



2009 Eastern Ontario Human Resources Conference and Trade Show

EXHIBITOR'S INFORMATION PACKAGE

Your link to the Eastern Ontario HR Community

Hampton Inn Conference Centre - 200 Coventry Rd., Ottawa, Ontario Canada | October 22, 2009



Human Resources
Professionals
Association
**Ottawa
Chapter**

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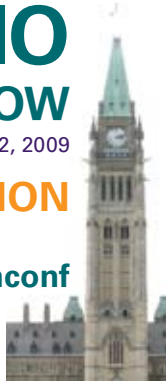


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GENERAL INFORMATION

www.hrpa.ca/easternconf



The Human Resources Professionals Association shapes organizational excellence. Our vision is to be the premier HR association in Canada sought out for knowledge, innovation and leadership. With more than 18,000 members in 28 chapters across the province, HRPA connects professionals to an unmatched range of HR information, resources, events, professional development and networking opportunities.

The Human Resources Professionals Association of Ottawa Chapter with more than 1000 members provides leadership, assistance and education to those working in and studying the field of HR. HRPA of Ottawa Chapter is committed to ensuring HR professionals in the Ottawa area have both an advocate and a means of coming together as a group.

Benefits of being an exhibitor

- Reach local and national key decision makers
- Be recognized as a leader in the provision of products and services to the human resources field
- Showcase new products and services
- Sales leads
- Have your organization, including company background and contact information listed

As an exhibitor, you will receive...

- Complimentary listing on the HRPA Eastern Conference webpage, including a logo and link
- 8 X 10 foot floor space
- 10 feet-high back drapes
- 3 feet-high side drapes
- table, 2 chairs, carpet
- Company identification sign in the booth
- Exhibitor Support Centre services
- Listing in onsite program
- Complimentary refreshment stations
- Complimentary Keynote admission (2 tickets per booth)

Not included in your fee:

Electrical outlets, Audio-visual equipment/Internet access, Janitorial services, Booth set-up, Material handling and storage.

Trade Show schedule [Schedule subject to change]

- **Wednesday, October 21, 2009**
Exhibitor Registration, Move in
- **Thursday, October 22, 2009**
Trade Show viewing
8:00 am – 4:00 pm



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TRADE SHOW BOOTH APPLICATION AND AGREEMENT

www.hrpa.ca/easternconf

BOOTH SELECTION* [See floorplan]

First choice: _____ Second choice: _____ Third choice: _____

*We will do our best to accommodate your request, however, HRPAs reserves the right to assign an alternate booth if your three choices are not available.

EXHIBITOR INFORMATION

[This information will be used for all contact with you and will constitute your exhibitor file.]

CONTACT PERSON AND INFORMATION: [please print]

Contact Person: _____ Title: _____

Company: _____

Address: _____ Unit: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: () _____ ext.: _____ Other Telephone: () _____

Fax: () _____ E-mail: [primary contact] _____

Website: _____

PRODUCT CATEGORY [select one]

- | | | |
|--------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Attraction and Retention, Recruitment | <input type="checkbox"/> Leadership and Talent Development | <input type="checkbox"/> Technology and Outsourcing |
| <input type="checkbox"/> Compensation, Pensions, Benefits and Rewards | <input type="checkbox"/> Performance Management | <input type="checkbox"/> Other: [please describe] _____ |
| <input type="checkbox"/> Employee Relations, Motivation and Productivity | <input type="checkbox"/> Publication | _____ |
| <input type="checkbox"/> Health, Wellness and Safety | <input type="checkbox"/> Skills Development and Education | <input checked="" type="checkbox"/> Product/Services to be Exhibited: |
| <input type="checkbox"/> Labour Relations and Employment Law | <input type="checkbox"/> Strategy and HR Management | _____ |

PAYMENT:

- A 50% of the total booth cost is due **May 29, 2009**.
- Final balance is due by **Aug 28, 2009**.
- After July 31, 2009 full payment of exhibit space must accompany all applications.

CANCELLATION POLICY:

Cancellation of space submitted in writing on or before **July 31, 2009** will receive a 50% refund of the total paid amount less \$250 non-refundable administration fee. No requests for refund will be granted after **July 31, 2009**.

SEND APPLICATION AND PAYMENT TO:

Attn: Marta Rudyk
HRPA 1902 - 2 Bloor Street West, Toronto, ON M4W 3E2
Fax: 416.646.1708 or e-mail PDF to mrudyk@hrpa.ca



BOOTH SIZE AND COST

Single Booth: 8' x 10' Cost: \$1,200.00 + \$60.00 GST = \$1,260.00
[GST # R104154273]

All applications are reviewed and considered. Information correct at the time of printing. Subject to change.

METHOD OF PAYMENT

GST Exemption No.: [if applicable] _____

TOTAL PAYMENT: \$ _____

By cheque:

- A cheque payable to HRPAs is enclosed
- Cheque to follow

By credit card:

- I authorize HRPAs to charge the TOTAL PAYMENT above to the credit card below:
- Visa MasterCard American Express

Cardholder's Name: _____

Cardholder's Signature: _____

Card Number: _____

Expiry Date: MM / YY

INTERNAL USE ONLY Date Received: _____ Booth(s) Assigned: _____ Client no.: _____