



GENERAL INFORMATION

OTTAWA 2023

SHOW LOCATION & HOURS

Show Date: Tuesday, May 23, 2023

Ottawa Conference & Event Centre

200 Coventry Road

Ottawa, ON K1K 4S3

Tel: 613-288-3450

www.ottawaconferenceandeventcentre.com

Exhibits in Room 118 CDE

Ottawa Move-In: Tuesday, May 23, 2023

6:00 am – 8:00 am

Ottawa Show Day: Tuesday, May 23, 2023

Exhibit Floor Hours: 8:00 am – 4:30 pm

Program Hours: 9:00 am – 4:30 pm

Reception: 3:45 pm – 4:30 pm*

Move-out: 4:30 pm – 5:30 pm*

**hours subject to change*

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 Christine Palamoudian at 416-451-9303.

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.

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 Desk 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.



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BOOTH SPACE

iTech Ottawa is a tabletop exhibit space meaning you will receive a 6' table as your exhibit space. No 10x10 booths are allowed. EACH exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs and ONE (1) 1500 watt outlet. If you require more than one outlet, you can contact your Operations Coordinator 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.

SESSION ATTENDEE LIST

For Silver Level Sponsorships and above, the iTech Lead Concierge Service is provided. 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 who attended their session.

LEAD RETRIEVAL

Our **Lead Retrieval App** is available for purchase to be used on your own cell phone. Given the privacy laws 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=ITECHOTT2023> or order through our Exhibitor Resource Centre. Please note that you are responsible for this additional cost. If you have any questions, please contact 289-789-2209 (1-800-416-6805 ext 2209) or email support@unityeventsolutions.com

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 booth require authorization from the venue.

INSURANCE

It is imperative that we have a copy of your insurance coverage for this event. 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 staffed.

Exhibitors must provide proof of adequate insurance for their own personnel, exhibits, and materials against all such hazards. Please see the online kit for a detailed requirements document and a direct link to order information. Please email a copy of your COI to jhiett@macgregorcom.com



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If you need to add to your insurance, you can use [Exhibitorinsurance.com](https://www.exhibitorinsurance.com). They are the leading Exhibitor Insurance provider, offering “all risk” 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/srch/>

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 **Friday, May 19, 2023**. **Also, please note that items cannot be received on Monday, May 22 as it is a Statutory Holiday.** 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

If you are an international exhibitor, shipping goods into Canada, you will need to contact a Customs Broker. You can use ours though OPS@BEYOND-BORDERSLC.COM
Contact Rob Parr 416-771-4065 for customs and shipping information.

SHOW PRODUCER

Macgregor Communications. 110 Cochrane Dr, Unit 100, Markham, Ontario L3R 9S1
Toll-Free: 888 443-6786

Christine Palamoudian 416-451-9303
Event Director cpalamoudian@macgregorcom.com

Richard Jirka 647-996-1428
Event Director rjirka@macgregorcom.com

Jennifer Hiett 905 948-0470 X2253
Operations Coordinator jhiett@macgregorcom.com

Registration & Customer Service 1-888-443-6786
registration@itechconference.ca



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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
EVENT DATE: Tuesday, May 23, 2023
FOR: iTech Ottawa 2023
Event Contact On-site: Christine Palamoudian
Tel: 416-451-9303**

SPONSOR NAME:

SPONSOR ONSITE PHONE #:

BOX OF _____ of _____

**SHIPMENTS CANNOT BE DELIVERED
BEFORE FRIDAY, MAY 19, 2023**

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as it is a Statutory Holiday**