



## The Gathering of the Fellowship, Toronto 2006

82 Ravenswood Drive  
Brampton, Ontario L6Y 4A1 Canada  
[www.gatheringofthefellowship.org](http://www.gatheringofthefellowship.org)

### **THE GATHERING OF THE FELLOWSHIP, TORONTO 2006 VENDOR INFORMATION PACKAGE**

This package contains all of the information you need to know for the Vendor tables at The Gathering of the Fellowship Convention in Toronto, July 1 to 3, 2006. The event will be held at the Sheraton Centre Toronto Hotel, and the Vendor areas will be set up in the newly-renovated Lower Concourse area next to the Grand Ballroom.

For information on the Convention, please visit the Event website:

[www.gatheringofthefellowship.org/convention](http://www.gatheringofthefellowship.org/convention)

For information on the Venue, please visit the Hotel website:

[www.sheratontoronto.com](http://www.sheratontoronto.com)

*Please review this Information Sheet along with the Conditions and Regulations attached. A signed copy of both forms (page 7 & page 9) must be returned along with table/booth payment in full as specified. We regret that we are unable to accept partial payments or deposits.*

Please return your completed vendor registration forms and required payment to the following address:

**The Gathering of the Fellowship  
82 Ravenswood Drive  
Brampton, Ontario L6Y 4A1  
Canada**

#### **PRICING**

There are two options for vendors at the Gathering of the Fellowship event:

Vendor Booth	\$300.00 USD (\$350.00 CAD*) per 8' x 10' booth
Dealer Table	\$100.00 USD (\$117.00 CAD*) per 8' table

Booths and Tables come with an unlimited number of complimentary Staff Passes, which allow unrestricted access to the Vendor Area of the convention. These must be requested and arranged before the event.

Booth and Table vendors may also purchase Attending Registrations at a reduced cost. Special Event tickets are also available for purchase.

Vendor Attending Registration	\$70.00 USD (\$82.00 CAD*) each
Special Event Tickets	As listed on Convention website

Attending Registrations allow unrestricted access to all Event programming.

*\*Please note: CAD values are approximate equivalents only. Should the exchange rates fluctuate at the time of payment from those indicated here, the USD values will be the amounts collected at the current rate.*

## **VENDOR BOOTH DETAILS**

Booths are designed for large or high-sales-volume vendors. Each booth includes the following:

- One (1) draped booth, 8' x 10' (multiple booths may be combined)
- One (1) draped 8' table, with 2 chairs
- Booth sign (plain text)
- Electrical power and telephone available by prior arrangement
- Customs broker available
- Advertising available at 25% off regular rates, all media (i.e. Program Book, website, etc.)

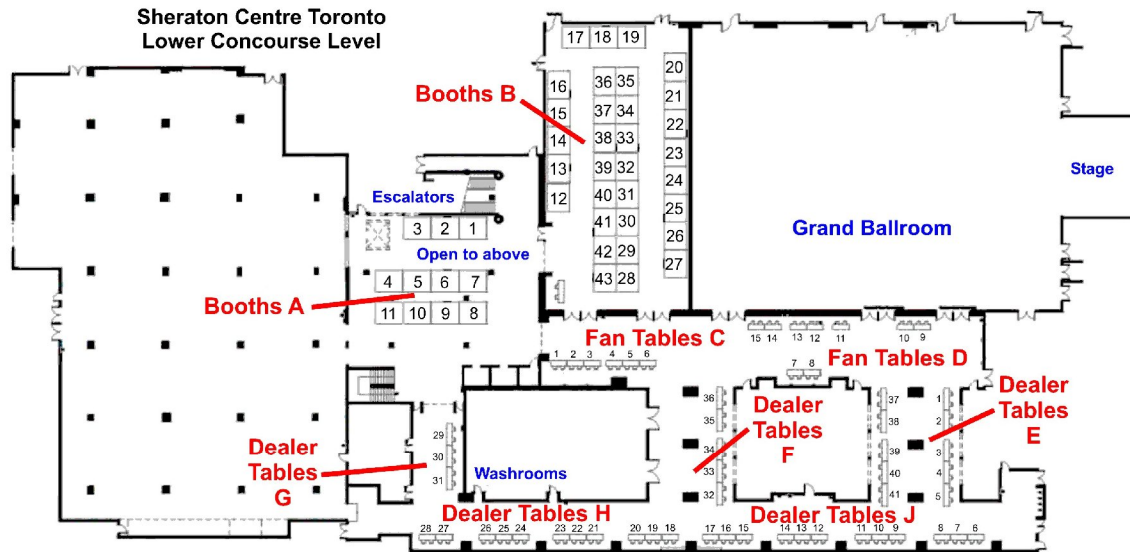
## **DEALER TABLE DETAILS**

Basic tables are suitable for smaller vendors/dealers. Each table includes the following:

- One (1) draped 8' table, with 1 chair (adjacent tables may be combined)
- Limited access to electrical power, NO telephone access
- Customs broker available
- Advertising available at 10% off regular rates, all media (i.e. Program Book, website, etc.)

## **VENUE**

The map shown below is based on the space available to us, and is a preliminary layout only. The hotel is currently undergoing renovations, and a final layout will not be available until closer to the event. The Vendor Coordinator will make final arrangements and booth/table assignments based on your request and the final layout map.



For a higher-resolution image of this map, please download this file:  
[www.gatheringofthefellowship.org/files/documents/GOTF2006-vendormap-preliminary.pdf](http://www.gatheringofthefellowship.org/files/documents/GOTF2006-vendormap-preliminary.pdf)

The various sections are described below:

- **Booths A:** This section is the highest profile area, in the large open foyer of the Sheraton Centre Main Ballroom, at the bottom of the escalators, which serves as the primary “entrance” to the convention. This area is where the autograph sessions will be conducted, attracting the highest volume of traffic and attention. The area is also visible from the concourse level (at the top of the escalators), so that passers-by on the PATH (public mall) can see your booth before actually buying a day-pass. The only drawback is that the area is not lockable; however, it will be patrolled by hired security 24 hours throughout the event.
- **Booths B:** This section offers the advantage of a typical closed vendor room area, in that it is within a sectioned-off portion of the Grand Ballroom, with controlled access and lockable in the off-hours. It will also be patrolled by security. A directory sign listing the vendors within will be placed immediately outside the main entrance to this room.
- **Dealer Tables E,F,G,H,J:** These areas are reserved for Dealer Tables. They have the distinct advantage of every one of them having a hard wall behind them, and are located in high-traffic areas. Washrooms are located conveniently in the Dealer Tables H area, which also attracts traffic. Like the Booths A section, the area is not lockable, but will be patrolled by 24 hour security.
- **Fan Tables C & D:** These tables are located in the immediate foyer for the Grand Ballroom, and are reserved for fan groups only. Sales of merchandise are not allowed.

All areas will be open during the convention. Please see “Hours of Operation” below.

## **PAYMENT**

You may pay for your booth/table by the following means:

1. **Credit Card:** Via PayPal ([www.paypal.com](http://www.paypal.com)). Please use our online Registration Form ([www.gatheringofthefellowship.org/convention/registration.html](http://www.gatheringofthefellowship.org/convention/registration.html)), or send your payment directly to [treasury@gatheringofthefellowship.org](mailto:treasury@gatheringofthefellowship.org).
2. **Cheques or Money Orders:** Please make the cheque or money order payable to “The Gathering of the Fellowship”, and include it with the signed forms you will mail in. Please do not send cash by mail.

Booths/tables cannot be guaranteed unless payment in full has been received (and cleared), along with a signed copy of this Information Sheet and the Conditions and Regulations.

Vendor Attending Registrations and Special Event Tickets may also be purchased on our website, independently of the booth/table payments/reservations. The online Registration Form can be found at: [www.gatheringofthefellowship.org/convention/registration.html](http://www.gatheringofthefellowship.org/convention/registration.html)

## **HOTEL**

A discount room block has been reserved through the Sheraton Centre Toronto Hotel. If you are interested in booking a room at the hotel at reduced rates, you can call them directly at 416-947-4955 extension 4440, or you may also call Sheraton's Central Reservation Office (toll free) at 1-888-627-7175. When you make the reservation, make certain that you inform the hotel staff that you are attending the “Gathering of the Fellowship Convention, July 1 to 3, 2006”. You may also book your room online: [www.gatheringofthefellowship.org/convention/venue.html#Reservations](http://www.gatheringofthefellowship.org/convention/venue.html#Reservations)

## **SPECIAL NEEDS**

If you require access to electricity or a telephone line, you must specify this. Extra charges may apply depending upon your requirements. Space is assigned on a first-come, first-served basis. We will do our best to accommodate you. Please indicate your needs on the vendor agreement.

If you wish your booth(s)/table(s) to be adjacent to any other particular vendor—please specify this as well. We will require a confirmation of this arrangement from the other vendor, and they must be a fully paid, registered vendor prior to this confirmation.

## **PRODUCT LINE**

While we would like to sell all of our Vendor space, we wish to ensure that there is a fair distribution of products; therefore we reserve the right to limit the number of vendors providing certain products. We would therefore ask you to specify the types of products/services you wish to provide at your booth/table. The Gathering of the

Fellowship (hereinafter known as “GOTF”) reserves the right to have vendors remove products displayed at the convention if said products have not been itemized and “approved”. For any products deemed to be illegal in the sole judgment of the GOTF, the vendor will be required to remove said products from display and/or sale. Any product or display deemed to be a hazard in the sole judgment of the GOTF must be brought into compliance to their satisfaction by the vendor. Failure to comply with any of these restrictions may result in the expulsion of said vendor from the GOTF, without remedy.

Please note that some items are prohibited entry into Canada and some are restricted. Consult with Canada Customs immediately or your Customs Broker regarding special regulations.

### **CUSTOMS BROKER**

We have arranged with **Commerce Customs Brokers** to act as our customs broker. They are a Canadian based company with over 100 years combined experience strictly dedicated to the convention & trade show industry. Commerce Customs Brokers will only utilize the portal-to-portal Customs process. This means that goods will actually be cleared through customs directly at the event site. The benefit is that Exhibitors will always have access to their materials. This should eliminate all unnecessary delays at truck terminals, airport warehouses, and border crossings.

Should you require cross border services, please indicate such on the form below and the Vendor Coordinator will send you the necessary contact information and Customs and Transportation Order Forms.

Vendors are encouraged to offer off-site/off-event shipping services to their customers. Non-Canadian vendors should also make their non-Canadian customers aware of cross-border duties and taxes when carrying their purchased items home (especially valuable items). Any purchase transactions and subsequent deliveries are to be dealt with strictly between the vendor and their clients. The Gathering of the Fellowship will not be responsible for item pick-ups, and our volunteers are not authorized to accept such drop-offs.

### **MOVE-IN AND MOVE OUT**

Move in begins at 4:00 pm on Friday, June 30, 2006. Booth/table assignments will be given out upon your arrival.

Move out begins at 6:00 pm on Monday, July 3, 2006. Please do not close your booth/table prior to this as it can make potential clients for other vendors feel that the vendor room is closed or closing. If you must depart earlier than 6:00 pm on Monday, July 3, 2006, please make prior arrangements with the Vendor Coordinator.

It should be noted that the Vendor Coordinator (or their assistant) will be on-site during the entire convention and available for assistance during Move-in and Move-out.

## **HOURS OF OPERATION**

The Gathering of the Fellowship will be open to the public Saturday through Monday, July 1 to 3, 2006, from 10:00 am to 9:00 pm (6:00 pm on Monday). Vendors will have access to their areas ½ hour prior to opening time. Vendors are expected to have vacated the room ½ hour after closing.

## **EARLY/LATE OPENING/CLOSING**

Hours of operation may be amended unilaterally by the GOTF as it deems fit. Typically, the GOTF will not change the Vendor Room hours, unless for operational reasons.

## **SECURITY**

Security is provided for the event; however neither the Sheraton Centre Toronto Hotel nor the GOTF will be responsible for theft, damage, etc. (See Conditions & Regulations).

Should you have any further questions or need clarification on any of the items included in this package, please contact the Vendor Coordinator directly at the following email address: [vendors@gatheringofthefellowship.org](mailto:vendors@gatheringofthefellowship.org)

## VENDOR REGISTRATION FORM

*Please fill out the form as completely as possible.*

<b>Exhibitor Name:</b>			
<b>Contact Person:</b>			
<b>Telephone:</b>	<b>Voice</b>		<b>FAX</b>
	<b>Mobile</b>		<b>Other</b>
<b>Email Address:</b>			
<b>Website URL:</b>			
<b>Mailing Address:</b>			
<b>City/Town:</b>		<b>Postal/ZIP Code:</b>	
<b>Province/State:</b>		<b>Country:</b>	
<b>Description of Product/Service:</b>			
<b>Special Requirements:</b>			
<b>Please check all that apply:</b>		<b>Number of Staff Passes:</b>	
<input type="checkbox"/> I will purchase discounted advertising. <input type="checkbox"/> I need Customs Broker assistance. <input type="checkbox"/> I will need access to electricity. <input type="checkbox"/> I will need access to a telephone line.		<b>Preferred Vendor Area (see map):</b>	

	Price (each)	Quantity	Total USD	Total CAD
<b>Booths:</b>	<b>\$300 USD or \$350 CAD</b>			
<b>Tables:</b>	<b>\$100 USD or \$117 CAD</b>			
<b>Attending Registrations:</b>	<b>\$70 USD or \$82 CAD</b>			
<b>Other (please describe):</b>				
<b>Payment (check one):</b>		<b>TOTAL:</b>		
<input type="checkbox"/> Cheque or Money Order Enclosed <input type="checkbox"/> Credit Card (via PayPal)				

*I have read the vendor information provided, and I agree to comply with all specifications therein.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## **GATHERING OF THE FELLOWSHIP TORONTO 2006 VENDOR CONDITIONS AND REGULATIONS**

*Please read carefully before signing!*

1. Exhibitors will comply with all Ontario and Federal applicable laws, rules and regulations as well as those of the City of Toronto in which the Gathering of the Fellowship (hereinafter known as "GOTF") is held. Exhibitors will be solely responsible for payments of all taxes and levies, as they are related to participation in GOTF. Exhibitors will hold GOTF harmless from any claims, suits or causes of action for violations thereof.
2. Exhibitor will hold harmless GOTF and the Host Facility, or any of their respective officers, agents, directors, employees, volunteers representative or affiliates, from any liability, damage, loss, harm, claim or injury to property or person(s) of the Exhibitor, Exhibitor's officers, agents employees or other person, whether caused by the negligence of GOTF or the Host Facility, or from theft, fire, water, accident or any other cause whatsoever.
3. Exhibitor is responsible to provide its own insurance, if desirable, to protect Exhibitor and Exhibitor's property from damage, loss, theft, harm or injury. Neither GOTF nor the Host Facility will obtain insurance on the Exhibitor's behalf. Exhibitor is solely responsible for its own exhibit material, goods, samples and other property.
4. If Exhibitor fails to comply in any respect with the terms and conditions of this Agreement, whether now or hereafter to become effective, GOTF has the right to terminate this Agreement upon notice to the Exhibitor. Notice can be given orally or by mailing, in which event notice shall be deemed given upon delivery by GOTF to a mailbox. Upon terminating by GOTF, GOTF shall retain any fees forwarded by the Exhibitor as liquidated damages (not a penalty) it being agreed that GOTF will be damaged by Exhibitor's failure to comply. Exhibitor and GOTF agree to this measure of damage because there is no other precise method of determining GOTF's damages. If Exhibitor fails to occupy said space, GOTF is authorized to occupy said space as it sees fit.
5. In the event that GOTF is not held or GOTF is unable to permit Exhibitor to occupy said space due to any cause or circumstance whatsoever, Exhibitor shall pay for space on a pro-rated basis only for the period the space was or should be occupied. GOTF is released from any or all claims arising from consequences.
6. GOTF or the Host Facility will provide general security on the premises.
7. Exhibitor will obtain all necessary licenses and permits required for the operation of Exhibitor's display.
8. Exhibitor shall keep its designated area clean and return said area in the same condition in which it was received. Any damage caused by Exhibitor, its employees, agents or representatives to the space shall be borne solely by the Exhibitor. Exhibitor shall not nail, screw or otherwise attach anything to any part of said hall or building.
9. GOTF has the right to restrict or expel any exhibit, person or thing, in whole or in part, which GOTF believes in its sole judgment, may detract or is otherwise objectionable to the general character of GOTF.

10. Any subletting or assigning of Exhibition space or of this Agreement, in whole or in part, is prohibited without the prior written consent of GOTF, which consent may be withheld on GOTF's sole discretion.

11. GOTF may, at its discretion, alter the official floor plan or utilize such space to sponsor related matters.

12. Exhibitors will not be permitted entrance to the Vendor area more than one half hour (i) prior to the schedules opening of the event room each day, excepting the opening day; or (ii) after closing hours after each day, excepting the closing day.

13. Exhibitors shall not solicit or distribute any material outside of the Vendor area. Exhibition space is to be used solely to promote, market, display or sell merchandise and/or services.

14. All merchandise, displays, tables, chairs and equipment must be maintained within each Exhibitor's designated area.

15. Distribution, selling or consumption of food or beverages outside of designated areas (including alcoholic beverages) is prohibited.

16. Any disruptive behaviour, in the judgment of GOTF, by the Exhibitor, its agents, employees or representatives shall result in expulsion from GOTF – all fees being non-refundable.

17. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and all parties agree to submit to the jurisdiction of the City of Toronto where GOTF is being held. The parties agree to waive all rights to a trial by jury on any cause of action directly or indirectly involving the terms, covenants or conditions of this Agreement.

18. GOTF shall have the right to amend any of the foregoing terms and conditions and space rentals. Exhibitor agrees to comply with all foregoing terms and conditions and any other terms and conditions in existence at the time of GOTF as well as all local rules, regulations and other ordinances.

*I have read and agree to the above Conditions and Regulations:*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_