



Exhibitor Information 2023 OPCEA Exhibition

Sheraton Centre Toronto Hotel, Toronto, ON

(Located in the VIDE, Osgoode & Sheraton Hall A-F on the Lower Level)

April 17 - 18, 2023

EXHIBIT DATES AND TIMES:

DATE	HOURS	DETAILS
Monday, April 17	8:00 am - 1:00 pm	Move In / Set-up
	2:00 - 7:00 pm	Show / OPCEA Reception starts at 5:00 pm
Tuesday, April 18	9:30 am - 4:30 pm	Show
	4:30 pm	Take-down / Move Out

YOU MUST BE AN OPCEA MEMBER TO EXHIBIT.
Not a Member? Contact opcea@opcea.com.

**EACH MEMBER COMPANY MAY PURCHASE A MAXIMUM OF
ONE BOOTH.**
OPCEA WILL EMAIL REGISTRATION LINK TO MEMBERS.

EXHIBIT SPACE:

Your exhibitor fee of \$1,250 + HST (to increase to \$1,850 + HST on March 1, 2023) includes:

- ✓ Two (2) exhibit booth staff;
- ✓ Carpeting;
- ✓ 1 skirted table (6' long) and two (2) chairs in a 10'L x 8'D display space;
- ✓ Electricity
- ✓ Name badges for all paid exhibit booth staff
- ✓ Company description (max. 50 words) in the conference app.
- ✓ Two (2) tickets for Tuesday lunch

Your exhibitor fee DOES NOT include:

- ✗ More than two (2) Exhibit Booth Staff per booth; additional booth staff must be registered at \$75 per person by April 1, 2023
- ✗ Any event tickets other than those listed above

EVENT TICKET PRICES (subject to HST):

- Sunday Night Icebreaker \$125
- Monday Awards Luncheon \$80
- Tuesday Closing Reception \$75

CANCELLATION POLICY:

- Cancellation must be emailed to admin@weao.org.
- Cancelling on or **before February 28, 2023** is refundable but subject to a \$100 administrative fee.
- Canceling **on or after March 1, 2023** will not receive a refund. The refund and cancellation policy will not be waived.
- In the event WEAO must cancel the conference due to government restrictions, WEAO will refund the full cost of registration. However, WEAO does not assume responsibility for any additional costs, charges, or expenses including charges made for travel and lodging.

IMPORTANT NOTES:

1. The 2023 WEAO Technical Symposium and OPCEA Exhibition will be subject to the applicable public health guidelines and regulations at the time of the exhibition. Every individual who attends the Exhibition will need to comply with those guidelines and regulations.
2. Maximum one (1) booth may be purchased per company.
3. Booths are limited to 8' high x 8' deep x 10' wide. Your booth is not to extend into an adjacent booth space nor into aisle. The backdrop cannot be more than 3' from the back of the booth. The 3' high partition between booths must not be removed. Exhibitors not conforming to these requirements will be asked to modify their display or remove it. No exceptions.
4. 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 2024 exhibition. Please advise your staff.
5. Safety shoes must be worn by all personnel in the exhibition hall during set-up and tear-down.
6. **ONLY** equipment that can be carried or rolled in can be displayed in a booth. There will be **NO** forklift available to exhibitors.
7. All electrical equipment used or displayed in the exhibition shall be CSA certified.
8. Exhibitor badges will be available at Registration Desk, located in the Concourse.
9. The Ice-Breaker will be held on Sunday evening from 7:00 -10:00 pm in the Grand Ballroom on the Lower Concourse.
10. The WEAO Awards Luncheon will be held on Monday from 12:00 - 2:00 pm in the Grand Ballroom on the Lower Concourse.
11. Volunteers are always needed for the OPCEA Reception on Monday from 5:00 – 7:00 pm. Please reach out to Max Rao (max.rao@aquafy-wt.com) should you wish to volunteer.
12. For any questions, please contact OPCEA Exhibition Lead, Max Rao (max.rao@aquafy-wt.com).

CONFERENCE HOTEL:

Sheraton Centre Toronto Hotel, 123 Queen Street West, Toronto, Ontario M5H 2M9

Phone Reservations: 1-888-627-7175 (reference the WEAO 2023 Annual Conference Group)

Online Reservation: [Book your group rate for WEAO 2023 ANNUAL CONFERENCE](#)

A room rate of \$249 per night is only available until March 24th, 2023.

LOADING DOCK:

For loading and offloading at the Sheraton Centre Toronto, the Loading Dock can be accessed at 100 Richmond Street West, Toronto, Ontario, Canada, M5H 3K6.

MATERIALS HANDLING:

If you are shipping goods to the Sheraton Centre Toronto for display at your booth, please note that **ONLY** items which can be moved by hand or rolled will be accepted. To coordinate shipping and receiving of booth materials, please contact Stronco at exhibitorservices@stronco.com with a copy to the OPCEA Exhibition Lead, max.rao@aquafy-wt.com.

BOOTH WATER:

Should you require water for your display, please contact Max Rao, OPCEA Exhibition Lead at max.rao@aquafy-wt.com. Note that only small quantities of water will be made available.

ADDITIONAL ITEMS FOR YOUR BOOTH:

If you wish to have additional items for your booth, please refer to the **Stronco Exhibitor Order Form**. This form will be provided at a later date to all exhibitors.