



ONTARIO FASHION EXHIBITORS

MEMO TO: Sales Reps Interested in Membership

FROM: Serge Micheli

Dear Sales Representative:

Thank you for your interest in joining the Ontario Fashion Exhibitors (OFE) and our Trade Shows.

Enclosed, please find a membership package as per your request. Don't hesitate to contact me at any time if you have any questions or if you require further information. I can be reached at (416) 596-2401 or toll free within Canada at 1-800-765-7508 and my extension is 224.

Please read over the rules and regulations in the package to ensure that you are comfortable with them and that you qualify for membership before you complete the membership application. In order to qualify for membership you need to be a sales person with your own set of samples and territory(ies) and you cannot be an owner or part of management of manufacturing, importing or design.

If you do meet this requirement, you need to complete the membership application and have two members of OFE, that have been members for more than two years, to sponsor your application and sign in the box on the third page endorsing your application. These sponsors are verifying that they know you and that you meet the membership criteria stated above. Fax this to my attention at (416) 596-1808 with the two signatures along with a list of six retailers in Ontario that you sell to as a reference.

Thank you so much for your interest. Once we receive your application and booths become available we will contact you to set up a membership interview. Following the interview your application will be brought before the OFE Board for ratification.

Sincerely,

Serge Micheli
Executive Director and Show Manager

Encls.



ONTARIO FASHION EXHIBITORS

Application for Membership

I hereby apply for membership in the
ONTARIO FASHION EXHIBITORS INC. (O.F.E.)

(please print or type)

Name: _____

Business Name: _____

Phone #: _____ Fax #: _____

Email: _____

Business Address: _____

Street

_____ City/State

_____ Postal Code/Zip Code

Lines Represented: _____

1. Name of Manufacturer: _____

Address: _____

Territory: _____

Type of Merchandise: _____

Has this line been represented by an O.F.E. member before? _____

If Yes, who represented it? _____

2. Name of Manufacturer: _____

Address: _____

Territory: _____

Type of Merchandise: _____

Has this line been represented by an O.F.E. Member before? _____

If yes, who represented it? _____

How long have you represented the above firm(s)?

1. _____

2. _____

Are you an owner/partner or part of management of any apparel/accessory/manufacturing firm, importer or wholesaler?

[] YES

[] NO

If answer is yes, please give details:

Are you a member of the Canadian Association of Wholesale Sales Representatives?
_____ For how long? _____

Do you belong to other Markets in Canada? _____

I agree to be bound by all rules and regulations of the O.F.E. Any violation of these rules may cause the immediate revocation of my membership. I acknowledge that the O.F.E. reserves the right to reject any of my Market applications, or any line represented by myself with respect to exhibiting at any market.

I, the undersigned, confirm that all the information that I have provided on this form is valid and truthful. Following the acceptance of this application, I confirm that all lines that I bring in to markets are cleared in accordance with the requirements of both the OFE and CAWS by-laws and constitution. I understand that if the Board finds evidence to the contrary my membership could be revoked.

Signature of applicant: _____

Date: _____

Name of Applicant being sponsored: _____

This application must be signed by two members of OFE in good standing. Please have them print their names and sign in the box below.

The two members below that are sponsoring this individual must have been members of OFE for more than two years. As well, by signing for this individual you are acknowledging that you know the person to be a sales person with his or her own set of samples and territory(ies) and that the individual is not an owner or part of management of importing, manufacturing or design:

This application must be signed by two members of the OFE in good standing.	
1.	_____
	Print Name
1.	_____
	Signature
2.	_____
	Print Name
2.	_____
	Signature

Membership Committee

Action

Accepted Rejected

***The Ontario Fashion Exhibitors is an Affiliate
Of the Canadian Association of Wholesale Sales Representatives***

Fax back to OFE: (416) 596-1808

References for Membership
ONTARIO FASHION EXHIBITORS INC. (O.F.E.)

The following references are for _____
(Print your Sales Agency name above)

1. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____

2. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____

3. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____

4. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____

5. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____

6. Store Name: _____
Contact Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____



OFE FEE SCHEDULE

MEMBERSHIP FEES: **400.00***

OFE is affiliated with the Canadian Association of Wholesale Sales Representatives (CAWS). These membership fees constitute a dual membership in both OFE and CAWS. This amount is an annual fee that must be paid to maintain your membership in good standing.

* Pro-rated to half on June 1st.

ADMINISTRATION FEE: **\$500.00** (New Members)
 \$200.00 (Renewing Applicants)*

* *Renewing Applicants that are past 5 years must pay the full \$500.*

MARKET FEES: (per market)

BASE: **\$600.00**

EXTRA LINES: Five lines are included in the Base Market Fee. Lines in excess of five are **\$10.00** each.

RACK RENTALS: **\$25.00** (per rack)

BOOTH SPACE: **\$450.00** (per booth)
Booths are 10 x 10 feet each and include draping, electrical outlet, and carpeting.

FOR ALL FEES PLEASE INCLUDE G.S.T.

Please do not submit any payment, until the O.F.E. Office has contacted you to let you know if you have been approved or not.

Market Rules and Regulations of the Ontario Fashion Exhibitors, Inc.

"Any member must bring to the attention of the Rules and Regulations Committee any violation of the rules by any member of the Association. Upon investigation by the Rules and Regulations Committee, their findings will be presented as a recommendation to the Board of Directors, who will handle such infractions as they deem fit."

1. All participants must be members in good standing of OFE and CAWS.
2. Any line deemed in dispute by CAWS cannot be exhibited at any Market. All lines shown must be properly cleared by the member.
3. a) No manufacturer, importer, sales manager, member of managerial staff or employee of a manufacturer, will be permitted to attend or participate in a Market. No sales representative from another territory will be permitted to participate as an associate in a Market.
b) Companies distributing stock lots, over runs or close out products, for the purposes of resale, are not allowed to be represented at the OFE Markets.
4. All Market membership dues or fees as well as any other outstanding obligations, such as fines, must be paid in full prior to participation in each Market.
5. All Market participants must file market applications and register all Lines to be shown prior to Market deadline dates. There will be an automatic Late-Filing fee of \$50.00 for any late application. Furthermore, we cannot guarantee that any late application will be included in the Market Book.
6. Any lines that are being shown at a sanctioned Market cannot be shown at the same time at any competing market being held on the same dates.
7. All exhibitors must attend for the entire duration of all Markets scheduled by OFE, and not send substitutes unless approved by the Board of Directors. Late arrival or early departure will not be tolerated.
8. All fines and additional fees must be paid within 30 days of receipt of notification they are due. Any appeal of fines, fees, etc. must be received, in writing, within 30 days of the member's notification. All fines and additional fees must be paid in advance of the hearing of the appeal.
9. Exhibitors must use the booth sign furnished by OFE. No other signs, posters, banners, samples, or any other type of advertising outside the booth space will be allowed. No sign changes will be allowed. The sign is the property of OFE. Booth space is inclusive of the 10' height restrictions. Non-members names cannot be displayed.
10. During the Market, there is to be no sale of merchandise at the retail level or stock carried.
11. Exhibitors are responsible for the loss of or damage to show space property.
12. Exhibitors and staff are not permitted to escort or accompany buyers to another booth or to solicit buyers outside of their booth. Members/Exhibitors working with buyers after hours must escort the buyer out of the show or to their next scheduled appointment.
13. Exhibitors shall refrain from serving alcoholic beverages or banned substances at any time during Market business hours.
14. Exhibitors and staff must wear official identification badges at all times during the Market.
15. With respect to all press inquiries, Market executives will be the sole official spokespersons for the Markets.
16. No exhibitors shall be permitted to hold mass entertainment events during the Market.
17. Gambling of any kind is strictly forbidden during Market hours.

18. Any give-a-ways or promotions must be approved by the Executive Committee with input from the Market Review Committee prior to the show.
19. Exhibitors are fully responsible for all items brought to the Market. OFE bears no responsibility for any missing articles.
20. Exhibitor's displays, tables, chairs, etc., must remain within the confines of the booth(s).
21. No packing is permitted until the official closing time of a Market.
22. Members agree not to solicit lines represented by other OFE Members.
23. The Board of Directors shall have full power to interpret and/or amend these rules and to make any additional rules and regulations which, in its discretion, shall be in the best interest of the Market.
24. Members are responsible for outstanding monies from their suppliers that place ads in the Buyers' Guide/Market Book.
25. Booth(s) assigned to a member are the property of the member, even if it is paid by a third party. If circumstances change and the booths are no longer required, the booths revert to the Board of Directors for allocation. Re-imburement will be at the discretion of the Board.
26. A member shall not be allowed to promote a competing show(s)/market(s) while attending or exhibiting at an OFE show/market.

In accordance with the policies of the Toronto Congress Centre, children under the age of 16 years will not be permitted within the market during move-in and move-out.