



EV VÉ 2018

TRADESHOW + CONFERENCE + SALON COMMERCIAL

April 24-27 | du 24 au 27 avril
The Westin Ottawa, Ottawa, ON

EXHIBITOR GUIDELINES MANUAL

April 2018

Westin Ottawa
Ottawa, Canada

www.emc-mec.ca/ev2018ve



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Welcome!

March 2018

Dear Exhibitor:

The members of the Organizing Committee are pleased to welcome you to the EV2018VÉ Conference & Trade Show, which will be held April 24 – April 27, 2018 in Ottawa, Ontario.

Following is your Exhibitor Guidelines Manual. It is essential that you read and refer to this document. It gives you all the information required for successful trade show participation.

If you have any questions after reading this document, please do not hesitate to contact us at any time. We look forward to welcoming you to Ottawa!

Best regards,

Tanya Lausberg
Logistics Coordinator
tlausberg@jpd.com

Phone: +1 514-287-9898 ext. 247



EV2018VÉ theme is: Integrated e-Mobility from Coast to Coast

The mobility industry is changing fast and the rate of that change continues to accelerate. How should the industry and governments help Canadians integrate e-mobility while seizing the opportunities for all stakeholders? The many aspects of transportation electrification, technology and innovation, infrastructure, outreach and policies are definitely part of the answer, and EV2018VÉ promises to propose concrete solutions. Furthermore, we chose to have EV2018VÉ in Ottawa, the national capital, to better ease the discussions between the industry and all levels of government: federal, provincial, and municipal.

More information can be found at emc-mec.ca/ev2018ve/

Show History

PHEV'09	Montréal, QC	20 booths and 5 vehicles
EV2010VÉ	Vancouver, BC	26 booths and 8 vehicles indoors and 5 outdoors
EV2011VÉ	Toronto, ON	23 booths and 10 vehicles
EV2012VÉ	Montréal, QC	35 booths, 4 pavilions and 15 vehicles
EVVÉ2013	Ottawa-Gatineau, ON/QC	20 booths and 17 vehicles
EV2014VÉ	Vancouver, BC	15 booths and 9 vehicles indoor
EV2015VÉ	Halifax, NS	05 booths and 7 vehicles outdoors
EV2017VÉ	Markham, ON	19 booths and 10 vehicles outdoors

Trade Show Venue

The EV2018VÉ Trade Show will be located in the room Confederation III and the Foyer of Confederation II & III of the Westin Ottawa hotel.

For more information, please contact Tanya Lausberg at tlausberg@jpd.com or by phone at +1 514-287-9898 ext. 247



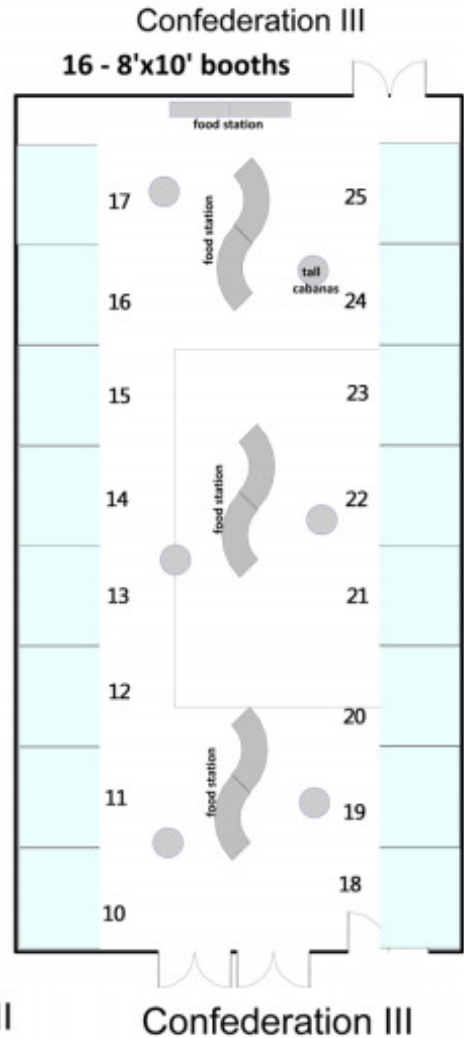
EXHIBITOR TIMETABLE OF EVENTS*

Tuesday April 24th 2018	
17:00 – 19:00	Show Decorator Move-In
19:00 – 22:00	Exhibit Move-In/Set-Up
Wednesday April 25th 2018	
7:00 – 8:00	Final preparations by Exhibitors
8:00	Opening of Trade Show (breakfast served in the exhibits space)
9:00 – 10:30	Plenary Session
10:30	Networking Break in Trade Show area
11:00 – 12:00	Technical Sessions
12:00	Buffet Luncheon in Trade Show area
13:00 – 14:30	Panel # 1 – Integrated e-Mobility evolution
14:30	Networking Break in Trade Show area
15:00 – 18:00	Technical Sessions
18:00	Closing of Trade Show
18:00 – 20:00	Networking Evening in the exhibit space
Thursday April 26th 2018	
8:00	Opening of Trade Show (breakfast served in the exhibits space)
9:00	Plenary Session
10:00	Networking Break in Trade Show area
10:30 – 12:00	Technical Sessions
12:00 – 13h30	Awards Luncheon in Confederation I & II
13:30 – 15:00	Technical Sessions
15:00	Networking Break in Trade Show area
15:30 – 17:00	Technical Sessions
17:00 – 21:00	Closing of Trade Show and dismantle

* Schedule subject to change at any time.

EXHIBIT FLOOR PLAN*

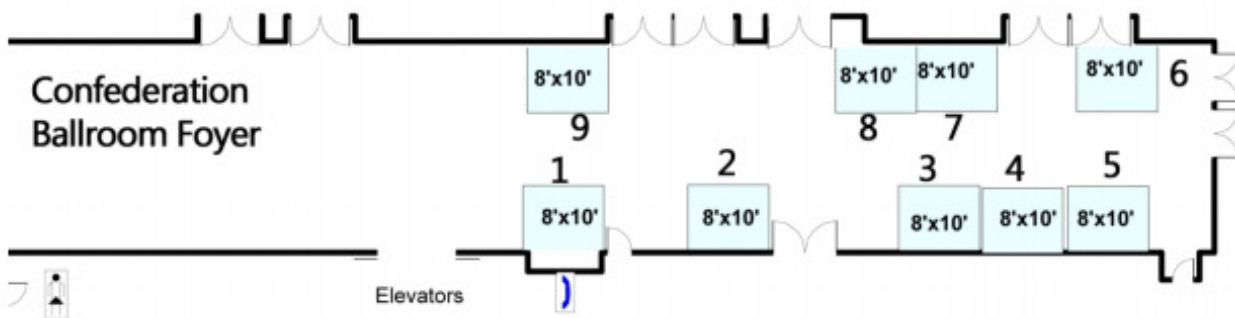
- 1 - FLO
- 2- KSI
- 3/4 - ABB inc.
- 5 - Hydro Ottawa
- 6 - EMC
- 7 - Innovative Vehicle Institute
- 8 - Electric Circuit (Hydro-Québec)
- 9 - OPG
- 10 - Elmec
- 11 - IES Synergy
- 12/13 - Leviton
- 14 - Bender Canada
- 15 -
- 16 -
- 17 - Robert Bosch
- 18 -
- 19 - CNRC
- 20 - EV Charge Hub
- 21 - FleetCarma
- 22/23 - Chagre Point
- 24 - Proterra
- 25 -



Confederation I

Confederation II

Confederation III



*Final plan subject to change at any time



CONFERENCE PROGRAM-AT-A-GLANCE

For program details, please visit the EV2018VÉ website:

www.emc-mec.ca/ev2018ve/program-2018/

Time	Tuesday, April 24	Wednesday, April 25	Thursday, April 26	Friday, April 27	
08:00		Continental Breakfast	Continental Breakfast	Continental Breakfast	
08:30				EMC AGM	
09:00		Opening Plenary Session	Government Industry Summit Canadian EV Strategy	TS16 NATIONAL PERSPECTIVE	
09:30			Networking Break	TS17 ULTRA-FAST CHARGING	
10:00			Networking Break	TS18 POLICIES	
10:30			Networking Break	Networking Break	
11:00	Press Conference	TS1 SMART GRID	TS10 MURBS CHARGING	Panel #3 EV Awareness and Communication	
11:30	Public Ride N' Drive presented by Nissan	TS2 TRANSIT & TRUCKS	TS11 FCEVs	Closing Ceremony	
12:00		TS3 URBAN SETTINGS	TS12 OUTREACH		
12:30		Luncheon	Awards Luncheon presented by FLO		
13:00		Panel #1 Integrated e-Mobility evolution	Panel #2 Technology & Innovation		
13:30		Networking Break	Networking Break		
14:00			TS4 CHARGING IN CITIES	TS13 FAST & PUBLIC	
14:30			TS5 Innovative EV applications	TS14 LATEST EV TECH.	
15:00			TS6 EV PROGRAMS	TS15 FLEETS	
15:30				Side events	
16:00					
16:30					
16:45					
17:00		TS7 TRANSIT CHARGING			
17:30		TS8 BATTERIES			
18:00		TS9 GHGs			
18:30	Delegates' Meet & Greet presented by the Electric Circuit	Networking Evening presented by Ontario Power Generation		Legend	
19:00				Charging & Integrated Solutions	
19:30				Technology and Innovation	
				Consumers & Integrated Policies	



SHOW CONTACTS

Show & Conference Management JPdL International
Attn: Tanya Lausberg
Email: tlausberg@jpd.com
Phone: +1 514-287-9898 ext. 247

Official Show Suppliers

Exhibit Services:

FREEMAN
Contact: Exhibitor Service Department
Email: freemanottawaes@freemanco.com
Tel.: 613 748-7180 ext. 234

Advance Storage - Exhibitor uses own Shipper (within Canada):

FREEMAN
940 BELFAST ROAD OTTAWA
ONTARIO K1G A2
Contact: EXHIBITOR SERVICE DEPARTMENT
Email: freemanottawaes@freemanco.com
Tel.: 613 748-7180 ext. 234

Advance Shipping & Storage (within Canada)

FREEMAN
940 BELFAST ROAD OTTAWA ONTARIO K1G 4A2
Contact: EXHIBITOR SERVICE DEPARTMENT
Email: freemanottawaes@freemanco.com
Tel.: 613 748-7180 ext. 234

Official Customs Broker (US & International):

Advance Shipping & Storage (within Canada)

Advance Shipping & Storage (US & International)

CONSULT EXPO INC
JOHN SANTINI
JOHNS@CONSULTEXPOINC.COM
TÉL: 514-482-8886 POSTE 1.

On-Site Materials Handling:

FREEMAN
Contact: Exhibitor Service Department
Email: freemanottawaes@freemanco.com
Tel. 613 748-7180 ext. 234

Additional Electrical Requirements:

Order form on the website under Exhibitors/Tradeshow

PSAV
Graydon Campbell
gcampbell@psav.com

Wired Internet:

Order form on the website under Exhibitors/Tradeshow

PSAV
Graydon Campbell
gcampbell@psav.com

Audio-Visual Equipment including Computers:

Order form on the website under Exhibitors/Tradeshow

PSAV
Graydon Campbell
gcampbell@psav.com



HOTEL ACCOMMODATION

The EV2018VÉ Conference Organizing Committee has reserved a block of rooms at the Westin Ottawa Hilton.

In order to secure accommodation at the preferred rates, please make your reservation by using the dedicated link indicated below or on the conference website under Accommodation.

Rate

Traditional Room: \$219/night (single or double occupancy)

The following room rates are available until March 26th, 2018 **or until the room block is full**. After this date, rates will be offered on a space and availability basis only:

Please book your room using the direct link below:

<https://www.starwoodmeeting.com/events/start.action?id=1709203480&key=27D8A618>

** Rooms will be allocated on a first come first served basis and are subject to hotel availability. All rates are quoted exclusive of applicable taxes or specific hotel fees in effect at the hotel during the time of your stay.*

Hotel Information

Westin Ottawa
11 Colonel By Drive
Ottawa (Ontario)
K1N 9H4

The Westin Ottawa is situated on the famous Rideau Canal with stunning views of Parliament Hill and steps from the Byward Market. You'll enjoy a full-service fitness studio, squash courts and a heated indoor saltwater pool.

Each room comes with complimentary in-room high speed internet, in-room safe, dual-line speaker phones with voicemail, alarm clock radio, a 37-inch flat screen TV (LCD/HD), coffee maker with Starbucks coffee and an iron and ironing board.

EXHIBITOR GUIDELINES

Access/Admission to the Premises

Show Management reserves the right to deny admission to the show to any exhibitor, exhibitor's employee or to any visitor who is deemed to be inebriated or behaving in a manner which hinders the smooth execution of the conference. Any minor work or maintenance on an exhibitor display space must be carried out during the designated move-in and/or final preparation times. There will be no admission fee for any person who is a registered conference delegate of the EV2018VÉ Conference. No-one will be admitted to the trade show without a conference name badge during the trade show hours.

Advance Shipping and Storage

Please note that there is **no advance storage space** at the trade show location (Westin Ottawa) and you CANNOT ship any materials in advance directly to the hotel. If you do ship directly to the hotel, please be advised that the Westin Ottawa, Show Management and all related sub-contractors will not receive, sign for or accept any liability or responsibility for the whereabouts or delivery of your materials.

To ensure that your material reaches the show in a timely manner and is tracked appropriately, we strongly recommend using one of the official shippers mentioned above on page 8. Please refer to FREEMAN Manual for required labels and rules.

Aisles

Exhibitors shall not encroach on any aisle space at any time. Exhibit material must remain within the confines of the contracted (e.g. 8' x 10') display space. Failure to do so may result in Show Management removing the material from the aisle and/or display space area. All aisles must be kept as clear as possible during move-in/out times.

Alcohol

Alcohol may only be consumed in those areas of the hotel licensed and designated as alcohol consumption areas. Guests cannot consume alcoholic beverages on the outdoor grounds of the property. All alcoholic beverages consumed in the common areas must be purchased from the hotel.

Amendments to Rules & Regulations

Show Management reserves the right to amend these guidelines, rules and regulations, or to make additions as required. Under unusual circumstances, and at its own discretion, Show Management may also make specific exceptions or changes to the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Animals

The admission of any animal into the facility without prior written approval of Show Management is forbidden. "Seeing Eye" dogs are permitted.



Assignment of Space

Assignment of space to exhibitors is done on a first come, first served basis. EV2018VÉ will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening.

The assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or cancelled by the Exhibitor except upon written request and with the subsequent written approval of Show Management. Show Management reserves the right to re-assign exhibitor space or to modify the floor plan, at any time.

Audio Visual

If you require audiovisual equipment in your display space e.g. televisions, DVD players, etc., please contact PSAV, EV2018VÉ official AV supplier or refer to PSAV form on our website.

Cleaning

The cleaning of aisles is included in the space rental agreement. At the end of the show, garbage must be placed outside the booth to ensure pickup by cleaning staff.

Colours

The official show colours are blue booth draping.

Computers

Computers, printers and other AV equipment must be ordered through PSAV, EV2018VÉ official AV supplier.

Couriers

Please note that courier shipments directly to the Westin Ottawa will only be accepted during exhibitor move-in day on Tuesday, April 24th). The hotel will accept it and there will be a fee to store and/or move the shipment to the trade show. The hotel or FREEMAN will communicate with your staff onsite at the time of the move-in and you will be able to pay the fee directly to them. Please refer to the "Advance Shipping/Storage" section of this manual for shipping arrangements to arrange this in advance.



Customs Brokerage & Shipping Services

Official Customs Broker (US & International):
Advance Shipping & Storage (within Canada)
Advance Shipping & Storage (US & International)

CONSULT EXPO INC

JOHN SANTINI

JOHNS@CONSULTEXPOINC.COM

TÉL: 514-482-8886 POSTE 1

In order to facilitate the most efficient and cost effective service possible, CONSULT EXPO INC has been appointed the official transportation carrier/shipper, customs broker, and advance warehouse (for U.S. and International shipments) for exhibit shipments. The services of a customs brokerage firm are strongly recommended for all shipments originating outside of Canada. CONSULT EXPO INC will import your display goods into Canada for the exhibit and will admit them temporarily free of duties and taxes. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in materials arriving late or not at all. CONSULT EXPO INC will assist with all transportation and customs related formalities on your behalf.

Forms

Prior to shipping, CONSULT EXPO INC's order forms must be completed and sent to CONSULT EXPO INC. Please obtain the required forms from the above CONSULT EXPO INC contact.

Bonds

CONSULT EXPO INC will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; prepare export documentation and bills of lading; and arrange customs clearance for return ground/air freight. Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

If you plan to drive to the show with your materials from the US, please contact CONSULT EXPO INC immediately for further instructions.

General Shipping Information

Please place two labels on each item to be shipped and mark your display space number plainly with crayon, ink, brush, or stencil. The person in charge of installing your exhibit should know **HOW** and **WHEN** shipments were made in case they become lost. Memoranda of shipping details should be in the possession of all exhibit set-up personnel at all times and will save valuable time/effort.



Default in Occupancy

Failure to occupy contracted space does not relieve an exhibitor of any obligation, financial or otherwise.

Display Space Activities

All activities by exhibitors or others must be confined to exhibit areas. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching exhibitor demonstrations and other activities, can be contained within the exhibit area, rather than in the aisle. It is strictly against the rules to distribute or leave literature, or to carry signs or posters, or to display materials or signs in the aisles of the trade show or the registration area.

Display Space – INCLUSIONS

Included in Booth Space Cost:

- Booth space of 8' x 10'
- 8' high back wall (blue pipe and drape booth)
- 1 x 6' skirted table (blue)
- 2 x Chairs
- 1 x Electrical outlet
- 1 x Garbage bin
- Booth identification sign
- Wifi Internet
- Aisle cleaning after move-in
- Listing of your organization on the conference website
- General hotel security

Display Space – EXCLUSIONS

Not Included in Space Cost

- Rental of rigid booth structure or any additional furniture or booth amenities
- Phone or wired internet
- Individual booth cleaning
- Individual booth security (must be reserved through the hotel)
- Any other exhibit services

Note: Any additional equipment and services must be ordered through the official show suppliers.



Booth Space Requirements

No EXIT's are to be blocked

Height

A standard in-line exhibit may not exceed eight feet in height at the back. Products designed to stand on the floor may extend above 4 feet, but must be positioned as close to the back wall as possible. Every effort should be made to avoid blocking the view of adjoining exhibitors. Show Management should be consulted before the final booth plans are approved.

Width

The maximum width of the exhibit, including side rails, may not exceed the width of floor space purchased. It is recommended that the structure be 3 inches less than the width of the booth.

Exposed Surfaces

Any portion of the exhibit that is visible to an attendee must be finished or suitably decorated according to the show rules and regulations. Show Management reserves the right to decorate any non-compliant surfaces at the expense of the exhibitor.

Support

Booth structures must be self-supporting. Nails, screws, pressure sensitive tapes, or any other defacing materials, are not permitted on building floors and walls.

Sign Location

Absolutely no signs or graphics may be placed outside the booth area. All signs, posters, and graphics must be professionally designed. Show Management reserves the right to change or remove signs (at exhibitor's expense), which are not in compliance with the overall quality of the trade show. Signs must be placed on easels. Signage may not be affixed in any manner to the drape by pins, tape, or otherwise. Signs may be hung from the top bar but must be arranged on-site by contacting FREEMAN Exhibitor Services Department and/or the FREEMAN Site Supervisor on site

Lighting

The use of flashing or rotating lights in an exhibit is prohibited if such lights are distracting to those outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

Carpet

There will be regular hotel carpet in the trade show.



Electrical Requirements

One (1) standard electrical outlet (15 AMP/110V) is included with all booth. 220V is available upon request at an additional cost. For any additional electrical needs, please refer to the electrical order from PSAV on the EV2018VÉ website, under Exhibitor/Tradeshow.

Please note:

- An outlet cannot be shared with another display space. The hotel may refuse any connection that does not comply with appropriate electrical and show standards.
- All wiring and other electrical installation, motors, etc. must be approved by the hotel.
- In the event of inspection or repair, electrical wiring of pre-fabricated booths should be accessible at all times. All wiring on booths or display fixtures must meet applicable codes.
- Electrical appliances or systems with special characteristics presenting requirements beyond provincial conditions, must be identified by the exhibitor.

Exhibitor Responsibilities

All exhibitors are responsible for the maintenance and well-being of the display space rented. Should any charge be incurred on behalf of Show Management due to damage done by any exhibitor, the cost will be forwarded on to the exhibitor responsible. Exhibitors will not interfere or permit anything to be done, that interferes with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air, or air conditioning systems. Also, exhibitors will not do anything, or permit to be done, anything that will interfere with the free access to public areas.

Fireworks and Other Pyrotechnics

Fireworks and other related pyrotechnics may not be brought into the Trade Show at any time.

Fire, Safety & Health Compliance

Exhibitors will assume all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized federal, provincial and local governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property where the trade show is being held. There may not be open flames at any time in any display space.

Food Services

No outside food can be distributed at the booths. For any food and beverage service in your individual display space or approval, please contact: Suzanne Anderson at SUZANNE.ANDERSON1@westin.com

Interpretation of Rules & Penalties

Show Management shall have sole and final authority as to the interpretation of the rules and regulations in this manual and their application. In the event of any violations, Show Management shall have the authority to establish penalties, including removal from the current show or exclusion from future shows.



Liability & Insurance

The exhibitor agrees that EV2018VÉ and their representatives shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, the EV2018VÉ and their representatives from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by the exhibitor or its employees or representatives. The exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the trade show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space. It is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering any such potential losses sustained through exhibiting.

Materials Handling

On-site materials handling services are **NOT included** in your exhibit fee e.g. use of hand-carts, dollies, etc. Please refer to the materials handling order form in the FREEMAN Manual to obtain these services and/or equipment. By contracting FREEMAN, it will ensure the proper delivery of exhibit materials to the designated exhibitor display spaces from the advance storage warehouse. Materials handling services include:

- Delivery of exhibitor materials to booth from advance warehouse
- Removal of empty containers
- Storage of empty containers during the show
- Return of empty containers to exhibitor booth at the end of the show
- Return repacked material to receiving dock for pick up

If you do not use FREEMAN materials handling service, it is your responsibility to receive and bring your materials into your own display space as well as move/ship them out.

Move-In

► **BOOTH exhibitors: 19:00 – 22:00 on Tuesday, April 24th, 2018**

Move-Out

Move-out and dismantling for all exhibitors may commence **ONLY AFTER SHOW CLOSING** at 17:00 on Thursday, April 26th. All exhibit materials must be cleared from the show floor no later than 23:00 on Thursday, April 26th or they will be removed and stored at the exhibitor's expense by FREEMAN.

NOTE: Couriers do not work past 5pm in Ottawa. Should you require that your product be returned to the FREEMAN warehouse for pick up the next day please reach out to the FREEMAN Exhibitor Service Department at 613 748-7180 ext. 234 or by email at freemanottawaes@freemanco.com

EV2018VÉ Trade Show EXHIBITOR GUIDELINES MANUAL



EV2018VÉ

CONFÉRENCE + SALON COMMERCIAL

du 24 au 27 avril

Le Westin Ottawa, Ottawa, ON

Moving Displays

Moving displays, motion pictures, slide projectors, television screens, oscillographs, etc., may be operated when positioned so as not to attract or create a crowd in the aisles, or in another exhibitor's adjacent booth.

Networking Event

Exhibitors may wish to organize their own social and networking activities during EV2018VÉ. The Conference Organizing Committee has requested that exhibitors do not organize social activities on the same evening as the functions listed in the conference program. The Conference Networking Evening will take place on Wednesday, April 25th, from 18:00-20:00. It's a great way to network with friends, colleagues and new acquaintances, while tasting fine food.

Parking

Indoor parking (\$\$) is available at the Rideau Center adjacent to the hotel. The Valet parking at the Westin Ottawa is reserved to the client's of the hotel.

Payment Requirements

Exhibitors must respect the terms of payment specified in the contract they approved. Exhibitors will not be admitted on to the show premises unless the amounts due to EV2018VÉ are settled.

Registration – Complimentary Admissions

Each display space receives:

- One (1) complimentary full conference registrations – includes access to all activities at the conference.
- Extra registration passes for exhibitors can be purchased on our website at the cost of 450\$. These passes include all meals but no access to the conference sessions or the Networking Evening. Please contact Catherine at EVconferenceVE@emc-mec.ca for more information.
- Name Badge Pick-Up: All name badge will be available for pick up from the conference registration desk located at the Nunavut room on the 4th floor.

Return Shipping

It is the sole responsibility of all exhibitors to make arrangements for return shipping of their materials through their own shipper or the official show transporter. All materials must be labeled appropriately by the exhibitor and be shipped according to the move-out schedule. If exhibitors choose to ship materials via their own shippers, it must be done during move-out hours only. Any material not picked up/shipped by the time of move-out closing, will be removed by FREEMAN to their storage warehouse and stored at the exhibitor's expense until return arrangements are made by the exhibitor for the goods. **Please refer to the outbound freight service order form in the FREEMAN Manuel.**

NOTE: Couriers do not work past 5pm in Ottawa. Should you require that your product be returned to the FREEMAN warehouse for pick up the next day please reach out to the FREEMAN Exhibitor Service Department at 613 748-7180 ext. 234 or by email at freemanottawaes@freemanco.com



Security

Exhibitors are responsible for the safe keeping of their own materials. Do not leave any valuable items unattended at any time. The Westin Ottawa, Show Management and all related show sub-contractors are not responsible for any loss, theft, damage, etc. however caused at any time. Show security will be on duty during move-in/out and all trade show hours to monitor appropriate name badge identification only. Any persons without a name badge will not be admitted into the trade show. Exhibitors are requested to ensure that all exhibit personnel wear their name badge at all times.

Shipping

See section entitled "Advance Storage/Shipping".

Sign Installation

Please note that signs/banners cannot be hung from the ceiling above your display space. As well, signage cannot exceed the height of 8 feet or visually obstruct other display areas. If you wish to have special signage made for your booth (additional fees apply), please refer to the custom signage order form in the FREEMAN Manual.

Smoking

The EV2018VÉ trade show is a smoke free event. Smoking is strictly prohibited anywhere in the building at any time. Those contravening this law are subject to severe fines. Security will be strictly monitoring and enforcing this By-Law. Smoking is permitted outside of the building and must be within six metres of an entryway, operable window or air intake of a building and the perimeter of a customer services area.

Sound

Public address systems, sound projections, speakers, and other sound producing and/or amplifying devices may be used in display spaces provided that they meet applicable safety regulations, are installed in a workman-like manner and do not create a distraction for nearby exhibitors.

Storage

There will be **NO on-site storage** for crates and packing material during move-in and show hours. For large crates/packing materials, please refer to the materials handling order form in the FREEMAN Manual. If you require advance storage prior to show opening and shipping (materials delivered via your own shipper), please contact FREEMAN.

Subletting/Sharing Space

Exhibitors may not re-assign, sublet, or apportion the whole or any part of the display space purchased from EV2018VÉ, nor permit any other person or party to exhibit therein, any other goods, apparatus, services etc. not manufactured, promoted or distributed by the Exhibitor in the regular course of his business except upon prior written consent of EV2018VÉ.