



# 2020 Festivals & Events Ontario Marketplace Registration

FEO presents one of the largest **Special Event Marketplaces** in North America!

Held in conjunction with FEO's annual conference, Marketplace is a major trade show that provides you, as an exhibitor, with a base of an anticipated 250+ delegates representing the Ontario festivals and special events industry. The conference promises leading-edge collaborative industry education, development, marketing and advocacy programs which feature upwards of 20 educational and inspirational presentations from respected industry leaders. This year's conference will be held Feb. 25 - 27, 2020 at the Sheraton Parkway Toronto North Hotel & Suites, Richmond Hill, ON.

### **Marketplace Hours**

**Wednesday, February 26**  
11:00am to 3:00pm

### **Set-Up**

**Tuesday, February 25**  
Noon – 6:00pm  
**Wednesday, February 26**  
7:00am – 9:00am

### **Tear-Down**

**Wednesday, February 26**  
3:00pm - 5:00pm

### **Delegate Bag Inserts:**

Drive delegates to your booth with a creative teaser promo piece. Please supply 250 pieces. \$100 +HST  
Contact FEO Office.

### **Cancellation Policy:**

Refunds will be made for cancellations received prior to January 24, 2020. A \$75.00 cancellation fee will apply. Cancellations will not be accepted after January 24, 2020.

Note: If you book your booth before January 3, 2020, you will be guaranteed to be included in the Delegate Program. All Marketplace vendors will be included on the Conference website.

**Non-members please contact FEO office.**

### **This Year's Accommodation Information:**

For reservations, call the hotel directly and ask for the "Festivals & Events Ontario Conference" rate.

Hotel Contact Information: Sheraton Parkway Toronto North Hotel & Suites, 600 Hwy 7, Richmond Hill, ON L4B 1B2  
Phone: 1-905-881-2121

### **2020 Marketplace Package**

**10' x 10' = \$895 / 8' x 8' = \$795 / 6' Tables = \$695 / Additional Booth Attendee = \$150:**  
Includes booth, one (1) name badge, Tue. Welcome Reception, Wed. Service Excellence Awards breakfast, lunch during Marketplace and Dinner & Showcase evening.

### **Electricity for 2020 Marketplace:**

You will be working directly with PSAV and can be reached at [sheratonparkway@psav.com](mailto:sheratonparkway@psav.com) for your Electrical needs. Higgins Event Rentals will be providing pipe and drape as well as tables, chairs and skirting. For more information [www.feoconference2020.com/marketplace](http://www.feoconference2020.com/marketplace)

### **Please Note:**

FEO is not affiliated with any 3rd party hotel booking agents, so if you are contacted by phone please ignore or your credit card may be compromised.

**Booth numbers will not be assigned until payment and insurance is received - no exceptions.**

See page 2 for Marketplace Terms and Conditions.



## Festivals & Events Ontario MARKETPLACE TERMS and CONDITIONS

**Application:** TicketPro Registration must be completed in full and submitted to FEO for consideration. Full payment due upon online registration. It is the responsibility of the Applicant to fulfill all requirements of the Registration Form.

**Admission:** FEO reserves the right to determine the eligibility and appropriateness of each Applicant prior to granting admission to Exhibitors and their respective goods and/or services.

**Acceptance:** Exhibitors will be notified if their Application has been accepted, and a Conference Package will follow. If Exhibitors are not chosen, a full refund will be provided.

**Booth Allocation:** Booth allocation is determined by availability and eligibility. Exhibitors acknowledge that management may not be able to assign the booths for which they applied. All subject to change.

**Revocation of Offer/Termination of License Agreement:** FEO reserves the right to revoke the offer of space and/or terminate the Contract in the case of non-payment and/or a breach of any Term & Condition by the Exhibitor.

**Soliciting:** Soliciting of business shall not be permitted in other Exhibitor's booths or at any buildings entrance/exit unless the area is designated for this purpose by FEO. Exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area or another Exhibitor, conducting business or speaking with another Exhibitor. Exhibitors must conduct their business in a neat orderly manner in such a way as not to be in conflict with other Exhibitors.

**Contests & Promotions:** Contests and promotions conducted by Exhibitors in conjunction with their displays shall be free of any obligation to the winner. Exhibitors wishing to conduct a contest/promotion must inform FEO in advance. If an entry/ballot form is to be used, FEO must see and approve the ballot before it is printed. Awards, which are conditional upon the placing of an order, are not permitted in accordance with the privacy act. Under no circumstances are the names of the entrants to be distributed.

**Insurance:** By purchasing a booth, the Exhibitor, at its cost, shall procure and maintain in full force and effect during the period of the Contract, comprehensive general liability insurance policy for bodily injury, death and property damage. The Exhibitor shall include FEO and an additional insured on such policy. A copy of the Certificate of Insurance must be forwarded to FEO. The Exhibitor will not be permitted to move in and/or set up without proper insurance coverage and evidence thereof.

**Cancellation Policy:** Refunds will be made for cancellations received prior to January 24, 2020. A \$75.00 cancellation fee will apply. Cancellations will not be accepted after January 24, 2020. If the Conference is not held for any reason, Festivals & Events Ontario's liability is limited to a refund of Marketplace fees.

