



OCTOBER 20-21, 2018

EY CENTRE - OTTAWA, ONTARIO
www.ottawaskishow.com

EXHIBITOR MOVE-IN/MOVE OUT INFORMATION

SHOW LOCATION: EY Centre

SHIPPING ADDRESS: 4899 Uplands Drive, Ottawa ON K1V 1J9

SHOW HOURS: Sat. Oct. 20, 2018 9AM-5PM
Sun. Oct. 22, 2017 9 AM to 6 PM

MOVE-IN: Friday, October 19, 2018 – 1:00 PM - 7:00 PM

Shipments to the EY Centre will be accepted FROM 8 am to 4 PM on Friday, October 19. If you require items shipped before October 19, please arrange this with Freeman Decorating (613) 748-7180. Be sure to indicate Ottawa Ski Show with your Company Name.

MOVE-OUT: Sunday, October 21, 2018 – 5:00 PM - 9:00 PM

Everything must be removed from the show floor by 9PM. There are no overnight storage facilities at EY Centre after show closing. Arrangements may be made with Freeman Decorating's warehouse facilities for storage and shipping.

STANDARD BOOTH: A Standard Booth floor space is 10' wide x 10' deep. The back drape is 8' high. The height of your booth may NOT exceed 8' (this includes signage). Any variance from this must be approved by show management.

SECURITY: Although general building security is provided, all property of the exhibitor remains the exhibitor's responsibility in transit to, within, or in transit from the exhibit hall. It is recommended that exhibitors take precautionary measures such as securing small or easily portable articles of value, and the removal of them to a place of safekeeping after exhibit hours.

INSURANCE: Exhibitors are responsible for floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others.

SELLING: There are NO RESTRICTIONS on selling. ALL GOODS AND SERVICES MAY BE SOLD on the floor. The Show does not take responsibility for security. Please ensure that you have adequate staffing to cover security during show hours.

ASSIGNMENT OF SPACE: Show Management shall have the right to change, if necessary, the assignment of space to be occupied by the exhibitor.

STORAGE AND TRASH REMOVAL: Show Management provides FREE trash removal on Saturday night. We provide storage for your empty cartons. Make sure you mark each carton with your company and booth #.

MATERIAL HANDLING: FREE Dollies are supplied for loading/unloading. If you require forklift service, you must arrange this with Freeman Decorating.

EXHIBITOR BADGES: Four (4) badges will be provided to each exhibitor with the name of your Organization on the badge. If you need more badges than the standard 4 let us know by e-mailing info@ottawaskishow.com We do not need a list of your show staff. We do not prepare exhibitor badges with individual staff names. There is room on the badge however for you to write the individual's name. You are also welcome to wear your corporate name tags. If there is more than one organization in your booth and you would like badges for these additional organizations please let us know by e-mail.

EXHIBITOR PUBLICITY/PRODUCT INFORMATION: E-mail (info@ottawaskishow.com) - any information regarding promotional draws, new products/services. This information will help us in pre-show promotion and give your company added exposure.

SHOW DECORATOR – ELECTRICAL – SHIPPING – STORAGE – CUSTOMS CLEARANCE:

Booth rental items & other services are available through FREEMAN (613) 748-7180. Please note they are now a bonded customs warehouse. Their order forms are available on our web site and FREEMAN will also be mailing a package with order forms to each exhibitor at the end of September.

TELECOMMUNICATIONS: For temporary telephone service and wireless internet service, contact DE Systems (613) 723-1166, Ext. 233

CONTACT INFORMATION:

- Telephone Monica Landon, Show Manager (613) 697-2239
- E-Mail info@ottawaskishow.com
- Mail Ottawa Ski Show, 462 Hazeldean Rd, Kanata, Ontario K2L 1V3