

THE NATIONAL WOMEN'S SHOW

OTTAWA FALL

October 23-24, 2021

The EY Centre

Hall #3



EXHIBITOR MANUAL

WELCOME AND THANK YOU

for choosing to be a participant in
The National Women's Show - Ottawa.

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at
The EY Centre
on Friday October 22, 2021 at 9am and management will be available to assist you for the duration of the Show.

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section of the manual](#).*

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GENERAL INFORMATION

Show Location

EY Centre
Hall 3
4899 Uplands Drive
Ottawa, Ontario
K1V 2N6
Tel: (613) 822-8800

[MAP](#)

[MAP TO FACILITY](#)

Show Dates & Times

Saturday, October 23, 2021	9:45 am – 6:00 pm
Sunday, October 24, 2021	9:45 am – 5:00 pm

Exhibitor Move-in Times

Friday, October 22, 2021	9:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, October 24, 2021	5:00 pm – 10:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

[CHECK LIST](#)

AUDIO / VISUAL RENTALS

ORDER DEADLINE: October 15, 2021

If you require audio visual equipment in your booth, please send the completed order form to;

AV Canada

Martin Stanfield

Tel: 613-223-0441

Fax: 1.888.294.2067

Email: martin.c@av-canada.com

Orders received after the ORDER deadline may be subject to additional charges.

[AUDIO VISUAL ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: October 1, 2021

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please contact:

EY Centre

Tel: (888)822-9221

Fax: 613-688-4824

Email: cleaning@eycentre.ca

[BOOTH CLEANING ORDER FORM](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: September 30, 2021

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

Should you require assistance setting up or dismantling your booth, you can order these services from **Stronco**.

To place your order online, view the show schedule or print order forms, go to www.stroncoonline.com.

Show Code: 510984621

If you have any questions, please contact:

Stronco Show Services Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

exhibitorservices@stronco.com

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT INFORMATION](#)

CELL PHONE SERVICE /POS DEVICES

Please be advised that you should not rely on wireless service from your cell phone provider for payment processing or data access. Exhibitors that use Rogers, and their subsidiary providers, may have inconsistent cell service at the EY Centre. This would be most evident when the building has a high number of visitors. It is recommended that an alternative for these services is arranged for POS devices. Please contact **DE Systems** at 613-903-4123 for options and more information.

CUSTOMS BROKER

Cross Connect Customs & Logistics is our designated official customs broker to coordinate customs clearance of goods destined for The National Women's Show. Please make sure you contact them at least one month prior to the event in order to arrange your custom needs.

If you have any questions please contact:

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

[TRANSPORTATION & CUSTOMS ORDER FORMS](#)

DISCOUNT COUPONS

Raise awareness and increase traffic to your booth by distributing online Customized Discounted Passes to your database & share with all your social networks. Please share this a few times prior to the show to attract attendees to your booth.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format to Joy Gallaiford joy@nationalevent.com.

ELECTRICAL

ORDER DEADLINE: October 1, 2021

Electrical is not supplied to your booth. **If you require an electrical hookup**, please contact:

EY Centre

TEL: 613-822-8800

eventservices@eycentre.ca or Hpatel@eycentre.ca

[ELECTRICAL ORDER FORM](#)

EXHIBITOR BADGES

PRE-REGISTRATION DEADLINE: October 21, 2021

Each exhibitor will be provided with a select number of personalized name badges. The quantity of badges assigned to you will be dependent on your booth size. Badges must be worn at all times to gain entrance to the show.

Badges will have your company name only and should be picked up at the show.

***NEW* Contact Tracing Requirements**

You will be required to provide contact details for all staff members working the booth to allow for contact tracing.

All booth staff must be pre-registered with Show Management before move-in using the below digital form.

Please [follow this link](#) to complete your contact tracing form. You will receive a confirmation email upon completion. Please notify Show Management if any changes occur after form submission.

[CLICK HERE TO COMPLETE THE FORM](#)

EXHIBITOR PARKING

ORDER DEADLINE: October 20, 2021

Exhibitors can pre-purchase a special weekend parking pass if parking for two consecutive days or more. Weekend passes ALLOW FOR IN/OUT PRIVILEGE, while non-discounted daily rates are \$8.00 and do NOT. **Parking passes must be picked up during move-in hours at the Exhibitor Registration desk by the loading doors.**

Please note: The exhibitor parking lot at the back of the building (which is closer to the loading docks) has limited parking spaces available. This lot will fill up quickly and may be full by early to mid-morning each day. **Once full, you will need to go through the main parking gate to park in the general lot. The parking passes can be used for either lot.** Please give yourself extra time Saturday and Sunday morning as parking is available on a first-come, first-served basis and spaces cannot be reserved. Please see the attached map for entry directions.

[PARKING PASS ORDER FORM](#)

[MAP](#)

[MAP TO FACILITY](#)

FOOD BANK

Arrangements will be made with a local shelter or Food Bank for any food product remaining after the show closes. Any product left in the refrigeration trucks will be donated to the Food Bank. If you have non-refrigerated product to donate there will be an area on the loading dock where it can be left.

FOOD SAMPLING

FORM SUBMISSION DEADLINE: October 4, 2021

Please Note: Regulations have changed and anyone sampling may require access to a water station with hot & cold running water. You must complete the forms below with as much detail as possible for approval.

If you are planning on sampling food or beverage product(s) in your booth, please note there are two necessary forms to complete. Please send a copy of each completed form to Joy@nationalevent.com. Food samples are limited to a 2 oz. portion and beverage products to 4 oz.

1. Please complete the below Sampling Form and send it to The EY Centre at catering@eycentre.ca

[FOOD SAMPLING FORM](#)

2. Please click the link below to complete the "Special Event Application for Food Vendors" electronically and print a copy for your records. There is no fee involved.

- Please ensure you are complying with the Food Safety Guidelines below. If you do not complete this form, and do not comply with the guidelines, you could be closed down if an inspector comes to the show.
- If you have any questions, please call 613-580-6744 to speak with Ottawa Public Health.

[COMPLETE ONLINE FORM HERE](#)

[FOOD SAFETY GUIDELINES](#)

[HANDWASHING STATION ORDER FORM](#)

FREE PASSES

We'll be sending your 10 complimentary tickets to you by email, as well as a discount code for tickets to share with your clients, friends and family.

GOODIE BAGS

GOODIE BAG SAMPLES DELIVERED: October 1 - October 8, 2021

If you have arranged to participate in the Goodie Bag Sampling Program, please ship your product to:

Prompt Assembly & Packaging

228 Midwest Road
Scarborough, Ontario
M1P 3A9
Attention: Nobel
Telephone # 647-917-5223

Shipments may begin arriving on October 1, 2021 and must be there by October 8, 2021. We will have to ship from Toronto to Ottawa so be sure to have your product there on time. Product arriving after the due date will be inserted only in the bags that are remaining to be filled, when your product arrives. An additional shipping charge may be applied if your samples arrive after the deadline.

Please make sure that you put **OTTAWA FALL WOMEN'S SHOW**, on your shipment.

HOTEL

BOOKING DEADLINE: October 7, 2021

Rooms and discounted rate will only be held until the specified date.

Rooms will then be subject to availability at prevailing rates.

We have obtained a group rate of \$145.00 + taxes for single or double occupancy at **The Hilton Garden Inn**.

The Hilton Garden Inn is located at:

2400 Alert Road,
Ottawa, Ontario
K1V 1S1

Reservations may be made by calling 613-288-9001 (ext 2 reservations) or by [booking online here](#).

To receive this rate, you must include the Group Code "**OWS**" when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

ICE

If you will require ice during the show, please email Joy@nationalevent.com.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as "additional insured".

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

LIQUOR SAMPLING

If you will be sampling an alcoholic item, please make arrangements with:

Melissa Mattucci

905-477-2677 x 234

melissa@nationalevent.com

LOADING DOCKS

Please note that the loading docks are located at the back (East Side) of the building. Please see map below for details.

Dock level access is available. Dollies and a pump truck will be available for your use. If you require a forklift to move material from the dock to your booth, a forklift will be available to you. However, if you have excessive forklift requirements please speak with Dina Latina (Dina@nationalevent.com) to discuss your needs. A charge may apply.

[MAP](#)

[MAP TO FACILITY](#)

MOVE-IN INSTRUCTIONS

Move-in Times **Friday October 22, 2021 9:00 am – 8:00 pm**

- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 8:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Friday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Friday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

Social Distancing & Masks

Masks and Social Distancing will be mandatory inside the EY Centre. If you have any reason that prevents you from wearing a mask, please let us know. No one with a fever or symptoms of COVID-19 or known exposure to Covid-19 case in their prior 14 days is permitted inside the venue.

MOVE-OUT INSTRUCTIONS

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited. A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage

ON-SITE TREATMENTS & PERSONAL SERVICES

ORDER DEADLINE: October 8, 2021

If you are planning on providing any of the following treatments in your booth at the show, you must contact Ottawa Public Health no later than 14 days prior to the show. **Please complete the below form and send it to Toni.DEttorre@ottawa.ca AND joy@nationalevent.com.**

Personal Service Settings include:

- Make up applications
- hairstyling
- barbering
- tattooing
- micropigmentation
- microblading
- ear piercing
- body piercing
- electrolysis
- manicures
- pedicures
- aesthetics (facials or waxing)

Hand Hygiene

1. All personal services workers must practice hand hygiene before service delivery and as required during and after service.
2. Each personal services vendor must have an adequate supply of alcohol-based hand rub (70-90% alcohol content) for their booth.
3. All invasive services (break the skin) require a hand wash station at their booth equipped with soap and paper towel.

Instruments and Surfaces

1. All critical items must arrive at the event pre-packaged and sterile.
2. All items which cannot be cleaned and disinfected must be single use disposable (ex. buffers, filers).
3. All surfaces must be easily cleanable and in good repair.

Ottawa Public Health

Toni D'Ettore

Tel: 613-580-6744 ext: 26317

Email: Toni.DEttorre@ottawa.ca

[PSS FORM \(REQUIRED BY PUBLIC HEALTH\)](#)

[HANDWASHING STATION ORDER FORM](#)

PRODUCT REPLENISHMENT

The loading dock will be open daily from 8am to noon for product replenishment. Please note that vehicles cannot be left on the loading dock.

PROMOTION PACKAGES & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Promotional opportunities and sponsorship recognition including show magazine space, on-site signage, & online presence are available.

For more information please contact:

Melissa Mattucci

905-477-2677 x 234

melissa@nationalevent.com

REFRIGERATION STORAGE

BOOKING DEADLINE: October 4, 2021

A limited amount of refrigerated storage is available. There will be a charge of \$80 for the first skid, and \$50 for each additional skid.

If you do require refrigeration, we ask that you plan your move-in for after 12 noon.

Please complete and send the form below to:

Joy Gallaiford

Tel: 905-477-2677 or 1-800-891-4859 ext. 224

Email: joy@nationalevent.com

[REFRIGERATION / FREEZER ORDER FORM](#)

RULES & REGULATIONS

**For specific information and guidelines related to COVID19, please refer to the COVID19 section of below.*

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

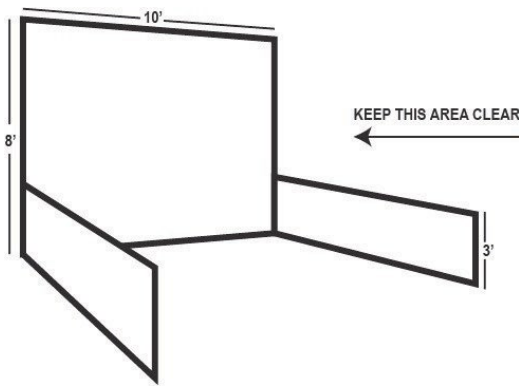
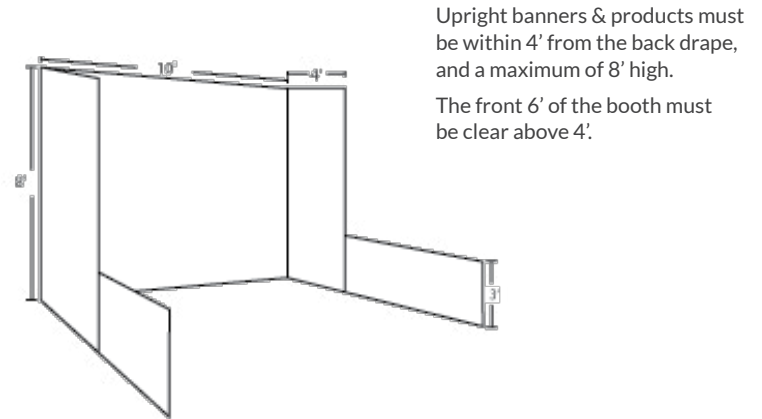


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Tents & Canopies

If you would like to use a tent or canopy in your booth, please email Dina Latina (dina@nationalevent.com) 3 weeks prior to the show with the following information for approval by the Fire Marshal.

1. Certificate of Flame Resistance
2. Size of Tent

Please note: If the tent is over 100 sq. ft, exhibitors will need to install a smoke detector inside the tent and have a fire extinguisher on hand.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Tape (Floor, Wall, and Carpet Damage)

This only applies to companies that choose to place carpet or flooring on top of the existing carpet.

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

If you would like to install your carpet on top of the existing carpet, please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859 ext 224.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted.

Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth.

If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/Sate, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not confirm to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

EMERGENCY PLAN

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

COVID-19 Guidelines

The following precautions and regulations have been put in place to ensure the health and safety of all Exhibitors, Staff and Visitors to the show. We are confident in our plans in working with the EY Centre staff and all suppliers to ensure a safe and successful show.

- Sanitizing stations will be added at every entrance and exit point, as well as scattered around the hall, along with increased signage to promote safe hand hygiene at the show.
- Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know.
- Posters and signage will be placed throughout the building and show floor encouraging people to physically distance as well as a reminder of our no hand-shaking policy.
- Staff and security will be monitoring the show entrance and show floor to ensure physical distance guidelines are adhered to.
- Increased housekeeping rounds will be implemented by the EY Centre staff for disinfecting shared surfaces and high touch areas like door handles.
- Registration will be sold exclusively online.
- **If an exhibitor is experiencing any flu-like or cold symptoms, including fever, coughing, sneezing, sore throat or shortness of breath, they are required to stay home.**

For more details about the Ottawa Fall Women's Show Health & Safety Practices, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Friday October 22, 2021

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours **only**. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

Please address shipments to:

Company name; Booth number
The National Women's Show
EY Centre
Hall 3
4899 Uplands Drive
Ottawa, Ontario
K1V 2N6

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier;

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier;

Cross Connect Customs & Logistics

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Pre-Show Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please address Advance Warehouse Shipments to:

Exhibitor Name, Booth #
c/o National Women's Show
ABF Advance Warehouse
380 Terminal Avenue
Ottawa, ON
K1G 0Z3

To request a quote, please complete the below order form and email to:

Cross Connect Customs & Logistics

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Shipping enquiries must be finalized 14 days prior to show move in date. **Be sure your shipment is labeled clearly.**

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: September 30, 2021

8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator, Stronco Show Services.

To place your order online, view the show schedule or print order forms, go to www.stroncoonline.com.

Show Code: 510984621

Or submit the below forms to;

Stronco Show Services Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

exhibitorservices@stronco.com

Show Colours

- **Booth Drapes : Black**
- **Aisle Carpet : Plum**

Show Code: 510984621

FURNITURE & ACCESSORIES ORDER FORM

PAYMENT INFORMATION

Tents & Canopies

If you would like to use a tent or canopy in your booth, please email Dina Latina (dina@nationalevent.com) 3 weeks prior to the show with the following information for approval by the Fire Marshal.

3. Certificate of Flame Resistance

4. Size of Tent

Please note: If the tent is over 100 sq. ft, exhibitors will need to install a smoke detector inside the tent and have a fire extinguisher on hand.

SIGNAGE INSTALLATION

(HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: October 1, 2021

Please note that your banner and booth structure should be limited to the space directly above your booth. Any other configurations would need to be approved by Show Management prior to the show.

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please contact:

EY Centre

TEL: 613-822-8800

eventservices@eycentre.ca or Hpatel@eycentre.ca

[SIGN HANGING ORDER FORMS](#)

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: October 18, 2021

Please Note: This venue has paid wifi only.

If you require a telephone or internet line or access to WIFI in your booth you must contact:

DE Systems

Laura Armitage

Tel: 613-903-4123

Fax: 613-723-8756

Email: larmitage@desystems.com

TELECOMMUNICATIONS ORDER FORMS (Coming Soon!)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor's expense.

Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the ½ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.

- Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
- Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.
- Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
- If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.