



Management Report

December 31, 2014

Executive Summary

- The Sales & Marketing team secured 28 new events for Exhibition Place in November and December
- Exhibition Place's Recognition Committee received a record-setting 168 staff nominations for the August/September. The year-end winner is Erik Keung of Security Services, whose actions potentially saved the life of a CNE patron who experienced a medical emergency.
- In November UFI announced the election of Dianne Young to the UFI Board of Directors
- Exhibition Place's Platinum Level 3R Certification from the Recycling Council of Ontario (RCO) was featured in an article in Solid Waste and Recycling magazine.
- On November 12th the Canada Green Building Council (CaGBC) announced that Direct Energy Centre at Exhibition Place has been awarded LEED® Gold Certification for Existing Buildings: Operations and Maintenance. Direct Energy Centre is one of the first convention centres in Canada to receive this distinction by the CaGBC.

Financials for Combined Exhibition Place and Allstream Centre

The Finance Department is awaiting the audited 2014 year-end financials to present to the Board in February.

Direct Energy Centre accounts receivable as at December 31, 2014 was \$1,281,226 consisting primarily of:

- \$638,904 for services on completed events of which \$103,516 (16%) has been received by January 20, 2015.
- \$262,277 owed by Ovations of which \$218,225 (83%) has been received by January 20, 2015.
- \$228,768 of deposits owed as contractual for future events of which \$203,295 (89%) has been received by January 20, 2015.
- \$37,214 owed by MLSE- BMO Field for telecommunications services of which \$18,768 (50%) has been received by January 20, 2015.
- \$33,211 owed by MLSE (Ricoh) for telecommunications services of which nil have been received by January 20, 2015.

Exhibition Place accounts receivable as at December 31, 2014 was \$6,070,655 consisting primarily of:

- \$2,332,131 owed by City of which \$1,747,984 (75%) has been received by January 20, 2015.
- \$1,010,184 owed by the CNEA of which \$852,187 (85%) has been received by January 20, 2015.
- \$750,529 owed by tenants of which \$237,404 (32%) has been received by January 20, 2015.
- \$682,813 owed by MLSE - BMO Field for payroll costs of which \$78,918 (12%) has been received by January 20, 2015.
- \$489,067 owed by MLSE (Ricoh) for services of which \$89,543 (18%) has been received by January 20, 2015.
- \$42,998 for show services on completed events of which nil has been received by January 20, 2015.

Allstream Centre accounts receivable as at December 31, 2014 was \$656,228 consisting primarily of:

- \$391,064 owed by Cerise Fine Catering of which \$150,134 (38%) has been received by January 20, 2015.
- \$193,549 for services on completed events of which \$184,857 (96%) has been received by January 20, 2015.

- \$55,204 for other accounts. This amount is fully provided for as a bad debt provision in the financial statements.
- \$16,588 owed as contractual deposits for future events of which \$2,649 (16%) was received by January 20, 2015.

Sales and Marketing

November/December Sales Effort

During this period, the Sales & Marketing team secured 28 new events for Exhibition Place. The events are categorized as follows:

- 15 meetings & conventions
- 4 trade & consumer shows
- 4 exams
- 2 film shoots
- 1 walk/run/marathon
- 2 other

November/December Sales Summary

New events held during this time period include ExAc Examination Sitting, Supply Ontario 2014, LifeLabs Medical Laboratories Service – Senior Leadership Meeting, Kidney Foundation of Canada – Ontario Branch Meeting, College of Physicians and Surgeons of Ontario Methadone Prescribers Conference, OATC Physician Meeting, ACG Toronto 2014 Capital Connection, CMA B2B Conference, Ontario Masonry Design Awards, 20th Annual Regulatory Compliance, All That Glitters Gala, Landmark Forum, Acquired Brain Injury Conference 2014, Michelin Tire Ride and Drive, 2014 Trademark Agent Examinations, Indoor Winter Carnival at the EX, Canadian Breast Cancer Foundation Cook for the Cure, Lightsavers – Adaptive Controls Conference, “The Strain” TV Series Film Shoot, Microsoft Canada Inc – Mobile and Cloud Events, Toronto 2015 PanAm Games Diverse Caterers Networking Meeting, CIBC Holiday Party, Pilgrim Productions Incorporated – Ultimate Wealth Weekend, Cineplex Entertainment Festive Party, Scotiabank Holiday Party, Single Ladies TV Series Film Shoot, Solaris 2014, and 30th Annual Brita Resolution Run.

Business Travel

Barbara Outschoorn attended the PCMA (Professional Convention Management Association) Canadian Innovation Conference from November 23rd to 26th. The conference was well attended, with excellent education and plenty of opportunities for networking amongst meeting planners from across Canada.

Barbara Outschoorn attended the Tourism Toronto High Value Association (HVA) client event on November 27th. The event featured a presentation from a powerful speaker, Ron Tite. It was an opportunity to network, sit with prospects and develop relationships.

Don Leddy, Marvin Self and Barbara Outschoorn hosted a table of clients at both the CSAE (Canadian Society of Association Executives) Trillium Chapter Holiday Gala and the Ottawa Gatineau Chapter Holiday Gala on December 2nd and 4th. Both evenings were great opportunities for networking with other association clients, relationship building and sharing information about Allstream Centre.

Ellen de Boer attended the International Association of Exhibitions and Events annual conference in Los Angeles from December 9th to 11th. Direct Energy Centre participated in the SMG Co-op Booth and in the new feature area, the Canadian Pavilion. The show floor was

open for two days and was attended by show managers from around the world. Ellen also attended the SMG National Sales Meeting and all general attendance events, all in the effort to meet potential clients and fortify existing relationships.

Upcoming Sales Missions & Travel for 2015

The Association team (Don, Barb & Marvin) will be attending the CSAE Tete a Tete Tradeshow in Ottawa on January 29th, 2015.

Please see attached Appendix A for the 2015 Sales Mission and Travel schedule as outlined in the Annual Plan. The budgeted value of \$116,000 represents registration, travel and accommodation fees. As part of our sales strategy, the sales team participates in industry/client golf tournaments, which represents \$6300.

Publicity

Direct Energy Centre

- News Report during this period included **59** hits for Direct Energy Centre. Stories included: Royal Agricultural Winter Fair; Restaurants Canada; Print World; One of A Kind Christmas Show; Everything to do with Sex Show; Canada Blooms; Motorcycle Show
- In the December 10th issue of Tourism Now, Direct Energy Centre was featured under the People & Places section. The article titled "Two Toronto Facilities Reach New Level of Sustainability Recognition"
- In the December 4th issue of Meetings & Incentive Travel, Direct Energy Centre was featured under the *5 Things You Need to Know* section in an article titled "Direct Energy Centre gets LEED Gold"
- An article titled "LEED Gold for Direct Energy Centre" ran in the December 12th issue of the online newsletter GMI Portal
- Direct Energy Centre was mentioned in the November 26 "Tourism Now" issue under upcoming events for One of a Kind Christmas Show & Sale.

Allstream Centre

- News Report during this period included **6** hits for Allstream Centre. Stories Include Ontario Masonry Design Awards

Exhibition Place

- News Report during this period included **178** hits for Exhibition Place. Stories included: Royal Agricultural Winter Fair; Haunted Tours, Dianne Young to UFI Board, 3R Certified Platinum Award, PanAm Games, RAWF, Festival of Beer, LEED Gold Certification, BMO Expansion
- In the November 12th issue of Tourism Now, Exhibition Place was featured under the People & Places section. The article reported on Dianne Young's election to the UFI Board of Directors.
- A feature in the "People in the News" section of the November 12th UFI Exhibition Newsletter mentioned Dianne Young's election to the UFI Board of Directors
- In November 6th issue of the Meetings & Incentive Travel newsletter, the story "Exhibition Place Receives RCO Certification" ran in the *5 Things You Need to Know Section*
- Article titled "Exhibition Place Continues to Offer Cutting Edge Hospitality" ran in the September/October issue of the City Update newsletter.

Social Media Mentions

- Total number of mentions during this period for Exhibition Place, Direct Energy Centre and Allstream Centre on social media platforms; Twitter; Blogs; Facebook is: **1,897**

Event Management Services

During the months of November and December, Event and Meeting Co-ordinators and Exhibitor Services staff at Exhibition Place, Direct Energy Centre and Allstream Centre were involved in the following events:

Exhibitions/Meetings/Conventions/Corporate Events	
November 2014	
<ul style="list-style-type: none"> ▪ 2014 Exac Exams (AC) ▪ LifeLabs Medical Lab. Services Senior Leadership Meeting (AC) ▪ Supply Ontario 2014 (AC) ▪ RAWF 2014 ▪ CAEM CEM Courses (AC) ▪ Kidney Foundation of Canada (AC) ▪ OATC Physician Meeting (AC) ▪ AGC Toronto Capital (AC) ▪ ACG Toronto Capital Connection (AC) ▪ CMA B2B Conference (AC) 	<ul style="list-style-type: none"> ▪ Community Living - Fundraising Event (tenant) ▪ Michelin Tire Ride & Drive ▪ Landmark Education (AC) ▪ 20th. Annual Regulatory Compliance (AC) ▪ Acquired Brain Injury Conference (AC) ▪ Print World 2014 ▪ Women Reshaping the World (AC) ▪ Trademark Agent Exams (AC) ▪ School Library Resource Fair ▪ One of a Kind Christmas Craft Show ▪ BOG Meeting (AC)
December 2014	
<ul style="list-style-type: none"> ▪ CGA Exams (AC) ▪ CGA December Exams ▪ Lightsavers - Adaptive Controls Conference (AC) ▪ Indoor Winter Carnival ▪ Toronto 2015 PanAm/ParaPan Games diverse Caterers Networking Event (AC) 	<ul style="list-style-type: none"> ▪ Microsoft Canada Inc. - Mobile and Cloud Events (AC) ▪ Peak Performers - Profit Seminar (AC) ▪ CIBC Holiday Party ▪ State Farm Christmas Party (AC) ▪ Scotiabank Childrens' Holiday Celebration ▪ Solaris 2014 ▪ Resolution Run

Event Services

Staff arranged for the early move in of electrical and plumbing services, starting on September 21st, for the RAWF, as extensive preparations are required for this event.

As this was the 40th. Anniversary of the One of a Kind Christmas Craft Show, we produced a complimentary entrance banner to commemorate the occasion. Show management was very appreciative of this gesture. They were also pleased with the services provided by the electrical crew and requested that Colin MacDonald be scheduled again for their next event. They were also impressed by the attractive food service provided by Ovations.

In December we hosted Solaris 2014. Extensive medical, security, life safety and operational preparation was executed successfully for this EDM.

All events proceeded smoothly with our staff providing attentive service at all times.

Exhibitor Services

The Order desk serviced four events during the month of November.

In Allstream Centre, retrofit warranty work was provided by Teknion to reinforce the existing table legs to the tops and to reinforce the privacy panel stability. Retrofitting 450 – 6ft tables was completed during December.

Allstream Centre

Three galas booked by Cerise Fine Catering took place, including the return of Crohn's & Colitis Foundation. Other returning clients were ExAc Exams, CMA B2B, CAEM and Trade Mark Agent Exams. New events included the Kidney Foundation and Canadian Breast Cancer – Cook for the Cure. The Acquired Brain Injury Conference was also new and will be returning during January 2015. All of these events were well executed and very successful.

In December Allstream Centre hosted 6 events, including one Christmas function with Cineplex which was booked by Cerise. Returning clients included the CGA Exams and Microsoft. Sales & Marketing hosted their Client Event which was a successful afternoon of entertainment and lunch.

Parking

To date parking revenue is over budget for November and December. November is slightly above budget due to the increase in revenue from the RAWF and Exhibition Place tenants. Parking revenue for December was up mainly from the MLSE increase in Marlies games, Christmas parties in the BLC and Exhibition Place tenants.

IT/Telecommunications

IT/Telecom staff worked on a number of projects including Digital Signage, including a new system for Records and Archives, acquiring a new CCure server as well as providing connectivity for both the PA and Fire alarm system upgrades.

A new Digital signage system was deployed throughout the Galleria area in Direct Energy Centre. The signage consists of flat screen displays and micro computers that are connected to a content management system that can be directly fed data from the electronic booking system. The digital signs and micro computers were installed, connected and configured by IT/Telecom staff during off hours in order to minimize disruption to events.

The Records and Archives Department made a decision to switch from their current archives system to a new solution from Eloquent Systems. This switch-over requires the deployment of a new server as well as additional data storage capacity. The IT Department has procured and configured the new system and is working with the selected vendor in order to migrate data. The Exhibition Place electronic door access system is being upgraded with a new computer control server. The new server is housed in the IT/Telecom server room and is in the process of being configured to become the primary controller for this grounds wide security access system. The IT department has been working with the various contractors in order to provide data connectivity for the new Fire Panel upgrade project as well as the new PA system.

Building Operations

Mechanical

- Constructed new fire alarm transponder rooms and new Sales and Marketing offices
- Repaired broken retaining wall on the Living Wall, east Galleria
- Prepared for Boat Show move in
- Repaired concrete at front entrances & aprons of Direct Energy Centre
- Repaired damages incurred during Royal Agricultural Winter Fair
- Repaired show floors throughout with epoxy compound

- Replaced broken window at west end of Direct Energy Centre Galleria
- Replaced overhead vestibule entrance glass AB to Galleria
- Repairs made to Halls AB and CD hufcor walls due to damages
- Continued install of water bypass valves for floor ports
- Repaired east dock and east and west entrance gates by adding extra supports and guides for smoother operation

Electrical

- Constructed new fire alarm transponder rooms
- Relocated Finance pull station
- Tested all emergency and exit lights
- Installed new camera outside Facilities Office
- Repaired door to parking garage in compliance with for Accessibility for Ontarians with Disabilities Act
- Repaired battery pack East Annex Substation
- Replaced safety switch for heater in Painter's storage area
- Disconnected and reconnected unit heater in HVAC shop
- Rewired new heater in West Annex
- Investigated and repaired no power reports for chiller room exhaust fan and doors 20 and 48
- Removed lights in Sales and Marketing area
- Replaced burnt out lamps in parking kiosks and in elevator to management offices
- Investigated and repaired exhaust fans in the Upper East Annex
- Changed float switch on sump pump in the main Direct Energy Centre Substation
- Assembled and installed new block heater and thermostat for generator at the New Agricultural Complex Substation
- Tested heat tracing
- Replaced burnt out tower door light
- Re-labeled concession stand exhaust fans

On November 12th the Canada Green Building Council (CaGBC) announced that Direct Energy Centre was awarded LEED® Gold Certification for Existing Buildings: Operations and Maintenance. The Direct Energy Centre is one of the first convention centres in Canada to receive this distinction by the CaGBC.

The Leadership in Energy and Environmental Design (LEED) is an internationally recognized rating system for evaluating the sustainability of building design, construction and operations. LEED certified buildings incorporate leading-edge features that protect the environment and promote healthy working and living conditions. A few of the significant upgrades to reach LEED Gold included the following:

- A reduction of over 45% in water use from washroom fixtures.
- Increased controllable lighting systems that reduce lighting energy consumption
- An average of 72% of show waste being diverted from landfill
- Participation in the Toronto Smart Commute program which demonstrated a 52% reduction in conventional commuting trips

Facility Services

The following maintenance projects and activities were completed or are on-going:

- Completed carpet cleaning in all salons and boardrooms in Direct Energy Centre.

- Completed a dust blow-down of the ceilings in the Industry Building, East Annex and North Extension post Royal Agricultural Winter Fair.
- Completed sanitization in the Industry Building and East Annex after the RAWF move-out.
- Hired approximately 100 students in preparation for the RAWF ensuring all workers underwent orientation and training.
- Swept the underground parking garage and pressure washed the entrances in preparation for the One of a Kind Craft Show.
- Completed extensive cleaning of the new Direct Energy Centre washrooms post renovations.
- Serviced twelve (12) Ricoh Arena hockey games.
- Completed a Ricoh Coliseum turnover from an ice hockey to equestrian horse jumping arena and back to ice hockey under a strict timeline.
- Ordered approximately 74 metric tons of road salt in preparation for the winter snow season and placed road-salt boxes around various buildings.
- Continue to improve on our waste management practices, with diversion of waste giving us a record rate of 85.44% in 2014 compared to 85.21% in 2013.
- Completed the installation of the upgraded Audio / Visual System in Salon 110 prior to the Toronto International Boat Show and await final commissioning in January 2015.
- Installed speakers and components for the upgrade of Halls E, F, and G event paging system with a substantial portion of the project installed over the holiday season to avoid impacting our clients in the New Year.
- Production Technicians and Coordinators have reviewed and where required replaced key components of the Allstream AV system to ensure operationally ready for the 2015 spring meeting season.
- Successfully executed two back to back EDM events at Direct Energy Centre on December 26 and 27; provided Housekeeping, Labour, Audio/ Video, Lighting, Rigging and Pyrotechnic technicians.

As reported in October, the Recycling Council of Ontario (RCO) awarded a Platinum Level 3R Certification to Exhibition Place, the only facility in Ontario to have earned Platinum Level status. This achievement was featured in an article in the December/January issue of Solid Waste and Recycling magazine, which reported "... with the variety of buildings and activities that take place at the Ex presents a myriad of waste issues that management has tackled head on with the goal of being the best in class among their peers. A long-range plan, GREENSmart, implemented by Exhibition Place CEO Dianne Young, has comprehensively addressed solid waste, as well as the conservation of energy and other resources, bringing a number of accolades and distinction to the venue".

For more please visit: solidwastemag.com/digital-edition

EXcellence in Action

Lucy Filice sent an email dated November 6th to Sonia Naeemi and Robert Campbell regarding the Supply Chain Ontario event; "[...] I also want to thank your on-site staff – I believe if I recall correctly "Mitzi" and others were timely and provided great customer service to our team. Plus we appreciate the high quality food, coffee/tea provided."

Denise DeFlorio also received an email from Lucy Filice on November 6th; "Many thanks for guiding us, providing advice on what works best and being flexible [...] at our Branch meeting our Director noted that she felt we had delivered a professional event seamlessly by all accounts. I also want to thank your on-site staff from setup, to cleaning, to technical and meeting our needs at the site by providing great customer service to our team."

Shane Fine sent an email dated November 7th to Kim Rybnikar regarding the Crohn's and Colitis All that Glitters Gala; "Thank you for all your hard work on the kidney project. I was very happy with our crew!"

Kim Hussey commented as follows in her Client Satisfaction Survey regarding the UHN Acquired Brain Injury Conference on November 20th to 21st; "The food is always excellent at Allstream. I receive good feedback about the food from delegates." And "I always enjoy working with the staff at Allstream. They make planning an event very easy. Thanks for the great service."

Nancy Kloek received an email dated November 25th from Michelle Bacso regarding the Landmark Forum event; "Nancy, you were simply fabulous. We were all very moved by your above and beyond assistance, working with us last Tuesday. Thank you!!"

Marie-Hélène Diodati of Fair-Dairy Farmers of Canada sent an email dated November 25th to Tasleem Lokhat; "Thank you for all your help during the Royal Winter Fair. It was quite a success."

Kathy Treanor received an email dated November 28th from Jason Almeida regarding the ABI Conference; "As always, it was a pleasure working with you and your team. You definitely go above and beyond what is expected to make the whole experience fantastic. "

Kelly Antonaros sent an email dated November 28th to Jim MacGregor regarding Zoomer Show; "I wanted to send a formal THANK YOU from myself, and the entire team. Your attentiveness and availability from beginning to end – kept the entire process feeling "easy" and smooth, for all of us. [...] The entire team, Richard, Heather and Steve often said how you went above and beyond for us. I believe this was one of the most successful shows to date, for Toronto, and a big part of it was your personal attention to detail, and your experience that helped us all be proactive. You are a true gem [...] You helped keep us organized, you entertained us with your humour, and above all – in a very professional way, you helped us execute a very successful event. Thanks a million!"

Kathy Treanor received an email dated December 4th from Philip Jessup; "Thanks very much for all your great assistance for our LightSavers Connected City event on Tuesday. Everything went smoothly, and the exhibitors, sponsors, and participants all seemed happy. Please pass on our thanks also to Richard, the audio tech person, and others who provided service."

Cathy Robinson of the Ontario Bar Association sent an email dated December 10th to Barb Outschoorn regarding their event in Allstream Centre: "Thank you for yesterday. It is a beautiful facility and the event was great too."

Exhibition Place's Recognition Committee received a record-setting 168 staff nominations for the October/November period, which is the last period for the program year. Following are the winners:

	October/November Winners
Section 1	Al Cruz , Housekeeping
Section 2	Rob Holeczek , Parking Services
Section 3	Manny Costa , Exhibitor Services
Section 4	Roborta Atkinson , Operations
Section 5	Ashley Samuels , Security Services

The year-end winner is Eric Keung of Security Services, who consistently goes above and beyond the call of duty and whose actions potentially saved the life of a visitor to the CNE who experienced a medical emergency. Exhibition Place pays tribute to Erik for his professionalism and dedication.

Ovations Food Services

November

November was another busy month with some really exciting events. Ovations serviced a catered event for The Royal and used the fair as an opportunity to focus on expanding our sub-contractors list by seeing new potential vendors and observing their operations.

Winter Carnival took place in the Better Living Centre and Ovations catered corporate Christmas parties for Canadian Tire, Johnson & Johnson and State Farm, all of which were buffet style events.

Ovations staff were aware of high expectations for the One of a Kind Show and delivered all the food service for this event including catering, multiple food and bar areas and satellite restaurants. Operations were very successful and Ovations enjoyed the opportunity for advancing their relationship with the client.

December

December was another very busy and challenging month with the continuation of One of a Kind and Winter Carnival, which were overlapped by the CIBC Christmas Gala. The Gala was attended by 3,000 guests and was a huge success.

Cerise Fine Catering

November

November continued the autumn trend for great volume of business. Cerise executed four large corporate galas: The Kidney Foundation (300 guests); The Masonry Association (600 guests); Crohn's and Colitis (900 guests); The Canadian Breast Cancer Foundation – Cook for the Cure (400 guests). In addition to these galas, Allstream Centre was busy with many repeat and new corporate clients.

The food and beverage was well received on all events, as the client satisfaction surveys attest. The consistently strong working relationship between Cerise Fine Catering and Exhibition Place was apparent during the back-to-back business days.

December

Before the holiday rush slowed we served our repeat corporate client, Microsoft (400 guests) for two days, and Pilgrim Productions (900 guests) for two days. Both events were executed smoothly on all fronts.

Cineplex held their holiday gala (450 guests) at Allstream Centre for the first time and was very pleased with both food and beverage and their experience working in our building. They said they'd see us next year.

Exhibition Place and Cerise Fine Catering co-hosted a client event (120 guests) in the upper corridor for hors d'oeuvres and in Lakeside for lunch. The décor in the dining room was extravagantly festive, the food was beautiful and delicious, and the teamwork exemplary. As a team we opted for a more interactive approach, so we provided an introduction to the menu, and a chef demonstration of the construction of the dessert. It was a party that felt like a party, and our guests sent many emails expressing their appreciation. I am confident that, as a team, we will be able to build on this great experience for future receptions.

Submitted by:

Submitted by:

Arlene Campbell
General Manager, Sales & Events Management

Dianne Young
Chief Executive Officer

APPENDIX A – SALES MISSION AND TRAVEL SCHEDULE

ASSOCIATION					
DATE	TT BUSINESS GROUP	LOCATION	EVENT/SALES ACTIVITY/ORGANIZERS MARKETING PROGRAM	TARGET AUDIENCE	PROPOSED EXPLACE SELLER
February	MC&IT	Ottawa, ON	Lunch & Learn Seminar (Topic: TBA)	Cdn Association	Barb Outschoorn
March	MC&IT	Ottawa, ON	Lunch & Learn Seminar (Topic: TBA)	Cdn Association	Barb Outschoorn
April	MC&IT	Ottawa, ON	Lunch & Learn Seminar (Topic: TBA)	Cdn Association	Marvin Self
May	MC&IT	Ottawa, ON	Lunch & Learn Seminar (Topic: TBA)	Cdn Association	Don Leddy
September	MC&IT	Ottawa, ON	Kick- Off Reception	Cdn Association	Barb Outschoorn
October	MC&IT	Ottawa, ON	Lunch & Learn Seminar (Topic: TBA)		Marvin Self
November	MC&IT	Ottawa, ON	Breakfast Education Seminar Lunch & Learn Seminar (Topic: TBA)	Cdn Association	Don Leddy Marvin Self
June 11, 2015	MC&IT	Ottawa, ON	Summer Bash Dinner & AGM	Cdn Association Association	Marvin Self
September	MC&IT	Ottawa, ON	Kick- Off Reception	Cdn Association	Don Leddy
Bi-monthly	MC&IT	TBA	PCMA Bi-Monthly Meetings/ Socials	Cdn Association	TBD
February 5-6, 2015	MC&IT	Holiday Inn Kitchener	CSAE Trillium - Winter Summit	Cdn Association	Don Leddy Barb Outschoorn
January 29, 2015	MC&IT	Ottawa Shaw CC Ottawa, ON	CSAE Tete a Tete MPI - Silent Auction and Dinner	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
March 1, 2015	MC&IT	Ottawa, ON	Tourism Toronto - Canadian Assoc. Sales Mission & HVA Client Event	Cdn Association	Marvin Self
Date & venue TBD	MC&IT	Ottawa, ON	Association Ottawa Client Event	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
April 16, 2015	MC&IT	Ottawa, ON	MPI National Meeting Industry Day	Cdn Association	Barb Outschoorn
April/May 2015	MC&IT	Toronto, ON	Tourism Toronto - Mowat Building Mini Trade Show	Cdn Association	Don Leddy
May 7, 2015	MC&IT	Hilton Lac Leamy Ottawa, ON	MPI Prix Prestige Awards Gala	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
June 14-17, 2015	MC&IT	Ft. Lauderdale Florida	PCMA June	USA Association	Marvin Self Don Leddy
July 9-10, 2015	MC&IT	Deerhurst Resort Huntsville, ON	CSAE Annual Summer Summit	Cdn Association	Don Leddy Marvin Self
August 2015	MC&IT	Ottawa, ON	Tourism Toronto - Canadian Assoc. August Sales Mission & HVA Client Event & MPI golf tourney	Cdn Association	Don Leddy
Fall 2015	MC&IT	Allstream Centre	CAEM Executive Forum & Luncheon	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
October 27-30, 2015	MC&IT	Telus CC Calgary, AB	CSAE Annual Conference & Showcase	Cdn Association	Barb Outschoorn Don Leddy Marvin Self Arlene Campbell
November 22-24, 2015	MC&IT	Toronto, ON	PCMA Eastern Chapter conference	Cdn Association	Barb Outschoorn Marvin Self Don Leddy Laura Purdy

ASSOCIATION Cntd...					
November 2015	MC&IT	Toronto, ON	Tourism Toronto - Mowat Building Mini Trade Show	Cdn Association	Don Leddy
November 2015	MC&IT	Ottawa	Tourism Toronto - HVA Signature Event	Cdn Association	Barb Outschoorn
December 2015	MC&IT	Ottawa, ON	CSAE - Ottawa-Gatineau Chapter Christmas Social & Dinner	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
October 2015	MC&IT	GTA	CSAE - Annual Awards Gala Reception & Dinner	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
December 2015	MC&IT	GTA	CSAE - Trillium Chapter Holiday Reception & Dinner	Cdn Association	Barb Outschoorn Don Leddy Marvin Self
December 2015	MC&IT	TBD Ottawa, ON	MPI Ottawa - Festive Holiday Luncheon	Cdn Association	Barb Outschoorn Don Leddy Marvin Self

CORPORATE					
DATE	TT BUSINES S GROUP	LOCATION	EVENT/SALES ACTIVITY/ORGANIZERS MARKETING PROGRAM	TARGET AUDIENCE	PROPOSED EXPLACE SELLER
January 2015	MC&IT	GTA	MPI Board Retreat	Cdn Corporate	Geoff Mak
February 1, 2015	MC&IT	GTA	MPI Signature Series Event	Cdn Corporate	Geoff Mak TBD
February 12, 2015	MC&IT	GTA	MPI PD Session	Cdn Corporate	Geoff Mak TBS
May 24-26, 2015	MC&IT	GTA	MPI Toronto Chapter Board Retreat	Cdn Corporate	TBD
May 2, 2015	MC&IT	GTA	MPI Signature Series Event	Cdn Corporate	Geoff Mak TBD TBC
May 7, 2015	MC&IT	GTA	MPI PD Session	Cdn Corporate	Geoff Mak
September 2015	MC&IT	GTA	MPI Signature Series & AGM	Cdn Corporate	Geoff Mak TBD TBD
November 2015	MC&IT	GTA	MPI Signature Series Luncheon	Cdn Corporate	Geoff Mak TBD
October 2015	MC&IT	GTA	MPI PD Session	Cdn Corporate	Geoff Mak
2015	MC&IT	GTA	Toronto Board of Trade Monthly	Cdn Corporate	TBD
Bi monthly	MC&IT	GTA	PCMA Bi-Monthly 4 Meetings	Cdn Corporate	TBD
3 per year	MC&IT	GTA	SITE Monthly Meetings	Cdn Corporate	TBD
November 4, 2015	MC&IT	GTA	Site Education Day	Cdn Corporate	TBD
February 21-22, 2015	MC&IT	Saskatoon	CanSPEP Annual Conference	Cdn Corporate	David Stempowski
February 11, 2015	MC&IT	TBA	SITE Canada AGM	Cdn Corporate	David Stempowski Stephanie Lander
March 6, 2015	MC&IT	MTCC	MPI Awards Gala	Cdn Corporate	Geoff Mak David Stempowski Stephanie Lander TBD
April 16, 2015	MC&IT	TBA	MPI National Meetings Industry Day	Cdn Corporate	Geoff Mak Stephanie Lander David Stempowski Arlene Campbell Laura Purdy
April 15, 2015	MC&IT	GTA	BEICC - Cda Meet Week - The Zone	Cdn Corporate	TBD

CORPORATE Cntd...					
April 14, 2015	MC&IT	GTA	SITE Spring Social - Cda Meet Week	Cdn Corporate	TBD
April 15, 2015	MC&IT	GTA	CanSpep	Cdn Corporate	TBD
Sprilt 2015	MC&IT	Montreal	Tourism Toronto Montreal - Signature Event	Cdn Corporate	TBD
May 22, 2015	MC&IT	Langdon Hall	Tourism Toronto - South Western Ontario Signature Event	Cdn Corporate	TBD
June 15-17, 2015	MC&IT	Blue Mountain	MPI - Toronto Education Conference	Cdn Corporate	Geoff Mak TBD
July 15-16, 2015	MC&IT	Montreal, QC	Allstream Centre Montreal In Market Sales Calls/ Client Event	Cdn Corporate	TBD TBD
August 2-5, 2015	MC&IT	San Francisco	MPI - World Education Conference	USA Corporate	Geoff Mak TBD
August 20-21, 2015	MC&IT	MTCC Toronto, ON	Incentive Works	Cdn Corporate	Stephanie Lander Geoff Mak David Stempowski Laura Purdy TBD
August 20-22, 2015	MC&IT	Omni Mt Royal Montreal, Quebec	FICP Canadian Chapter	Cdn Corporate	Stephanie Lander
October	MC&IT	Allstream Centre Toronto, ON	CAEM Executive Forum & Luncheon	Cdn Corporate	Geoff Mak Stephanie Lander David Stempowski Arlene Campbell Laura Purdy TGD
Fall 2015	MC&IT	GTA	CanSPEP Day & AGM	Cdn Corporate	David Stempowski
Fall 2015	MC&IT	TBA	South West Ontario Sales Calls	Cdn Corporate	TBD
Fall 2015	MC&IT	West Coast	Tourism Toronto - West Coast North America	Cdn Corporate	TBD
November 14-18, 2015	MC&IT	Paradise Island, Bahamas	FICP International/Educational	International Corporate	Stephanie Lander
November	MC&IT	Toronto, ON	PCMA Annual Conference	Cdn Corporate	TBD
TBA	MC&IT	Toronto, ON	MPI Holiday Gala	Cdn Corporate	Geoff Mak Stephanie Lander David Stempowski Arlene Campbell Laura Purdy TBD
December	MC&IT	Toronto, ON	CAEM Holiday Luncheon	Cdn Corporate	Geoff Mak David Stempowski Stephanie Lander TBD
December	MC&IT	Toronto, ON	SITE Canada Holiday Social	Cdn Corporate	TBD

TRADESHOWS & SPORTS ASSOCIATIONS					
DATE	TT BUSINES S GROUP	LOCATION	EVENT/SALES ACTIVITY/ORGANIZERS MARKETING PROGRAM	TARGET AUDIENCE	PROPOSED EXPLACE SELLER
April 6, 2015	MC&IT	Toronto, ON	CAEM Awards Gala	Cdn Association	Ellen de Boer Laura Purdy Martin Kennaally
April 13-16, 2015	MC&IT	Kiwah, SC	SISO	USA Association	Laura Purdy
June 14-16, 2015	MC&IT	Lac Lemy, QC	CAEM Conference	Cdn Association	Ellen de Boer
December 1-3, 2015	MC&IT	Baltimore, MA	IAEE Annual Conference	USA Association	Ellen de Boer
TBD	MC&IT	Toronto, ON	CAEM Holiday Luncheon	Cdn Association	Ellen de Boer Arlene Campbell Laura Purdy
TBD	MC&IT	TBD	CAEM Executive Forum & Luncheon	Cdn Association	Ellen de Boer

APPENDIX B

Summary of Sole Source Commitment Activity by Reason - October 18, 2014 to December, 2014

Part A of the report below informs the Board of the sole source activity for Exhibition Place including sole source purchases approved through the Board. The format used to provide the information below is the same used by the City of Toronto Purchasing and Materials Management Division (PMMD) so as to maintain consistency and uniformity in reporting.

Procedures for the processing of sole source purchase are outlined below and include due diligence measures to ensure that:

Part A

- (1) Detailed explanation is provided for the sole source purchase.
- (2) Sole sourcing is an appropriate method to obtain the needed goods and/or services
- (3) Proper approvals as outlined in the Board Financial By Laws are obtained before processing a sole source purchase; and
- (4) Where possible, the process is in accordance with current market conditions and prices offered to other customers.

Total sole source activity from October 18 to December 31, 2014 total is \$84,485.00. The percentage of dollar value of sole source purchasing activity for goods and services compared to the total purchasing expenditures of \$1,011,109.68 is 8.4% for this period. The revised annual percentage year to date is 2.8% on purchasing expenditures of \$8,152,979.64.

EP Program

Reason for Sole Source	Number of Commitments	Number of Suppliers	Total Value
Match Existing Equipment/Service	0	0	\$ -
Specialized Services	2	2	\$ 66,500.00
Ensure Warranty Maintenance	0	0	\$ -
Emergency	0	0	\$ -
Time Constraints	0	0	\$ -
Bridging Contract	0	0	\$ -
Proprietary/Trademark/Patent	3	2	\$ 17,985.00
Health & Safety Issues	0	0	\$ -
Other Reasons -	0	0	\$ -
Total	5	4	\$ 84,485.00