:		Staff Email:	

*\* Please see below for additional staff costs*

**2. BOOTH / ADDITIONAL STAFF / AWARDS BANQUET / ELECTRICAL / INTERNET**

ITEMS	COST / DETAILS	TOTAL
<b>a) BOOTH:</b> consists of (1) one 2 ½' x 8' area, with (1) one table (table cloth and skirting) and (1) one chair	<b>\$938.05 + \$121.95 (HST) = \$1060.00</b> (fee includes (1) ONE Meal Plan for 1 (one) staff.)	\$
<b>b) *ADDITIONAL STAFF at booth</b> Total # of additional staff: _____	<b>Add \$200.00 + \$26.00 (HST) = \$226.00</b> for EACH ADDITIONAL staff member (fee includes ONE (1) Meal Plan per additional staff member (see page 1 of the Contract and Conditions for further details.)	\$
<b>c) SUNDAY AWARDS BANQUET:</b> Number of meal tickets required: ____	<b>Add \$84.08 + \$10.92 (HST) = \$95.00</b> per ticket.	\$
<b>d) ELECTRICAL OUTLET:</b> 800 watt, 120 volt outlets	<b>NO CHARGE – NOTE: Exhibitors MUST provide their own extension cord(s) and power bar(s).</b>	\$ FREE
<b>e) WiFi INTERNET:</b>	<b>NO CHARGE – WIRELESS ONLY - NO HARD-WIRED</b>	\$ FREE
OCEA HST/GST # R126141092	<b>TOTAL COST:</b>	<b>\$</b>



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3a. PAYMENT OPTIONS:  Cheque  Please Invoice  Visa  MasterCard

NOTE: If you wish to be invoiced for payment, please send request to Carol Madsen-Tapley at [OCEA@rogers.com](mailto:OCEA@rogers.com)

We accept VISA OR MASTERCARD ONLY (please fax to Carol Madsen-Tapley at 506-849-8375)

Credit Card #:     Expiry Date: MM / YY:

3 Digit Security Code on back of Credit Card:

Name on Card:  Signature:

3b. SEND TO: Send completed copy of Exhibitor's Application form with payment made payable to OCEA (Ontario Cooperative Education Association). The memo on the cheque should indicate "2016 OCEA Conference Exhibitor":  
Please send to:

OCEA (Ontario Cooperative Education Association)

c/o 35 Reynar Drive

Quispamsis, NB, E2G 1J9

Phone: 506-849-3693 / Fax: 506-849-8375

[ocearogers.com](http://ocearogers.com)

Upon receipt of this form and FULL payment, you will be notified by email that your Exhibitor booth/space has been reserved for you, which constitutes a binding agreement (see Exhibitor Contract and Conditions) between you, (the Exhibitor) and the Ontario Cooperative Education Association (OCEA). The conference planning team will operate on a first-come, first-served basis, with space priority offered to sponsors. A full Exhibitor's Manual will be sent to you once your participation is confirmed.

4. PLEASE CONSIDER ADDITIONAL INVOLVEMENT IN THE CONFERENCE BY CONTRIBUTING TO ONE OR MORE OF THE FOLLOWING:

DELEGATE BAGS\* - Item(s) to be included in DELEGATE BAGS (approximately 400 needed) **MUST BE RECEIVED BY APRIL 1, 2016.**

Please send to:

Marie Bilodeau

OCEA Conference Planner

PO Box 30063, Greenbank North PO

Ottawa, ON K2H 1A3

DRAW PRIZE\* - Please specify item:  (\*Please bring item(s) to the Conference Registration / Information Desk, upon your arrival to the Conference.

OTHER - please specify:

5a. OCEA CONFERENCE EXHIBITOR DESCRIPTION – **MUST BE RECEIVED BY APRIL 1, 2016.**

Upon receipt of this form and FULL payment, you will be notified by email to provide a brief description (50 words or less) describing the service or product that your company / organization provides, company / organization name, company logo – in jpg format - (in English and French if available) and company website address. This description and logo will be included in hard copy format to each delegate, and an electronic version will be posted on the OCEA website at: [WWW.OCEA.ON.CA](http://WWW.OCEA.ON.CA).



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**2016 OCEA SPRING CONFERENCE EXHIBITOR CONTRACT AND CONDITIONS**

**CONTRACT:**

The following regulations become binding upon acceptance of this contract between applicants, their employers, and the **Ontario Cooperative Education Association** (hereinafter known as "the Association"). Additions or amendments that are NOT covered will be the decision of the **2016 OCEA Spring Conference Planning Committee**.

**GENERAL INFORMATION:**

- 1) The Exhibitor agrees to abide by all the rules and regulations adopted by the Association and **The Westin Ottawa** in the best interests of the Conference, and agrees that the Association shall have the final decision in adopting any rule or regulation deemed necessary prior to, during or after the Conference.
- 2) The Exhibitor will be liable for and will indemnify and hold the Association harmless from any loss or damages whatsoever directly or indirectly occurring to, or suffered by any person or company, including without limiting the generality of the foregoing, the Exhibitors, **The Westin Ottawa**, its respective agents, servants or employees and members of the public attending the Conference, either on the said space or elsewhere if said loss or damage arose from or was in any way directly or indirectly connected with the Exhibitor's occupancy of the said space.
- 3) The Association reserves the right, at its sole discretion, to change the date or dates upon which the Conference is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the Association shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, flood, storm, war, rebellion, insurrection, riot, civil commotion, strike or any cause whatever beyond the control of the Association whether similar or dissimilar from the causes enumerated herein.
- 4) The contract may be cancelled by either party provided written notice is received at least two (2) months prior to the first day of the Conference, in which case a full refund will apply. If the Exhibitor cancels after this date but prior to 30 days to Conference he/she will be liable for 50% of the total contracted package cost. If the Exhibitor cancels within 30 days of the first day of Conference, he/she will be liable to 100% of the total contracted cost. Space abandoned or not occupied at the start of the Conference may be repossessed without indemnity and reassigned by the Association for exhibits or other uses.
- 5) The Association reserves the right to alter or remove Exhibits or part thereof and to expel Exhibitors or their personnel if, in the Association's opinion, their conduct or presentation is objectionable to other Conference participants.
- 6) The OCEA Spring Conference maintains and supports A FRAGRANCE FREE ENVIRONMENT.

**EXHIBITOR BADGE / MEALS / MEAL PLAN ID:**

- 1) Exhibitors are invited to participate in all meal events during the conference, in order to network on an informal basis. One (1) Meal Plan is included with the Exhibitor Application form for the primary Exhibitor. A meal package for (1) ONE Exhibitor is included within the Exhibitor fee, which includes lunch on Sunday, Monday and Tuesday, all nutrition breaks, and breakfast on Monday and Tuesday. A Meal Plan **MUST** be purchased for each additional staff member at the booth (over and above the primary Exhibitor) who will be attending your booth for the duration of the conference (see Application Form).



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- 2) The Annual OCEA Spring Conference Awards Banquet (on Sunday evening) is an ADDITIONAL COST and each Exhibitor MUST clearly state on the application form that they will be attending and will pay the additional fee. A complimentary lunch on Sunday will be provided at no additional cost.
- 3) All Exhibitors MUST wear an Exhibitor Badge which will be provided to you at the OCEA Spring Conference Registration table. If you have a specific dietary need, you will also receive a Meal Plan ID Tag (see application form).

**LOCATION OF EXHIBITING BOOTHS / TERMS:**

- 1) Exhibitor booth locations will be assigned by the OCEA Conference Planning Committee. Exhibits will be located in a prime area, i.e. the major traffic area where delegates will circulate between the activities in the Conference program (workshops, meals, breaks, etc.).
- 2) All booths will consist of (1) one 2.5' x 8' area, with (1) one table and (2) chairs. The hotel will provide the table draping/skirting and, if an Exhibitor prefers to provide their own table draping/skirting, it MUST be fire retardant and have a fire resistance rating in accordance with the Ontario Fire Code.
- 3) The Exhibitor agrees to confine his/her presentation within the assigned space allocated and to maintain staff at their booth during the exhibit hours. **The Westin Ottawa** is *not* guaranteed to be secured at night. The Exhibitor is responsible for all loss or damages to personal property and equipment. Avoid leaving valuables in your Exhibit area.
- 4) The OCEA Spring Conference registration will also include a workshop choice (per session) for delegates to visit the Exhibitor display area during the (3) three-day Conference.
- 5) Nutrition breaks on all (3) three days of the OCEA Spring Conference will be set up adjacent to the Exhibitor display area.

**EXHIBITOR SET-UP / HOURS / REMOVAL / SPECIAL INSTRUCTIONS:**

<b>Set-up:</b>	Sunday, April 24	11:00 a.m. to 1:30 p.m.
<b>Hours:</b>	Sunday, April 24	2:00 p.m. to 6:00 p.m.
	Monday, April 25	8:30 a.m. to 5:00 p.m.
	Tuesday, April 26	8:30 a.m. to 1:00 p.m.
<b>Removal:</b>	Tuesday, April 26	1:00 p.m. to 3:00 p.m.

- 1) **The Exhibitor agrees that no display shall be dismantled or goods removed during the hours of the Conference.** The Exhibitor also agrees to be entirely responsible for the moving in, assembly, maintenance, disassembly and removal of the exhibit, equipment and appurtenances to and from the Exhibitor's area, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
- 2) **Deliveries from Exhibitors will be accepted only on the following dates: April 21st and 22nd, 2016.** All boxes **MUST** be clearly marked with the following information: company name, event dates, function room name, and the on-site contact. The required **Shipping / Package Label Template** (included in this package), is to be completed and firmly adhered to every box / package that is being shipped to the Conference.



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- 3) **Should Exhibitors be bringing their own materials with them upon arrival at *The Westin Ottawa***, it is the responsibility of the Exhibitor to unload their vehicles, transport their displays to the Exhibit area, set-up, dismantle and remove the display from the building at the conclusion of the conference.
- 4) **Exhibitors are NOT able to park at front door of the hotel to unload your vehicles.** Exhibitors must unload at the loading dock at the south side of the Hotel (located off Daly Street, entrance just under the bridge that connects the Hotel to the Shaw Centre). The Hotel does not own the loading dock area, so you must drop off your exhibit materials, go and park your vehicle in self-parking or valet, and then come back and request to pick up your materials. If you have large items and **require assistance, contact Marie Bilodeau, OCEA Conference Planner, by cell phone or text at 613-867-4945.**
- 5) **In order to avoid damage to the facility flooring, it is the Exhibitor's responsibility to take proper care and diligence while moving equipment and materials, etc.** Exhibitors will be responsible for any damage incurred to the facility. **Booth furnishings that require suspension are NOT permitted.** Nails, tape, screws, tacks, pins, etc. are STRICTLY PROHIBITED on the walls. Exhibitor floor space MUST also be protected from any potential damage to carpet and all furnishings MUST be free standing. Tape to mark exhibit floor MUST be removed at the conclusion of the event. Tape leaving glue residue on carpet and flooring is NOT permitted. All expenses for cleaning will be charged to the Exhibitor.
- 6) **Aisles MUST be kept clear during set-up, operation and dismantling of the Exhibit.** Fire exits, hose cabinets and pull stations MUST remain in clear sight and accessible at all times. No dangerous displays will be permitted in the Exhibit area. **The Westin Ottawa** does NOT permit cooking or any fire (including a smudge ceremony) without prior arrangements and approval.
- 7) **Booth cleaning is the responsibility of the Exhibitors';** however, arrangements may be made with the **The Westin Ottawa** for cleaning services at an additional expense to the Exhibitor.
- 8) **The Westin Ottawa** remains responsible for all normal up keep of all public areas and aisle ways. Helium balloons MAY NOT be distributed without approval from the Convention Services Manager.
- 9) **The Westin Ottawa** is the exclusive caterer for all food and beverage services. No food or beverage is to be brought onto the premises. Allowances may be made for "Giveaways" such as mints or chocolates **with previous approval from the Convention Services Manager directly, in advance of the conference.** Any other requirements MUST be received in advance for approval.

**ELECTRICAL / HIGH-SPEED WIRELESS INTERNET:**

- 1) Electrical hook-up (800 watt, 120 volt outlets) provided. **NOTE: Exhibitors MUST provide their own extension cord(s) and power bar(s).**
- 2) **One (1) high-speed wireless internet access** will be available at no additional cost. Exhibitors requesting wireless internet access will be provided with an access code on the first day of the conference at the OCEA Registration Desk.

**HOTEL ACCOMMODATION / PARKING:**

- 1) **Exhibitors are requested to make their own hotel accommodations / reservations at *The Westin Ottawa*.** The special room rate for hotel accommodations during the Conference (that is offered to the Conference delegates) will be available to the Exhibitors as well. Please indicate when reserving your accommodations that you are part of the OCEA Spring Conference event to receive this special room rate.



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- 2) Parking at **The Westin Ottawa** is \$36 per day (valet parking only).
- 3) **SELF-PARKING** is accessible from Daly Avenue and Nicholas Street (Rideau Centre parking lot).  
INFORMATION: IMPARK (613) 234-6526
- 4) **SELF-PARKING RATES**  
(Red, Blue and Green Garages)
  - Each 30-minutes or less \$1.50
  - Day rate (12-hours) \$18.00
  - 24-hour rate \$20.00

**CONFERENCE PROGRAM:**

Details concerning the **OCEA Spring Conference Program and delegates' registration** can be accessed on the OCEA website. Go to [www.ocea.on.ca](http://www.ocea.on.ca) and click on **EVENTS** and then select **Conferences**.

**If you require additional information for any of the above, please contact:**

Marie Bilodeau  
OCEA Conference Planner  
PO Box 30063, Greenbank North PO  
Ottawa, ON K2H 1A3  
Email: [marie.s.bilodeau@gmail.com](mailto:marie.s.bilodeau@gmail.com)  
Phone/Text: 613-867-4945

**SHIPPING /  
PACKAGE LABEL**

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**EXHIBITOR:**

Please complete the necessary information legibly and attach onto each one of your packages. A charge for receiving, processing, storing, and delivering your package(s) may be added to your guestroom account or a master account. A signature is required for packages delivered to Function Rooms, Guestrooms or Exhibit Booths. If the recipient is not available, please review the **Signature Waiver** statement below.

**SIGNATURE WAIVER:** Please deliver my package(s) to the **2016 OCEA Spring Conference on Sunday, April 24, at 11:00am (set-up in Exhibitor's area)**. In the event that there is a shortfall of any kind, I understand that **The Westin Ottawa** will do their best to ascertain the reasons, but agree that **The Westin Ottawa** will not be held responsible for such shortfall.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY / EXHIBITOR: \_\_\_\_\_

DATE: \_\_\_\_\_



**SHIPPING /  
PACKAGE LABEL**

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**FROM**

Last Name, First Name: \_\_\_\_\_

Organization / Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

Total Weight of Shipment: \_\_\_\_\_ lb(s) \_\_\_\_\_ kg(s)

**DELIVER TO**

Last Name, First Name: \_\_\_\_\_

Organization / Company Name: \_\_\_\_\_

**c/o 2016 OCEA SPRING CONFERENCE**

**The Westin Ottawa**

**11 Colonel By Drive**

**Ottawa, ON K1N 9H4**

Where is the delivery required? Please specify the name of the function room or booth number if known.

Booth: \_\_\_\_\_

Function Room: \_\_\_\_\_

Guest Room: \_\_\_\_\_

**The Westin Ottawa**

**c/o Kelly Courtemanche, Catering / Conventions Services, 11 Colonel By Drive, Ottawa, ON K1N 9H4**

**Package #: 1 of  (total packages)**