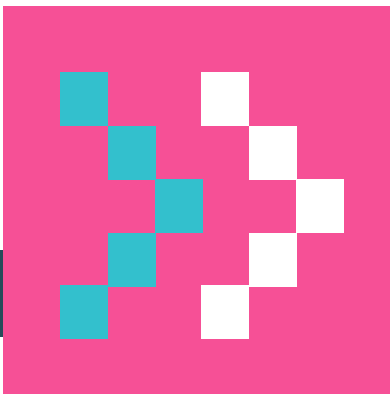


# Canada's Premier Human Resources Conference

**2,365,200,000** seconds;  
**39,420,000** minutes;  
**657,000** hours; **27,375**  
days; **3,910** weeks;  
**27,375** days; **899** months.

## Prospectus



**HRPA**  
ANNUAL  
CONFERENCE &  
TRADE SHOW  
**2017**

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METRO TORONTO  
CONVENTION CENTRE



**Tel:** 416.923.2324  
**Toll free:** 1.800.3871311  
**Fax:** 416.923.5696  
**www.hrpa.ca**

**Sponsorship:**

Sherrydawn Warren, CEM  
Email: swarren@hrpa.ca  
Ext. 345

**Trade Show:**

Melissa McQuillan  
Email: mmcquillan@hrpa.ca  
Ext. 347

## GENERAL INFORMATION

HRPA's Annual Conference & Trade Show is Canada's largest human resources conference, attracting more than 4,500 HR and business professionals. The 2017 conference will be held on February 1 – 3, 2017 at the Metro Toronto Convention Centre, South Building. Our popular three-day event features world-class keynotes, informative sessions on cutting-edge HR issues, more than 230 trade show exhibitors and an opportunity to network with others in the industry.

### Benefits Of Being An Exhibitor At HRPAs 2017 Annual Conference & Trade Show

- Reach more than 4,500 national and international Human Resources Professionals
- Build brand awareness and increase mind share with your very targeted market
- Being face-to-face creates a personal connection and builds trust between a company and its target audience
- Showcase new products and services
- Collect high quality sales leads and expand your professional network
- Be recognized as a leader in the provision of human resources products and services
- Have your organization, including company background and contact information, listed on HRPAs conference website and mobile application (available year round)
- Company name & booth location listed in our onsite signage and conference program
- Learn which direction our industry is going in while keeping a close eye on the competition

## About HRPAs

The Human Resources Professionals Association (HRPA) is Canada's HR thought leader and the largest HR Association in the country. In Ontario, HRPAs regulates the HR Professional and issues the Certified Human Resources Professional (CHRP), Certified Human Resources Leader (CHRL) and the Certified Human Resources Executive (CHRE) Designations, the national standard for excellences in human resources management. HRPAs has over 22,200 members in 28 chapters across the province, and hosts the largest HR conference in Canada.



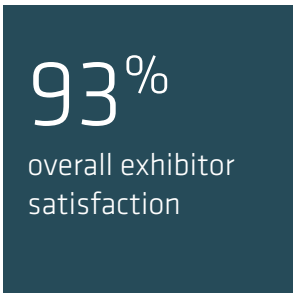
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# 2016 ANNUAL CONFERENCE RESULTS

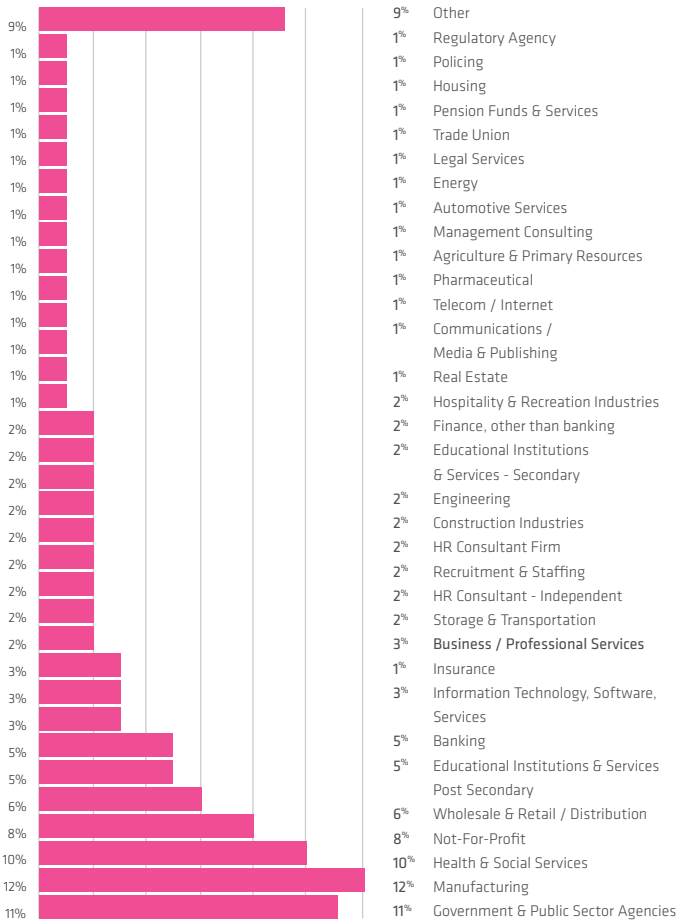
Overall Conference Attendee Feedback:



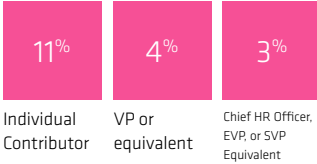
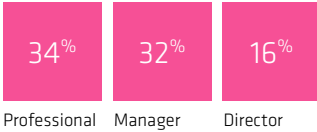
## HRPA Member Demographics

HRPA's members are well-educated, affluent professionals. Largely female, ranging in age from early 20s to late 50s, HRPA members are a representative cross-section of the HR community, from students to C-level decision-makers. The following demographic data was drawn from the results of the 2015 member survey in which more than 2,000 members participated.

### Industry Sectors



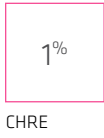
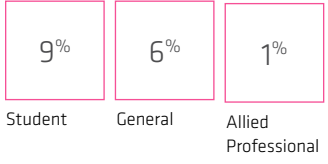
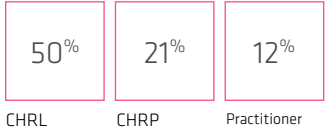
### Seniority



### Company Size (Number of Employees)



### Member Type



### Practice Type

- 46% HR Professional employee in the private sector
- 26% HR Professional employee in the public sector
- 9% Non-HR with interest in HR
- 8% Student interested in HR
- 5% Independent consultant
- 3% Consultant employee of HR Consulting Firm
- 1% Part-time consultant
- 1% HR Faculty
- 1% HR Lawyer



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# EXHIBITOR INFORMATION

## Trade Show Schedule

(schedule subject to change)

**Tuesday,  
January 31, 2017**

Exhibitor registration  
and move in

12:00 pm – 6:00 pm

**Wednesday  
February 1, 2017**

9:00 am – 4:30 pm

**Thursday  
February 2, 2017**

9:00 am – 4:30 pm

**Friday  
February 3, 2017**

9:30 am – 1:00 pm

Move out: 1:00pm



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## Exhibitor Information Continued

### Exhibit Space Costs

5' x 10' Booth*	\$2,320 + HST
5' x 10' Corner Booth*	\$2,370 + HST
10' x 10' Booth	\$4,625 + HST
10' x 10' Corner Booth	\$4,730 + HST
10' x 20' Booth	\$9,230 + HST
10' x 20' Corner Booth	\$9,455 + HST
10' x 20' Double Corner Booth	\$9,455 + HST
20' x 20' Island Booth	\$13,155 + HST

\*5' x 10' Booths are reserved for first time exhibiting small businesses (10 employees or less). They are allowed to keep their space for up to three years maximum.

### Space Rental Terms:

- 50% is required upon signing/submitting application (includes a \$500 non-refundable deposit)
- Final balance is due by September 30th, 2016
- After October 1st, 2016 full payment must accompany all applications

*If your choice of space is not available, the closest space to your original selection will be assigned. No guarantees are made in respect to booth size or location. Booth locations will only be confirmed once 50% payment is received.*

### Cancellation Policy:

*Cancellation of space must be submitted in writing:*

- On or before September 30, 2016 will receive a full refund less \$500 non-refundable deposit
- On or before November 30, 2016 will receive 50% refund of the total paid amount
- No requests for refund will be granted after November 30, 2016

### Included In Your Booth:

- Complimentary listing on the HRPA Conference website inside the Real Time Floor Plan [including a 100-word description and contact information for 4 people, social media links, product showcase and brands]
- Inclusion in online exhibitor list, viewed by company name & booth number, an online list of exhibitors is also included in the mobile app
- 24-hour peripheral security
- 8 feet-high back drapes
- 3 feet-high side drapes
- An attractive show entrance with aisle carpet throughout the Exhibit Hall
- Exhibitor Support Centre services
- Company identification sign hanging on the back drape
- One conference tote bag per exhibit space
- Complimentary continental breakfast
- Complimentary breaks including coffee, tea and water throughout the day
- Company name and booth number listed in the Conference Program (if received by December 15th, 2016)
- A private Exhibitor's Lounge during exhibit hours
- 60% off full conference registration fee for all exhibiting employees (max. 4 per booth), inquire for special code
- Complimentary guest registrations for Trade Show Attendees – an editable email invitation for you to personalize your invitation to your prospects and clients
- Web Buttons for your website and email signature letting your customers know you are Exhibiting in the 2017 Annual Conference
- Visibility on the HRPA Conference website using #HRPA2017
- Personal assistance with booth selection and marketing ideas for maximizing booth traffic
- Year round customer service from application through post-Conference!

### NOT included in your BOOTH:

Booth Carpet is **MANDATORY**, electrical outlets, audio visual equipment, internet access, janitorial services, booth set-up, lead retrieval, lunch and storage



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## SPONSORSHIP OPPORTUNITIES

Compliment your company's marketing plan by increasing your visibility as an official HRPAs Sponsor. The following opportunities are provided to help your company increase visibility to HRPAs members and conference attendees before, during and after the Annual Conference & Trade Show.

### All Sponsorships\* Include The Following:

- Highlighted in a weekly e-blast to 25,000+ HRPAs Members
- Featured as a Sponsor on all print promotions
- Link on HRPAs conference website and acknowledgment as a Sponsor
- Featured as a Sponsor on all relevant conference signage
- Company logo displayed prominently on large screens at the event
- Prime 10' x 10' booth at the tradeshow
- Company logo on mobile applications
- Opportunity to place company logo on virtual floor plan

67%

Remaining  
Opportunities

85%

A La Carte  
Advertising  
Opportunities

100%

Remaining  
Advertising  
Opportunities



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## Sponsorship opportunities continued

## Keynote Sponsorships\*

**Wednesday Breakfast Keynote - John Bourgeois** \$36,100  
Additional entitlements included please enquire for more information  
**SOLD** Sponsored by Atlas Canada

**Wednesday Lunch Keynote - Kelly Joscelyne / Elizabeth Nyamayaro** \$36,100  
Additional entitlements included please enquire for more information

**Wednesday Afternoon Keynote - Neil Pasricha** \$36,100  
Additional entitlements included please enquire for more information  
**SOLD** Sponsored by Great-West Life

**Thursday Breakfast Keynote - Jeffery Pfeffer** \$36,100  
Additional entitlements included please enquire for more information

**Thursday Lunch Keynote - Rasmus Ankersen** \$36,100  
Additional entitlements included please enquire for more information

**Thursday Afternoon Keynote - Linda Nazareth** \$36,100  
Additional entitlements included please enquire for more information

**Friday Breakfast Keynote - Dr. Jason Fox** \$36,100  
Additional entitlements included please enquire for more information

**Friday Lunch Keynote - Alex Sheen** \$36,100  
Additional entitlements included please enquire for more information

## Other Opportunities Sponsorships

**Event Wi-Fi (South Building)\*** \$50,000

**Exclusive Sponsorship** - Ability to have your message on the Login Screen for all attendees seeking wi-fi at the event, give the attendees the opportunity to surf internet and respond to their emails while at the conference - courtesy of our Sponsor, link to your website on Login screen, Sponsorship recognition on the HRP2017 website, Sponsorship recognition in the Conference Program, Sponsorship recognition on-site signage at the MTCC.



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## Sponsorship opportunities continued

### Wednesday Night Networking Event

\$25,000

**Exclusive Sponsorship** - Celebrate HRPAs 75th Anniversary in Style. Official Sponsor of the Networking Night at Metro Toronto Convention Centre, Level 800. Space for 1500 maximum attendees (75 of your own invitations, 1000 for HRP's) Includes passed hors d'oeuvres, and one drink ticket per person. Two (2) dedicated email blasts to all 25,000+ HRP members, on-site branding, ability to bring your own loot bag for the attendees (marketing pieces, swag, etc).

Ultimate Software

### Social Media Lounge\*

\$35,000

**Exclusive Sponsorship** - The social media lounge will be the center of social networking during the conference. Located in the pre-function area on the 700 level outside the session rooms. Additional entitlements please enquire.

Sponsored by Indeed

### Attendee Headshots Photo Area\*

\$35,000

**Exclusive Sponsorship** - Private room with two professional photographers with backdrops and lighting accompanied by two professional make up artists. Sponsor has the opportunity to have representatives walking the attendees through the process and networking with them at the same time. Sponsors marketing materials available in room, 1 dedicated email blast to all attendees to announce the Headshots Opportunity. Attendees receive their photos via email (email carries the Sponsors Messaging with a link to their website).

### Lanyards Sponsorship

\$27,850

**Exclusive Sponsorship** - This high-visibility sponsorship puts your company logo on the lanyards used for the official show badges.

Sponsored by TD Insurance Meloche Monnex

### 75th HRPAs Conference Anniversary Flip Photo Book\*

\$25,750

**Exclusive Sponsorship** - Sponsor the official conference keepsake. Celebrating 75 years, with a photo flip book. Capturing the energy of the event; attendees will have a good time using props and taking memorable action photos. Get your logo on the cover of the keepsake and your own message at the back of the book.

### Branded Journal & Pens\*

\$25,750

**Exclusive Sponsorship** - 2 color logo printed journal cover including a 2 color branded pen for all conference attendees. Conference journal and pens are available inside the conference bag. Attendees appreciate having a handy notepad & pen during the Annual Conference. Additional entitlements are included.

Sponsored by Venngo



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## Sponsorship opportunities continued

### Conference Bags\*

\$25,500

**Exclusive Sponsorship** - What better spotlight could your organization receive than imprinting your name and logo on the conference bag or tote that every attendee at registration? Your exposure will endure when attendees bring their conference bag home. Additional entitlements included please enquire."

**SOLD**

Sponsored by  
O.C Tanner

### Relax, Recharge and Rehydrate Lounge

\$25,000

**Exclusive Sponsorship** - Sponsor the Wellness Lounge inside the Trade Show Hall - 20 x 60 space offering massage, manicures, TBD. Overhead signage to include your company name and logo, Easel signage to include your company name, logo and booth number, Your promotional items in the Lounge, As a sponsor, your organization may provide signature clothing, such as golf shirts for the attendants to wear.

### Instagram Selfie Station\*

\$20,000

**Exclusive Sponsorship** - Work closely with HRPAs to design signage and an interactive display for our conference attendees to take a photo and share across their social media platforms using #HRPA2017

### Cellphone Charging Lounge

\$25,000

**Exclusive Sponsorship** - Nothing is worse than a drained cell phone battery. The cell phone charging station will allow attendees to give their phones a quick power boost. Charging stations will be branded with your company logo and placed in various areas around the Trade Show hall.

**SOLD**

Sponsored by TD Insurance Meloche Monnex

### Mobile App Game\*

\$18,000

**Exclusive Sponsorship** - Sponsor the All New 2017 Mobile App Game #ACGAMES for ultimate visibility across HRPAs social media platforms email, twitter, LinkedIn, Instagram, Facebook etc. HRPAs is encouraging attendees of the 2017 Conference to Get in the Game and start networking with exhibitors and attendees beginning in August 2016. A six month marketing campaign to enhance your brand awareness. Live Leaderboard inside your tradeshow booth at the conference to attract attendee attention. Additional entitlements included.

**SOLD**

Sponsored by Jobillico

### Corporate Social Responsibility

\$15,000

**Exclusive Sponsorship** - Interested in expanding your corporate social responsibility? Please enquire.



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## Sponsorship opportunities continued

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### Cellphone Card Holder

\$15,000

**Exclusive Sponsorship** - Always be at an arm's length from the delegates. 2,400 Self Adhesive Card Holders for Smartphones with logo & set-up. Additional entitlements included please enquire.

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### Hotel Room Chocolate Drop

\$15,000

**Exclusive Sponsorship** - Say goodnight to the delegates staying at 3 host hotels – approx. 1754 room nights. Good Night Chocolates will be customized with your specific messaging. Additional entitlements included please enquire.

---

### Exhibit Hall Refreshment Breaks

\$12,000 each or (5 for \$60,000)

1 color branded cup for attendee coffee breaks on the Trade Show Floor - Attendees gather around the coffee stations when they appear on the Trade Show floor (10am and 2pm every day) The ability to provide napkins with your corporate logo

---

### Mobile App Sponsor

\$10,000

**Exclusive Sponsorship** - 77% of attendees download and use the event app. Get your brand into the purse and pocket of nearly every attendee. Attendees are looking at the Mobile App in advance to plan their schedules, read about speakers and also for room locations (changes). Includes 1 Push Notification to all attendees

---

### Session Sponsor

\$8,000

Additional entitlements included please enquire for more information

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### Push Notifications

\$1,000 each or (2 for 1,500)

Send a message out to all attendees much like a text message - 50 word maximum. Take advantage by instructing attendees to visit you in your booth.

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### Branded Item (TBD)

TBD

**Exclusive Sponsorship** - Item will be available for all attendees to receive inside the conference bag. Work closely with HRP A to determine the best item to speak to your personal message.



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# A La Carte Sponsorship Opportunities

## Attendee Bag Promotional Material

Place your company's postcard, brochure, flyer or newsletter in the official conference bag and you'll immediately get your message into the hands of every full conference attendee to maximize your on-site exposure. HRPAs will include your supplied item(s) into each bag (material must be pre-approved by HRPAs). Each sponsoring company is responsible for duplicating and shipping materials in time to be inserted.

All materials must be supplied to HRPAs no later than January 8, 2017.

---

Postcard (5'x7')	\$2,500 each (3 available) <b>CAREER BUILDER</b> <b>HALOGEN SOFTWARE</b>
8 1/2 X 11 Sheet	\$3,500 each (5 available)
Booklet/Magazine	\$4,500 each (2 available)
Promotional Item	\$5,000 each (2 available)

---

## Advertising

### Onsite Conference Program Advertising Space

Make an impact by purchasing advertising space in the onsite Conference Program where your ad will be seen by more than 4,500 HR professionals. Space is limited so reserve your advertising space today. Advertisements will be placed in order of receipt.

Ads are full colour and must be provided actual size. Electronic format is preferred: print ready pdf at 300 dpi resolution. All fonts used must be Postscript Type 1 or Open Type fonts converted to outlines.

Advertising to be included in the onsite Conference Program must be supplied to HRPAs no later than November 26, 2016. No refunds will be issued for ads not meeting the above conditions.

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Inside Front Cover / Inside Back Cover (8.5" x 11" plus .25" bleed all round)	\$5,000 each (2 available)
Full Page (8.5" x 11" plus .25" bleed all round)	\$4,200 + HST each (4 available)

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## Customized Sponsor Package

All of the sponsorship packages can be tailored to suit your corporate needs. In addition to the packages offered, we would be happy to create a customized package that can address the specific needs of your organization. If you would like to showcase your organization in a unique fashion, please contact: Sherrydawn Warren, CEM. (swarren@hrpa.ca)



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# 2016 EXHIBITOR LIST

4imprint	Bromelin Inc	Envoy Relocation Management Corp.	Imminy
4SafeCom & 4S Occupational Health and Safety Advisory	Canada Post	epitome HR	INCENTCO
ACCES Employment	Canadian Association of Workplace Investigators	eSolutionsGroup Limited	InComm Canada
Accessibility Directorate of Ontario	Canadian LabourWatch Association	Esso	Indeed
Accessibility North	Canadiana Flowers	Evolution1, Inc.	International Foundation of Employee Benefit Plans
Action First Aid Inc	Career Marketing Specialists Inc.	Fenchurch General Insurance Company	Investigative and Corporate Evaluation Inc.
Adecco Canada	CareerBeacon	First Advantage	Jobillico
Administrate	CareerBuilder	First Aid 4U Inc.	JOBS.CA
ADP	CEB	Fitneff	Jobvite
Aird & Berlis LLP	Ceridian	Fitter Int'l Inc. (Fitterfirst)	Knar Jewellery
Allstate Insurance Company of Canada	Channel Benefits Consulting	Fragomen Canada	Lancaster House
Apex Occupational Health Solutions Inc	Charging Station	FSEAP	LEAGUE
Appletree Medical Corp	Chartered Professional Accountants of Canada (CPA)	G. Raymond Chang School of Continuing Education, Ryerson University	Learnography
Applify	Cigna	George Brown College	Lee Hecht Harrison
Armstrong Moving and Storage	Commissionaires	Glassdoor	Knightsbridge
ASL Consulting	ComPsych Corporation	goodLife	LexisNexis Canada Inc
Aspiria Corp	CompTrak by 2by2 Strategies	Gowan Consulting	LMS PROLINK Ltd.
Athabasca University	Cornerstone OnDemand	Great Place to Work Institute	LocalWork.ca
Atlas Canada	Corporate Class Inc	Great-West Life	Mackie Moving Systems Corporation
Auspice Safety Inc.	Counsellor Exchange	GWN Dragon Boat / hirewesternu.ca	Manion Wilkins & Associates
BAASS Business Solutions	CSI International	Halogen Software	ManpowerGroup
BambooHR	Customer Service Professionals Network (CSPN)	HappyOr Not	Mars Drinks
Bayshore HealthCare	David Aplin Group	Hay Group	Mason Group
BDO Canada Immigration Services	Dementia Friends Canada	Health Canada - Ontario Radon Program	McKinley Solutions
Benchmark Benefit Solutions Inc.	Desjardins Payroll & HR Solutions	HeartZAP Services Inc.	McLuhan & Davies Communications, Inc.
Best Buy of Canada Ltd.	Diamond Recognition	HireRight	Medcan Clinic
Birks Business	Dimakos Law Group	Homewood Health	Medisys Corporate Health
BizXcel Inc.	DLGL	Human Synergistics	MentorCity
BRANDBLVD	DriverCheck	Humber College	Mister Safety Shoes Inc
Britton Management Profiles Inc.	Eccho Communication	IHHP	Mitrefinch Ltd
	Eclectic Communications		Monster Canada
	Egencia		Morneau Shepell
	Ellicom		



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MS Society of Canada  
 Multicultural Calendar  
 National Bank of Canada  
 National Gift Card Corp.  
 NetHire  
 Newcomers Canada  
 NFP Canada  
 O.C. Tanner Canada  
 O2xygenation Inc.  
 Occupational Safety Group Inc  
 Oncidium  
 Ontario Human Rights  
 Commission  
 Optitest  
 ORACLE  
 Organizational Solutions Inc  
 Orion Audit Limited  
 Pay Equity Commission  
 PayScale, Inc  
 Pelorus Benefits Plus  
 Penmore Benefits Inc.  
 Perkopolis  
 Personalized Prescribing Inc.  
 PFAFF AUTOMOTIVE PARTNERS  
 Pink Elephant  
 Pivotal Integrated HR Solutions  
 Pride at Work Canada  
 Profile Investigation Inc.  
 Progress Career Planning  
 Institute  
 Psychometrics Canada  
 PTChr  
 Public Services Health  
 & Safety Association  
 PurpleSquirrel.ca  
 Quantis HR  
 RBC Insurance  
 Ready Willing and Able  
 Rembrandt Awards Mfg. Ltd.

RiseSmart  
 Robert Half Canada  
 Rotman School of Management  
 Royal Roads University  
 Score Promotions  
 Self Management Group  
 Seneca College - Training  
 Services  
 Service Canada  
 SmartSAVER / ABC Life Literacy  
 Softworks  
 Solertia Consulting Group  
 SPB Organizational Psychology  
 Spyder Works Inc.  
 St. John Ambulance  
 Staffmax Staffing & Recruiting  
 Staples Advantage  
 SterlingBackcheck  
 Superior Events Group  
 Supply Chain Management  
 Association Ontario  
 Surgically Clean Air  
 SWGi  
 Synerion Inc.  
 TalentMap  
 TD Insurance Meloche Monnex  
 TE Wealth  
 Terryberry  
 The Agency Employment  
 Services / Geekstaff  
 The Canadian Payroll  
 Association  
 The Career Foundation  
 The Joy Clinic  
 The Personal Insurance  
 Company  
 The Phelpsgroup  
 The Search Party  
 The Source (Bell) Electronics

The Williamson Group  
 Thomson Reuters  
 TPS Promotions & Incentives  
 Ultimate Software  
 University of Fredericton  
 University of Guelph College of  
 Business and Economics  
 University of Waterloo - Co-  
 operative Education and Career  
 Action  
 Venngo Inc.  
 Vista Corporate Housing  
 Vistance Learning  
 Vitality Depot  
 V-TAC PAYROLL MANAGEMENT  
 (VPM)  
 WANTED Technologies  
 Ward Technology  
 WaySpa  
 Wellpoint Health  
 Williams HR  
 Williams Recognition Ltd  
 Windley Ely  
 Women in Leadership and  
 Business Conference  
 Working Condition Program,  
 Sunnybrook Health Sciences  
 Centre  
 Workplace Medical Corp.  
 Workplace Safety & Prevention  
 Services  
 Wysdom Consulting Group  
 XLCnet  
 Xocial  
 Xperience & Mindful Snacks  
 York University  
 Yorkville Conference Centre



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## Questions?

### **About Sponsorship, contact:**

Sherrydawn Warren, CEM  
Manager, Annual Conference & Sponsorship  
(416) 923-2324 ext. 345  
swarren@hrpa.ca

### **About Trade Show, contact:**

Melissa McQuillan  
Specialist, Trade Show  
(416) 923-2324 ext. 347  
mmcquillan@hrpa.ca

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# RULES AND REGULATIONS

ALL EXHIBITORS ARE REQUIRED TO READ AND FAMILIARIZE THEMSELVES WITH THESE RULES AND REGULATIONS.

## Display Specifications

1. Alterations to any part of the structure of the MTCC, to furniture or equipment forming part of it may not be made without prior written authorization from the Vice-president of Customer Services. This includes drilling holes, insertion of nails, screws, hooks and push pins, or attaching in any manner of decals, promotional literature or items, or affixing any form of unapproved tape. Failure to comply will result in a monetary penalty per occurrence.
2. Booth displays and equipment shall not extend into the aisles, including all signs, banners, furniture, etc. All demonstrations must be confined within the exhibit space.
3. Exhibits must not block any exit doorways.
4. Show management must approve any structures that exceed 8 feet in height, including signs, lighting, displays, balloons, etc.
5. Exhibitors are allowed to showcase inside their booth to the maximum height of 8 feet (back wall only). Side walls cannot come out more than 5' from the back wall. The maximum height for the final 5' to the aisle is 3'. Pop-Up Banners that are placed towards the front half of the booth must be approved by immediate neighbours or be pushed to the back 5'. This will be enforced strictly on-site.
6. Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 3'. With the exception of the 10' x 20' double corner booths that will not have any side drape. If you have an open corner booth, it will not have a draped side rail.
7. Island booths: A sketch of each exhibit plan must be submitted to HRP A for approval in advance of construction.
8. Materials used for display or decorative purposes must be flameproof. The following materials are prohibited: acetate fabrics, corrugated paperboard, no-seam paper and paperbacked foil (unless glued securely to a suitable backing).
9. Masking, clear packaging and plastic-based tape to secure booth flooring to exhibit floor is prohibited. Only cloth-based tapes such as "Polyken" are acceptable. Labour charges will apply to remove prohibited tapes.

10. Helium balloons, animals, birds or pets of any description require prior written authorization.
11. Flooring is NOT included in the cost of your booth space. It is mandatory that all exhibit booths are carpeted or have some type of professional looking floor covering. All edges must be secured. 100% of your booth floor space must be covered.
  - All flooring must be neat and clean.
  - No frayed edges allowed.
  - All edges of carpet must be taped down – double sided tape is acceptable.
  - Duct tape is not allowed to secure flooring.
  - You must return the floor to its original condition – otherwise exhibitors will be charged for any damage.

**Should Show Management have to provide carpeting – it will be done at the exhibitor's expense.**

12. Flammable liquids or gases shall not be stored inside the building.
13. No food (including popcorn) or beverages may be distributed by any exhibitors unless approval has been obtained from the Metro Toronto Convention Centre.

## Exhibitor Etiquette

1. Show management reserves the right to restrict sounds from any source that interface with activities in neighbouring booths.
2. Exhibitors are not allowed to distribute any literature or promotional items, from their company or any other company, beyond their contracted exhibit space. Failure to comply will result in immediate booth closure.
3. Exhibitors are not allowed to sell any products or services directly from their exhibit space. Order forms are acceptable for future fulfillment.
4. All exhibitors are expected to be in their booths during all published show hours, as we do receive attendee complaints about unmanned booths.



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## Administrative Policies

1. Show management shall have sole control over admission policies at all times.
  2. HRPA reserves the right to resell any booth space canceled by an exhibitor.
  3. Sub-contracting of booth space is not permitted.
  4. HRPA, MTCC staff, office staff or volunteers are not responsible for the safety or the property of the participants from theft, damage, accident or other causes.
  5. Public service announcements will be made for emergencies only.
  6. Sample food/beverage products may not be distributed or sold by exhibiting organizations except upon written authorization. Exhibitors requiring catering of any kind must comply with the rules and regulations set by the MTCC, and fill out the form provided.
  7. Exhibitors operating a contest or giveaway must fill out the Exhibitor Contest Consent Form and submit to HRPA before January 09, 2017.
  8. Hospitality suites must not be opened until the conference sessions and trade show have closed, and must be approved by HRPA.
  9. All Exhibitors require Exhibitor Insurance a limit of liability bodily injury & property damage in the amount of \$1,000,000.00. Exhibitors to submit the Certificate of Insurance for by January 09, 2017.
  10. The exhibitor must leave the booth space in the same condition as it was at the time of occupation. Any material left in the booth/trade show floor that requires additional cleaning will be billed to the exhibitor.
4. Exhibitors are not permitted to off load, or load personal vehicles at the parking garage entrance to the MTCC. Pedestrian access must be safely maintained at all times.
  5. All vehicles that need to use the docks, must first report to the Vehicle Marshalling Yard located at 100/120 Cherry Street in Toronto. The Yard will be open one hour before move-in and move-out times. All exhibitors must strictly adhere to their scheduled move-in and move-out times. Vehicles will be ushered from the Marshalling Yard to the docks at the MTCC by staff.
  6. Exhibitors requiring use of the loading docks can opt to use material handling services from the HRPA preferred provider. A material handling form outlining their services is located in the exhibit kit and conference website.
  7. There will be NO equipment available to be used or rented at the show.
  8. Exhibit halls, loading dock areas and “back of the house” service areas are considered hazardous work areas. There shall be no drinking of alcoholic beverages, no horseplay and any unsafe conditions or activities. It is recommended that no one under the age of 16 be allowed in these areas. Protective footwear must be worn during move-in and move-out.
  9. All materials must be removed from the MTCC by 8:00 pm on Friday, February 3, 2017. HRPA reserves the right to have materials left on the trade show floor after this deadline removed at the exhibitor’s expense. If forced removal of exhibitor materials is necessary, materials will be removed from the floor by the official show services contractor, and delivered to their warehouse. The exhibitor will be contacted to make arrangements for pick-up or delivery. The above mentioned handling of materials will be charged directly to the exhibitor.

## Move-In And Move-Out Procedures

1. Exhibitors with “hand carry” items who do not need to utilize the marshaling yard or loading dock are permitted to personally carry goods to their booth via a main entrance. However, these items are defined by being able to be carried in one hand, or under one arm. Two wheel dollies and hand carts are forbidden through the street entrance.
2. Exhibitors must adhere to move-in and move-out schedules.
3. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes chairs, tables, etc.

THE EXHIBITOR SECTION OF HRPA'S ANNUAL CONFERENCE WEBSITE CONTAINS IMPORTANT INFORMATION, FORMS AND DEADLINES FOR YOUR CONVENIENCE. THIS WEBSITE IS AVAILABLE ALL YEAR ROUND AND CAN BE ACCESSED [HERE](#) - [BENEFITS OF BEING AN EXHIBITOR AT HRPA'S 2017 ANNUAL CONFERENCE & TRADE SHOW](#)



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