



OTTAWA GENERAL INFORMATION

OTTAWA SHOW DETAILS

Ottawa Show Day:	Tuesday, June 12th, 2018
Move-in:	6:00 am – 7:30 am
Exhibit Floor Hours:	7:30 am – 4:30 pm
Seminar Program Hours:	8:00 am – 3:45 pm
Registration Hours:	7:30 am – 3:00 pm
Reception:	3:45 pm – 4:30 pm
Move-out:	4:30 pm – 6:00 pm

EACH exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs and ONE (1) 1500 watt duplex outlet.

LOCATION

Ottawa Conference & Event Centre
200 Coventry Road
Ottawa, ON K1K 4S3
Tel: 613-288-3450

www.ottawaconferenceandeventcentre.com

Exhibits in Room 106 CDE

SHOW PRODUCER

Macgregor Communications
110 Cochrane Drive, Unit 1
Markham, Ontario, L3R 9S1
Toll-Free: 888 443-6786

SHOW PERSONNEL

Richard Jirka Event Director	905 948-0470 X2249 rjirka@macgregorcom.com
Jennifer Hiett Operations Coordinator	905 948-0470 X2253 jhiett@macgregorcom.com
Registration & Customer Service	1-888-443-6786 registration@itechconference.ca



OTTAWA GENERAL INFORMATION

PAYMENTS & INVOICES:

All outstanding accounts must be settled prior to the event start date. If you require your invoice to be sent again, please contact Richard Jirka at 289-789-2249.

CUSTOMS SERVICES

ConsultExpo Event Services Inc. has been appointed the Official Customs Broker. Please contact ConsultExpo Event Services Inc. with any customs requirements you may have.

If you are an exhibitor coming in from the United States, you will need to contact ConsultExpo Event Services Inc regarding your shipment in and out of Canada. You are free to use your own customs broker, however, we do ask that you contact ConsultExpo Event Services Inc to let them know about your shipment.

SPONSOR BADGES & ENTRY TO THE SHOW

Each exhibiting company can have up to three (3) exhibitor badges. Badges must be worn for admission to the event. All badges will be available for pick-up at the Registration Counter during move-in or during the show. Please use link on on-line exhibitor kit to register names for exhibitor badges.

Show Management reserves the right to refuse admission to the show to any visitor, sponsor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

WORKSHOP ATTENDEE LIST

The iTech Lead Concierge Service is provided in Ottawa. Show management will scan attendees as they enter your session and immediately send them an email, thanking them for attending. The attendee will then have a chance to reach out to the sponsor through a contact person or link included in the email. At the end of the event, the sponsor will receive a complete list of those that attended their session. You will be contacted approximately 2 weeks prior to the show to determine what you would like your thank you message to include.



OTTAWA GENERAL INFORMATION

LEAD RETRIEVAL

Given the privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using our lead retrieval application to capture all attendees who visit your booth.** Show Management will email those attendees who have opted to release their registration information after each show. This list will be emailed to the contact listed on the iTech exhibitor contract.

For information on our lead retrieval system, please visit <http://www.myshowlead.com/>

To order lead retrieval please visit <https://unity.divcomevents.com/lr/ps?e=ITECHOTT2018>
Please note that you are responsible for this additional cost. If you have any questions please contact Sandy Fazaa at sfazaa@macgregorcom.com
registration information after each show. This list will be emailed to the contact listed on the iTech exhibitor contract.

ELECTRICAL REQUIREMENTS

All electrical requirements **with the exception of one (1) basic electrical outlet per exhibitor** are at the expense of the exhibitor.

FOOD & BEVERAGE

The Ottawa Conference and Event Centre is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your session require authorization from the venue.

INSURANCE

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed when the tabletop is not manned.

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards.

Exhibitorinsurance.com is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit www.exhibitorinsurance.com



OTTAWA GENERAL INFORMATION

SHIPPING

iTech Ottawa is a tabletop exhibit space meaning you will receive a 6' table as your exhibit area and should not require many materials that need to be shipped. Please try and keep most materials to hand carry items only.

If you are planning to ship items directly to the venue please note to your carrier that all shipments must not arrive prior to **Monday, June 11th, 2018**. The Ottawa Conference & Event Centre will not accept any goods before this scheduled date. Storage space is not available, nor is the venue to be held responsible for goods shipped in advance.

Show Management is not responsible for your shipments. If you will be shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at or bring them with you to the show.

**Please label all shipments accordingly.
A shipping label is attached below for your convenience.**