



CSAE Ottawa-Gatineau

Tête-à-Tête Tradeshow

Thursday February 9th, 2012

Exhibitor Guidelines

LOCATION Ottawa Convention Centre
55 Colonel By Drive, Ottawa, ON K1N 9J2
Canada Hall 2 & 3

**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. **No electricity.**
- Space is limited: **NO** easels or promotional props permitted in the aisles.
- 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 table top display: two (2) maximum

6 x 6 Mini-Booth Displays

- **MAXIMUM** display height is eight (8) feet for mini-booth displays
- Pipe and drape only. **No furnishing or electricity.**
- Space is limited: **NO** easels or promotional props permitted in the aisles.
- 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 mini-booth display: two (2) maximum

10 x 10 Full Size Booths

- **MAXIMUM** display height is eight (8) feet for booth displays
- Pipe and drape only. **No furnishing or electricity**
- Space is limited: **NO** easels or promotional props permitted in the aisles;
- 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

Additional Exhibitor Name Badges

Full size and mini booth exhibitors may purchase one (1) additional exhibitor badge for \$200.00 plus HST. Exhibitor name badge rotation will not be allowed.

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, February 9th, 2012
6:00 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 **four (4) 6 x 6** mini-booths (includes 8 exhibitors) or **four (4) 8 x 10** full size booths (includes 12 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 with full payment. Due to space constraints, we may not be able to honour all requests.

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: \$ 199/night traditional
\$ 249/night Deluxe
Name of group: CSAE Tête-à-Tête
Block release date: January 24th, 2012

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.

DISPLAY & MATERIAL 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

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
Jim Miller
Stephanie Seguin
Vicky Theriault
Andrew Horsfield

Diane Lichtner
Mark Millar
Dennis Turpin
Valoree McKay
Vicky Roper

For more information contact:

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