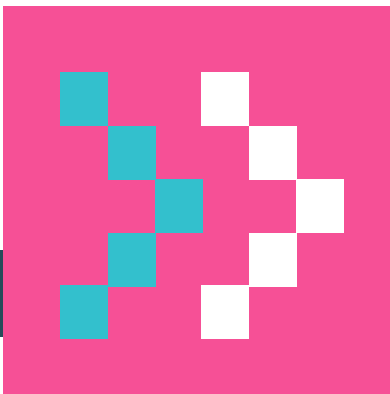


Canada's Premier Human Resources Conference

2,365,200,000 seconds;
39,420,000 minutes;
657,000 hours; **27,375**
days; **3,910** weeks;
27,375 days; **899** months.

Prospectus



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METRO TORONTO
CONVENTION CENTRE



Tel: 416.923.2324
Toll free: 1.800.3871311
Fax: 416.923.5696
www.hrpa.ca

Sponsorship:

Sherrydawn Warren, CEM
Email: swarren@hrpa.ca
Ext. 345

Trade Show:

Melissa McQuillan
Email: mmcquillan@hrpa.ca
Ext. 347

GENERAL INFORMATION

HRPA's Annual Conference & Trade Show is Canada's largest human resources conference, attracting more than 4,500 HR and business professionals. The 2017 conference will be held on February 1 – 3, 2017 at the Metro Toronto Convention Centre, South Building. Our popular three-day event features world-class keynotes, informative sessions on cutting-edge HR issues, more than 230 trade show exhibitors and an opportunity to network with others in the industry.

Benefits Of Being An Exhibitor At HRPAs 2017 Annual Conference & Trade Show

- Reach more than 4,500 national and international Human Resources Professionals
- Build brand awareness and increase mind share with your very targeted market
- Being face-to-face creates a personal connection and builds trust between a company and its target audience
- Showcase new products and services
- Collect high quality sales leads and expand your professional network
- Be recognized as a leader in the provision of human resources products and services
- Have your organization, including company background and contact information, listed on HRPAs conference website and mobile application (available year round)
- Company name & booth location listed in our onsite signage and conference program
- Learn which direction our industry is going in while keeping a close eye on the competition

About HRPAs

The Human Resources Professionals Association (HRPA) is Canada's HR thought leader and the largest HR Association in the country. In Ontario, HRPAs regulates the HR Professional and issues the Certified Human Resources Professional (CHRP), Certified Human Resources Leader (CHRL) and the Certified Human Resources Executive (CHRE) Designations, the national standard for excellences in human resources management. HRPAs has over 22,200 members in 28 chapters across the province, and hosts the largest HR conference in Canada.



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2016 ANNUAL CONFERENCE RESULTS

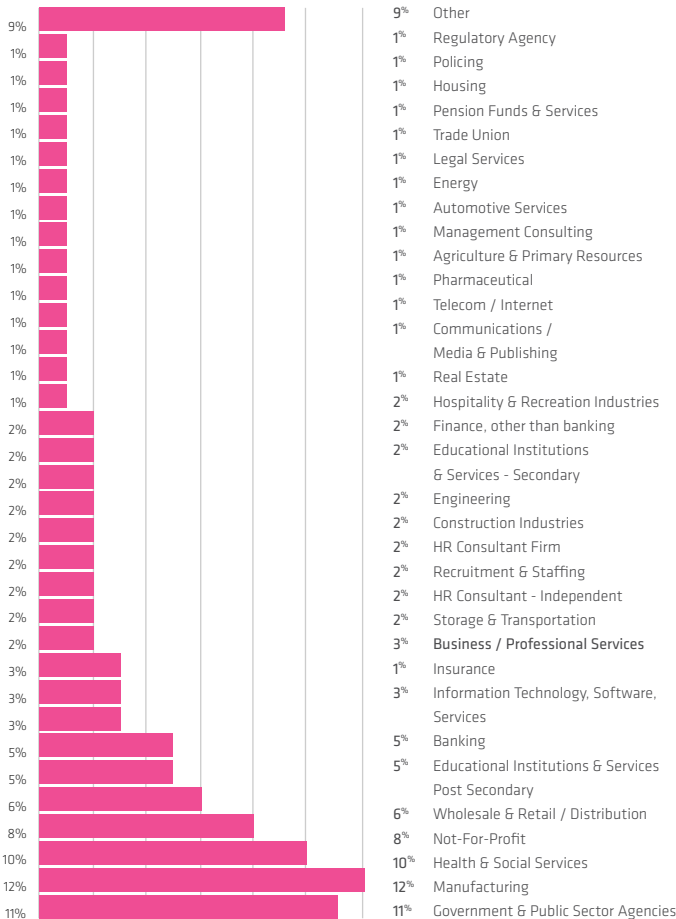
Overall Conference Attendee Feedback:



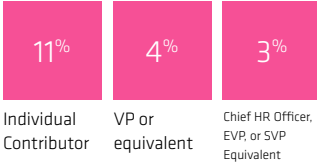
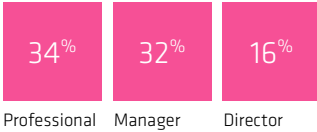
HRPA Member Demographics

HRPA's members are well-educated, affluent professionals. Largely female, ranging in age from early 20s to late 50s, HRPA members are a representative cross-section of the HR community, from students to C-level decision-makers. The following demographic data was drawn from the results of the 2015 member survey in which more than 2,000 members participated.

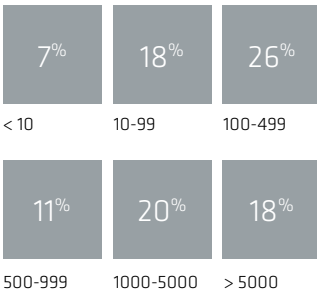
Industry Sectors



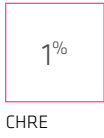
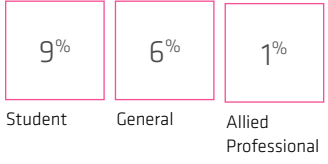
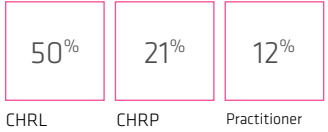
Seniority



Company Size (Number of Employees)



Member Type



Practice Type

- 46% HR Professional employee in the private sector
- 26% HR Professional employee in the public sector
- 9% Non-HR with interest in HR
- 8% Student interested in HR
- 5% Independent consultant
- 3% Consultant employee of HR Consulting Firm
- 1% Part-time consultant
- 1% HR Faculty
- 1% HR Lawyer



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EXHIBITOR INFORMATION

Trade Show Schedule

(schedule subject to change)

**Tuesday,
January 31, 2017**

Exhibitor registration
and move in

**Wednesday
February 1, 2017**

10:00 am – 5:00 pm

**Thursday
February 2, 2017**

10:00 am – 5:00 pm

**Friday
February 3, 2017**

9:00 am – 12:10 pm

Move out: 12:10pm



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Exhibitor Information Continued

Exhibit Space Costs

5' x 10' Booth*	\$2,320 + HST
5' x 10' Corner Booth*	\$2,370 + HST
10' x 10' Booth	\$4,625 + HST
10' x 10' Corner Booth	\$4,730 + HST
10' x 20' Booth	\$9,230 + HST
10' x 20' Corner Booth	\$9,455 + HST
10' x 20' Double Corner Booth	\$9,455 + HST
20' x 20' Island Booth	\$13,155 + HST

*5' x 10' Booths are reserved for first time exhibiting small businesses (10 employees or less). They are allowed to keep their space for up to three years maximum.

Space Rental Terms:

- 50% is required upon signing/submitting application (includes a \$500 non-refundable deposit)
- Final balance is due by September 30th, 2016
- After October 1st, 2016 full payment must accompany all applications

If your choice of space is not available, the closest space to your original selection will be assigned. No guarantees are made in respect to booth size or location. Booth locations will only be confirmed once 50% payment is received.

Cancellation Policy:

Cancellation of space must be submitted in writing:

- On or before September 30, 2016 will receive a full refund less \$500 non-refundable deposit
- On or before November 30, 2016 will receive 50% refund of the total paid amount
- No requests for refund will be granted after November 30, 2016

Included In Your Booth:

- Complimentary listing on the HRPAs Conference website inside the Real Time Floor Plan [including a 100-word description and contact information for 4 people, social media links, product showcase and brands]
- Inclusion in online exhibitor list, viewed by company name & booth number, an online list of exhibitors is also included in the mobile app
- 24-hour peripheral security
- 8 feet-high back drapes
- 3 feet-high side drapes
- An attractive show entrance with aisle carpet throughout the Exhibit Hall
- Exhibitor Support Centre services
- Company identification sign hanging on the back drape
- One conference tote bag per exhibit space
- Complimentary continental breakfast
- Complimentary breaks including coffee, tea and water throughout the day
- Company name and booth number listed in the Conference Program (if received by December 15th, 2016)
- A private Exhibitor's Lounge during exhibit hours
- 60% off full conference registration fee for all exhibiting employees (max. 4 per booth), inquire for special code
- Complimentary guest registrations for Trade Show Attendees – an editable email invitation for you to personalize your invitation to your prospects and clients
- Web Buttons for your website and email signature letting your customers know you are Exhibiting in the 2017 Annual Conference
- Visibility on the HRPAs Conference website using #HRPA2017
- Personal assistance with booth selection and marketing ideas for maximizing booth traffic
- Year round customer service from application through post-Conference!

NOT included in your BOOTH:

Booth Carpet is **MANDATORY**, electrical outlets, audio visual equipment, internet access, janitorial services, booth set-up, lead retrieval, lunch and storage



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SPONSORSHIP OPPORTUNITIES

Compliment your company's marketing plan by increasing your visibility as an official HRPAs Sponsor. The following opportunities are provided to help your company increase visibility to HRPAs members and conference attendees before, during and after the Annual Conference & Trade Show.

All Sponsorships* Include The Following:

- Highlighted in a weekly e-blast to 22,200+ Members
- Featured as a Sponsor on all print promotions
- Link on HRPAs conference website and acknowledgment as a sponsor
- Featured as a Sponsor on all relevant conference signage
- Company logo displayed prominently on large screens at the event
- Prime 10' x 10' booth at the tradeshow
- Company logo on mobile applications
- Opportunity to place company logo on virtual floor plan



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Sponsorship opportunities continued

Keynote Sponsorships*

Wednesday Breakfast Keynote - John B. ... Additional entitlements included please enquire for more information	SOLD	\$36,100	Sponsored by Atlas Canada
Wednesday Lunch Keynote - Kelly Joscelyne / Elizabeth Nyamayaro Additional entitlements included please enquire for more information		\$36,100	
Wednesday Afternoon Keynote - Neil ... Additional entitlements included please enquire for more information	SOLD	\$36,100	Sponsored by Great-West Life
Thursday Breakfast Keynote - Jeffery Pfeffer Additional entitlements included please enquire for more information		\$36,100	
Thursday Lunch Keynote - Rasmus Ankersen Additional entitlements included please enquire for more information		\$36,100	
Thursday Afternoon Keynote - Linda Nazareth Additional entitlements included please enquire for more information		\$36,100	
Friday Breakfast Keynote - Dr. Jason Fox Additional entitlements included please enquire for more information		\$36,100	
Friday Lunch Keynote - Alex Sheen Additional entitlements included please enquire for more information		\$36,100	

Other Opportunities Sponsorships

Event Wi-Fi (South Building)*	\$50,000
--------------------------------------	----------

Exclusive Sponsorship - Ability to have your message on the Login Screen for all attendees seeking wi-fi at the event, give the attendees the opportunity to surf internet and respond to their emails while at the conference - courtesy of our Sponsor, link to your website on Login screen, Sponsorship recognition on the HRP2017 website, Sponsorship recognition in the Conference Program, Sponsorship recognition on-site signage at the MTCC.



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Sponsorship opportunities continued

Wednesday Night Networking Event

\$25,000

Exclusive Sponsorship - Celebrate HRPAs 75th Anniversary in Style. Official Sponsor of the Networking Night at Metro Toronto Convention Centre, Level 800. Space for 1500 maximum attendees (75 of your own invitations, prospects and VIP's) Includes passed hors d'oeuvres, and one drink ticket per person. Two (2) dedicated email blasts to all 25,000+ HRPAs members, on-site branding, ability to bring your own loot bag for the attendees (marketing pieces, swag, etc).

Social Media Lounge*

\$35,000

Exclusive Sponsorship - The social media lounge will be the center of social networking during the conference. Located in the pre-function area on the 700 level outside the session rooms. Additional entitlements please enquire.

SOLD

Sponsored by Indeed

Attendee Headshots Photo Area*

\$35,000

Exclusive Sponsorship - Private room with two professional photographers with backdrops and lighting accompanied by two professional make up artists. Sponsor has the opportunity to have representatives walking the attendees through the process and networking with them at the same time. Sponsors marketing materials available in room, 1 dedicated email blast to all attendees to announce the Headshots Opportunity. Attendees receive their photos via email (email carries the Sponsors Messaging with a link to their website).

Lanyards Sponsorship

\$27,850

Exclusive Sponsorship - This high-visibility sponsorship puts your company logo on the lanyards used for the official show badges.

SOLD

Sponsored by TD Insurance Meloche Monnex

75th HRPAs Conference Anniversary Flip Photo Book*

\$25,750

Exclusive Sponsorship - Sponsor the official conference keepsake. Celebrating 75 years, with a photo flip book. Capturing the energy of the event; attendees will have a good time using props and taking memorable action photos. Get your logo on the cover of the keepsake and your own message at the back of the book.

Branded Journal & Pens*

\$25,750

Exclusive Sponsorship - 2 color logo printed journal cover including a 2 color branded pen for all conference attendees. Conference journal and pens are available inside the conference bag. Attendees appreciate having a handy notepad & pen during the Annual Conference. Additional entitlements are included.

SOLD

Sponsored by Venngo



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Sponsorship opportunities continued

Conference Bags*

\$25,500

Exclusive Sponsorship - What better spotlight could your organization receive than imprinting your name and logo on the conference bag or tote that every attendee at registration? Your exposure will endure when attendees bring their conference bag home. Additional entitlements included please enquire."

Sponsored by
O.C Tanner

Relax, Recharge and Rehydrate Lounge

\$25,000

Exclusive Sponsorship - Sponsor the Wellness Lounge inside the Trade Show Hall - 20 x 60 space offering massage, manicures, TBD. Overhead signage to include your company name and logo, Easel signage to include your company name, logo and booth number, Your promotional items in the Lounge, As a sponsor, your organization may provide signature clothing, such as golf shirts for the attendants to wear.

Instagram Selfie Station*

\$20,000

Exclusive Sponsorship - Work closely with HRPA to design signage and an interactive display for our conference attendees to take a photo and share across their social media platforms using #HRPA2017

Cellphone Charging Lounge

\$25,000

Exclusive Sponsorship - Nothing is worse than a drained cell phone battery. The cell phone charging station will allow attendees to give their phone a quick power boost. Charging stations will be branded with your company logo and placed in various areas around the Trade Show hall.

Sponsored by TD Insurance Meloche Monnex

Corporate Social Responsibility

\$15,000

Exclusive Sponsorship - Interested in expanding your corporate social responsibility? Please enquire.

Cellphone Card Holder

\$15,000

Exclusive Sponsorship - Always be at an arm's length from the delegates. 2,400 Self Adhesive Card Holders for Smartphones with logo & set-up. Additional entitlements included please enquire.

Hotel Room Chocolate Drop

\$15,000

Exclusive Sponsorship - Say goodnight to the delegates staying at 3 host hotels - approx. 1754 room nights. Good Night Chocolates will be customized with your specific messaging. Additional entitlements included please enquire.



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Sponsorship opportunities continued

Exhibit Hall Refreshment Breaks

\$12,000 each or (5 for \$60,000)

1 color branded cup for attendee coffee breaks on the Trade Show Floor - Attendees gather around the coffee stations when they appear on the Trade Show floor (10am and 2pm every day) The ability to provide napkins with your corporate logo

Mobile App Sponsor

\$10,000

Exclusive Sponsorship - 77% of attendees download and use the event app. Get your brand into the purse and pocket of nearly every attendee. Attendees are looking at the Mobile App in advance to plan their schedules, read about speakers and also for room locations (changes). Includes 1 Push Notification to all attendees

Session Sponsor

\$8,000

Additional entitlements included please enquire for more information

Push Notifications

\$1,000 each or (2 for 1,500)

Send a message out to all attendees much like a text message - 50 word maximum. Take advantage by instructing attendees to visit you in your booth.

Branded Item (TBD)

TBD

Exclusive Sponsorship - Item will be available for all attendees to receive inside the conference bag. Work closely with HRPAs to determine the best item to speak to your personal message.



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A La Carte Sponsorship Opportunities

Attendee Bag Promotional Material

Place your company's postcard, brochure, flyer or newsletter in the official conference bag and you'll immediately get your message into the hands of every full conference attendee to maximize your on-site exposure. HRPAs will include your supplied item(s) into each bag (material must be pre-approved by HRPAs). Each sponsoring company is responsible for duplicating and shipping materials in time to be inserted.

All materials must be supplied to HRPAs no later than January 8, 2017.

Postcard (5'x7')	\$2,500 each (4 available) CAREER BUILDER
8 1/2 X 11 Sheet	\$3,500 each (5 available)
Booklet/Magazine	\$4,500 each (2 available)
Promotional Item	\$5,000 each (2 available)

Advertising

Onsite Conference Program Advertising Space

Make an impact by purchasing advertising space in the onsite Conference Program where your ad will be seen by more than 4,500 HR professionals. Space is limited so reserve your advertising space today. Advertisements will be placed in order of receipt.

Ads are full colour and must be provided actual size. Electronic format is preferred: print ready pdf at 300 dpi resolution. All fonts used must be Postscript Type 1 or Open Type fonts converted to outlines.

Advertising to be included in the onsite Conference Program must be supplied to HRPAs no later than November 26, 2016. No refunds will be issued for ads not meeting the above conditions.

Inside Front Cover / Inside Back Cover (8.5" x 11" plus .25" bleed all round)	\$5,000 each (2 available)
Full Page (8.5" x 11" plus .25" bleed all round)	\$4,200 + HST each (4 available)

Customized Sponsor Package

All of the sponsorship packages can be tailored to suit your corporate needs. In addition to the packages offered, we would be happy to create a customized package that can address the specific needs of your organization. If you would like to showcase your organization in a unique fashion, please contact: Sherrydawn Warren, CEM. (swarren@hrpa.ca)



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2016 EXHIBITOR LIST

4imprint	Bromelin Inc	Envoy Relocation Management Corp.	Imminy
4SafeCom & 4S Occupational Health and Safety Advisory	Canada Post	epitome HR	INCENTCO
ACCES Employment	Canadian Association of Workplace Investigators	eSolutionsGroup Limited	InComm Canada
Accessibility Directorate of Ontario	Canadian LabourWatch Association	Esso	Indeed
Accessibility North	Canadiana Flowers	Evolution1, Inc.	International Foundation of Employee Benefit Plans
Action First Aid Inc	Career Marketing Specialists Inc.	Fenchurch General Insurance Company	Investigative and Corporate Evaluation Inc.
Adecco Canada	CareerBeacon	First Advantage	Jobillico
Administrate	CareerBuilder	First Aid 4U Inc.	JOBS.CA
ADP	CEB	Fitneff	Jobvite
Aird & Berlis LLP	Ceridian	Fitter Int'l Inc. (Fitterfirst)	Knar Jewellery
Allstate Insurance Company of Canada	Channel Benefits Consulting	Fragomen Canada	Lancaster House
Apex Occupational Health Solutions Inc	Charging Station	FSEAP	LEAGUE
Appletree Medical Corp	Chartered Professional Accountants of Canada (CPA)	G. Raymond Chang School of Continuing Education, Ryerson University	Learnography
Applify	Cigna	George Brown College	Lee Hecht Harrison Knightsbridge
Armstrong Moving and Storage	Commissionaires	Glassdoor	LexisNexis Canada Inc
ASL Consulting	ComPsych Corporation	goodLife	LMS PROLINK Ltd.
Aspiria Corp	CompTrak by 2by2 Strategies	Gowan Consulting	LocalWork.ca
Athabasca University	Cornerstone OnDemand	Great Place to Work Institute	Mackie Moving Systems Corporation
Atlas Canada	Corporate Class Inc	Great-West Life	Manion Wilkins & Associates
Auspice Safety Inc.	Counsellor Exchange	GWN Dragon Boat / hirewesternu.ca	ManpowerGroup
BAASS Business Solutions	CSI International	Halogen Software	Mars Drinks
BambooHR	Customer Service Professionals Network (CSPN)	HappyOr Not	Mason Group
Bayshore HealthCare	David Aplin Group	Hay Group	McKinley Solutions
BDO Canada Immigration Services	Dementia Friends Canada	Health Canada - Ontario Radon Program	McLuhan & Davies Communications, Inc.
Benchmark Benefit Solutions Inc.	Desjardins Payroll & HR Solutions	HeartZAP Services Inc.	Medcan Clinic
Best Buy of Canada Ltd.	Diamond Recognition	HireRight	Medisys Corporate Health
Birks Business	Dimakos Law Group	Homewood Health	MentorCity
BizXcel Inc.	DLGL	Human Synergistics	Mister Safety Shoes Inc
BRANDBLVD	DriverCheck	Humber College	Mitrefinch Ltd
Britton Management Profiles Inc.	Eccho Communication	IHHP	Monster Canada
	Eclectic Communications		Morneau Shepell
	Egencia		
	Ellicom		



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MS Society of Canada
Multicultural Calendar
National Bank of Canada
National Gift Card Corp.
NetHire
Newcomers Canada
NFP Canada
O.C. Tanner Canada
O2xygenation Inc.
Occupational Safety Group Inc
Oncidium
Ontario Human Rights
Commission
Optitest
ORACLE
Organizational Solutions Inc
Orion Audit Limited
Pay Equity Commission
PayScale, Inc
Pelorus Benefits Plus
Penmore Benefits Inc.
Perkopolis
Personalized Prescribing Inc.
PFAFF AUTOMOTIVE PARTNERS
Pink Elephant
Pivotal Integrated HR Solutions
Pride at Work Canada
Profile Investigation Inc.
Progress Career Planning
Institute
Psychometrics Canada
PTChr
Public Services Health
& Safety Association
PurpleSquirrel.ca
Quantis HR
RBC Insurance
Ready Willing and Able
Rembrandt Awards Mfg. Ltd.

RiseSmart
Robert Half Canada
Rotman School of Management
Royal Roads University
Score Promotions
Self Management Group
Seneca College - Training
Services
Service Canada
SmartSAVER / ABC Life Literacy
Softworks
Solertia Consulting Group
SPB Organizational Psychology
Spyder Works Inc.
St. John Ambulance
Staffmax Staffing & Recruiting
Staples Advantage
SterlingBackcheck
Superior Events Group
Supply Chain Management
Association Ontario
Surgically Clean Air
SWGi
Synerion Inc.
TalentMap
TD Insurance Meloche Monnex
TE Wealth
Terryberry
The Agency Employment
Services / Geekstaff
The Canadian Payroll
Association
The Career Foundation
The Joy Clinic
The Personal Insurance
Company
The Phelpsgroup
The Search Party
The Source (Bell) Electronics

The Williamson Group
Thomson Reuters
TPS Promotions & Incentives
Ultimate Software
University of Fredericton
University of Guelph College of
Business and Economics
University of Waterloo - Co-
operative Education and Career
Action
Venngo Inc.
Vista Corporate Housing
Vistance Learning
Vitality Depot
V-TAC PAYROLL MANAGEMENT
(VPM)
WANTED Technologies
Ward Technology
WaySpa
Wellpoint Health
Williams HR
Williams Recognition Ltd
Windley Ely
Women in Leadership and
Business Conference
Working Condition Program,
Sunnybrook Health Sciences
Centre
Workplace Medical Corp.
Workplace Safety & Prevention
Services
Wysdom Consulting Group
XLCnet
Xocial
Xperience & Mindful Snacks
York University
Yorkville Conference Centre



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Questions?

About Sponsorship, contact:

Sherrydawn Warren, CEM
Manager, Annual Conference & Sponsorship
(416) 923-2324 ext. 345
swarren@hrpa.ca

About Trade Show, contact:

Melissa McQuillan
Specialist, Trade Show
(416) 923-2324 ext. 347
mmcquillan@hrpa.ca

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RULES AND REGULATIONS

ALL EXHIBITORS ARE REQUIRED TO READ AND FAMILIARIZE THEMSELVES WITH THESE RULES AND REGULATIONS.

Display Specifications

1. Alterations to any part of the structure of the MTCC, to furniture or equipment forming part of it may not be made without prior written authorization from the Vice-president of Customer Services. This includes drilling holes, insertion of nails, screws, hooks and push pins, or attaching in any manner of decals, promotional literature or items, or affixing any form of unapproved tape. Failure to comply will result in a monetary penalty per occurrence.
2. Booth displays and equipment shall not extend into the aisles, including all signs, banners, furniture, etc. All demonstrations must be confined within the exhibit space.
3. Exhibits must not block any exit doorways.
4. Show management must approve any structures that exceed 8 feet in height, including signs, lighting, displays, balloons, etc.
5. Exhibitors are allowed to showcase inside their booth to the maximum height of 8 feet (back wall only). Side walls cannot come out more than 5' from the back wall. The maximum height for the final 5' to the aisle is 3'. Pop-Up Banners that are placed towards the front half of the booth must be approved by immediate neighbours or be pushed to the back 5'. This will be enforced strictly on-site.
6. Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 3'. With the exception of the 10' x 20' double corner booths that will not have any side drape. If you have an open corner booth, it will not have a draped side rail.
7. Island booths: A sketch of each exhibit plan must be submitted to HRP A for approval in advance of construction.
8. Materials used for display or decorative purposes must be flameproof. The following materials are prohibited: acetate fabrics, corrugated paperboard, no-seam paper and paperbacked foil (unless glued securely to a suitable backing).
9. Masking, clear packaging and plastic-based tape to secure booth flooring to exhibit floor is prohibited. Only cloth-based tapes such as "Polyken" are acceptable. Labour charges will apply to remove prohibited tapes.

10. Helium balloons, animals, birds or pets of any description require prior written authorization.
11. Flooring is NOT included in the cost of your booth space. It is mandatory that all exhibit booths are carpeted or have some type of professional looking floor covering. All edges must be secured. 100% of your booth floor space must be covered.
 - All flooring must be neat and clean.
 - No frayed edges allowed.
 - All edges of carpet must be taped down – double sided tape is acceptable.
 - Duct tape is not allowed to secure flooring.
 - You must return the floor to its original condition – otherwise exhibitors will be charged for any damage.

Should Show Management have to provide carpeting – it will be done at the exhibitor's expense.

12. Flammable liquids or gases shall not be stored inside the building.
13. No food (including popcorn) or beverages may be distributed by any exhibitors unless approval has been obtained from the Metro Toronto Convention Centre.

Exhibitor Etiquette

1. Show management reserves the right to restrict sounds from any source that interface with activities in neighbouring booths.
2. Exhibitors are not allowed to distribute any literature or promotional items, from their company or any other company, beyond their contracted exhibit space. Failure to comply will result in immediate booth closure.
3. Exhibitors are not allowed to sell any products or services directly from their exhibit space. Order forms are acceptable for future fulfillment.
4. All exhibitors are expected to be in their booths during all published show hours, as we do receive attendee complaints about unmanned booths.



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Administrative Policies

1. Show management shall have sole control over admission policies at all times.
 2. HRPAs reserves the right to resell any booth space canceled by an exhibitor.
 3. Sub-contracting of booth space is not permitted.
 4. HRPAs, MTCC staff, office staff or volunteers are not responsible for the safety or the property of the participants from theft, damage, accident or other causes.
 5. Public service announcements will be made for emergencies only.
 6. Sample food/beverage products may not be distributed or sold by exhibiting organizations except upon written authorization. Exhibitors requiring catering of any kind must comply with the rules and regulations set by the MTCC, and fill out the form provided.
 7. Exhibitors operating a contest or giveaway must fill out the Exhibitor Contest Consent Form and submit to HRPAs before January 09, 2017.
 8. Hospitality suites must not be opened until the conference sessions and trade show have closed, and must be approved by HRPAs.
 9. All Exhibitors require Exhibitor Insurance a limit of liability bodily injury & property damage in the amount of \$1,000,000.00. Exhibitors to submit the Certificate of Insurance for by January 09, 2017.
 10. The exhibitor must leave the booth space in the same condition as it was at the time of occupation. Any material left in the booth/trade show floor that requires additional cleaning will be billed to the exhibitor.
4. Exhibitors are not permitted to off load, or load personal vehicles at the parking garage entrance to the MTCC. Pedestrian access must be safely maintained at all times.
 5. All vehicles that need to use the docks, must first report to the Vehicle Marshalling Yard located at 100/120 Cherry Street in Toronto. The Yard will be open one hour before move-in and move-out times. All exhibitors must strictly adhere to their scheduled move-in and move-out times. Vehicles will be ushered from the Marshalling Yard to the docks at the MTCC by staff.
 6. Exhibitors requiring use of the loading docks can opt to use material handling services from the HRPAs preferred provider. A material handling form outlining their services is located in the exhibit kit and conference website.
 7. There will be NO equipment available to be used or rented at the show.
 8. Exhibit halls, loading dock areas and "back of the house" service areas are considered hazardous work areas. There shall be no drinking of alcoholic beverages, no horseplay and any unsafe conditions or activities. It is recommended that no one under the age of 16 be allowed in these areas. Protective footwear must be worn during move-in and move-out.
 9. All materials must be removed from the MTCC by 8:00 pm on Friday, February 3, 2017. HRPAs reserves the right to have materials left on the trade show floor after this deadline removed at the exhibitor's expense. If forced removal of exhibitor materials is necessary, materials will be removed from the floor by the official show services contractor, and delivered to their warehouse. The exhibitor will be contacted to make arrangements for pick-up or delivery. The above mentioned handling of materials will be charged directly to the exhibitor.

Move-In And Move-Out Procedures

1. Exhibitors with "hand carry" items who do not need to utilize the marshaling yard or loading dock are permitted to personally carry goods to their booth via a main entrance. However, these items are defined by being able to be carried in one hand, or under one arm. Two wheel dollies and hand carts are forbidden through the street entrance.
2. Exhibitors must adhere to move-in and move-out schedules.
3. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes chairs, tables, etc.

THE EXHIBITOR SECTION OF HRPAs ANNUAL CONFERENCE WEBSITE CONTAINS IMPORTANT INFORMATION, FORMS AND DEADLINES FOR YOUR CONVENIENCE. THIS WEBSITE IS AVAILABLE ALL YEAR ROUND AND CAN BE ACCESSED [HERE](#) - BENEFITS OF BEING AN EXHIBITOR AT HRPAs 2017 ANNUAL CONFERENCE & TRADE SHOW



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