

76th ISA Ontario Annual Conference & Trade Show
February 19-21, 2025
Caesars, Windsor ON



Trade Show Details

January 2025

Venue

Caesars Windsor is located at: [377 Riverside Dr E, Windsor, ON N9A 7H7 \(click map link here\)](#).
The trade show will be in the [Augustus Ballroom \(I through IV: see layout here\)](#) on the third floor.

Trade Show Times

The tradeshow runs two days: Wed Feb 19 and Thurs Feb 20. (The conference continues on the Friday but the Tradeshow closes on Thursday afternoon).

The trade show room (Augustus) will host meals (breakfast and lunch) each day:

- Wed Breakfast 7:30AM – 9:00AM
- Wed Lunch 11:45AM – 1:00PM
- Wed Exhibitor Reception: 4:45PM-5:45PM
- Thurs Breakfast 7:15AM (the first session starts 8:15AM)
- Thurs Lunch 12:30-1:30PM

Exhibitor Move-in

Exhibitors can move-in either Tuesday or Wednesday at the times below:

- Tuesday Feb 18 (Exact times TBD: approximately 11:00 AM – 11:00 PM; or
- Wednesday Feb 19 from 6:00 AM – 7:30 AM (recommended for carry-in items only)

Exhibitors can unload and load from a dock area at Caesars (we'll send detailed instructions).

Note that as a casino, Caesars has special security requirements. For loading/unloading Caesars staff will meet you at the dock with carts and bring your items up to your booth.

Exhibitor Move-out

Thursday Feb 20 from approx. 3:00 – 4:30 PM.

Volunteers and Caesars staff will assist during move-out so that this is smooth and done in the least disruptive manner possible. The banquet dinner will start at approximately 7:00 PM on Thursday night.

Ordering Electrical Power, Hardline Internet, Monitors, etc.

Free Wifi is available at Caesars.

You can order power, hardline internet and monitors through Caesars [using this online form](#):

- Electrical power (\$100/booth); hardline internet (\$100); or 55 inch monitor (\$175)

Please order in advance – by January 20, 2025.

Equipment – yes you can bring equipment!

To bring equipment into the trade show room you must adhere to the following:

- No fuel (all fuel should be drained)
- Equipment must be brought in under electric power or towed/pushed (no exhaust)
- Tires should be clean
- We'll ask you to bring a drop cloth or plastic sheet to protect the carpeting
- Depending on the size of the unit, you may need to purchase two booths
- Size limits: the elevator is 9ft high x 8ft wide x 20ft long with weight load capacity of 10,000 lbs. (The trade show is on the third floor)
- If bringing equipment we'll ask you to move-in on Tuesday Feb 20 (times TBD).

Equipment must be pre-approved: email us your equipment specifications by **January 20 2025**.

For equipment too large for the indoor trade show room, see the outdoor parking option below.

Equipment in Outdoor Parking Lot

Caesars has a parking lot across the street and they'll allow us to park some larger units here. This is an outdoor, street level parking lot. Send us your equipment specifications **by January 20 2025** if you're interested in parking in this lot.

Booth & Table sizes & Carpeting

Booths are 10' long x 10' deep and the tables are 6' long. (Each booth space includes one table, with black spandex on the table, and two chairs). The trade show room is carpeted.

Hanging Banners etc.

There are no hanging points on the wall or ceiling. The venue recommends step and repeat banners.

Meals & Booth Staff Registration

Each exhibitor booth includes a pass for one booth staff. The pass includes Wednesday breakfast, Wednesday lunch, Thursday breakfast and Thursday lunch (as well as coffee breaks on Wed & Thurs). Additional banquet tickets and booth staff passes can be [pre-purchased online using the link here](#) or on site at registration. (The banquet will be Thursday at approximately 7:00PM). Note Conference registration can be purchased separately and provides access to educational sessions.

Shipping to Caesars

Note that Caesars can receive booth items shipped ahead of time, (they request that items are delivered a minimum of 4 days ahead of the event). See [information here for shipping](#).

Book Hotel Rooms at Caesars

Book by Jan 20 2025 to save with our group rate: [book online using our event link here](#) or call 800-991-8888 with code AIS0217. **Rooms start \$159 + tax/fees.**

Caesars offers an incredible casino, on-site dining, spa, fitness centre, luxurious guest rooms and more! Book in the **Augustus Tower** to be closest to the Conference (and if you're bringing children, book in the Augustus Tower as the Forum Tower requires access via the casino where children aren't permitted).

Sponsor Promotional Gifts

If you registered as a sponsor or purchased the sponsor promo add-on, you can provide a promotional gift for delegates. In the past sponsors have provided for example: either a flyer, or usb stick, or pens, or tote bags, or stickers. The 2025 delegate welcome gift will be a sling bag (approx 13in high x 6in wide x 4in depth). We'll ask you to deliver qty 600 of your gift item to the ISA Ontario office by Feb 07, 2025.

Canadian Tree Fund (CTF) Silent Auction

[Canadian Tree Fund](#) is a registered Canadian charity which supports tree research in Canada. Every year CTF holds a silent auction on Thursday night: your donation will help support local tree-related research! CTF will collect auction items at the event.

Social Media Sharing

Let attendees know you'll be at the event to increase booth traffic & engagement! [Download logos and sample social media graphics here](#). We love when you share the event and we'll repost!

Exhibitor Checklist (Email ISAO: info@isaontario.com)

- ✓ By **Jan 20, 2025**: Email ISAO **large equipment specifications** for pre-approval
- ✓ By **Jan 20, 2025**: Submit your **Order Form for Power/Electrical** ([see order form here](#)).
- ✓ By **Jan 20, 2025**: Email ISAO your 15-minute **educational exhibitor presentation description**
- ✓ By **Feb 05, 2025**: Email ISAO **Certificate of Insurance** ([as per instructions here](#)).
- ✓ By **Feb 05, 2025**: Register **booth staff and order banquet dinner tickets** [online](#)
- ✓ By **Feb 07, 2025**: For sponsors: if you're providing promotional swag for the **delegate gift bag**: please deliver Qty 600 pieces to the ISA Ontario office by Fri Feb 07, 2025.

Thank you so much for joining us and we look forward to seeing you there!