



# GENERAL INFORMATION OTTAWA 2019

## SHOW LOCATION & HOURS

**Show Date: Tuesday, June 18<sup>th</sup>, 2019**

Ottawa Conference & Event Centre

200 Coventry Road

Ottawa, ON K1K 4S3

Tel: 613-288-3450

[www.ottawaconferenceandeventcentre.com](http://www.ottawaconferenceandeventcentre.com)

**Exhibits in Room 118 CDE**

**Ottawa Move-In: Tuesday, June 18, 2019**

5:30 am – 7:30 am

**Ottawa Show Day: Tuesday, June 18, 2019**

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.**

## NOTE: PAYMENTS & INVOICES

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

**Exhibitors should not begin dismantling displays until AFTER official close of show.**

**Exhibitors are expected to have an attendant at their booths *at all times* during the Conference**

## ENTRY TO THE SHOW

For security reasons, all exhibitors and attendees will be required to wear badges in a prominent location when entering the show floor. Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.



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## EXHIBITOR BADGES

To avoid having to line up to register, you can pre-register [here](#) (pass this link to your booth staff so they can register themselves). Once registered, pick up your badge at the Registration Counter during move-in or during the show or it may be delivered directly to your booth. Check at registration. Each exhibiting company can have up to three (3) exhibitor badges.

## BOOTH SPACE

iTech Ottawa is a tabletop exhibit space meaning you will receive a 6' table as your exhibit space and no 10x10 booths are allowed. EACH exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs, one WiFi connection and ONE (1) 1500 watt outlet. If you require more than one outlet, you can contact me to order one. You will be responsible for the additional charges for the extra outlet(s). We do not have a formal floorplan. You will be assigned a booth when you arrive.

## 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.

## LEAD RETRIEVAL

Our ***Lead Retrieval App*** is available for purchase to be used on your own cell phone. Given the privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using the App 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://admin.unityeventsolutions.com/lr/ps?e=ITECHOTT2019> Please note that you are responsible for this additional cost. If you have any questions, please call 289-789-2209 or email [support@unityeventsolutions.com](mailto:support@unityeventsolutions.com)



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## FOOD & BEVERAGE

The Ottawa Conference & 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 <https://www.exhibitorinsurance.com/pub/cnt/>

## SHIPPING

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 17<sup>th</sup>, 2019**. 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 will not be responsible for lost shipments. If you are 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.**

## CUSTOMS SERVICES

ConsultExpo Event Services Inc. has been appointed the Official Customs Broker. If you are an international exhibitor, 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.

Tel: 514-482-8886 Email: [info@consultexpoinc.com](mailto:info@consultexpoinc.com) <https://www.consultexpoinc.com/>

Please contact them with any customs requirements you may have.



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## SHOW PRODUCER

Macgregor Communications  
110 Cochrane Dr,  
Unit 1,  
Markham, ON L3R 9S1  
**Toll-Free: 888 443-6786**

Richard Jirka  
Event Director

905 948-0470 X2249  
[rjirka@macgregorcom.com](mailto:rjirka@macgregorcom.com)

Nordica Tulloch  
Operations Coordinator

905 948-0470 X2231  
[ntulloch@macgregorcom.com](mailto:ntulloch@macgregorcom.com)

Registration & Customer Service

1-888-443-6786 ext 4  
[registration@itechconference.ca](mailto:registration@itechconference.ca)



**GENERAL INFORMATION  
OTTAWA 2019**

**EXHIBITOR SHIPMENT LABEL**

**OTTAWA CONFERENCE & EVENT CENTRE  
200 Coventry Road,  
Ottawa, ON K1K 4S3  
ROOM 118 CDE**

**Venue Contact: Pamela DiNardo  
Tel: 613-288-3455**

**SPONSOR NAME:** \_\_\_\_\_

**SPONSOR ONSITE PHONE #:** \_\_\_\_\_

**EVENT DATE: Tuesday, June 18, 2019  
FOR: iTech Ottawa 2019  
ATTN: Nordica Tulloch  
CONTACT NUMBER: 289-789-2231**

**BOX \_\_\_\_\_ OF \_\_\_\_\_**

**SHIPMENTS CANNOT BE DELIVERED  
BEFORE MONDAY, JUNE 17<sup>th</sup>, 2019**