



**Ontario College Information Fair (OCIF) 2011**  
**Tuesday, October 25, 2011 - 10:00 am - 7:00 pm**  
[www.collegefair.ca](http://www.collegefair.ca)

***Information for College Exhibitors***

***TO REGISTER ONLINE [CLICK HERE](#)***

***Location:***

The 2011 OCIF will be held in Hall C of the Direct Energy Centre at the Canadian National Exhibition Grounds in Toronto. [www.directenergycentre.com](http://www.directenergycentre.com)

***Information:***

The OCIF consistently attracts more than 7000 students, teachers, parents and other guests interested in postsecondary education. The event begins at 10:00 am and ends at 7:00 pm. It is strongly suggested that each college bring at least two representatives to this event.

Colleges should have their booths set-up and ready to go by 9:30 am. Many high schools bus students to this event and the busiest portion of the day is first thing in the morning. **Please do not arrive later than 9:00 am.**

The event ends at 7:00 pm. In order to attract more evening visitors, the OCIF 2011 will include advertised college information sessions in the evening. In order to service our visitors who attend in the evening and after work, please do not tear down until 7:00 pm.

***Booth space and pricing:***

Each college receives one 10ft x 10ft carpeted booth with one table and two chairs at no cost. Each additional booth requested is charged \$925.00+HST for the 'early bird' rate and \$1200.00 + HST per booth space after July 22nd, 2011, with no more than 3 extra booths are allowed for a maximum total of 4 booths, subject to availability on a first-come, first-serve basis. **ONLINE CREDIT CARD PAYMENT WILL BE TAKEN THIS YEAR.** We recommend using the online credit card payment option to ensure your payment is received before the payment deadline. **A receipt will be emailed to you immediately upon completion of payment.**

***Payment Options***

**Online credit card payment will be accepted upon registration.** We suggest you use the online credit card payment in order to ensure your payment is received before the payment deadline. **Payment in full must be received before October 11, 2011 to secure your booth location.** A receipt will be emailed directly to you upon completion of payment.

Booth electricity and/or internet can be ordered at an additional cost to the college requesting it. *Orders will be placed directly to the vendor supplied through the Direct Energy Centre.* **Electricity order forms are available online on the College Fair website**, or through the Direct Energy Centre website. Parking passes can be ordered in advance through the Direct Energy Centre at a discounted rate.

**Conference Shipping - Please note:**

All shipments of materials and booth supplies are the responsibility of the exhibitor. We do recommend that all shipments be forwarded to the show through the show decorator, Stronco, to make sure that they are delivered in a timely manner. [Contact details are available on the College Fair website, under Exhibitor Info – Shipping Information.](#) All arrangements and costs involved in these shipments and the material handling at the show site are to be paid by the exhibitor.

**Information Sessions:**

There is the opportunity on a first come, first serve basis for colleges to give information sessions. Each session is limited to 45 minutes and if AV equipment is required (laptop or projector) each college is responsible to provide their own. A projection screen will be provided.

Sessions held in the daytime (before 3:45 pm) are priced at \$200.00. Sessions held in the evening (3:45 pm - 7:30 pm) are priced at \$150.00. Due to the nature of scheduling, exact session times cannot be requested, only daytime or evening sessions. Each college is limited to three sessions in total. Invoices will be sent and payment is expected immediately.

All session sales are final. No refunds will be issued. Upon receipt of the registration form, an email confirmation will be sent.

**Regulations**

**Any exhibitor using music/sound will be required to place speakers in such a way that the sound is directed toward the back of their booth space and not out into the main exhibit area.** No displays may be attached to the drapes or wall decorations or hung from the ceiling. Displays can not exceed 14 ft at the highest point – this includes all aspects of the display unit, including display hardware, balloons, projections, signage, etc. All display items, including, but not limited to display racks, easels, temporary floors must remain within the allocated booth space. The allocated booth space is identified by the carpeted area. All displays and activities within the allocated booth space must meet the health & safety regulations and all regulatory conditions of the Direct Energy Centre. All display materials including banners must be flame-proofed and are subject to inspection by the Toronto Fire Department. No inflammable liquids or substances may be used or shown in booths. Open flamed candles and the use of fireworks are strictly prohibited. A copy of the Direct Energy Centre guidelines for exhibitors will be provided if requested, however additional regulations may be set by the OCIF Organizing Committee. Displays or exhibits containing or using any form of liquid first must be approved by the Organizing Committee and then by the Event Manager of the Direct Energy Centre. All recruiting, marketing and public relations activities must take place within the allocated booth space or within the presentation rooms during time allocated to the institution.

**[TO REGISTER ONLINE CLICK HERE](#)**

OCIF Organizing Committee:

Contact: Barrileigh Price

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