



## EXHIBITOR GUIDELINES

CSAE Ottawa-Gatineau Tête-à-Tête Trade Show  
Wednesday, 29 January 2020  
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:** To enter your exhibitor booth staff [click here](#).

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 \$275.00 plus HST.** Exhibitor name badge rotation will not be allowed. [Click here](#) to order additional name badges.

### EXHIBITOR BOOTH

Exhibit Services are provided by Freeman: [Freeman Show Services On-Line Products & Services](#)

### 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 Show Services On-Line Products & Services](#).

### Exhibitor Booth Food & Beverage

All food and beverage samples/give aways must be ordered through the EY Centre. Contact Lindsay Pearson [lpearson@eycentre.ca](mailto:lpearson@eycentre.ca)

### **Conference App and lead retrieval**

The free Tête-à-Tête app with lead retrieval and attendance tracking capabilities. Simply scan the name badge QR code and everyone you scan is stored in your contacts.

The android app is ready for download here:

<https://play.google.com/store/apps/details?id=com.desystems.myconf.teteatete2020&hl=es> HN

The Apple app has taken longer than expected but it should be ready shortly. We will forward download instructions as soon as it is ready.

### **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, 28 January 2020, 14:00 – 21:00. Exhibitors are not permitted on the show floor after 21:00.

Wednesday, 29 January 2020, 06:00 – 08:30 – hand carry only. Forklifts will not be available during Wednesday morning move-in.

### **Exhibitor Move-Out**

Wednesday, 29 January 2020, 15:45 – 18:00. **NO TEAR DOWN** allowed during closing speaker presentation 14:00 – 15:45 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, 29 January 2020**

#### **07:00 – 09:15, Hall 1**

Delegate, Exhibitor and Sponsor [Breakfast & Keynote Presentation](#) with MC, George Stroumboulopoulos, Keynote Presentation, Kellylee Evans.

#### **09:15 – 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 – 15:45, Hall 1**

Delegate, Exhibitor and Sponsor [Closing Keynote](#) Presentation with MC, George Stroumboulopoulos, Closing Keynote Presentation, Manjit Minhas

**15:45 – 17:00, Hall 1**

**30<sup>th</sup> Anniversary Reception**



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

Tête-à-Tête facilitates face-to-face connections that nurture business. With outstanding speakers, George Stroumboulopoulos, Kellylee Evans and Manjit Minhas, complimentary breakfast and lunch, free downtown shuttle service, on-site parking, Wi-Fi, over 150 exhibitors and sponsors and closing 30th anniversary reception. **Delegate registration is FREE!** 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](http://www.csaeteteatete.ca) to register.

**Partner Event**

**MPI Ottawa Charity Auction & Dinner**

Thursday, 30 January 2020, 17:30 – 22:00, Shaw Centre, 55 Colonel By Dr, Ottawa, ON [click here](#).

If you have any questions or concerns, please do not hesitate to contact Kathryn Boire at [ottawa-gatineau@csae.com](mailto:ottawa-gatineau@csae.com). We are looking forward to another successful trade show!

CSAE Ottawa-Gatineau  
202-300 March Road, Ottawa, ON K2K 2E2  
Tel: 613-271-1476 Fax: 613-595-1155  
[ottawa-gatineau@csae.com](mailto:ottawa-gatineau@csae.com) [www.csaecanada.com/ottawa](http://www.csaecanada.com/ottawa)  
Tête-à-Tête January 29, 2020, EY Centre, Ottawa, ON  
<http://www.csaeteteatete.ca/>