



2024 OSUM Conference Exhibitor Information Package and Application

Conference dates: May 1 – 3, 2024

Trade Show dates: May 1 – 2, 2024

Conference Location: Orillia, Ontario

About OSUM

The Ontario Small Urban Municipalities (OSUM) is the municipal voice of small urban communities in Ontario. OSUM is an integral part of the Association of Municipalities of Ontario (AMO). Several of its Executive Committee members serve on the AMO Board of Directors. OSUM's policy and research work is aligned and informed by AMO. OSUM provides the distinct, small urban perspective and voice to municipal matters.

A key role of the OSUM Executive is to advocate to the province and at times, federal government, on issues that impact Ontario's small urban communities. .

OSUM 2024 Trade Show Information

Location:

The OSUM conference is at the Orillia Recreation Centre, 255 West Street S, Orillia, ON L3V 5G9.

Show Schedule:

Timing of scheduled activities is subject to change and will be finalized in April 2024.

- Wednesday, May 1
 - Exhibitors move in: 12:00pm – 4:00pm
 - Trade show open: 5:00pm – 7:00pm
- Thursday, May 2
 - Trade show open: 8:30am – 4:00pm
 - Exhibitors tear down: 4:00pm – 6:00pm*

*Exhibitors who leave or commence dismantling their exhibits before 4:00pm on May 2 will be fined \$500. Please don't disrupt the exhibition and delegates by leaving early.

Booth Fees

- Single: \$1,200
- Double: \$2,100

Included in Booth:

- All booths are 10' deep and 10' wide, with 8' draped back and 3' draped side rail
- Waste basket and Booth ID sign
- Locked room overnight
- Listing on the OSUM website

- Corporate name, booth number, logo and corporate description on the conference app
- One full conference registration
- Five trade show access only passes

Payment Policies

- Registration payments must be made to the OSUM, 155 University Avenue, Suite 800, Toronto, ON., M5H 3B7.
- Confirmation of Exhibit Space:
 - Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed.
 - Exhibit space will not be guaranteed until payment is received in full.
 - OSUM must receive the total outstanding payment and the names of all on-site staff no later than April 15, 2024.
- Requests for cancellation and refunds on exhibit space must be received in writing by 4 p.m. on **April 4, 2024** to events@AMO.on.ca. Cancellations up to and including this date are subject to a \$250 plus HST administration fee. Refunds will not be issued after this date.

From Application to Show

Following are key requirements and timelines you need to be aware of:

1. Complete application form, signed Rules and Regulations, and payment deadline: **April 4, 2024**
2. If approved*, AMO will process payment and forward receipt
3. Registration and mobile app forms due: **April 12, 2024**
4. Booth numbers will be assigned and shared with exhibitors and suppliers by **April 22, 2024**
5. Final show schedule will be provided by **April 19, 2024**

*AMO supports OSUM in the development and delivery of its annual conference. AMO reserves the right to review and decline applications.

APPLICATION TO EXHIBIT

2024 OSUM AGM & ANNUAL CONFERENCE
May 1 - 3, 2024

CONTACT INFORMATION

Name of Organization:	
Contact Person:	Title:
Address:	
City:	Postal Code:
Telephone:	Fax:
E-mail:	Website:

Companies you would like to be near:

Companies you would NOT like to be near:

Booth Selection

Size of booth required

Single Double

Payment Information

Booth fee:	Single \$1,200 Double \$2,100	
Subtotal		
HST (13%) HST # 10673 2944 RT001		
Total		

I have read and understand the cancellation policy.

Cheque payable to the Ontario Small Urban Annual Conference (OSUM)

EFT - Contact ar@amo.on.ca

Credit Card- Payment link will be sent by ar@amo.on.ca

Submit completed application to:

E-mail: events@osum.ca

AMO will do its best to accommodate any requests.