

The Catholic Curriculum Corporation
**When Faith Meets Pedagogy
 Conference 2017**

October 26-28, 2017

VENDORS' DAY: Friday, October 27, 2017

Delta Hotels Marriott Toronto Airport & Convention Centre
formerly International Plaza Hotel /Toronto Airport
655 Dixon Road, Toronto, ON M9W 1J3

We hope the following information is helpful to you as a Vendor for our **When Faith Meets Pedagogy 2017** Conference:

<i>Vendor Area</i>	Available to conference delegates on Friday Oct. 27, 8:30 a.m. – 5:30 p.m. – International Ballroom
<i>Anticipated # Delegates</i>	1200
<i>Booth Times</i>	Set Up: Thursday, October 26 from 12:30 p.m. – 9:00 p.m. or Friday, October 28 from 7:00 a.m. Take down: After 5:30 p.m. on Friday, October 27 Booths must be vacated by 6:30 p.m. Note: materials left overnight (Thursday) are done so at your own risk. We will, however, ensure that the room is locked. Please be mindful of other Vendors! Please stay within your allocated space and keep all aisle-ways clear for delegate traffic.
<i>Vendor Area</i>	Each space reserved is 8' long and 5' to 6' deep. Tables are 6' in length If you do not require tables in your area, please advise as this results in unnecessary costs!
<i>Lunch</i>	Vendors will be served lunch at about 11:30 a.m. on Friday – just before the delegate rush! International Foyer
<i>Wine & Cheese Reception</i>	International Foyer - outside the Vendor Area – Friday, October 27, 4:30 p.m. – 5:30 p.m. (please do not take down booths before 5:30 p.m.)
<i>CCC Contacts</i>	To assist with any inquires/issues/concerns, we will have 4 Committee Members on site in the Vendor Area.
<i>Shipping Materials to Hotel</i>	Materials may be shipped to the hotel 24-48 hours prior to the conference. Please see the Shipping Label on the next page for this purpose. The Delta Hotels Marriott Airport & Convention Centre is not responsible for moving exhibitor boxes. All shipped boxes must be removed from the hotel receiving area by Saturday, Oct. 29.
<i>Shipping Gifts for Delegate Bags</i>	If you would like to provide a gift, e.g. a pencil, ruler, pin, chocolates!!, etc, in the delegate bags, please send the gifts to the hotel by Thursday at noon. Promotional brochures/sales flyers are not included in delegate bags - these items can be picked up at your booths. We will need 1,200 of each gift that you would like us to place in the bags. Please use the attached shipping label and include my name (MARIE OSBORNE) in the 'Hold for' section of the label – this will expedite preparations for the conference and ensure that your items are placed in the delegate bags. To ensure your gift is included in the delegate bags, please email me to advise so that I can check with the hotel. I don't want to miss any boxes! marieosborne@catholiccurriculumcorp.org

Thank you! Have a wonderful WFMP Conference experience!
 If you have any other questions, please contact me:

Marie Osborne
 WFMP Event Planner
marieosborne@catholiccurriculumcorp.org

To: International Plaza Hotel, Toronto Airport
*(Delta Hotels Marriott Toronto Airport
& Convention Centre)*
Shipping & Receiving Department
655 Dixon Road
Toronto ON. M9W 1J3

WHEN FAITH MEETS PEDAGOGY 2017
Friday, October 27, 2017

From: _____
(insert organization name)

Hold For: _____
(insert organization contact)

Number of Boxes: 1 of _____

Hotel Contact: Jai Rao