



Attention Tête-à-Tête Exhibitor

We are pleased to confirm you as an exhibitor at the 2019 CSAE Ottawa-Gatineau Tête-à-Tête Trade Show to be held on **Wednesday, 30 January 2019 at the EY Centre, 4899 Uplands Dr, Ottawa, ON.**

EXHIBITOR BOOTH NUMBER: Please [click here](#) or visit <http://www.csaeteteatete.ca/> to view exhibitor listing. View [trade show floor plan](#).

EXHIBITOR NAME BADGES: Visit <http://www.csaeteteatete.ca/>, exhibitor registration tab [returning registrant](#), and login to your exhibitor profile. Enter your Access Key located on your exhibitor registration confirmation email and/or invoice.

Number of exhibitors per 10 x 10 full size booth display: Three (3) maximum unless you have paid for an additional exhibitor name badge. Number of exhibitors per 6 x 6 mini-booth display: Two (2) maximum unless you have paid for an additional exhibitor name badge.

Full size and mini booth exhibitors may purchase one (1) additional exhibitor badge for \$250.00 plus HST. Exhibitor name badge rotation will not be allowed. Contact csae.og@amces.com to order additional name badges.

Exhibitor Booth

Exhibit Services are provided by Freeman: www.freemanco.com/store.

Exhibit Hall Carpet

The exhibit hall is not carpeted however the aisles will be carpeted. To enhance the appearance of your booth, [mandatory floor covering](#) is available through Freeman: 10'x10' and 6'x6' carpets are available. Please refer to the Carpet Order Form in the service manual.

Service Information

Electricity, carpeting, furnishing and shipping please [click here](#) for **Freeman Quick Facts** or visit **Freeman Services** at www.freemanco.com/store.

Audio Visual Equipment

Please click here for the [AV Canada Audio Visual Equipment Rental Trade Show Order Form](#)

Lead Retrieval Device*

D.E. System myLeads retrieval services are available. Cost using your own device is \$250.00 or using a D.E.

Systems supplied Apple iPod is \$300.00 plus taxes. To order lead retrieval services please login to your on-line exhibitor profile. Details can be found following exhibitor name badge registration.

***Tête-à-Tête sponsors** receive one (1) complimentary lead retrieval device. If you would like to order a second device please complete an on-line request.

Buyers Guide

Please note all exhibitors and sponsors will receive an electronic **Buyers Guide** following the trade show. This report will include those attendees who agreed to be part of the Buyers Guide along with their meeting and services requirements.

Exhibitor Move-In

Tuesday, 29 January 2019, 14:00 – 21:00. Exhibitors are not permitted on the show floor after 21:00.
Wednesday, 30 January 2019, 06:00 – 08:30 – hand carry only. Forklifts will not be available during Wednesday morning move-in.

Exhibitor Move-Out

Wednesday, 30 January 2019, 15:30 – 18:00. **NO TEAR DOWN** allowed during closing speaker presentation 2:00 PM – 3:30 PM. Tear down must be completed by 18:00.

Exhibitor Materials Shipment

All shipments for your trade show booth(s) must be routed through Freeman (unless you are transporting your booth materials personally).

Shipping Address:

CSAE Ottawa-Gatineau Tête-à-Tête Exhibitor

(Exhibiting Company Name) _____

Booth # _____

c/o Freeman

940 Belfast Road

Ottawa, ON K1G 4A2

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

Tête-à-Tête Trade Show Schedule

Wednesday, 30 January 2019

07:00 – 09:00, Hall 1

Delegate, Exhibitor and Sponsor **Breakfast & Keynote Presentation** with [Roger Haskett](#)

09:00 – 14:00, Hall 2

Trade Show – [Floor Plan](#)

12:30 – 14:00, Trade Show Floor, Hall 2,

Delegate, Exhibitor and Sponsor **Lunch & Dessert**

14:00 – 15:30, Hall 1

Delegate, Exhibitor and Sponsor **Closing Keynote** Presentation with [Jann Arden](#)

Please note, once the keynote presentation begins their will be no admission to Hall 1.

INVITE / REGISTER YOUR CLIENTS! DELEGATE REGISTRATON IS **FREE**

A promotional banner for the Tête-à-Tête 2019 event. The top half features a photograph of two women wearing cardboard boxes on their heads, shaking hands in front of a colorful play structure. The text on the left reads: "Let's Face it— Change is here. CONNECTIONS MATTER. MAKE PLANS TO MEET AT TÊTE-À-TÊTE." The bottom half is a dark purple bar with white text and logos. From left to right: the "Tête-à-Tête 2019" logo, the date and time "30 JANUARY 2019 07:00 – 15:30", the "CENTRE EY CENTRE OTTAWA, ON" logo, and the website "CSAETETEATETE.CA" with the Twitter handle "@OGCSAE".

Let's Face it—
Change is here.
CONNECTIONS MATTER.
MAKE PLANS TO MEET AT TÊTE-À-TÊTE.

30 JANUARY 2019
07:00 – 15:30

CENTRE **EY** CENTRE
OTTAWA, ON

CSAETETEATETE.CA
@OGCSAE

Tête-à-Tête facilitates face-to-face connections that nurture business. With outstanding keynote speakers, [Rogers Haskett](#) and [Jann Arden](#), complimentary breakfast, complimentary lunch on the trade show floor, “Ask the Expert”, downtown shuttle service, free on-site parking, Wi-Fi and over 150 exhibitors and sponsors. Tête-à-Tête 2019 will be our best trade show to date. **Registration is Free***. [Register Today!](#) Visit (insert company name) at booth (insert booth #).

All association and not-for-profit executive directors and employees, meeting and event planners, government administrators and procurers are invited to attend at NO COST. Connect with long time colleagues and forge new relationships all in one place. Visit www.csaeteteatete.ca to register.

Partner Event

MPI Ottawa Charity Auction & Dinner

Thursday, 31 January 2019, 17:30 – 22:00, EY Centre, 4899 Uplands Dr, Ottawa, ON [click here](#).

If you have any questions or concerns, please do not hesitate to contact Kathryn Boire at csae.og@amces.com or 613-271-1476. We are looking forward to another successful trade show!

CSAE Ottawa-Gatineau
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Tel: 613-271-1476 Fax: 613-595-1155
csae.og@amces.com www.csaec.com/ottawa
Tête-à-Tête January 30, 2019, EY Centre, Ottawa, ON
<http://www.csaeteteatete.ca/>