The Catholic Curriculum Corporation

When Faith Meets Pedagogy

Conference 2024

October 24-26, 2024

**VENDORS’ DAY: Friday,** **October 25, 2024**

**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 2024*** *Conference:*

|  |  |
| --- | --- |
| *Vendor Area* | Available to conference delegates on Friday Oct. 25, 8:30 a.m. – 5:30 p.m. **– International Ballroom** |
| *Anticipated # Delegates* | 1000 |
| *Booth Times* | Set Up: Thursday, October 24 from 4:30 p.m. – 9:00 p.m. or Friday, October 25 from 7:00 a.m.  Take down: After 5:30 p.m. on Friday, October 25. 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 by staying within your allocated space and keep all aisle-ways clear for delegate traffic.  ***Set up on Thursday cannot take place prior to 4:30 p.m. due to another event in progress that day.*** |
| *Vendor Area* | 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 unnecessary expenses results in keeping our costs down. |
| *AV Requirements* | Any hook ups or electrical outlets in the Vendor Fair area can be contracted with the hotel’s AV supplier. Vendors can find the contact information on the Vendor Registration page and make their own arrangements with the company. |
| *Lunch* | Vendors will be served lunch at about 11:30 a.m. on Friday in the International Foyer – just before the delegate lunch rush. Make sure you pick up your Vendor Tag from our Committee Members stationed in the Vendor Hall! |
| *Wine & Cheese Reception* | International Foyer - outside the Vendor Area – Friday, October 25, 4:30 p.m. – 5:30 p.m.  (please do not take down booths before 5:30 p.m.) |
| *CCC Contacts* | To assist with any inquires/issues/concerns, we will have Committee Members on site in the Vendor Area. |
| *Shipping Materials to Hotel* | 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 Friday, October 25 – 8 p.m. Otherwise, any remaining materials will be force-freighted by Strongco and will incur additional delivery costs! |
| *Shipping Gifts for Delegate Bags* | 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 1,000 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. We don’t want to miss any boxes! [marieosborne@catholiccurriculumcorp.org](mailto:marieosborne@catholiccurriculumcorp.org) |

Thank you! Have a wonderful WFMP Conference experience!

If you have any other questions, please contact me: [marieosborne@catholiccurriculumcorp.org](mailto:marieosborne@catholiccurriculumcorp.org)

To: ***Delta Hotels Marriott Toronto Airport***

***& Convention Centre***

Shipping & Receiving Department

655 Dixon Road

Toronto ON. M9W 1J3

**WHEN FAITH MEETS PEDAGOGY 2024**

**Friday, October 25, 2024**

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert organization name)

Hold For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert organization contact)

Number of Boxes: 1 of \_\_\_\_\_

Hotel Contact: Eugenia Marina