



ONTARIO POLLUTION CONTROL
EQUIPMENT ASSOCIATION
6715 Mississauga Road, Unit C
Mississauga, Ont.
L5N 1A6

***47th ANNUAL WEAO TECHNICAL
SYMPOSIUM & OPCEA EQUIPMENT EXHIBITION
April 15 – April 17, 2018
FACTS FOR EXHIBITORS***

Conference Exhibit Location

London Convention Centre
Ballroom
300 York Street
London ON
N6B 1P8
Tel: (519) 661-6200
Toll Free: 1-800-203-1992

Free passes are not
included in this
package, they may be
obtained by visiting
our website
opcea@opcea.com

Hotel

Double Tree Hilton Hotel
300 King Street
London ON
N6B 1S2

Phone: 519-439-1661 or toll free 1-800-863-7856 to make a reservation. For hotel information visit <http://doubletree3.hilton.com/en/hotels/ontario/doubletree-by-hilton-hotel-london-ontario-YXUKSDT/index.html>. Rate: \$150 CAD per night.

Please book by March 15th for conference rate.

2018 WEAO Conference and OPCEA Equipment Exhibition

Facts for Exhibitors

Registration online at www.opcea.com.

Exhibition Dates/Time

London Convention Centre restricts delivery and/or storage prior to and following an event. Written authorization must be obtained from the LCC to make special delivery, pick up and storage arrangements. Fees apply. Please contact LCC in advance if you have these requirements.

Monday, April 16, 2018

Set Up:	8:00 am to 1:00 pm
Show:	2:00 pm to 7:00 pm
OPCEA Reception:	5:00 pm to 7:00 pm

Tuesday April 17, 2018

Show:	9:30 am to 4:30 pm
Take Down:	4:30 pm to 7:00 pm (No booth may be removed prior to 4:30 pm)

Booth Size/Set-Up Instructions

This show will be a table-top exhibition and all materials to be displayed must be able to be placed in the booth without requiring use of material handling equipment and must not obstruct booths or aisle ways. **The maximum ballroom floor load is 100 pounds per square foot. (No Exceptions).**

THERE WILL BE NO FORKLIFT AVAILABLE THIS YEAR FOR EXHIBITORS. THEREFORE ALL BOOTH ITEMS AND DISPLAYS WILL HAVE TO BE CARRIED IN.

Each exhibitor will be provided with:

- One (1) blue draped booth 10' deep x 10' wide
- One (1) blue draped table with a white vinyl top. Please indicate on registration form the size of table required.
- Two (2) chairs
- One (1) wastepaper basket
- One (1) duplex 1ph/60hz/110V 15amp outlet

Booth display must be less than 8' high and 10' wide and it must not extend more than 3' from the backdrop. **Booths cannot be extended into an adjacent booth. The 3' high partition between booths must not be removed. Exhibitors not conforming to these**

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requirements will be asked to modify their display or remove it. No exceptions. Booths may not be removed prior to 4:30 pm on Tuesday out of courtesy to other exhibitors. Any offender will lose booth privileges for the year 2019. Please advise your staff.

In order to be fair to all OPCEA members, booth location changes are not permitted. Booth allocation is final. Any offender will lose booth privileges for the 2019 year.

Management shall have full discretion and authority in the placement, arrangement and appearance of all items displayed by the exhibitor and may demand the replacement, rearrangement or redecorating of any item or booth without liability for costs that may accrue to the exhibitor as a result of the action. All exposed parts of the display or booth object must be covered in such a manner so as not to be unsightly to neighbouring exhibitors. Specifically built displays in variance with published regulations must be submitted to management for prior approval. **Equipment on display cannot take up more than 70% of exhibit floor space nor obstruct the view of a neighbouring booth.**

Important Note: In accordance with the WEAO Health & Safety Policy (copy attached), all exhibitors will be expected to wear appropriate personal protective equipment (PPE) during move in / set up and take down / move out. All exhibiting firms will be required to sign the WEAO Participant's Acknowledgement and Waiver (copy attached). A copy of the signed waiver must be provided with your registration and payment.

As a minimum, all exhibitors will be required to wear safety shoes or boots during move in / set up and tear down / move out.

Please ensure all booth personnel are aware of the rules/regulations and set up/tear down times.

Ontario legislation mandates that jobsite safety rules are in effect during set-up and tear-down of the OPCEA Tradeshow. If you need to climb off of the floor in order to place signage or lighting on your display, a proper ladder or step stool will be required. Under no circumstances are you permitted to climb up on chairs or other furniture, crates, etc. A limited number of ladders will be available at no charge through Stronco Show Services. To avoid delays, we encourage you to bring your own. In any case, no exhibitors will be allowed to climb more than 4 feet above the floor during exhibit set-up and tear-down.

2018 WEAO Conference and OPCEA Equipment Exhibition

Facts for Exhibitors

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Any exhibitor who breaks the rules will be asked to leave, their booth fees will be forfeited and they will be excluded from the following year's OPCEA Exhibition, no exceptions

Electricity

Each booth will be provided with a 1500 watt, 120 V outlet, approx. 15 amps. outlet. Please bring your own extension cords.

Registration

By registering, each firm agrees to be bound by the regulations set forth by the London Convention Centre and the hosting associations (the list of regulations can be obtained by contacting the centre). The London Convention Centre and the event organizers are not responsible for loss or damage to any samples, displays, properties or personal effects brought into the London Convention Centre or hotel.

Booths will be assigned on a first come first serve basis upon receipt of a completed registration form and payment.

Please select four choices of booth location in the London Conventional Centre, Ballroom. While every attempt will be made to accommodate each booth location request, final booth assignment will be as directed by the exhibits coordinator.

There will be a limit of four booth personnel per booth. Any additional booth personnel would have to register onsite. Please be sure to list all anticipated booth personnel on the registration form.

Fee

\$867.00 plus \$112.71 HST for a total of \$979.71 payable to **OPCEA**. The fee is non-refundable. Registration and payment can be completed at www.opcea.com. OPCEA HST # R128972965.

This fee does not include tickets for any of the following events: Social Hour, Ice Breaker, Monday Awards Lunch, WFP Charity Event, Tuesday Lunch or Tuesday Banquet. Ticket prices for these events are noted on the registration page.

Facts for Exhibitors

Registration online at www.opcea.com.

PLEASE NOTE the availability of on site ticket purchases for these events will be limited. Exhibitors are advised to order tickets with the exhibit registration in order to guarantee availability.

For complete information for the WEAO Technical Symposium, please go to www.weao.org.

Show Promotion

The **Social Hour**, connecting new and seasoned Professionals, will be held from 6:00 – 7:00 pm on Sunday evening in Foyer 1 at the London Convention Centre. Tickets may be purchased through **OPCEA** at an additional cost of \$10.00 plus \$1.30 HST per person. This is a great opportunity to meet newcomers to all sectors of our industry.

The **Ice-Breaker** will be held on the Sunday evening from 7:00 – 10:00 pm in Ballroom 1 at London Convention Centre and is one of the highlights of every conference. Tickets can be purchased through **OPCEA** at an additional cost of \$105.00 plus \$13.65 HST. This event provides an excellent opportunity to meet consulting and municipal engineers and plant operators.

The **WEAO Awards Luncheon** will be held on Monday from 11:30 am – 1:30 pm at the Doubletree Hilton Hotel. Tickets can be purchased through the **OPCEA** at an additional cost of \$77.00 plus \$10.01 HST.

On Monday April 16 the OPCEA will be hosting a reception on the tradeshow floor (Ballroom) from 5:00 to 7 pm. As is tradition, donations will be collected for Water for People. A commemorative OPCEA beer glass will be provided to all who contribute. Add the date to your calendar and we look forward to seeing you all there.

All morning and afternoon coffee breaks, the **OPCEA Reception** and the **Tuesday Afternoon Luncheon** will be held in the exhibits area. Tickets for the Tuesday lunch can be purchased through the **OPCEA** at an additional cost of \$36.00 plus \$4.68 HST.

Water for People will be holding a **Charity Night** on Monday evening from 7:00 pm – 11:00 pm. Tickets are \$50.00 plus \$6.50 HST including dinner or \$20.00 plus \$2.60 HST without dinner. Location to be confirmed.

The Closing Conference **Reception and Banquet** will be held on Tuesday evening from 6:00 – 10:00 pm at the Doubletree Hilton Hotel where all the members get together for some great food and entertainment. Once again we will silently auction off donated items, with all proceeds going to Water for People. Water for People helps impoverished people

2018 WEAO Conference and OPCEA Equipment Exhibition

Facts for Exhibitors

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world-wide improve their quality of life by supporting local sustainable drinking water, sanitation and hygiene education projects. The OPCEA will notify members via email who to contact should they wish to donate items to the silent auction when available. Donated items should have a minimum retail value of approximately \$50.00. Tickets for this event are \$125.00 plus \$16.25 HST per person and are also available through the **OPCEA**.

An ongoing **Operators Challenge** will be held in the exhibits area Tuesday.

The **Totally Wasted Game Show** will be held in the exhibits area Tuesday after the Operators Challenge.

Water

Should you require water for your display, please contact Brian McKerral, OPCEA Conference Lead at b.mckerral@sew-eurodrive.ca so that he can make the necessary arrangements.

Loading / Unloading

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right hand side. The Loading Dock is not accessible from Wellington Road travelling south due to a centre boulevard.

Additional Information

For additional information, please contact **OPCEA** at opcea@opcea.com.

Volunteers

OPCEA and WEAO are always looking for volunteers to assist with different events throughout the conference. If you are interested in volunteering please contact Brian McKerral, OPCEA Exhibition Lead at b.mckerral@sew-eurodrive.ca.

2018 WEAO Conference and OPCEA Equipment Exhibition

Facts for Exhibitors

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NOTE: Exhibitor badges and tickets will not be mailed out in advance. They will be held for pickup at the OPCEA Registration Desk on site at the show.

Should you require your booth # prior to the show please contact Brian McKerral, OPCEA Exhibition Lead (b.mckerral@sew-eurodrive.ca) 1-2 weeks in advance of show.

I (we) by registering to exhibit agree to be bound by the regulations for exhibitors set forth by the London Convention Centre, the WEAO and the OPCEA. I (we) have also read, signed and attached Participant's Acknowledgement and Waiver. Registrations received without the attached signed waiver will be deemed incomplete for the purposes of order of selection for booth choices.

Signature: _____

Name: _____
(please print)

Remember, booth assignments are on a first come / first served basis, based on receipt of all of the following:



POLICY AND PROCEDURE MANUAL

POLICY

Health and Safety

Board Policy: 2011-015

Approved: June 21, 2011

Revised: January 5, 2015

Reviewed: January 5, 2015

Issue:

Health and safety of Water Environment Association of Ontario (“WEAO”) volunteers, staff, and attendees at the Annual WEAO Technical Symposium & Ontario Pollution Control Equipment Association (OPCEA) Exhibition, WEAO seminars/workshops, other venues where WEAO members may be required to represent WEAO is a concern.

Background:

WEAO is a volunteer based organization working with OPCEA and the Professional Wastewater Operators (PWO). WEAO events include seminars/workshops, displays using the WEAO booth at other events, WEAO’s annual conference and trade show/exhibition, and other joint events with like-minded associations.

At the time of issue of this policy, there are less than three full-time staff members at WEAO. According to the act and regulations in effect there is no requirement for an Occupational Health and Safety committee. WEAO still has an obligation to protect staff, volunteers, venue staff and participants in the workplace as they participate in the conference, seminars, workshops, tours and other WEAO events.

This policy has been created to comply with the current Ontario Occupational Health and Safety legislation and recent changes to the Criminal Code of Canada as it relates to health and safety issues. This policy will be reviewed on an annual basis or whenever there has been a change to the legislation to ensure this policy and procedures directive is up to date to provide the best possible protection for the health and safety of WEAO members, staff and other participants at WEAO events.

Facts for Exhibitors

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Definitions:

Young Professionals: A group of members either 35 years and under or with less than 5 years related wastewater experience.

Operations Challenge: An activity in which Professional Wastewater Operators from across Ontario compete in teams at five events.

Committee: A group of individuals working together to ensure that an event is organized, and implemented.

Policy:

All WEAO staff, directors, volunteers, seminar/workshop/conference participants, trade show/exhibition, Operations Challenge participants, and other participants at WEAO events will follow the procedures set out in this directive to ensure the provincial health and safety requirements are adhered to. The most stringent policy and procedures shall be followed if and when others exist in addition to those set out by WEAO. When staff, directors, volunteers, seminar/workshop/conference participants, venue staff and others attend events where they are representing WEAO in an official capacity they are required to follow site specific or local health and safety requirements or the WEAO Policy, whichever is more stringent.



POLICY AND PROCEDURE MANUAL

PROCEDURE

Health and Safety

Board Policy: 2011-015

Approved: June 21, 2011

Revised: January 5, 2015

Reviewed: January 5, 2015

Procedure:

The requirements of this directive are mandatory for all personnel engaging in work at any Water Environment Association of Ontario (WEAO) event. This includes but is not limited to the set up and the dismantling of displays, those participating in the Operations Challenge or similar event and those participating in plant tours. For these types of activities, the Occupational Health and Safety Act and Regulations requires Personal Protective Equipment (PPE) which includes site specific safety wear, steel toed footwear, and hard hats.

Annual Conference:

Prior to the annual conference (the "Conference") each year, the Operations Challenge Committee WEAO Conference Committee and the OPCEA representatives are to coordinate move-in and move-out procedures for the Conference. These representatives must obtain and review the venue's health and safety policy (the "Venue's Health and Safety Policy") and determine if it applies to the annual WEAO Conference. If there is a conflict between the venue's policies and WEAO's policy, the more stringent of the two shall apply.

Those involved with Operations Challenge equipment may, at a minimum, be required to wear hard hats, safety shoes and safety glasses. The Operations Challenge Committee representatives must restrict access to those without appropriate PPE into the Operations Challenge area at all times while moving equipment in, moving equipment out, and while the equipment is in use.

The Operations Challenge Committee must move-in before exhibitors move-in and move-out after exhibitors have cleared the area once the show has closed. The circumstances may vary from year to year dependent on the venue.

2018 WEAO Conference and OPCEA Equipment Exhibition

Facts for Exhibitors

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OPCEA exhibitors may require the use of PPE, as a minimum but not limited to safety shoes, during exhibition move in, set up, take down and move out. The OPCEA must restrict access into the exhibition area to those with appropriate PPE at all times during move in, set up, take down, and move out of the exhibits.

The PWO Operations Challenge Committee the OPCEA and the WEAO Conference Committee representatives and any outside contractors such as A-V equipment suppliers must follow this policy. Contractors shall be given a copy of this policy before work begins.

WEAO will enforce this policy by ensuring that one or more persons have been appointed to inspect the move-in and move-out of all parties (OPCEA and Operations Challenge Committee).

In order to protect the health and safety of all participants, WEAO reserves the right to expel any participants who do not follow this policy. Each participant will be apprised of this policy upon registration. Refunds will not be given to those asked to leave the event as a result of failure to comply with this policy.

Events Requiring Setup of Booths and Other Equipment (including WEAO Booth)

The exhibitor must follow both the venue, and WEAO health and safety policy. If there is a conflict between the venue's policies and WEAO's, the more stringent of the two shall apply.

Exhibitors must, as a minimum, wear safety shoes when setting up and tearing down the WEAO booth. Should the venue policy dictate, hard hats and safety glasses must be worn on the trade show floor during set up and tear-down. If in doubt, wear all PPE.

Plant Tours:

Participants in plant tours organized as part of the Conference or by the Young Professionals or other WEAO Committees are required to use PPE. The organizer of the plant tour will obtain the venue visitor health and safety policy and distribute it to participants in advance of the tour. Signed waivers will also be required prior to a plant tour as organized by WEAO. The organizer must also ensure that every participant uses the site specific PPE and complies with the venue's health and safety policy or WEAO's whichever is most stringent. Those not following this policy will be asked to leave the tour immediately.

Facts for Exhibitors

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Participant's Acknowledgement and Waiver:

WEAO has developed a waiver form that shall be signed by any exhibitor, participant, contractor, or any other person required by WEAO prior to engagement in the set-up of the booth or other equipment intended for any WEAO event, or on any plant tour. See Appendix 1.

Additional Information:

Those responsible for setting up and taking down booths and other equipment should be aware of the following documentation:

- 1) Health and Safety Best Practice Guidelines for the Exposition Industry in Canada. Canadian Association of Exposition Management (CAEM) 2011.
- 2) A Guide to Health & Safety Law and Risk Management for the Exposition Industry in Canada. Canadian Association of Exposition Management (CAEM) January 2009.
- 3) Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1 (www.e-laws.gov.on.ca)

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Appendix 1: Participant's Acknowledgement and Waiver



Event date:

Event name:

Name:

Company:

Address:

Phone:

Email:

**Participant's Acknowledgement and Waiver
Health and Safety**

The Water Environment Association of Ontario (“WEAO”) takes health and safety very seriously. WEAO therefore seeks to ensure the safety of exhibitors, participants, demonstrators, staff and attendees at WEAO sponsored events. As a participant in these events you and/or your company, its directors, officers, employees, agents, representatives, successors, assigns (“*You*”) may set up a show booth, tear down a show booth, conduct live demonstrations or take part in live demonstrations. It is your responsibility to ensure that *You* conduct these activities safely.

By signing below, *You* acknowledge and agree that *You* will take all necessary safety precautions in order to prevent injury to *You* and to other attendees and exhibitors. Such precautions include using required safety equipment; training your employees and representatives in all necessary safety procedures; and carrying out activities in a safe manner. *You* further acknowledge and agree to comply with the requirements of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O. 1 and amendments thereto.

2018 WEAO Conference and OPCEA Equipment Exhibition

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As a condition to accepting your application to be an exhibitor/demonstrator/participant, *You*: (i) agree to waive and do hereby waive against WEAO forever, any claims to which *You* may become entitled; and (ii) release and discharge WEAO forever; and (iii) agree not to take any proceedings against WEAO forever; for any injury, damage, or loss, to person or property, of any kind whatsoever, that *You* may suffer (or cause to be suffered) at any time as a result of or in connection with the event.

You acknowledge and agree that *You*: (a) fully understand the meaning of this waiver; (b) have signed it freely and without any inducement or assurance of any nature; and (c) intend it to be a complete unconditional release of liability of WEAO to the greatest extent allowed by law. *You* are aware of the risks that may arise as a result of participating in the event and hereby assume all risks. The risks include those foreseen and unforeseen, known and unknown.

This waiver is binding upon your successors, assigns, heirs, executors, trustees, estate trustees, agents, representatives, administrators, and legal representatives, as the case may be.

You understand and agree that You shall not participate in any event if You do not sign and return this waiver form to WEAO prior to your participation.

You hereby declare that *You* have read and understood and voluntarily accept the terms and conditions of this waiver on the ___ day of _____, in the year _____.

INDIVIDUAL PARTICIPANT

NAME (Please Print): _____

SIGNATURE: _____

DATE: _____

CORPORATION PARTICIPANT

PER: _____

NAME: _____

TITLE: _____

I/We have the authority to bind the Corporation.