

August 5, 2014



Dear OAAS Service Members,

As the 2014 fair season is still in full swing, the OAAS is already looking ahead to 2015, and preparing for our 2015 annual convention, taking place February 19th – 21st at the Fairmont Royal York Hotel, in Toronto. Over 160 fairs and 800+ delegates attend this convention each year.

In this package you will find an invitation to renew or become a new Service Member with the OAAS, for 2015. 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, 2014)
- Convention Evening Showcase Rules and Application form (due October 3, 2014) *SHOWCASE HAS EXPANDED TO TWO NIGHTS !!*
- Family Entertainment Showcase Application form (due October 3, 2014)
- Convention Tradeshow Application form (due by December 1, 2014) *NEW LOCATION*

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.

2015 OAAS SERVICE MEMBER APPLICATION

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 2015.

As a Service Member you will receive:

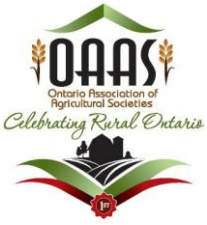
1. The opportunity to become a part of our Trade Show and/or Showcases (with appropriate fees) at our annual convention in Toronto. (February 19-21, 2015)
2. Two full convention registrations.
3. Your name and contact information listed in our annual "Directory of Service Members" which is included in our Ontario Fairs and Exhibitions Directory circulated to the public at a rate of 10 000 annually.
4. Your name and contact information will also be posted on the OAAS website.

As a Service Member you are reminded:

At the OAAS Convention, posters, flyers, advertisements, props are only permitted on the Convention Floor. Any items placed throughout the hotel (other than on the Convention Floor) will be removed and disposed. Neither the Fairmount Royal York Hotel or the OAAS will be responsible for items that are removed and disposed.

As an OAAS Service Member you are responsible for the actions, well being and behavior of your company representatives. OAAS Service Members are to respect and be courteous to all patrons of the convention.

Service Members that are unable to meet these guidelines may have their current & future memberships forfeited.



SERVICE MEMBER APPLICATION FORM

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

Company: _____

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 \$150.00 (\$132.75+ 17.25 HST*= \$150.00) to:
OAAS, Box 189, Glencoe, ON N0L 1M0. PayPal payment accepted at www.ontarioagsocieties.com

I agree to abide by the rules of the Ontario Association of Agricultural Societies Service Membership:

Dated: _____ Signature: _____

CREDIT CARD PAYMENT

Name of Cardholder: _____ Amount: _____

Card Number: _____ Exp: _____

Signature of Cardholder: _____

Ontario Association of Agricultural Societies
SHOWCASE RULES and REGULATIONS 2015

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 2015. Membership in the OAAS does not guarantee acceptance to the Showcase. (Service Membership is not returned if application is not accepted)
3. **APPLICATION FORM:** All acts wishing to be considered for the Showcase must submit the proper application form, which is to be received by the OAAS secretary, Kathryn Lambert on or before the deadline date of **OCTOBER 3rd, 2014** 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.
6. **FEES TO BE PAID:** As per the application form, all acts appearing in the Entertainment Showcase will be charged a fee $\$275.00 + \text{HST} * (\$35.75) = \$310.75$. All acts appearing in the Family Entertainment Showcase will be charged a fee of $\$50.00 + \text{HST} * (\$6.50) = \$56.50$. Showcase fees must accompany the application form, paid service membership and be received by the OAAS Secretary on or before **OCTOBER 3rd, 2014**. 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, the OAAS Showcase committee reserves the right to edit or modify if necessary.
13. **PUBLICITY:** 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. Each act will receive a table outside the showroom for promotional items before, during and after the showcase.
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 2015 would not be eligible for consideration until 2019). NOTE: This rule does not apply to the Family Entertainment Showcase. If applying/selected before the eligible date, the OAAS is not responsible for any cost incurred during these processes.
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.

FAQ: *What is the difference between the Evening Showcase and the Family Entertainment Showcase ?*

Answer: The Family Entertainment Showcase has a target audience of young children and families (clowns, puppets etc.). Evening Showcase is more aimed towards larger venues, fair entertainment. (concert, band for fair dance etc.)

OAAS 2015 CONVENTION EVENING SHOWCASE APPLICATION FORM
~ taking place on Thursday February 19, 2015 & Friday February 20, 2015 ~

NAME OF ACT: _____

Represented by: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Website: _____

Email: _____

Type of Act (brief description) _____

Sound Requirements: _____

Places where acts has performed: _____

Time Limit: 20 MINUTES

Sound Check: SOUND CHECK IS MANDATORY.

Do you prefer to perform on Thursday evening _____ OR Friday evening _____

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 and/or links to YouTube video/website

_____ Promo Photo _____ Proof of at least One Million Coverage in Insurance

_____ Cheque for Fees: \$460.75 in total [Showcase Application (\$310.75) + Service Membership (\$150.00)]

Please SEND ALL OF THE INFORMATION AND PAYMENT (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 3, 2014.

CREDIT CARD PAYMENT

Name of Cardholder: _____ Amount: _____

Card Number: _____ Exp: _____

Signature of Cardholder: _____

*HST # 12314 5641 RT0001

Revised August, 2014

2015 FAMILY ENTERTAINMENT SHOWCASE APPLICATION

~ taking place on Friday February 20, 2015, in the morning ~

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

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

_____ Cheque for Fees: \$56.50 (\$50.00 + HST* (\$6.50)) + Service Membership of \$150, if not previously paid

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 3, 2014.

CREDIT CARD PAYMENT

Name of Cardholder: _____ Amount: _____

Card Number: _____ Exp: _____

Signature of Cardholder: _____

OAAS 2015 TRADE SHOW APPLICATION FORM

~ taking place Friday February 20, 2015 in CANADIAN ROOM ~

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 20th. (9:00am to 4:30pm)**. Set up in the **CANADIAN ROOM Friday at 7:00am, please arrive by 8:00am.**

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:** \$486.73 + \$63.27 HST* = \$550.00 + 2015 Service Membership (\$150)
- Includes 2 bag lunches per exhibitor. The lunches will be delivered to your booth. (additional lunch \$20, order by Feb 1st)

RULES:

- 2015 Service Membership Fee must accompany this application
- Registration will open Friday at 7:00am, at the Convention
- Hours of operation for the Trade Show: **Friday 9:00am to 4:30pm.**
- Booths must be staffed at all times, those leaving early will forfeit their selected space for the next year.
- Spaces will be assigned by show coordinator, will be posted approx. 2 weeks prior to event
- Sound equipment and videos must be at minimum volume.
- 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: Co-Operators Insurance, shawn_lapalm@cooperators.ca, 705-745-2667
- 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.
- All booths will be in ONE room and will be assigned by the OAAS.

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, 2014** to the OAAS.

PAYMENT ALSO ACCEPT WITH PAYPAL, www.ontarioagsocieties.com

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

CREDIT CARD PAYMENT

Name of Cardholder: _____ Amount: _____

Card Number: _____ Exp: _____

Signature of Cardholder: _____