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ONTARIO ORTHOPAEDIC ASSOCIATION

45th Annual Scientific Meeting

Hyatt Regency Toronto | November 4-5, 2022

2022 OOA Exhibitor Information Kit

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Event Location

The Hyatt Regency Toronto
370 King Street West, Toronto
For hotel room and travel discounts, please see [click here](#).

Exhibit Area

The exhibit area will be located in the Regency Ballroom adjacent to refreshment breaks and meals to assist with increasing traffic in the exhibit booth area. Industry representatives must wear their OOA-provided badges at all times.

Exhibitor Floorplan

The OOA reserves the right to make changes to the floorplan as needed and the right to allocate booth space. Every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact events@secretariatcentral.com if you have any questions regarding your booth allocation.

To view the draft floorplan please [click here](#).

Exhibit Hours

The exhibit hours are as follows:

Set-Up

Thursday, Nov. 3: 10:00 p.m. – 11:00 p.m. (*Booths must be set up before 7:00 a.m. Friday, Nov. 4*)

Exhibit Hours (during scheduled networking time and breaks)

Friday, Nov. 4: 7:00 a.m. – 7:00 p.m.

Saturday, Nov 5: 7:00 a.m. – 11:00 a.m.

Tear Down

Saturday, Nov 5: 11:00 a.m. – 12:00 p.m.

Exhibit Booth

The OOA will supply the following with your booth:

- 1 - 10' wide x 8' deep booth space
- 8' high drapery back wall, 3' high drapery sidewalls
- 1 - 6' x 2' skirted table
- 2 - fabric chairs
- ID sign

*Exhibitors are required to order electrical access if needed at the time of company registration. If you need to add electrical access to your booth, please email events@secretariatcentral.com and indicate what you will be bringing and how much power you will be using (V/AMP).

Stronco – Exhibitor Services Kit ([click here](#))

For materials handling and to order additional items for your booth, please contact [Stronco](#).

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of \$1 million in general liability insurance.

Registration

All industry representatives must be registered in order to access the exhibit hall. Registration for industry representatives includes access to the exhibit hall, and meals and refreshments as provided. Industry representatives are not allowed to participate in session Q&A. A certain number of

complimentary registrations are included with your sponsor and exhibit package. Additional registration for industry representatives is available at the following rates, plus applicable taxes:

Early-bird (until October 2): \$250

Regular (until October 26): \$275

On-Site: \$350

We strongly recommend you register additional reps before the early-bird deadline. If you do not have the applicable codes to register your representatives, please contact partnerships@secretariatcentral.com.

To register your industry representatives, please [click here](#).

Cocktail Reception

The cocktail reception will take place Friday, November 4, 2022, in the Regency Ballroom. This reception is attended by both exhibitors and attendees. All exhibitors are welcome to join our delegates for canapes and cocktails at no additional cost.

Shipping & Storage

For materials handling in advance of the conference, please contact the exhibit services provider [Stronco](#) (recommended). If shipping directly to the hotel, a shipping label can be found [here](#). Your shipments will be accepted by the hotel 48 priors to the scheduled event. Once you have coordinated your shipping, please send an email to events@secretariatcentral.com and include the following information:

Booth #

Sponsor Name

of Boxes sent

Arrival date

There is limited space for storage of shipping containers. For companies shipping multiple large containers, it may not be possible to store these containers during the event. Please make the appropriate arrangements.

UPDATE: Loading dock directions can now be found [here](#).

For any return shipping not being managed by Stronco, please ensure all packages are clearly labelled, the waybill is attached, and that arrangements have been made for pickup with your preferred courier. **The OOA and conference hotel are not responsible for coordinating return shipping.** Due to limited space, the hotel will not hold your materials for shipping after the event without prior individual arrangements.

Questions?

For questions or further assistance, please contact Danielle Poissant, Conference Manager, at events@secretariatcentral.com.