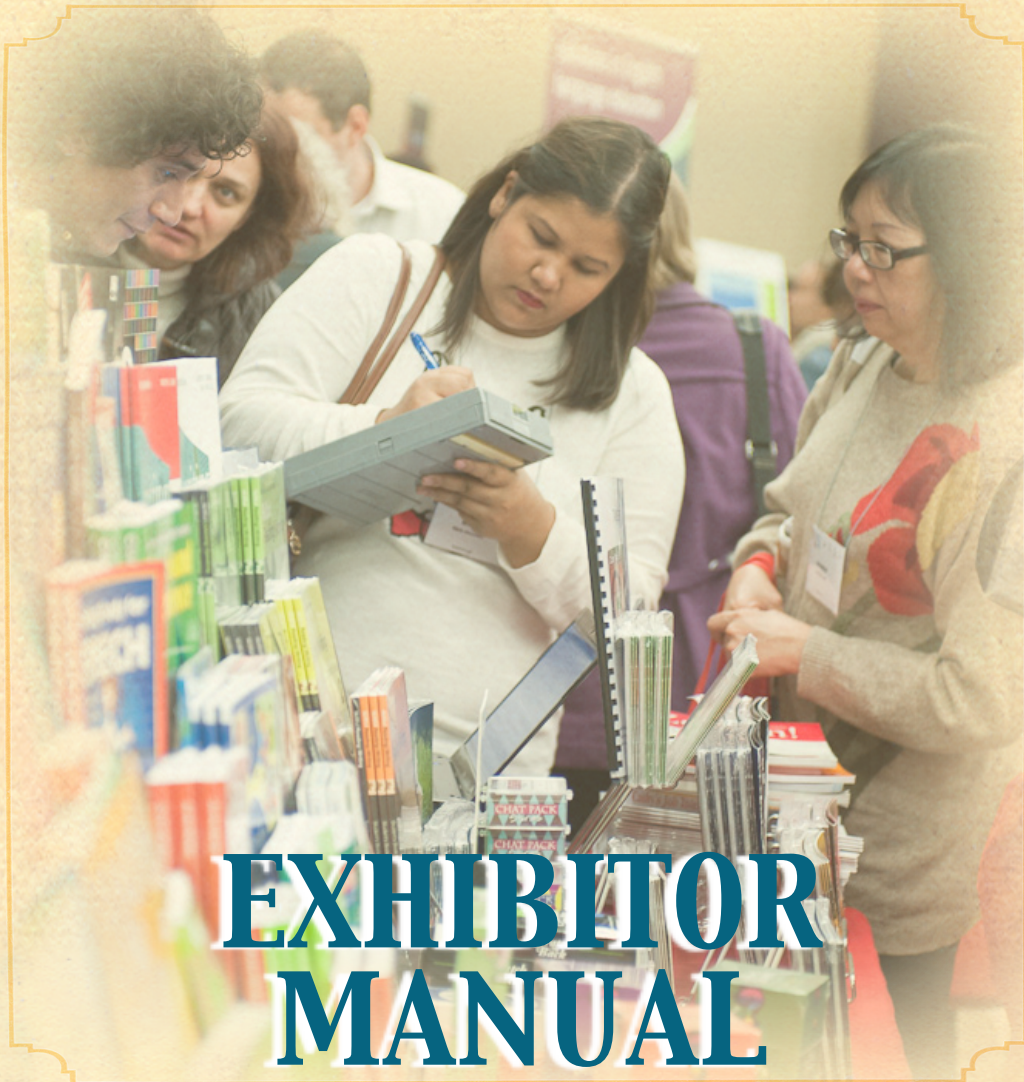




— **INTEGRATING LANGUAGE AND TRANSCENDING BOUNDARIES** —



42<sup>ND</sup> ANNUAL TESL ONTARIO CONFERENCE

**OCTOBER 16-18, 2014**

**METRO TORONTO CONVENTION CENTRE-SOUTH BUILDING**

# TESL ONTARIO 2014 CONFERENCE

## Show Management

Teachers of English as a Second Language Association of Ontario (TESL Ontario)

Contact: Stefanie Wolf, CMP  
Conference Manager  
Toll Free Phone/Fax: 1-866-860-0666  
[conference@teslontario.ca](mailto:conference@teslontario.ca)

## Show Location

Metro Toronto Convention Centre-South Building, Level 700, Room 718  
222 Bremner Boulevard, Toronto, ON M5V 3L9

EXHIBIT SCHEDULE	
SETUP	
Wednesday, October 15	1:00 pm to 6:00 pm
Thursday, October 16	7:00 am to 8:00 am
SHOW HOURS	
Thursday, October 16	8:00 am to 5:00 pm
Friday, October 17	8:00 am to 5:00 pm
Saturday, October 18	8:00 am to 2:00 pm
TEARDOWN	
Saturday, October 18	2:00 pm to 4:00 pm*

*\*Exhibitors may not dismantle their exhibits before 2:00 pm on Saturday, October 18<sup>th</sup>. Some attendees attend the conference on Saturday only, and need this time to view the exhibits. Exhibitors in violation of this regulation may not be permitted to exhibit in future years.*

Exhibitors will find their staff badges in an envelope on their exhibit table when they arrive. All exhibit personnel must wear proper identification throughout the conference. Exhibitors requiring additional badges on-site may request them from registration, which will be located in Room 709.

Exhibitor materials may not be left in the exhibit areas before Wednesday, October 15 at 1:00 pm.

All exhibits must be dismantled and removed on Saturday, October 18 at 5:00 pm.

Any exhibitor leaving materials in the exhibit area after the deadline will be charged for labour and storage fees.

# SHOW CONTRACTORS

## Exclusive Services

These services are provided exclusively by the providers listed below and cannot be contracted to anyone else.

Company	Service	Contact
Showtech Power & Lighting <i>Discount pricing available until October 1st</i>	Electrical, Lighting and Sign & Banner Hanging	Tel. (905) 283-0550
Metro Toronto Convention Centre  <i>Early Bird rates for Parking end 14 days prior to the event move-in</i>	Food and Beverage  Internet (wired or wireless), Telecommunications  Janitorial Services  Exhibitors Parking Pass	Tel. (416) 585-8144 / <a href="mailto:catering@mtccc.com">catering@mtccc.com</a>  Tel. (416) 585-3596 / <a href="mailto:telecommunications@mtccc.com">telecommunications@mtccc.com</a>  Tel: (416) 585-8387 / <a href="mailto:exhibitor-services@mtccc.com">exhibitor-services@mtccc.com</a>  Tel: (416) 585-8387 / <a href="mailto:exhibitor-services@mtccc.com">exhibitor-services@mtccc.com</a>

## Additional Services

The following show contractors will provide additional services as outlined, at discounted group prices. Please contact the individual supplier directly to make your arrangements.

Company	Service	Contact
AV-Canada Inc.	Audio Visual (TV, Computer Rentals)	Tel: (905) 566-5511 Email: <a href="mailto:gene.h@av-canada.com">gene.h@av-canada.com</a>
GES / Global Experience Specialists <i>Discount pricing available until September 24th</i>	Show Services including Customs and Transportation, Material Handling, Furniture and Booth Accessories	Tel: (905) 283-0500 Email: <a href="mailto:torontoexhibitorservices@ges.com">torontoexhibitorservices@ges.com</a>

## Order Forms and Important Information

**Exhibitor Staff Badges** - <http://www.formstack.com/forms/teslontario-exhibitorbadges2014>

**AV-Canada** - [Audio Visual Order Form](#)

**GES / Global Experience Specialists** - [Information and Forms](#)

Show Information, Espresso Online Ordering, Credit Card Authorization, Payment Policy Information Sheet, Furnishings and Order Form, Carpet Order Form, Specialty Furniture and Order Form, GEM Exhibit Accessories Order Form, Graphic Design and Production, Sign Order Form, Plant Order Form, Labour Service Order Form, Material Handling Service Information and Order Form, Advance Warehouse Shipping Label, Direct to Show Site Shipping Label, Logistics, Shipping Order Form, Advance Warehouse Order Form, Customs,

**Metro Toronto Convention Centre** - [Information and Forms](#)

Electrical Safety Authority - Provincial Requirements for Exhibiting Electrical Equipment at Trade Shows, Application for Permission to Show, Application for Permission to Energize Trade Show Only, Canada Customs Regulations, Notice to Exhibitors/Display Companies, Metro Toronto Convention Centre Recycling Program, Vehicle Marshalling/Move-In, Fire Regulations for Exhibitors, Fire Safety Reply, Emergency Procedures, Rigging Policy/Overhead Work, Exhibitor General Information & Policies, Booth Catering Service Menu, Bar Service Order Menu, Food and Beverage Order Form, Authorization Request-Sample Food and/or Beverage Distribution, Wired Internet Access Form, Wireless Internet Access Form, Internet Services Terms and Conditions, Telecommunications Services Order Form, Telecommunications Services Terms and Conditions, Helium Authorization Request, Propane Cylinders & Gas Appliances, Animal Authorization Request, Janitorial Service Order Form, Exhibitors Parking Pass Order Form

**Showtech Power & Lighting** - [Electrical, Lighting and Sign & Banner Hanging Order Form](#)

# GENERAL INFORMATION

## Accommodations

Sheraton Centre Toronto Hotel - 123 Queen Street West, Toronto, ON M5H 2M9. 1-800-325-3535. To book your accommodations online, click on <https://www.starwoodmeeting.com/Book/TESK14>.

Rate: \$219.00 plus taxes per night

Participant code: TESL Ontario 2014

Cut-off date: September 9, 2014. **Book early to avoid disappointment.**

## Anti-spam Legislation

Anti-spam legislation will take effect July 1, 2014. This legislation ensures any “blast” or “mailing list” email may only be sent to those individuals who have provided consent, either implied or explicit, to receive information. For further information please visit Canada’s Anti-Spam Legislation website at <http://fightspam.gc.ca/eic/site/030.nsf/eng/home>.

TESL Ontario has provided the exhibitor list to our official suppliers, for them to provide you with any services that you may require (electrical, internet, furniture or material handling). If you are contacted and express a desire to be removed from the supplier’s contact list, they will remove you email information from the exhibitor list to prevent future emails.

## Attendance

We estimate 1500 registered conference delegates will attend the conference.

## Badges

Each exhibitor must wear a name badge during show hours. Please submit your Exhibitor Staff list online at <http://www.formstack.com/forms/teslontario-exhibitorbadges2014> by October 3, 2014.

## Booth Furnishings

Booth furnishings including furniture, carpeting, plants and accessories are available through GES. Order online at <https://e.ges.com/CA-00040118> or contact the Exhibitor Services Department at (905) 283-0500 or [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com).

## Booth Rental

Exhibit Space Includes:	Exhibit Space <i>does not</i> include:
<ul style="list-style-type: none"><li>• One 10’ x 6’ space with pipe and drape (as space permits)</li><li>• One 6’ x 2’ draped table</li><li>• One chair</li><li>• Carpeted floor</li><li>• Coffee breaks</li><li>• Welcome Reception admission</li><li>• After-hours security</li><li>• Access to Exhibitor Lounge</li><li>• Exhibitor badges, as required</li></ul>	<ul style="list-style-type: none"><li>• Furniture</li><li>• Cleaning</li><li>• Internet</li><li>• Electrical</li><li>• Drayage/Material handling/Shipping</li><li>• Food and beverage service</li><li>• Lunch</li><li>• Audio visual equipment</li><li>• Conference admission</li><li>• Gala dinner admission</li></ul>

## Business Centre

A business centre is available on the 800 level, near Hall D. Services include photocopying, faxing, printing documents, FedEx courier service, Internet service, and office supplies. Hours of operation: Monday-Friday, 9:00am – 4:00pm, closed on weekends. Contact the Exhibitor Services Centre at [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com) or 416-585-8387.

## Care of Building

No materials of any kind may be affixed to the ceiling or to any walls of the Metro Toronto Convention Centre 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 will be posted on the website at [www.teslontario.net/conference](http://www.teslontario.net/conference), in September. It contains detailed information about the conference and sessions. Please note that there are scheduled refreshment breaks each day from 8:00-9:00 am and 2:00-2:45 pm.

## Directions to the Metro Toronto Convention Centre-South Building

### Public Transit

#### **TTC**

**Yonge-University-Spadina Line:** Exit at Union station and proceed west on Front Street to the North Building , where you can access the Skywalk to enter the South Building. Or exit to Union train station and follow the Skywalk to either the North or South Building.

**Bloor-Danforth Line:** When travelling west or east, you will need to transfer to the Yonge-University-Spadina Subway Line at either Bloor-Yonge Station, St. George Station or Spadina Station. Then continue until you reach Union Station and exit the subway. From Union station you can proceed west on Front Street to the North Building , where you can access the Skywalk to enter the South Building. Or exit to Union train station and follow the Skywalk to either the North or South Building.

**Scarborough RT Line:** Travel west to Kennedy Station. From Kennedy Station transfer to the Bloor-Yonge Line. Continue on the Bloor-Yonge Line until you reach Union Station and exit the subway. From Union station you can proceed west on Front Street to the North Building , where you can access the Skywalk to enter the South Building. Or exit to Union train station and follow the Skywalk to either the North or South Building.

**Sheppard Line:** Travel west to the Sheppard-Yonge Station and transfer to the Yonge-University Spadina Line. Travel south until you reach Union Station and exit the subway. From Union station you can proceed west on Front Street to the North Building , where you can access the Skywalk to enter the South Building. Or exit to Union train station and follow the Skywalk to either the North or South Building.

Please visit [Toronto Transit Commission Subway Map](#) to view an interactive map of the subway.

#### **GO Transit**

From Union station you can proceed west on Front Street to the North Building , where you can access the Skywalk to enter the South Building. Or exit to Union train station and follow the Skywalk to either the North or South Building.

Please visit [GO Transit](#) for information Train and Bus Routes in your area.

### Driving Directions

#### From 401 East

1. Take Highway 401 West to the Don Valley Parkway South
2. Follow the Don Valley Parkway South to the Gardiner Expressway
3. For the South Building exit at the Yonge/York exit
4. As you exit the ramp continue west along Lakeshore Blvd. to Lower Simcoe St.
5. Turn right at Lower Simcoe St. then turn left into the garage

#### From 401 West

1. Take Highway 401 East to Highway 427 South
2. Follow Highway 427 South to the Gardiner Expressway
3. For the South Building exit at York St.
4. Proceed north two lights to Bremner Blvd.
5. Turn left on Bremner Blvd.
6. Turn left on Lower Simcoe St. then turn right into the garage

#### From QEW

1. Follow the the QEW East; it will become the Gardiner Expressway in Toronto
2. For the South Building exit at York St.
3. Proceed north two lights to Bremner Blvd.
4. Turn left on Bremner Blvd.
5. Turn left on Lower Simcoe St. then turn right into the garage

#### From North (Barrie)

1. Take Highway 400 South to Highway 401 West
2. Follow Highway 401 West to Highway 427 South
3. Follow Highway 427 South to the Gardiner Expressway
4. For the South Building exit at York St.
5. Proceed north two lights to Bremner Blvd.
6. Turn left on Bremner Blvd.
7. Turn left on Lower Simcoe St. then right into the garage

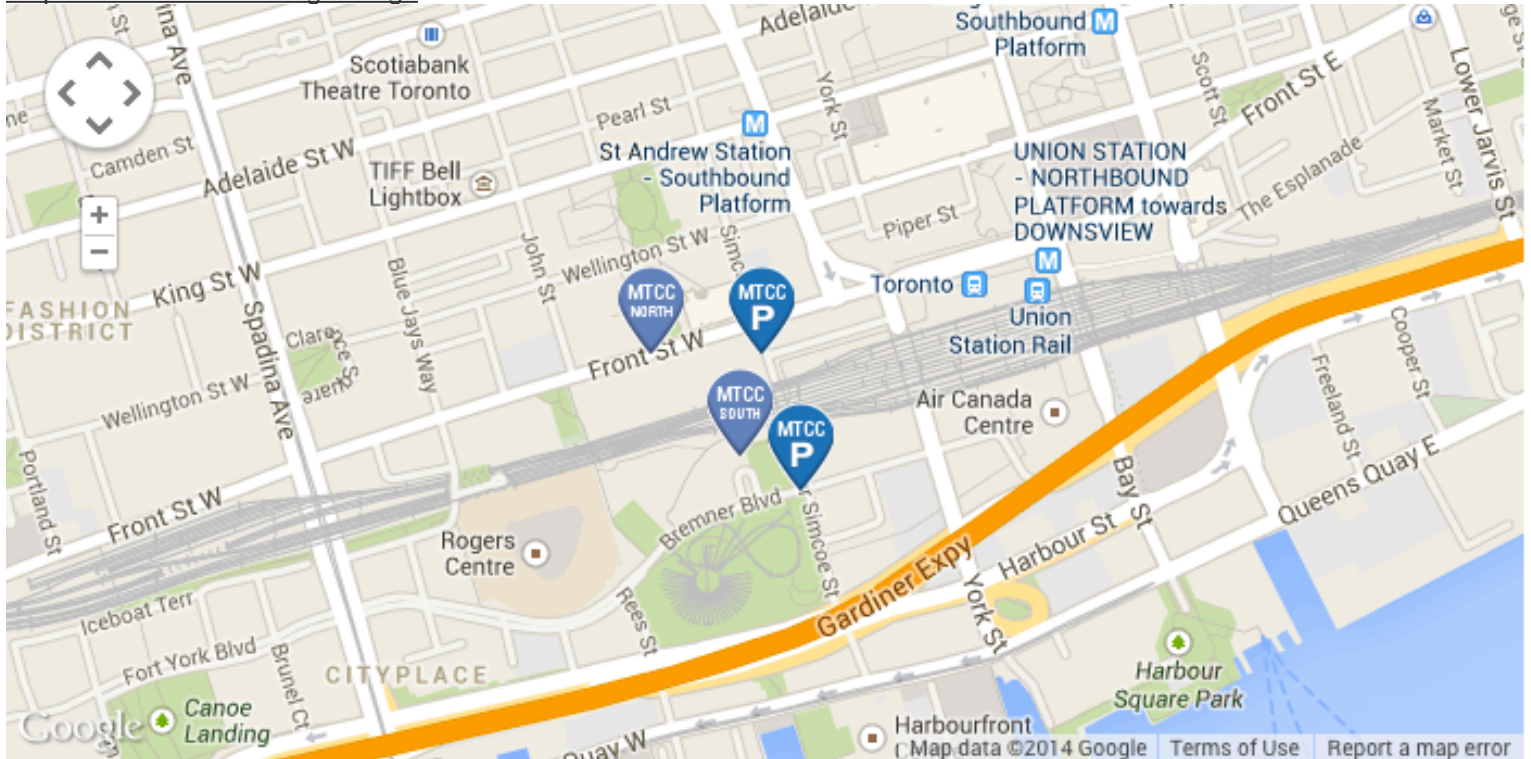
#### From the Airport

1. Take Highway 401 East to Highway 427 South
2. Follow Highway 427 South to the Gardiner Expressway
3. For the South Building exit at York St.
4. Proceed north two lights to Bremner Blvd.
5. Turn left on Bremner Blvd.
6. Turn left on Lower Simcoe St. then turn right into the garage

#### Parking

There are 1700 parking spots at the MTCC. Regular parking rates at the MTCC are \$4.00/hour hour to a maximum of \$23.00 from 7:00am-7:00pm. After 7:00pm, Day & Evening maximum is \$28.00. There are no in/out privileges with regular parking rates. Parking passes with reduced rates are available; order by September 28 for early bird rates. Order online at [www.mtccc.com/order](http://www.mtccc.com/order) or contact Exhibitor Services at (416) 585-8383.

#### Map of MTCC and Parking Garage



**Draws**

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prizewinners 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.

**Drayage / Material Handling**

It is the responsibility of the exhibitor to unload their vehicles, transport their materials/displays to the exhibit hall, set-up, dismantle and remove the display from the building at the conclusion of the show. 3 dollies will be made available by Show Management, for exhibitor use. If you require assistance with your materials, please contact GES - Exhibitor Services Department at (905) 283-0500 or [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com).

**Dress Code**

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

**Electrical**

All electrical equipment and wiring must meet Canadian Electrical Safety Codes or be inspected by Ontario Hydro before the equipment may be lawfully displayed.

Showtech Power and Lighting is the exclusive supplier for electrical requirements at the Metro Toronto Convention Centre. If you require electrical access or accessories, please complete the [online order form](#) or contact a Customer Service Representative at 905-283-0550. Discount pricing is available until October 1st; regular pricing will be in effect thereafter.

**Emergency Procedures**

For fire and medical emergencies, please call (416) 585-8160 or 8160 from the nearest house phone. DO NOT CALL 911 as responding emergency staff (police, ambulance, and fire department) will not know the precise location required.

**Exhibitor Lounge**

Room 712 is the dedicated Exhibitor/Presenter lounge. Coffee/tea and water will be available during show hours. There will be a computer with Internet access available for your use, as well as an electrical bar for you to plug in your computer and/or cell phone charger. We cannot supervise this room, so please do not leave any valuables unattended.

**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 contact the facility security or go to the registration desk if you require medical or emergency assistance. Please advise Show Management of any medical emergencies.

**Food and Beverage**

The Metro Toronto Convention Centre is the exclusive provider of food and beverage. No food or beverage may be brought into the MTCC. To order food and beverage for your booth, please contact the Catering Department at [catering@mtccc.com](mailto:catering@mtccc.com).

A morning and afternoon break will be provided on Thursday and Friday to all participants and exhibit staff (there is no afternoon break on Saturday).

## Garbage Removal

Garbage removal (including boxes, material recycling, crates, pallets/skids and packing materials) is not included in exhibit fees. TESL Ontario will be charged by weight for the removal and disposal of these materials from the exhibit hall. All exhibitors leaving garbage and/or materials behind will be responsible for a disposal fee as determined by the MTCC's cleaning service.

## Insurance and Liability

Neither the association, show management, nor the Metro Toronto Convention Centre 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.

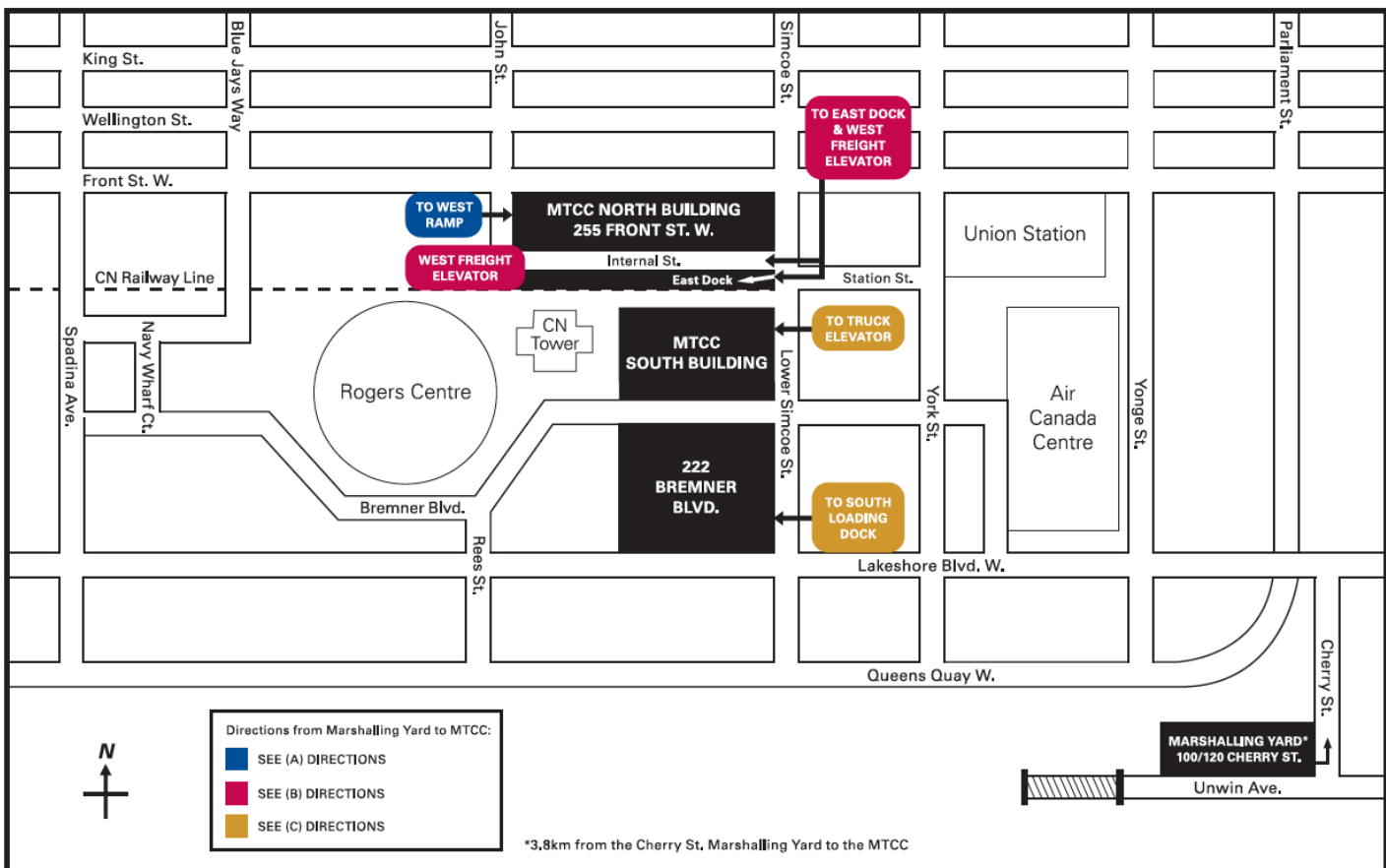
## Internet

Wireless and hardwired Internet access is available at the Metro Toronto Convention Centre. Order online at [www.mtccc.com/order](http://www.mtccc.com/order) or contact Exhibitor Services at (416) 585-8383. Order by September 28 for early bird rates.

## Loading Docks

All exhibitors MUST report to the Marshalling Yard at 100/120 Cherry Street before going to the Metro Toronto Convention Centre. Once the dock master gives you approval to proceed to the MTCC, you will proceed to the South Truck elevators. Loading and unloading of materials via Front Street, Internal Street or Bremner Boulevard is prohibited. All material must be delivered and/or received through the designated loading areas.

Dock Related Measurements - Truck Elevators - 60,000 lbs, 38 feet long, 13 feet 6 inches high and 12 feet wide. Entrance from Truck Elevator Service Corridor to PreFunction Area on 700 Level is 7 feet 5 inches high and 9 feet 9 inches wide.



Map is not to scale



## Lost and Found

Any lost and found items will be given to the MTCC's Security Desk which is located on the Ceremonial Level. Lost and found articles are catalogued and stored for 90 days. Any inquiries regarding lost and found articles should be directed to Security Services at (416) 585-8360.

## Medical Emergences

In the event of a medical emergency requiring immediate attention, please contact the facility security or go to the registration desk if you require medical or emergency assistance. Please advise Show Management of any medical emergencies.

## Move-In Procedures *(please refer to the Occupational Health and Safety section on pages 9-10 and the Shipments to/from the Show section on pages 10-11)*

Move-in is scheduled from 1:00 to 6:00 PM on Wednesday, October 15, 2014. Please follow the instructions below for move-in:

1. Report to the Marshalling Yard at 100/120 Cherry Street.
2. Once the dock master gives you approval to proceed to the MTCC, proceed to the *South Truck elevators*. Directions: head north on Cherry Street (towards Lakeshore Boulevard), take a slight left onto Lake Shore Boulevard, then turn right onto Lower Simcoe Street. The entrance to the Truck Elevator is 80m ahead to your left.
3. Unload your vehicle as quickly as possible and move it from the dock to the parking garage (see the Parking section for discounted parking pass options). Please be considerate of others waiting to use loading docks. Vehicles left unattended in the loading docks will be towed at the exhibitor's expense.
4. A limited number of dollies will be available for exhibitor use during move-in hours. Please return dollies once you have finished using them.
5. Labour for booth setup and dismantling is the responsibility of the individual exhibitor. If you have outside personnel installing your booth, please make sure they are advised of the above move-in schedule.
6. Ensure that the staff setting up your booth have a copy of all service orders (electrical, telephone, internet etc.).
7. ALL exhibit setup must be completed by 6:00 PM on Wednesday, October 15, 2014. Exhibitors moving in on Thursday, October 16, 2014 will only be permitted to hand-carry materials onto the show floor. Dollies and other equipment will not be allowed on the show floor. All materials must be handcarried through the Bremner Boulevard or parking garage entrance, as all loading docks will be closed.

*Note: The show floor is deemed a construction site by the Ministry of Labour, effective January 1, 2007. No children under the age of 16 are permitted on the show floor during move-in or move-out. Proper footwear must be worn during these times. Open toed shoes are not permitted.*

## Move-Out Procedures *(please refer to the Shipments to/from the Show section on pages 10-11)*

Move-out shall not commence before 2:00 PM on Saturday, October 18, 2014. A penalty may be assessed to any exhibitor dismantling or removing material prior to that time. Exhibitors are encouraged to remove small cartons and open cases of products from the building immediately after show close. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss or damage.

All exhibits must be dismantled and removed on Saturday, October 18, 2014 no later than 5:00 pm. Any exhibitor leaving materials in the exhibit area after the deadline will be charged for labour and storage fees.

Garbage removal (including boxes, material recycling, crates, pallets/skids and packing materials) is not included in exhibit fees. TESL Ontario will be charged by weight for the removal and disposal of these materials from the exhibit hall. All exhibitors leaving garbage and/or materials behind will be responsible for a disposal fee as determined by the MTCC's cleaning service.

## Occupational Health and Safety

All exhibitors are reminded that workplace and worker safety is everyone's responsibility. All participants at TESL Ontario 2014 must comply with the legislation contained in the Occupational Health and Safety Act and its regulations, which is governed by the Ontario Ministry of Labour. *Important Notice: All exhibitor personnel involved with the move-in and/or move-out process (i.e., material handling, erecting/dismantling exhibits, etc.) MUST wear approved safety footwear at all times during move-in and move-out regardless of their booth size or location on the show floor. Approved hard hats must be worn in booths where overhead work is being done.* Show Management will be vigilantly monitoring the show floor to ensure a safe work environment. It needs to be everyone's goal to minimize the potential hazards and reduce the risk of injuries. Should you see a hazard or unsafe work practice on the show floor, notify Show Management immediately.

### *Exhibitor Procedures for Worker Safety*

We ask that all exhibitors make safety a part of their activities during the show; especially during set-up and tear-down. Any exhibitor who sees something that is unsafe or presents a hazard should report it to Show Management immediately. By doing so, we can all help make the show floor safer for all participants. Below are some key procedures to follow while at the show to enhance overall show safety and to help prevent injuries:

- During move-in and move-out, appropriate attire including approved safety footwear with steel-toes and hard soles and hard hats, must be worn if you are involved with material handling or erecting/dismantling exhibits. Safety shoes help protect against potential injuries from debris on the show floor; these types of shoes also limit the potential for slips and falls. Open-toed shoes are not allowed during move-in!
- Ensure that all move-in/out staff has access to approved protective devices/materials and that these be worn in the appropriate construction situations (e.g., safety glasses, gloves, etc.).
- Do not stand on chairs, tables or other furniture at any time; please use a ladder. (Note that ladders are not to be used as working platforms and should only be used for momentary access to a higher point. Extended time at a height should be performed on a scaffolding system.
- A person performing work at a height greater than 10' must be wearing a safety harness and be tied off appropriately.)

### **Parking**

There are 1700 parking spots at the MTCC. Regular parking rates at the MTCC are \$4.00/hour to a maximum of \$23.00 from 7:00am-7:00pm. After 7:00pm, Day & Evening maximum is \$28.00. There are no in/out privileges with regular parking rates. Parking passes with reduced rates are available; order by September 28 for early bird rates. Order online at [www.mtccc.com/order](http://www.mtccc.com/order) or contact Exhibitor Services at (416) 585-8383.

### **Safety and Security**

While every precaution is taken to safeguard exhibits, Show Management and The Metro Toronto Convention Centre 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 valuable with you when you leave.

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.

#### *Tips:*

- The greatest risk of theft is during move-in and move-out. Stay with your materials as much as possible and be especially alert during these times
- Do not leave your exhibit unattended
- Familiarize exhibit employees with the on-site emergency contact number, first aid office, closet emergency exits and what to do in the event of an emergency
- Ensure all valuables are secured after hours
- Keep all personal items out of plain sight and secured
- Report any suspicious behavior to security personnel and Show Management

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

#### **Shipping to the Show**

Deliveries will not be accepted at the Metro Toronto Convention Centre until exhibitor move-in commences on Wednesday, October 15 at 1:00 PM. A representative from your company must be available to on-site to sign for all deliveries. Show Management and the Metro Toronto Convention Centre will not sign for any deliveries. Only materials that can be hand-carried should be brought through the main entrance doors; all items requiring a dolly must be delivered through the loading docks.

Exhibitors are permitted to deliver or receive and unload their own shipments providing a representative of their company is present to receive the shipments at the time of delivery, and they are able to unload their shipments without the use of a forklift. If an exhibitor is unable to meet these requirements, GES has been appointed to perform these services at the expense of the exhibitor.

You have three shipping options:

### Option 1: Advance Shipments To Warehouse

We recommend you ship your show materials to the GES warehouse in advance of the show. This service includes storage of your materials for up to 30 days in advance of the show, delivery of your shipment to your booth, and both the removal and storage of empty containers. Once the advance warehousing freight arrives (during the GES move-in period), the material handling service includes: unloading an exhibitors materials/freight, delivery of materials directly to their booth, storage of empty containers, delivery of empty containers back to their booth and loading of exhibitor materials onto the exhibitors carrier. This option also eliminates marshalling yard time.

To order Advanced Show Receiving, please complete the order form online and use the Shipping Label included in the GES Exhibitor Kit for Exhibit Shipment for Advance Warehouse.. **Exhibitors that are using the GES advance warehouse will also need to fill out the material handling form as a separate service.**

### Option 2: Direct Shipping to The Metro Toronto Convention Centre

The Metro Toronto Convention Centre loading docks will ONLY BE RECEIVING DIRECT SHIPMENTS BETWEEN 1:00 and 6:00 PM ON WEDNESDAY, OCTOBER 15. Every crate or carton should be marked with appropriate shipping labels. Please time your arrival with that of your direct shipment should you be doing your own booth set up. This will help avoid any delays at the loading docks.

Contact Name: \_\_\_\_\_ Box \_\_\_\_\_ of \_\_\_\_\_  
Shipper Company Name:  
Phone:  
Address:  
City:  
Postal Code:

Attention: Metro Toronto Convention Centre Event Manager: Danielle Gaudet

TESL Ontario 2014 Conference

Hold for: \_\_\_\_\_ (exhibitor name, must be onsite to receive and sign for delivery)

Delivery Date: October 15, 2014

Event Date: October 16-18, 2014

South Building, Room 718 via Truck Elevator  
Metro Toronto Convention Centre  
222 Bremner Boulevard  
Toronto, Ontario M5V 3L9

**Delivery WILL NOT be accepted at MTCC prior to October 15. Show Management and the MTCC will not sign for deliveries.**

If you require assistance with shipping your materials or delivering them to your booth, please complete the order forms online or contact GES - Exhibitor Services Department at (905) 283-0500 or [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com).

### Option 3: Handle it Yourself

All exhibitors must read and follow the instructions listed in the Loading Docks section (page 7) and Move-In Procedures section (page 8) in this manual.

*Please note that if you use your own courier service, you must be on-site to receive the delivery. Show Management and the MTCC will not sign for any exhibitor materials.*

### **Shipments from the Show**

GES is the preferred shipper and will be on-site to assist you. If you require assistance with shipping your materials, please order online at <https://e.ges.com/CA-00040118> or contact the Exhibitor Services Department at (905) 283-0500 or [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com).

**NOTE:** Any exhibitor material not picked up by 5:00 PM on Saturday, October 18 will be rerouted to the GES warehouse at the exhibitor's expense.

## 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.

## Transportation Discounts/Group Rates

### VIA RAIL:

VALID:October 13, 2014 to October 20, 2014

TERRITORY:From all stations throughout the VIA system to Toronto, Ontario and return.

RESTRICTIONS:Fare applies to a maximum of two passengers per booking.

One complimentary stopover is allowed at no additional charge.

For travel on all fare plans in Business class, the first stopover is allowed at no additional charge, provided that this stopover takes place in Toronto, Montréal or Ottawa only.

DISCOUNT:10% off the best available fare in Economy, Economy Plus, Business, Business Plus, Sleeper, or Sleeper Plus class. "Subject to the conditions and restrictions of the fare plan to which the additional discount is being applied."

EXCEPTION:Discount does not apply in Escape Class fares.

IDENTIFICATION:Participants must reference the event's VIA convention code: 12925.

Online booking tips >> Please book online at [www.viarail.ca](http://www.viarail.ca). You have to log in to your profile, or create one prior to booking. On the Passenger information screen, select "Convention fare" from the "Discount Type" drop-down menu, and enter the discount code for your convention or event in the "Discount code" field. This code has been given to you by the conference organizer. The conference fare will be shown on the next page.

### PORTER AIRLINES:

Porter Airlines is proud to offer a 15% discount on available base fares (with the exception of the lowest class fare during a public seat sale) for travel to and from TESL Ontario 2014. The discounted fares are available for booking from June 25, 2014 to October 21, 2014 and available for travel:

#### Location:

#### Dates of Travel:

From: Anywhere in Canada or US	To: Toronto	From: October 12, 2014	To: October 18, 2014 (excluding October 13)
From: Toronto	To: Anywhere in Canada or US	From: October 15, 2014	To: October 21, 2014

Please book online at [www.flyporter.com](http://www.flyporter.com) or through your travel agent using promo code TESL14.

Porter offers complimentary in-flight snacks and beverages (including beer and wine), GatePorter service for carry-on and access to the Porter Lounge in Toronto and Ottawa, where free Wi-Fi and comfortable, leather seating is available.

# MEMBERSHIP DEMOGRAPHICS

*\*Based on 2013 membership data*

**Total membership - 4635**

**Certified members - 3904**

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

<u>Membership Type</u>	<u># of members</u>
Standard Member	597
Accredited Member	3898
Volunteer/Student/Friends of TESL	129
Life	12

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

<u>Teaching Sector</u>	<u># of members</u>
Elementary	156
Secondary	125
ELT	188
LINC	1407
OSLT	67
Adult Credit	80
Continuing Education	1040
College/University	885
Private School	421

*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	107
Hamilton-Wentworth	208
Kingston	69
London	282
Niagara	127
North York/York Region	512
Northern Region	42
Ottawa	440
Peel/Halton/Etobicoke	798
Toronto	1631
Waterloo-Wellington	272
Windsor	113
Not Affiliated	34