



CSAR Ottawa-Gatineau

Tête-à-Tête Tradeshow

Thursday January 28th, 2010

Exhibitor Guidelines

LOCATION: Westin Ottawa
11 Colonel By Drive, Ottawa, ON
Ballroom, Level 4

**EXHIBITORS: PLEASE READ THIS INFORMATION CAREFULLY.
ALL THE CONDITIONS SPECIFIED WILL BE STRICTLY ENFORCED.**

Table Top Displays

- **MAXIMUM** display height is five (5) feet (from the table) for table top displays. **The table must be used and NOT removed.**
- Each display site has a six (6) foot x 30" draped table & 8 ft draped backwall.
- Space is limited: **NO** easels or promotional props permitted in the aisles.
- Table top display includes 1 x 15 amp electrical connection
- Upon confirmation booth exhibitors requiring additional electricity, furnishings or signage will receive appropriate order forms.
- **All shipped material and material handling MUST be coordinated through Freeman.** Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor.
- Number of people per table top display: two (2) maximum

8 x 10 Full Size Booths

- **MAXIMUM** display height is eight (8) feet for booth displays
- Pipe and drape only. **No furnishing.**
- Space is limited: **NO** easels or promotional props permitted in the aisles;
- Booth display includes 1 x 15 amp electrical connection.
- Upon confirmation booth exhibitors requiring electricity, furnishings or signage will receive appropriate order forms.
- **All shipped material and material handling MUST be coordinated through Freeman.** Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor.
- Number of people per full size booth: three (3) maximum

6 x 6 Mini-Booth Displays

- **MAXIMUM** display height is eight (8) feet for mini-booth displays
- Pipe and drape only. **No furnishing.**
- Space is limited: **NO** easels or promotional props permitted in the aisles.
- Booth display includes 1 x 15 amp electrical connection.
- Upon confirmation booth exhibitors requiring additional electricity, furnishings or signage will receive appropriate order forms.
- **All shipped material and material handling MUST be coordinated through Freeman.** Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor.
- Number of people per mini-booth display: two (2) maximum

Due to the loading dock facilities at the Westin we strongly recommend that all shipments be brought through Freeman. The Westin Ottawa WILL NOT accept advance shipments.

We reserve the right to relocate or prohibit your display and participation if exhibits/exhibitors do not meet any of the above requirements.

SCHEDULE:

Set up hours: Thursday, January 28 2010
5:30 a.m. to 9:30 a.m.

Tradeshow hours: 9:45 a.m. to 2:30 p.m.

Tear down hours: Absolutely **no tear down** prior to 2:30 p.m. and must be completed by 5 p.m.

COST:

Please refer to the enclosed **Exhibitor Registration Form**

GROUP DISPLAY SPACE BOOKING:

Group exhibits will consist of a **MAXIMUM of four (4)** tabletop displays (includes 8 exhibitors) or **two (2) 6 x 6** mini-booths (includes 4 exhibitors) or **two (2) 8 x 10** full size booths (includes 6 exhibitors). (A group exhibit is defined as representation from one company/organization, brand name or destination). Group display space will also be allocated on a first come basis and will be guaranteed or confirmed only if **all of your group's registration forms and payments are included in the same envelope**. Due to space constraints, we may not be able to honour all requests.

EXHIBITOR DOOR PRIZES/WINNER'S CIRCLE:

Opportunities exist for you to promote your product and/or service through door prize draws during the tradeshow. Prizes will be awarded in the Winner's Circle located at CSAE Booth and through posting on main screen. The winner's name will be drawn from business cards collected at the Registration Desk.

The on-site coordinator will display donating companies name, prize, and winners on the main screen. To ensure the smooth execution of prize awards, each booth will have a prize form to complete and hand-in to the winner's circle the day of the event. Each winner will be provided with this form and sent to the appropriate booth to claim their prize.

To donate a prize, simply complete the attached form. In recognition of the valuable contribution of CSAE Special Events Committee Members and MPI Supplier Members, we request that all guests be eligible for the prize draws.

DISPLAY SPACE SELECTION:

Exhibit space will be assigned by region. Please indicate on your registration form which region you wish to be placed with. The floor plan with booth assignment will be sent out with your confirmation package.

Display spaces will be allocated on a FIRST COME BASIS, and no space will be guaranteed or confirmed unless your **registration form is accompanied by full payment by cheque, VISA or Mastercard only**.

CANCELLATION POLICY

If exhibitors who have purchased exhibit space are not able to participate in the show the following cancellation policy will apply:

30 TO 15 DAYS - IF SPACE IS RESOLD 100% REFUND
LESS THAN 15 DAYS - NO REFUND

EXHIBITOR SURVEY:

As in the past, we will be asking all exhibitors for their feedback on the tradeshow. The survey will be forwarded electronically post event. We value the comments made by our exhibitors, and we ask that you complete the survey to assist us in the planning of future tradeshows.

ELECTRONIC BUYER'S PROFILE:

The Buyer's Profile is an annual directory of local Association Executives and Meeting Planners who attend the tradeshow, including a brief description of their meeting/product/service needs for the upcoming years. This year the directory will be compiled and emailed following the show.

ACCOMMODATION:

A room block has been set aside at The Westin Ottawa. Book early as there are limited rooms available.

The Westin Ottawa

Telephone: 1- 800 WESTIN - 1
Rate: \$ 189/night traditional
\$ 224/night Deluxe
Name of group: CSAE Tête-à-Tête
Block release date: January 15th, 2010

DISPLAY SHIPPING:

Booth and exhibit material shipments should be pre-shipped to Freeman as follows;

Shipping Address:

CSAE Ottawa-Gatineau Tête-à-Tête Exhibitor
Booth/Table # _____
c/o Freeman
940 Belfast Road
Ottawa, ON K1G 4A2

DELEGATE BAG MATERIALS:

For Sponsors inserts/gifts please ship directly to the Westin Ottawa. Shipments will **NOT BE ACCEPTED** prior to **Wednesday, January 27th, 2010**. Please label as follows:

Shipping Address:

CSAE Ottawa-Gatineau Tête-à-Tête Kit Stuffing
Westin Ottawa
Les Saisons
11 Colonel By Drive
Ottawa, ON K1N 9H4
Attention: CSAE - Tête-à-Tête Tradeshow
Kathryn Cyr

The Westin Ottawa will **NOT ACCEPT ANY MATERIAL OR SHIPMENTS.**

PLEASE NOTE:

All Association Executives and staff and professional Meeting Planners may attend. Business members who are non-exhibitors or non-sponsors may not attend as delegates.

Tête-à-Tête is brought to you by the volunteer members of the Special Events Committee. On behalf of CSAE Ottawa Gatineau Chapter, we wish to thank you for your participation in this important event:

Sherry Watson, Co-Chair
Joanne Kiriakidis, Co-Chair
Bob Elliott
Dennis Turpin

Diane Lichtner
Mark Millar
Andrea Fernandes
Jim Miller

Stephanie Seguin
Vicky Theriault

Vicky Roper

For more information contact:

Kathryn Cyr
CSAE Ottawa-Gatineau Secretariat
P.O. Box #72024, Kanata North RPO
Kanata, ON K2K 2P4
Tel: 613-271-1476, Fax: 613-271-2721
csae.ottawa-gatineau@rogers.com