



# **TESL Ontario 2009 Conference**

## **Exhibitor Manual**

Sheraton Centre Toronto Hotel  
Toronto, Ontario

Thursday, December 10 - Saturday, December 12



# TESL ONTARIO 2009 CONFERENCE

## Show Management

Teachers of English as a Second Language Association of Ontario (TESL Ontario)  
c/o 210 Mapleton Avenue  
Barrie, Ontario L4N 8T3  
[www.teslontario.org](http://www.teslontario.org)

Contact: Stefanie Wolf, CMP  
Conference Manager  
Phone: 705-726-2294  
Toll Free Phone/Fax: 866-860-0666  
[conference@teslontario.org](mailto:conference@teslontario.org)

## Show Location

Sheraton Centre Toronto Hotel  
123 Queen Street West  
Toronto, ON  
M5H 2M9  
416-361-1000

EXHIBIT SCHEDULE		
Thursday, December 10	Exhibit Setup	6:00 to 8:00 am
	Exhibits Open	8:30 am to 6:30 pm
Friday, December 11	Exhibits Open	8:30 am to 5:00 pm
Saturday, December 12	Exhibits Open	8:30 am to 2:00 pm
	Exhibit Removal	2:00 to 4:30 pm

Exhibitor registration will be open during the move-in hours listed above, at the top of the escalators on the Second Floor. All personnel must wear proper identification.

Exhibitor materials may not be left in the exhibit areas before Thursday, December 10 at 6:00 am.

All exhibits must be dismantled and removed on Saturday, December 12 at 4:30 pm.

Any exhibitor leaving materials in the exhibit area after the deadline will be charged for labour and storage fees. Should you require storage and/or courier service, please contact the Sheraton Business Centre at 416-947-4955 ext 4651 or [sbc.00271@sheraton.com](mailto:sbc.00271@sheraton.com).



## GENERAL INFORMATION

### Accommodations

Sheraton Centre Toronto Hotel  
123 Queen Street West  
Toronto, ON  
M5H 2M9  
416-947-4955 ext. 4440 or 1-888-627-7175  
Rate: \$199.00 plus taxes per night  
Participant code: TESL Ontario Conference

Cut-off date: November 10, 2009. **Book early to avoid disappointment.**

To book your accommodations online, go to <http://www.starwoodmeeting.com/Book/TESL09>.

### Attendance

We estimate 1500 registered conference attendees will attend the conference.

### Audio Visual Equipment

The official audiovisual supplier is AV-CANADA. To order audio visual services, please complete the audio visual order form enclosed or call (905) 566-5500.

### Badges

Each exhibitor must wear a name badge during show hours. Please send a list (First Name, Last Name, Company) of required exhibitor badges to [conference@teslontario.org](mailto:conference@teslontario.org) by November 23, 2009.

### Booth Furnishings

Booth furnishings including furniture, carpeting, plants and accessories are available through Robinson Show Services. Please contact them at 905-625-4625 or [elaine@robinsonshowservices.ca](mailto:elaine@robinsonshowservices.ca).



### **Booth Rental**

Exhibit fees INCLUDE the following:

- One 6' draped table
- Two chairs
- Pipe and drape (back and side as space permits)
- Exhibitor badges, as required

Exhibit fees EXCLUDE the following:

- Audio Visual equipment
- Booth amenities and furnishings
- Booth cleaning
- Electrical outlet
- Food and beverage service
- Internet Connection
- Material handling
- Shipping and transportation
- Storage

### **Business Centre**

A comprehensive list of services including Package Receipt, Storage, Arrival Co-ordination and Delivery are available at a charge, through the business centre. The business centre is open from 8:00 am to 8:00 pm, Monday through Friday and 10:00 am to 2:00 pm on Saturday. Please refer to the enclosed Business Centre Pricelist or contact them at 416-947-4955 ext 4651 or [sbc.00271@sheraton.com](mailto:sbc.00271@sheraton.com).

### **Care of Building**

No materials of any kind may be affixed to the ceiling or to any walls of the Sheraton Centre Toronto Hotel by any method whatsoever without the prior approval of the facility. Exhibitors failing to abide by this rule will be charged for the removal of any such materials.

### **Conference Program**

The conference program is posted on the website at [www.teslontario.org](http://www.teslontario.org), in the Conference section. It contains general information about the conference and sessions. Please note that there is a scheduled refreshment break each day from 11:00-11:30 am throughout the exhibit areas.



## **Directions to the Sheraton Centre Toronto Hotel – 123 QUEEN STREET WEST**

### **By Car**

#### From East

Take Highway 401 to Don Valley Parkway, go south to Richmond Street. Exit and go west on Richmond Street to York Street. Turn right on York Street and then right on Queen Street.

#### From North

Take Highway 400 to Highway 401, go east to Don Valley Parkway and then south and exit at Richmond Street. Head west on Richmond Street to York Street. Turn right on York Street and then right onto Queen Street.

#### From Lester B. Pearson International Airport

Take Highway 401 East to Highway 427 South. Proceed to Queen Elizabeth Way and then head east to Gardner Expressway. Exit at York Street and proceed north to Queen Street.

#### From South

Take Queen Elizabeth Way to Gardner Expressway, and exit onto York Street. Then go north to Queen Street.

### **Parking**

Valet parking is available at the Sheraton Centre Toronto and can be accessed from Queen Street or Richmond Street. The current cost is \$40 plus taxes for 24 hours with in/out privileges.

An alternate parking option is the 'Green P' parking at Nathan Phillips Square Garage—110 Queen Street West (across the street connected to the hotel via the PATH). Cost is \$2.00 per half hour.

Monday – Friday	Day Max (7am-6pm): \$14.00
	Night Max (6pm-7am): \$6.00
Saturday	Day Max (7am-6pm): \$6.00
	Night Max (6pm-7am): \$6.00
Sunday & Holidays	Maximum (7am-7am): \$6.00

### **VIA Rail**

If you are planning to travel by VIA rail, please call 1-888-VIA-RAIL and quote the Corporate ID #710652 to receive 5% off best available fares in all available classes in the Quebec/Windsor corridor. Trains arrive at Union Station on Front Street, 1 block west of Yonge Street, opposite the Fairmont Royal York hotel.

#### From Union Subway Station or GO Transit

Take the Yonge-University-Spadina Line to Queen Station. From Queen Station, take the PATH (West) to reach the Sheraton Centre OR walk west on Queen Street for one block.

#### From Toronto Coach Terminal (bus)

The Toronto Coach Terminal is located on the northwest side of Bay Street and Dundas Street West (south of Edward Street, east of Elizabeth Street). You can walk underground from the bus station to the hotel by entering the Dundas Street entrance of the Atrium on Bay. Enter the Eaton Centre close to the subway entrance and walk across to The Bay, take the escalator to the basement and there is a walkway which will lead you directly to the hotel.



### Toronto City Centre Airport

Porter Airlines flies from its own dedicated terminal at Toronto City Centre Airport, one of the most convenient urban airports in the world, situated just minutes from downtown. Complimentary Porter shuttle buses offer passengers a short transfer to the financial and entertainment districts. Visit [www.flyporter.com](http://www.flyporter.com) or call 888-619-8622 for more information.

### From Pearson International Airport

Airport Express bus travels between the airport, the bus terminal, and major downtown hotels including The Sheraton Centre Toronto. Accessible, scheduled service operates 20 hours a day, 7 days a week, 365 days a year; every 20 minutes during peak periods and every 30 minutes during off-peak periods. The adult fare is C\$19.95 one-way, C\$32.95 round-trip (save 10% by booking online at <http://www.torontoairportexpress.com/>).

Bus and subway, The Toronto Transit Commission (TTC) runs transportation to and from Pearson International. Travel between the Sheraton Center and Pearson International via the TTC requires taking both a bus and a subway for a total of two transfers. From the airport take the TTC - 192 Airport Rocket (bus) to Kipling Station on the Bloor-Danforth Subway. Then take the Bloor-Danforth Subway East to St George station and transfer to the Young-University-Spadina Subway South to Queen St Station. From Queen St Station walk west on Queen St for 1 block. The Sheraton Center is located at 123 Queen St West. The total travel time from the airport to the hotel is approximately one hour and the cost is \$2.75. *Please Note\** When you pay your fare, you will need to ask the driver for a "Transfer" which will allow you to switch to the subway at Kipling Station. Be sure to sit on the right side of the bus for the best views! More information can be found at: <http://www.toronto.ca/ttc/index.htm>

Taxis from the airport have zoned fares. To get from the airport to the downtown area will cost approximately \$50.00.

### **Draws**

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the draw must be clearly stated on the entry form and must comply with all existing regulations.

TESL Ontario would appreciate donations of books/materials, which will be raffled off by TESL Ontario to conference attendees. Please drop off donations to Stefanie Wolf at the Registration Desk by 5:00 pm on Friday, December 11th.

### **Drayage**

It is the responsibility of the exhibitor to unload their trucks, transport their materials/displays to the exhibit hall, set-up, dismantle and remove the display from the building at the conclusion of the show.

### **Dress Code**

Dress has been designated as business casual for all exhibitors and attendees.



## **Electrical**

Freeman is the exclusive supplier for electrical requirements. All electrical equipment and wiring must meet Canadian Electrical Safety Codes or inspected by Ontario Hydro before the equipment may be lawfully displayed. Please use the order form enclosed to order your exhibit's electrical and/or display lighting services. Questions regarding these services should be directed to Freeman Exhibitor Services at 416-620-1700 or [electrical.toronto@freemanco.com](mailto:electrical.toronto@freemanco.com).

## **Fire Regulations**

Fire hose cabinets and exit signs and exit doors must be left accessible and in full view at all times.

It is of paramount importance that at no time a fire exit or accompanying corridor be blocked/obstructed. Hold open devices (i.e. door wedges) are not allowed, as this breaches fire regulations.

All display materials including banners must be flameproofed and are subject to inspection by the Toronto Fire Department. No inflammable fluids or substances may be used or shown in booths.

## **First Aid**

Please pick up the nearest house phone and dial "0" for immediate assistance or go to the registration desk if you require medical or emergency assistance. Please advise Show Management of any medical emergencies as well.

## **Food and Beverage**

The Sheraton Centre Toronto Hotel is the exclusive caterer. No food or beverage may be brought into the Conference Centre. To order food and beverage for your booth, please contact Conference Services at 416-947-4834.

The Sheraton Centre Hotel is connected to the PATH via the concourse level of the hotel. Many food and beverage outlets are located in the PATH and are a quick and convenient way to purchase your lunch.

## **Insurance and Liability**

Neither the association, show management, nor the Sheraton Centre Toronto Hotel accept any responsibility for injury to person, loss of or damage to products, exhibits, equipment or decorations, by fire, accident, theft or any other cause while in the building or its grounds. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s).

The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The Exhibitor shall carry liability insurance of \$2 million as well as such additional insurance as may be required by Management. The Exhibitor agrees to furnish immediately to Management, upon request, certificates of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies.



## **Internet**

Internet access is available at the Sheraton Centre Toronto Hotel. Please complete the order form enclosed.

## **Loading Docks**

Access to the hotel loading docks is via 100 Richmond Street West on the north side of the street between Bay Street and York Street (Richmond St. is a one-way street running east to west). The loading dock is on the lower concourse level. Please note that there is a difficult turn to get into loading dock, maximum height clearance for a delivery truck is 12'. There is no parking at the loading dock. Vehicles left longer than 20 minutes will be towed at the owner's expense.

To get to the Second Floor from the loading docks, proceed down the service hallway to the 2<sup>nd</sup> set of elevators and select the 2<sup>nd</sup> Floor. Once the elevator door opens, exit the elevator and turn to the left; just down the hallway there is a doorway leading to the public foyer space.

To get to the Mezzanine Level from the loading docks, proceed down the service hallway to the 2<sup>nd</sup> set of elevators and select the GM Floor. Once the elevator door opens, exit the elevator and turn to the left; just down the hallway there is a doorway leading to the public foyer space.

Exhibitors may hand-carry their own freight into the exhibit facility or use the facility loading docks. All loading and unloading must be done from the loading docks. The hotel does not supply dollies to move exhibitor materials. No storage is available on the loading docks or in the exhibit areas.

## **Safety and Security**

While every precaution is taken to safeguard exhibits, Show Management and the Sheraton Centre Toronto Hotel do not assume responsibility for the safety of exhibits against robbery, fire, damage, accidents or any cause whatsoever, either during move-in, show hours or move-out. In all cases, exhibitors must insure their goods and exhibits against such losses. Please report all incidents of theft to Show Management immediately. We suggest you take anything small such as laptops, cash etc. with you when you leave.

Show management will provide general show security from start of move-in to the end of move-out. Exhibitors are required to maintain staff in their exhibit at all times during hours of the show. This will reduce the likelihood of a loss in your booth during the show. Show management and the Sheraton Centre Toronto Hotel do not assume any responsibility for losses incurred.



### **Shipping Instructions (including Couriers and Deliveries)**

Deliveries are charged by weight; \$7.00 per Box (Weight of 0 -30 lbs) and \$7.00 plus \$0.10 a lb per box (Weight of 30lb or more). Please include the following information on your label:

**SHIP TO:**                   **SHERATON CENTRE TORONTO HOTEL  
RECEIVING DEPARTMENT  
100 RICHMOND STREET WEST  
TORONTO, ONTARIO, CANADA   M5H 3K6  
TEL.: (416) 361-1000**

**SHIPPED BY:**           **[YOUR COMPANY NAME]**

**GROUP NAME:**       **TESL ONTARIO**

**HOTEL CONTACT:**   **DEBORAH CLOUTIER  
(Convention Services Manager)**

**DATE OF FUNCTION:** **DECEMBER 10-12, 2009**

**FUNCTION ROOM(S):** **[MEZZANINE, TABLE #] OR [SECOND FLOOR, TABLE #]**

**BOX \_\_\_\_\_ OF \_\_\_\_\_ (TOTAL)**

Hotel receiving hours are 8:30 am to 4:30 pm, Monday through Friday. The Sheraton Centre Toronto Hotel cannot receive any exhibit material shipments prior to set-up days because of storage limitations. C.O.D. shipments cannot be accepted at any time.

Please contact the Business Centre directly if you require assistance with shipping your exhibitor materials on Saturday, December 12<sup>th</sup>. Advance arrangements must be made.

Shipments directed to the TESL Ontario conference office will be refused. Show management will not sign for shipments due to liability reasons.

### **Storage**

No storage space will be provided for exhibitors by TESL Ontario. Any exhibitor leaving materials in the exhibit area after the deadline will be charged for labour and storage fees. Should you require storage and/or courier service, please contact the Sheraton Business Centre at 416-947-4955 ext 4651 or [sbc.00271@sheraton.com](mailto:sbc.00271@sheraton.com).

### **Attachments:**

Audio Visual Order Form 2009  
SheratonBusinessCentrePricelist  
Voiceand Data Request Form (2008)



# CONFERENCE PROGRAM FLOW

## Wednesday, December 9

7:00-10:00 pm REGISTRATION OPEN

## Thursday, December 10

7:30 am - 3:30 pm REGISTRATION OPEN  
8:30-9:30 am CONCURRENT SESSIONS  
10:00-11:00 am PLENARY: LYNDA GOLDMAN & CONCURRENT SESSIONS  
11:00-11:30 am BREAK  
11:30 am -12:30 pm PLENARY: MARINA NEMAT & CONCURRENT SESSIONS  
1:00-2:00 pm CONCURRENT SESSIONS  
1:00-4:00 pm RESEARCH SYMPOSIUM: SESSION 1  
2:30-3:30 pm CONCURRENT SESSIONS  
4:00-5:00 pm ANNUAL GENERAL MEETING  
5:00-6:30 pm PRESIDENT'S RECEPTION

## Friday, December 11

7:30 am - 3:30 pm REGISTRATION OPEN  
8:30-9:30 am CONCURRENT SESSIONS  
9:00 am - 12:00 pm RESEARCH SYMPOSIUM: SESSION 2  
9:30-11:45 am PANEL DISCUSSION  
10:00-11:00 am CONCURRENT SESSIONS  
11:00-11:30 am BREAK  
11:30 am - 12:30 pm CONCURRENT SESSIONS  
12:30-1:30 pm PLENARY: CAROL CHAPELLE  
1:00-2:00 pm CONCURRENT SESSIONS  
2:00-5:00 pm RESEARCH SYMPOSIUM: SESSION 3  
2:30-3:30 pm CONCURRENT SESSIONS  
4:00-5:00 pm CONCURRENT SESSIONS  
6:00-9:00 pm FRIDAY NIGHT DINNER AND ENTERTAINMENT

## Saturday, December 12

7:30 am - 3:30 pm REGISTRATION OPEN  
8:30-9:30 am CONCURRENT SESSIONS  
10:00-11:00 am PLENARY: JULIE KEREKAS & CONCURRENT SESSIONS  
11:00-11:30 am BREAK  
11:30 am - 12:30 pm PLENARY: JAYME ADELSON-GOLDSTEIN & CONCURRENT SESSIONS  
1:00-2:00 pm CONCURRENT SESSIONS  
2:30-3:30 pm CONCURRENT SESSIONS



# MEMBERSHIP DEMOGRAPHICS

**Total membership - 4350**

**Certified members - 3323**

## **TESL Ontario Membership by Membership Type**

<u>Membership Type</u>	<u># of members</u>
Regular	3392
Volunteer	48
Student	350
Friends of TESL	475
International	67
Life	9

## **TESL Ontario Membership by Teaching Sectors**

<u>Teaching Sector</u>	<u># of members</u>
Elementary	286
Secondary	133
ELT	137
LINC	1583
Adult Credit	129
Continuing Education	1134
College/University	742
Private School	402

*Note: the total is larger than the membership because some teach in more than one sector.*

## **TESL Ontario Membership by Affiliates**

<u>Affiliate</u>	<u># of members</u>
Durham	88
Hamilton-Wentworth	196
Kingston	84
London	237
Niagara	97
North York/York Region	441
Northern Region	28
Ottawa	460
Peel/Halton/Etobicoke	655
Toronto	1558
Waterloo-Wellington	215
Windsor	84
Not Affiliated	207





# Business Centre

at



**Sheraton Centre  
Toronto**  
HOTEL

<b>Binding</b>	1-50	<b>\$7.80</b>	per document
Includes transparent front & a back cover	51-100	<b>\$6.50</b>	per document
	100+	<b>\$5.20</b>	per document

## **Business Cards**

<b>SAME DAY SERVICE</b>			<b>REGULAR SERVICE</b>		
<u>Qty</u>	<u>Black &amp; White</u>	<u>Colour</u>	<u>Qty</u>	<u>Black &amp; White</u>	<u>Colour</u>
50	<b>\$25.00</b>	<b>\$ 40.00</b>	<b>1000</b>	<b>\$75.00</b>	<b>\$100</b>
100	<b>\$35.00</b>	<b>\$ 55.00</b>			
200	<b>\$45.00</b>	<b>\$ 95.00</b>			
500	<b>\$65.00</b>	<b>\$200.00</b>			

*Prices are based on standard white 65 lb cardstock.*

**Graphics** \$100.00 per hour  
**Logo Scanning** \$15.00 each/plus graphics if necessary (1/2 minimum charge)

*Plus word processing and/or graphics  
(1/2 hour minimum charge)*

**CD Burning** \$15.00  
**Cd's (Blank)** \$6.00 each

## **Computer and Accessory Rental**

	<b>Per Day</b>	<b>Per Week</b>
Mac G3 (350Mhz)	<b>\$250.00*</b>	<b>\$360.00*</b>
Desktop Computer (P III, 800MHz)	<b>\$200.00*</b>	<b>\$300.00*</b>
Desktop Computer (P IV, 1.6MHz)	<b>\$250.00*</b>	<b>\$360.00*</b>
Notebook (P II, 366MHz)	<b>\$230.00*</b>	<b>\$350.00*†</b>
Notebook (P III, 600MHz)	<b>\$290.00*</b>	<b>\$390.00*</b>
Laser Printer (HP 1200)	<b>\$110.00*</b>	<b>\$250.00*</b>
HP DeskJet 540 (Colour Printer)	<b>\$ 85.00*</b>	<b>\$290.00*</b>
Monitor 21 inch	<b>\$150.00*</b>	<b>\$250.00*</b>
Monitor 15 inch	<b>\$ 90.00*</b>	<b>\$180.00*</b>
Monitor 15 inch LCD	<b>\$200.00*</b>	<b>\$350.00*</b>

*\* Additional charges are levied for providing and/or loading software.*

*\* These prices are only indicative and may vary depending on specifications.*

*† If additional toner is required, an appropriate charge is applicable.*

## **Computer Use, Internet, Surfing, or E-mail**

Charged by the minute. **\$10.00 Minimum (includes 20 minutes).**

No additional charge for printing up to 60 pages per hour. (Pro-rated = one page per minute).

2 hours or more	@ <b>\$19.00</b> per hour	= 32 cents per minute
1 hour or more	@ <b>\$29.00</b> per hour	= 48 cents per minute
Less than 1 hour	@ <b>\$39.00</b> per hour	= 65 cents per minute

**Incoming Email** \$6.00

## **Courier Messenger/Mail Service**

By quotation: depending on distance, size, weight and speed of service

## **Desktop Publishing/Graphics**

**\$100.00** per hour labour fee (1/2 hour minimum charge)

May 14/04



**Desk Use (Use of desk in Center)**

Includes modem and/or printer connection (call and printer charges billed separately)

**\$10.00** per ¼ hour  
**\$15.00** per ½ hour  
**\$20.00** per hour

**ASDL Connection**

**\$15.00** per ¼ hour (min charge)  
**\$25.00** per ½ hour  
**\$35.00** per hour

**Equipment Rental**

Fax Machine (industrial type)  
 Desktop Photocopier *(additional charges will apply after 1000 copies)*  
 Floor Model Copier *(additional charges will apply after 5000 copies)*  
*(Includes delivery and installation)*

<u>Per Day</u>	<u>Per Week</u>
<b>\$110.00</b>	<b>\$260.00</b>
<b>\$ 75.00</b>	<b>\$350.00</b>
	<b>\$650.00</b>

**Fax Service**

Local (Domestic)	1st page	<b>\$3.00</b> each additional page	<b>\$1.30</b>
Long Distance (Canada & USA)	1st page	<b>\$4.00</b> each additional page	<b>\$1.50</b>
International	1st page	<b>\$8.00</b> each additional page	<b>\$5.00</b>
Incoming Faxes	First 10 pages	<b>\$5.00</b> each additional page	<b>\$0.40</b>

**Floppy Disks (3 ½")**

**\$2.50** each

**Flight Confirmations**

**\$6.00** minimum or as per secretarial services

**Laser Printing**

Laser printing plain paper	<b>\$6.00</b>	Minimum for the first six pages
	<b>\$0.40</b>	per page thereafter
Colour transparency printing	<b>\$7.20</b>	each

**Name Tag Production**

	<u>Black and White</u>	<u>Colour</u>	
Name tag with pin fastener (plastic holder)	<b>\$1.00</b> each	<b>\$1.50</b>	
Name tag with clip fastener (plastic holder)	<b>\$1.60</b> each	<b>\$2.10</b>	<b><i>\$6.00 Minimum</i></b>
Name badges (adhesive back)	<b>\$0.65</b> each	<b>\$1.15</b>	

*Prices subject to full quantity at time of ordering, in acceptable form (details available on request)  
 Secretarial and Graphic Design charges are extra.*

**Package Receipt, Log-In, Storage, Arrival Co-ordination and Delivery**

<u>Weight in lbs.</u>	<u>Receipt and Processing per lb.</u>	<u>Storage per day per lb.</u>
1-10	\$6.00 minimum	\$2.00 minimum
11-20	\$10.00 minimum	\$2.50
21-30	\$10.00 minimum	\$0.12
31-40	\$10.00 minimum	\$0.11
41-50	\$0.30	\$0.10
51-100	\$0.28	\$0.08
101-500	\$0.25	\$0.06
501-1000	\$0.17	\$0.05
1001-2000	\$0.13	\$0.04
2001+	\$0.10	\$0.03

*Pallet crates wider than 3 feet may be subject to a surcharge. There are no storage charges for the first 24 hours.*



**Photocopying**

**Black & White**

1-20	<b>\$0.30</b>	21-50	<b>\$0.26</b>
51-100	<b>\$0.24</b>	101-200	<b>\$0.21</b>
201-500	<b>\$0.18</b>	501-1000	<b>\$0.15</b>
1001-2000	<b>\$0.12</b>	2001-5000	<b>\$0.10</b>
5000+	<b>\$0.06</b>		

**Transparencies**

1-9	<b>\$2.00</b> each	10-19	<b>\$1.75</b> each
20-29	<b>\$1.50</b> each	30+	<b>\$1.25</b> each

**Colour**

	<b><u>First</u></b>	<b><u>2 - 40</u></b>	<b><u>41 - 100</u></b>	<b><u>101 +</u></b>
8 ½ x 11	<b>\$3.55</b>	<b>\$1.20</b>	<b>\$1.00</b>	<b>\$0.90</b>
8 ½ x 14	<b>\$5.00</b>	<b>\$1.50</b>	<b>\$1.30</b>	<b>\$1.20</b>
11 x 17	<b>\$7.00</b>	<b>\$3.50</b>	<b>\$2.75</b>	<b>\$2.20</b>

**Transparencies**

**\$6.00** each

**Stapling and/or collating** no additional charge  
**Double sided copying** per copy price less 5%

**Posters & Banners**

Produced from your letter or legal size up to 24" x 108"

Laminating

Mounting

Graphics

24" x 9' banner

Rush Job (less than 4 hrs)

**B/W**

**\$7.00** per sq.ft

**\$3.00** per sq.ft

**\$4.00** per sq.ft

**\$100.00** per hour labour fee (1/2 hour minimum fee)

**\$150.00**

**\$25.00** Surcharge

**Colour**

**\$10.00** per sq.ft

**Printing Cutting Charges**

**\$5.00** Minimum charge or by quotation

**Scanning Service**

Image and or document scanning **\$15.00** each or \$100.00 per hour graphics labour charge (1/2 hour minimum charge)

**Secretarial Service**

Copy Word-processing

1 page	<b>\$12.00</b>
2-10 pages	<b>\$10.00</b> per page
11-25 pages	<b>\$ 7.50</b> per page
25 pages or more	<b>\$ 6.00</b> per page

Spreadsheet or other Word-Processing

**\$50.00** per hour

Dictaphone Word-Processing

**\$50.00** per hour

**Table Tent Boards** (8 ½" x 11" landscape)

**Black & White**

**Colour**

**Printed one side**

**\$2.00**

**\$3.00**

**Printed two sides**

**\$4.00**

**\$5.00**

} (\$10 min. order)



**Business  
Centre**

at the



**Sheraton Centre  
Toronto**  
HOTEL

123 Queen Street West  
Toronto, Ontario, Canada  
M5H 2M9

Tel: 416-947-4955 ext 4651  
Fax: 416-947-4854  
Email: [sbc.00271@sheraton.com](mailto:sbc.00271@sheraton.com)

Director of Operations: Mr. Michael Ostroff

**PRICES APPLY TO REGULAR HOURS**

Mon-Fri:	8:00am - 8:00pm
Sat:	10:00am - 2:00pm
Sun:	Closed

Sheraton Business Centre Staff are available outside of these hours.  
Please ask your Business Attendants for details.

# VOICE & DATA REQUEST FORM

The Sheraton Centre Toronto Hotel  
123 Queen Street West  
Toronto, Ontario - M5H 2M9  
telecomservices.00271@sheraton.com  
416-947-4963 FAX 947-4849

## Company Information

COMPANY NAME:	CONTACT:
COMPANY ADDRESS:	TELEPHONE:
	FAX:
	email:

## Show Information

MEETING ROOM:
BOOTH NUMBER (If applicable):
INSTALLATION DATE & TIME:
DISCONNECTION DATE & TIME:

## Payment Information

CREDIT CARD (Please circle):	VISA	MASTERCARD	AMEX
CREDIT CARD NUMBER:			
CARDHOLDER'S NAME:			
EXPIRY DATE:			

## Services available for order

### Phone and Modem Services

	Quantity		Price (unit)
Modem access for dial up (installation only)		@	\$175.00
Phone access with standard phone (installation only)		@	\$175.00
Credit Card Access Line (dial "9" access only)		@	\$175.00
ISDN Lines (each line includes 1 SPID's)		@	\$350.00

### Daily Equipment Rental & Services

	Quantity		Price (unit)
Conference Phone rental (per day)		@	\$150.00
Voicemail box rental (per line)		@	\$25

### Wired High Speed Internet Services

	Quantity		Price (unit)
High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### Wireless High Speed Internet Services

	Quantity		Price (unit)
High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### Telus Mike Handset Rental (cellular phone with 2-way radio)

	Quantity		Price (unit)
Unit rental with 2-way only (per day)		@	\$35.00
Unit rental with 2-way and local calling (per day)		@	\$45.00
Unit rental with 2-way, local and long distance (per day)		@	\$50.00

#### NOTE:

- \* All request forms must include a credit card number or P.O. number to insure installation.
- \* All local calls are charged at \$2.00 per call for the first 20 minutes and 15cents per minute there after
- \* Toll-free, collect and credit card calls are charged \$2.00 per call plus 15cents per minute after the first 20 minutes.
- \* Long distance will be charged as used (based on prevailing Telco rates + 110%).
- \* All calls are subject to GST.
- \* All requests must be received 5 business days prior to the convention or meeting.
- \* Any cancellations must be received 2 days prior to the convention or meeting or charges will apply.
- \* Equipment provided will be the responsibility of the requester. If lost or damaged, charges will apply.
- \* ISDN lines have a 30day bill back period for line usage.
- \* Prices subject to change without notice