



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

**Information for NON COLLEGE Exhibitors**

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

***Location:***

The 2011 Ontario College Information Fair will be held at the Direct Energy Centre at the Canadian National Exhibition grounds in Toronto. [www.directenergycentre.com](http://www.directenergycentre.com)

***Information:***

The Ontario College Information Fair consistently attracts more than 8000 students, teachers, parents and other guests interested in postsecondary education. The event opens to the public at 10:00 am and ends at 7:00 pm. It is strongly suggested that each exhibitor bring at least two representatives to this event.

Exhibitors 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 Ontario College Information Fair 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:***

Exhibitors can order up to 4 booths at a cost per booth as follows.

	On or Before July 22, 2011	After July 22, 2011
Commercial Booth (10'x10')	\$ 1225.00+HST	\$ 1450.00+HST
Non-Commercial Booth (10'x10') <i>*non –commercial refers to a non-profit organization (please provide a Registered Charity Number</i>	\$ 925.00+HST	\$ 1200.00+HST

Once you have registered you will be contacted regarding booth allocation.

Unfortunately, we are unable to guarantee specific booth locations. Booths will be assigned in alaphetical order taking into booth size and requirements.

### ***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.

**All exhibitor sales are final. No refunds will be issued once payment has been made.**

### ***Electricity/Internet***

Booth electricity and/or internet can be ordered at an additional cost to the exhibitor requesting it. Orders will be placed directly to the vendor supplied through the Direct Energy Centre. [Order forms can be found on the College Fair website](#) under Exhibitor Info.

### ***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.

### **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 flammable 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.**

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

Ontario College Information Fair Organizing Committee:  
Contact: Barrileigh Price  
Email: [ocif@aprod.com](mailto:ocif@aprod.com) (on behalf of the Committee)  
Phone: 905 885 1721