



CSAE Ottawa-Gatineau

Tête-à-Tête Tradeshow Thursday January 28th, 2010 Exhibitor Information

Dear Tête-à-Tête Exhibitor,

Tête-à-Tête 2010 is fast approaching and we are looking forward to another successful tradeshow. To help us ensure that the show runs smoothly, please take a minute to review the following details:

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

Table Top Displays

- **MAXIMUM** display height is **5 feet** (from the table) for table top displays. **The table must be used and NOT removed.**
- Each display site has a 6 foot x 30" draped table & 8 foot high draped back wall.
- Table top display includes 1 x 15 amp electrical connection
- Space is limited: **NO** easels or promotional props permitted in the aisles.
All shipped material and on-site material handling will be coordinated through Freeman. Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor. The Westin Ottawa will NOT accept any materials shipped to the Hotel.
- Number of people per table top display: **two (2) maximum**

6 x 6 Mini-Booth Displays

- **MAXIMUM** display height is **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 furnishings or signage will receive appropriate order forms from Freeman. **All shipped material and on-site material handling will be coordinated through Freeman.** Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor. The Westin Ottawa will NOT accept any materials shipped to the Hotel.
- Number of people per mini-booth display: **two (2) maximum**

8 x 10 Full Size Booths

- **MAXIMUM** display height is **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 furnishings or signage will receive appropriate order forms from Freeman. **All shipped material and on-site material handling will be coordinated through Freeman.** Appropriate forms will be provided to all exhibitors. The cost for all these services is the responsibility of the exhibitor. The Westin Ottawa will NOT accept any materials shipped to the Hotel.
- Number of people per full size booth: **3 maximum**

We strongly recommend that all shipments be routed through Freeman. The Westin Ottawa WILL NOT accept any 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.

Move In:

Thursday January 28th, 2010
6:00 AM to 9:00 AM.

Audio Visual Services

Services are provided by AVW-TELAV. Please contact: Mark Millar at 613-526-3121 or millar@avwtelav.com.

Move Out:

Thursday January 28th, 2010 2:30 PM -5:00 PM.
Tear down must be completed by 5:00 PM

Internet:

If you require an internet connection please contact Ayisha Rogalski, Westin Ottawa at 613-560-7373. We have included an order form for completion.

Tradeshow

Thursday January 28th, 2010 9:45 AM - 2:30 PM

Electrical:

Exhibitor space includes 1 x 15 amp electrical connection.

If you require additional electricity please contact: Ayisha Rogalski
email: ayisha.rogalski@westin.com

Exhibitor & Sponsor Café

We are pleased to provide an exhibitors Café in **The Governor General Ballroom** beginning at 12:30 PM. Please note that the luncheon served on the tradeshow floor is reserved for our delegates only!

Booth/Tabletop Set-up & Shipment

Exhibit Services are provided by Freeman.
Please contact:
Rafeena Mohammed
Exhibitor Services at 613-748-7180 Ext. 231
Email: freemanottawaes@freemanco.com

For all advance shipping, material handling, rentals, please see Freeman On-Line at www.freemanco.com click on dashboard for all Freeman orders. Should you have any questions please contact Freeman directly.

Please note: All shipments to the Westin Ottawa should be routed through Freeman (unless you are transporting your booth/tabletops personally).

Exhibitors are required to make their own arrangements for the return of their displays.

Warehouse shipping address:

Freeman
CSAE Tête-à-Tête Tradeshow Exhibitor
940 Belfast Road, Ottawa ON K1G 4A2
Exhibiting Company Name:
Booth/Tabletop # _____

Post show shipments:

All Exhibit material MUST leave the Westin Ottawa by 5 PM on Thursday, January 28th, 2010. Any Exhibit material left at the Westin Ottawa whether on the dock or on the Show Floor will be considered STRANDED FREIGHT.

Freeman will take ALL STRANDED FREIGHT back to their warehouse. Return to the warehouse charges will be directly billed to Exhibitors.

We strongly advise that arrangements be made with your carrier for pick up or you can make these arrangements with Freeman.

We are looking forward to meeting with you at the 2010 Tête-à-Tête.
If you have any questions please contact Kathryn Cyr at 613-271-1476 or
email: cuae.ottawa-gatineau@rogers.com

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: Traditional \$ 189/night
Deluxe \$ 224/night
Name of group: CSAE Tête-à-Tête
Block release date: January 15th, 2010