

August 12, 2011



Dear OAAS Service Members,

As the 2011 fair season is still in full swing, the OAAS is already looking ahead to 2012, and preparing for our 2012 annual convention, taking place February 16<sup>th</sup> – 18<sup>th</sup> at the Royal York Hotel, in Toronto. Over 150 fairs and 1000+ delegates attend this convention each year.

In this package you will find an invoice to renew or become a new Service Member with the OAAS, for 2012. All the benefits and perks of your membership are included on this form.

Please browse through this package to find:

- Service Membership form (due December 1, 2011)
- Convention Evening Showcase Rules and Application form (due October 7, 2011)
- Family Entertainment Showcase Application form (due October 7, 2011)
- Convention Tradeshow Application form (due by December 1, 2011)

Some of the information in this package may not pertain to you or your services.

Most of these forms can also be found on the OAAS website.

Thank you for your support and participation, we look forward to hearing from you soon. If you have any questions please do not hesitate to contact the OAAS, at your convenience.

NOTE: Please photocopy any of this package for your reference or file.

## INVITATION TO RENEW/ BECOME AN OAAS SERVICE MEMBER FOR 2012

As one who provides a valuable service or product to Ontario Fairs and Exhibitions, we would cordially like to invite you to become a "Service Member" of the Ontario Association of Agricultural Societies for 2012.

### **As a Service Member you will receive:**

1. The opportunity to become a part of our Trade Show and/or Showcases (with appropriate fees) at our annual convention in Toronto. (February 16 – 18, 2012)
2. Two full convention registrations.
3. A service member number which can be placed on any advertising you may wish to place on our boards on the Convention Floor in February. There will be no solicitation in any of the hallways.
4. Your name and contact information listed in our annual "Directory of Service Members" which is included in our Ontario Fairs and Exhibitions Directory circulated to the public at a rate of 10 000 annually.
5. Your name and contact information will also be posted on the OAAS website.

### **SERVICE MEMBER APPLICATION FORM**

List information as you wish it to appear in the Directory. Please print legibly.



Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Business or Service: \_\_\_\_\_

Mail this application form and a cheque payable to OAAS for \$141.25 (\$125.00+ \$16.25 HST\* = \$141.25) to:  
Kathryn Lambert, OAAS Secretary, Box 189, Glencoe, ON N0L 1M0

**Ontario Association of Agricultural Societies**  
**SHOWCASE RULES and REGULATIONS 2012**

1. **AUTHORITY:** The OAAS Showcase Committee shall have the sole authority in the selection of attractions to be showcased, scheduling of those selected, control over stage sets, sound, lights, power and overall (master) volume.
2. **MEMBERSHIP:** All acts appearing in the OAAS Convention Showcase or their agency representatives must be a paid Service Member of the OAAS for 2012. Membership in the OAAS does not guarantee acceptance to the Showcase.
3. **APPLICATION FORM:** All acts wishing to be considered for the Showcase must submit the proper application form, which is to be received by OAAS secretary, Kathryn Lambert on or before the deadline date of **OCTOBER 7<sup>th</sup>, 2011** with full payment of all applicable fees.
4. **MATERIAL TO BE SUBMITTED:** The following material and/or information must accompany each application form – stage plot, one page bio, CD and/or DVD, promo photo and program description. Also include a copy of the contract rider the Fairs will be obliged to sign if purchasing this act.
5. **INSURANCE:** A certificate of insurance showing proof of insurance with a minimum coverage of at least one million dollars, must accompany the showcase application form. A broker available for this type of insurance is:  
VENDOR INSURANCE LTD, 2350 Birchmount Road, Suite #1012, Scarborough Ontario M1T 3N4, Phone: 416-214-2421 Toll Free: 1-888-708-6667 Fax: 416-214-4843
6. **FEES TO BE PAID:** As per the application form, all acts appearing in the Entertainment Showcase will be charged a fee \$275.00 + HST \*(\$35.75) = \$310.75. All acts appearing in the Family Entertainment Showcase will be charged a fee of \$50.00 + HST\* (\$6.50) = \$56.50. Showcase fees must accompany the application form, paid service membership and be received by the OAAS Secretary on or before **OCTOBER 7<sup>th</sup>, 2011**. An NSF cheque will automatically eliminate your participation in the Showcase and other events at the OAAS Convention.
7. **NOTIFICATIONS:** All acts appearing in the Entertainment Showcase will be advised as soon as possible after the selection process in late October indicating whether or not they have been selected to appear. After selection, those acts not selected will receive via mail a refund of the full application fee (excluding the Service Member application fee).
8. **CANCELLATIONS/SUBSTITUTION:** If an act that been selected for the Showcase is unable to appear, then the applicant forfeits its showcase opportunity. No substitutions by agents will be allowed. Only those acts/individuals that have been selected will be allowed to showcase. There will be no refund of fees for acts cancelled after selection has been made.
9. **TIME SLOTS:** Time allotments as assigned must be strictly adhered to, including the time allowed for changeover. Acts must appear in the order as selected by the OAAS Showcase committee. The committee reserves the right to make any changes to the program if deemed necessary. Any act exceeding its allotted number of minutes will not be allowed to showcase for a five year period, and no acts will be considered from the Agency representing them for a period of three years. The OAAS Showcase committee reserves the right to stop an act exceeding the allotted time.

10. **SOUND CHECK:** Each act will be given a specific "Report Time" in order to facilitate a simple sound check and must be available from that time on as requested by the sound technician or the OAAS Showcase committee. Please note that this "sound check" is NOT a rehearsal, but a simple run through of one or two numbers as required by the sound technician in order to set basic levels.
11. **EQUIPMENT:** All acts will perform under stage lighting as provided by the OAAS Showcase committee. The house sound system will be provided by this committee and will be used by all acts. The OAAS Showcase committee while attempting to cooperate with each act to the best of their ability maintains final discretion over sound equipment and sound levels. NO modification to stage sets, instructions, sound or lights is to be made by any act without prior approval from the OAAS Showcase committee. "Back Line" equipment (i.e. amps, drums, etc.) is the responsibility of each individual act. However the OAAS Showcase committee will attempt to arrange for back line equipment sharing by the acts involved wherever possible. The cooperation of all acts in this regard is appreciated.
12. **MASTER OF CEREMONIES:** The OAAS Showcase committee will provide a M.C. for the event who will introduce each act on the program. Each act should provide a short written introduction by January 1<sup>st</sup>, 2012. The OAAS Showcase committee reserves the right to edit or modify if necessary.
13. **PUBLICITY:** No act may publicize that it has been selected to showcase until given clearance to do so in writing by the OAAS Showcase committee. The OAAS will print and distribute a program listing each act appearing in the Showcase. No other printed material or brochures will be allowed in the showroom.
14. **COMPENSATION:** The OAAS or its Showcase committee assumes no responsibility for any expenses, transportation, meals or rooms for any act.
15. **PRODUCTION MEETING:** The OAAS Showcase committee reserves the right to call a Production Meeting on the day of the Showcase, if deemed necessary, to be held before 12:00 noon. It will advise the act's representative more than 24 hours in advance. If such a meeting is called each act must have a representative in attendance.
16. **REPEAT APPEARANCES:** No acts may appear for three years after showcasing for the OAAS. (i.e. an act appearing in 2012 would not be eligible for consideration until 2016). NOTE: This rule does not apply to the Family Entertainment Showcase.
17. **ALCOHOL:** The consumption of alcoholic beverages by anyone involved with the Showcase is strictly prohibited. There will be a no tolerance policy in effect. Anyone seen with alcohol will be asked to leave and the act will not be allowed to showcase and will be banned from showcasing for a five year period.
18. **SMOKING:** The Showcase area is in a Smoke Free building, therefore a NO SMOKING ban is in effect in and around the Showcase area, including in any act.
19. The Ontario Association of Agricultural Societies reserves the right to interpret these rules. All decisions of the OAAS shall be final.
20. Each act will receive up to 5 complimentary passes into the Evening Showcase for band members, family, friends etc. Additional passes can be purchased for \$20.00. Contact OAAS for additional passes.

**OAAS 2012 CONVENTION EVENING SHOWCASE APPLICATION FORM**

**\*\* (taking place on Thursday February 16, 2012)\*\***

NAME OF ACT: \_\_\_\_\_

Represented by: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Act (brief description) \_\_\_\_\_

Sound Requirements: \_\_\_\_\_

Places where acts has performed: \_\_\_\_\_

Time Limit: 20 MINUTES

Sound Check: SOUND CHECK ON THURSDAY AFTERNOON IS MANDATORY

**THE ACT OR ITS REPRESENTATIVE MUST BE AN OAAS SERVICE MEMBER**

Each act MUST include the following with this application form to be considered for the Showcase. (check list)

\_\_\_\_\_ One Page Bio    \_\_\_\_\_ Video &/or DVD & tape &/or CD    \_\_\_\_\_ Stage Plot

\_\_\_\_\_ Promo Photo    \_\_\_\_\_ Proof of at least One Million Coverage in Insurance

\_\_\_\_\_ Cheque for Fees:    \$452.00 in total [Showcase Application \$275.00+\$35.75 HST +  
Service Membership \$125.00 + \$16.25 HST)

Please SEND ALL OF THE INFORMATION AND CHEQUES (made payable to OAAS)

To: OAAS, c/o Kathryn Lambert, Box 189 Glencoe, ON N0L 1M0 519-287-3553

**DEADLINE: For all material must be received by October 7, 2011.**

\*HST # 12314 5641 RT0001

**2012 FAMILY ENTERTAINMENT SHOWCASE APPLICATION**

*~ taking place on Friday February 17, 2012 ~*

NAME OF ACT: \_\_\_\_\_

Represented by: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Act (Brief description): \_\_\_\_\_

Sound Requirements: \_\_\_\_\_

Time Limit: 15 MINUTES

Sound Check: SOUND CHECK ON FRIDAY MORNING IS MANDATORY.

Places where act has performed (list fairs where possible): \_\_\_\_\_

***THE ACT OR ITS REPRESENTATIVE MUST BE A SERVICE MEMBER***

Each act may include the following with this application form:

\_\_\_\_\_ One page Bio                      \_\_\_\_\_ Promo Photo

\_\_\_\_\_ Brief description (no more than 25 words) to be used in the program flyer if the act is selected to participate.

\_\_\_\_\_ Proof of Insurance of a minimum of \$1,000,000 coverage

\_\_\_\_\_ Cheque for Fees: \$56.50 (\$50.00 + HST\* (\$6.50)) + Service Membership of \$141.25 (\$125.00 + HST\* (\$16.25)) and Service Member application if not previously submitted for 2012.

Please SEND ALL OF THE INFORMATION AND CHEQUES (made payable to OAAS)

To: OAAS, c/o Kathryn Lambert, Box 189 Glencoe, ON N0L 1M0 519-287-3553

**DEADLINE: For all material must be received by October 7, 2011.**

\*HST # 12314 5641 RT0001

# OAAS 2012 TRADE SHOW APPLICATION FORM

~ taking place Friday February 17, 2012 ~

The Ontario Association of Agricultural Societies wish to invite you to apply for space in our Trade Show at the OAAS Annual Convention being held at the Royal York Hotel, Toronto on **Friday February 18<sup>th</sup>** . (9:00am to 5:00pm). Set up in the **Concert Hall Friday at 7:00am**, please arrive by 8:00am. (NOTE NEW TIMES)

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Website: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

- Booth Size: 10'X 8' (w x d) with drapes, divider, one table (6ft), table skirting, 2 chairs and hydro.
- Cost per booth: \$375.00 + HST\* \$48.75 = \$423.75
- **INCLUDES 2 BAG LUNCHES PER EXHIBITOR. THE LUNCHES WILL BE DELIVERED TO YOUR BOOTH. ADDITIONAL LUNCHES CAN BE PURCHASED FOR \$20 EACH. CONTACT OAAS TO ORDER BY FEB 1st.**

## **RULES:**

- 2012 Service Membership Fee of \$125.00 + HST\* \$16.25 = \$141.25 must accompany this application, unless previously paid.
- Registration to begin on Friday at 7:00am – **NOTE TIME**. Hours of operation for the Trade Show: **Friday 9:00am to 5:00pm**.
- Booths must be staffed at all times, those leaving early will forfeit their selected space for the next year.
- Spaces will be assigned – location will be distributed approximately two weeks prior to event
- Sound equipment and videos must be at minimum volume.
- NO live animals allowed.
- No subletting of booth space allowed !!
- **PROOF OF INSURANCE** with minimum coverage of One Million Dollars must be provided with application. (Broker available for this type of insurance: VENDOR INSURANCE LTD, 2350 Birchmount Road, Suite #1012, Scarborough ON MIT 3N4, Phone: 416-214-2421 Toll Free: 1-888-708-6667 Fax: 416-214-4843
- Only registered Convention delegates will be admitted to the Trade Show. Two badges will be provided for each booth at registration. Additional badges may be purchased for \$10.00 + HST\* 1.30 = \$11.30 each. Please include names and add cost of extra badges to your cheque.

Names for all badges for your booth: 1. \_\_\_\_\_

2. \_\_\_\_\_

Extra Badges, \$11.30 each \_\_\_\_\_

I agree to abide by the Rules of the Ontario Association of Agricultural Societies Trade Show.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Please sign and return along with cashable cheque or money order payable to OAAS.

Mail to OAAS, Box 189 Glencoe, ON N0L 1M0 .

Application must be returned by **December 1st, 2011** to the OAAS.

**Please photocopy this sheet so you will have this information for your records.** \*HST # 12314 5641 RT0001

Please indicate your top 3 location choices, on the diagram below.

## 2012 OAAS Tradeshow Layout

41		40	39	38	37				
42									
43		33	34	35	36				
44		32	31	30	29				
45									
46		25	26	27	28				
47		24	23	22	21				
48									
49		17	18	19	20				
50		16	15	14	13	DOOR	n/a	58	57
51									
52		9	10	11	12		n/a	55	56
53		8	7	6	5				
54									
N/A		1	2	3	4				