

THE NATIONAL WOMEN'S SHOW

OTTAWA SPRING

April 9-10, 2022

The Shaw Centre
Canada Hall



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 Shaw Centre
on Friday April 8, 2022 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

Shaw Centre
Canada Hall
55 Colonel By Drive
Ottawa, ON, K1N 9J2
Tel: (626)563-1984 or 1-800-450-0077

[MAP TO FACILITY](#)

[ALTERNATIVE PUBLIC PARKING](#)

Show Dates & Times

Saturday, April 9, 2022	10:00 am – 6:00 pm
Sunday, April 10, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Friday, April 8, 2022	9:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, April 10, 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
260 Town Centre Blvd, Suite #102
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: March 18, 2022

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

AV Canada

Martin Stanfield
Tel: 613-223-0441
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: March 24, 2022

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

Shaw Centre

Tel: (626)563-1984

Fax: 613-688-4824

Email: eventservices@shaw-centre.com

Cleaning services include vacuuming and garbage pick-up.

[BOOTH CLEANING ORDER FORM](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: March 17, 2022

Should you require assistance setting up or dismantling your booth, you can order these services from **Stronco Show Services**. To place your order online, view the show schedule or print order forms, go to www.stroncoonline.com.

Show Code: 511874710

To place online orders, you will be required to enter your Show Code and Booth Number. If you have not registered on Stronco's online ordering system before, you must first complete the registration process.

Once you have registered your information in the system you will not be required to register again to place online orders for future events serviced by Stronco. If you need assistance with the online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

If you have any other questions, please contact:

Stronco Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

E-mail: exhibitorservices@stronco.com

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT INFORMATION](#)

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

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

Tel: 416-726-7229

E-mail: info@crossconnectcl.com

[CROSS CONNECT 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: March 31, 2022

Electrical is not supplied to your booth. **If you require an electrical hookup**, it can be ordered from **Encore Global**.

To place your order, complete the form below and send it to:

Encore Global

Enoch Kwok

Tel: 613-688-9065

E-mail: Enoch.Kwok@encoreglobal.com

ENCORE GLOBAL ORDER FORM

Once Encore receives your order form, they will send an official order back which will include information for payment.

Please note: a reply or confirmation may not be immediate, as they will be dealing with a number of orders.

EXHIBITOR BADGES

Each exhibitor will be provided with 6 exhibitor badges that can be used interchangeably between booth staff. There is no registration required. If you require more than 6 badges, please contact your sales rep.

Badges will have your company name only and should be picked up at the exhibitor registration desk on move-in day or at the show office during show hours. Lanyards will be available for pick up along with your badges.

If you plan on having different staff working each day, please arrange to leave your booth's exhibitor badges at the show office at the end of each shift for the next shift to pick up.

Badges must be worn at all times to gain entrance to the show floor.

EXHIBITOR PARKING

There is a 2-storey underground facility providing 730 spaces. It is a fully-staffed facility with two entrances located on Daly Avenue and Nicholas Street South. The three exits are located on Nicholas Street South. Entry points to both the Shaw Centre and the Rideau Centre shopping complex are located on both levels on the north and west walls.

The Shaw Centre can be accessed through:

- Entrance to Level B1 from Impark Blue Garage P2 (Elevator or stairs up to Level 1)
- Entrance to Level 1 from Impark Blue Garage P1
- Main entrance to Level 1 is located off the Capital Plaza on Colonel By Drive
- Entrance to Level 2 from the Rideau Centre Shopping Complex
- Entrance to Level 2 from the Westin Hotel link

ALTERNATIVE PUBLIC PARKING

MAP TO FACILITY

Directions from Toronto and the USA to Ottawa:

Take the 401 east to Highway 416 north. Take 416 North to Highway 417 east. Follow the 417 east (Queensway) to Ottawa. Take Nicholas Street Exit 118, turn left on Daly Street.

Directions from Montreal to Ottawa:

Take AutoRoute 40 west to Highway 417 west. Follow 417 West to Ottawa; take Nicholas Street Exit #118.

FOOD SAMPLING

FORM SUBMISSION DEADLINE: March 16, 2022

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 2oz. portion and beverage products to 3oz.

1. Please complete the below Sampling Form and send it to eventservices@shaw-centre.com and joy@nationalevent.com

FOOD SAMPLING FORM

2. Please click the link below to complete the “Special Event Application for Food Vendors” electronically. There is no fee involved. Before submitting, save a copy for your records and send it to joy@nationalevent.com.

- Once the completed application form has been received it will be reviewed by a Public Health Inspector (PHI). If required, a PHI may contact you to discuss safe food practices specific to your temporary food premises.
- Please ensure you are complying with the Food Safety Guidelines below. If you do not complete this application, 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

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. Please email your sales representative if you would like to provide an alternate mailing address for the passes.

We will also e-mail you a unique promo code that is valid for 10 free ticket registrations, as well as a universal promo code for discounted tickets to share with your clients, friends and family.

Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.

GOODIE BAGS

GOODIE BAG SAMPLES DELIVERED: March 14 - March 21, 2022

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

Contenant Plus

8999, rue Robert-Amour

Montréal, QC

H1E 6J7

Attention: Fernand Bernard

Tel 514-895-5650

Email: info@contenantsplus.com

Shipments may begin arriving on March 14, 2022 and must be there by March 21, 2022. We will have to ship from Montreal 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 SPRING WOMEN'S SHOW**, on your shipment.

HOTEL

BOOKING DEADLINE: March 12, 2022

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 \$179.00 + taxes per night at **The Westin Ottawa**.

The Westin Ottawa is located at:

11 Colonel By Drive
Ottawa, Ontario,
K1N 9H4
Tel: 613-560-7000

Reservations may be made by calling 1-888-627-8528 or by [booking online here](#).

To receive this rate, you must identify yourself as part of the National Event Management group staying at the Westin Ottawa 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 require ice in your booth, you can order it directly from the Convention Centre. The cost is \$14 per 10lb of ice.

Complete the form below and return to:

The Shaw Centre

Email: eventservices@shaw-centre.com

[CATERING ORDER FORM](#)

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.

Vendor Insurance by Duuo

Our partners at Duuo are providing our exhibitors with an exclusive rate on the cost of vendor insurance for the Ottawa National Women’s Show. Click here to [purchase your coverage](#) in just a few clicks!

To learn more about Duuo [click here](#).



LIQUOR SAMPLING

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

Julie Powers
905-477-2677 x 281
julie@nationalevent.com

LOADING DOCKS

There are both dock level and ground level docks available. The docks can be accessed off of Nicolas St.

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.

[LOADING DOCK MAP](#)

[MAP TO FACILITY](#)

MOVE-IN INSTRUCTIONS

Move-in Times **Friday April 8, 2022** **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 Saturday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Saturday.
- 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 Shaw 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: March 25, 2022

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.DEtto@ottawa.ca AND joy@nationalevent.com.**

Personal Service Settings include:

- make up applications
- hairstyling / barbering
- tattooing / body piercing
- microblading
- manicures or 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.

After the show:

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.

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 about sponsorships, please contact:

Danielle Markus

905-477-2677 x 231

danielle@nationalevent.com

REFRIGERATION STORAGE

BOOKING DEADLINE: March 18, 2022

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

Email: joy@nationalevent.com

[REFRIGERATION / FREEZER ORDER FORM](#)

After the show:

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.

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

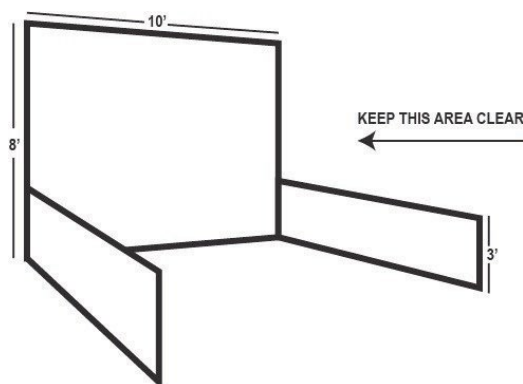
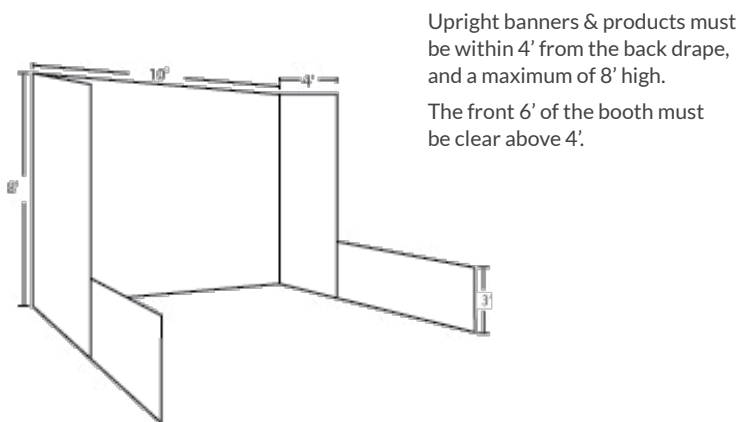


Diagram #2: Sample of display allowance



Upright banners & products must be within 4' from the back drape, and a maximum of 8' high.

The front 6' of the booth must be clear above 4'.

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/State, 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 conform 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 PROCEDURES

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 Shaw 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 Shaw 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 Women's Show Health & Safety Practices, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Friday April 8, 2022

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

Shaw Centre

Canada Hall

55 Colonel By Drive

Ottawa, Ontario

K1N 9J2

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

CROSS CONNECT ORDER 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 Ottawa Women's Show

1725 Chemin Saint Francois

Dorval, QC

H9P 2S1

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

CROSS CONNECT ORDER 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 (ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: March 17, 2022

Carpet, 8ft back drape and 3 ft side drapes 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. **Show Code: 511874710**

Show Colours

- Booth Drapes : Black
- Aisle Carpet : Grey (existing)

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

Show Code: 511874710

Or submit the below forms to;

Stronco Show Services Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

E-mail: exhibitorservices@stronco.com

[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.

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 INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: March 31, 2022

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, complete the form below and send it to:

Encore Global

Enoch Kwok

Tel: 613-688-9065

E-mail: Enoch.Kwok@encoreglobal.com

[ENCORE GLOBAL ORDER FORM](#)

Once Encore receives your order form, they will send an official order back which will include information for payment.

Please note: a reply or confirmation may not be immediate, as they will be dealing with a number of orders.

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: March 31, 2022

Please Note: This venue has paid wifi only.

If you require a telephone or internet line or access to WIFI in your booth, complete the form below and send it to:

Encore Global

Enoch Kwok

Tel: 613-688-9065

E-mail: Enoch.Kwok@encoreglobal.com

[ENCORE GLOBAL ORDER FORM](#)

Once Encore receives your order form, they will send an official order back which will include information for payment.

Please note: a reply or confirmation may not be immediate, as they will be dealing with a number of orders.

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.

VEHICLE DISPLAY GUIDELINES

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.