



May 25-27, 2017

Organized By RUN OTTAWA



MARATHON • 1/2 MARATHON • 10K • 5K • 2K • KIDS MARATHON

HEALTH AND FITNESS EXPO

Exhibitor Kit

#runottawa2017 | runottawa.ca





EXHIBITOR KIT

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EVENT OVERVIEW

WELCOME TO OTTAWA

The new Shaw Center located in the heart of Canada's Capital will again be the site for the 2017 Health and Fitness Expo. Overlooking Ottawa's Rideau Canal UNESCO World Heritage Site and surrounded by Ottawa's national sites, cultural treasures, natural beauty and relaxed urban vibe, the Expo is within easy walking distance of 6,000 downtown Ottawa hotel rooms making it easy for both runners and non runners to attend.

For those who attended as an exhibitor last year, we will have a very similar set up to 2016. Race Kit pickup will be on the first level and runners will be directed upstairs to get their t-shirt and then exit by going through the entire Expo floor.

Last year, our Expo sold out very early and we expect that will be the same for 2017. All interested Exhibitors should reserve their booth as soon as possible to avoid the disappointment of being shut out of the 2017 Health and Fitness Expo.

CANADA'S LARGEST FITNESS EXPO

With approximately 100 vendors each year, this is Canada's largest and highest quality sports and fitness expo.

In 2016, an estimated 80,000 runners, spectators, and people from the general public attended the Tamarack Ottawa Race Weekend Health and Fitness Expo, spending almost \$1 million throughout the 3-day event.

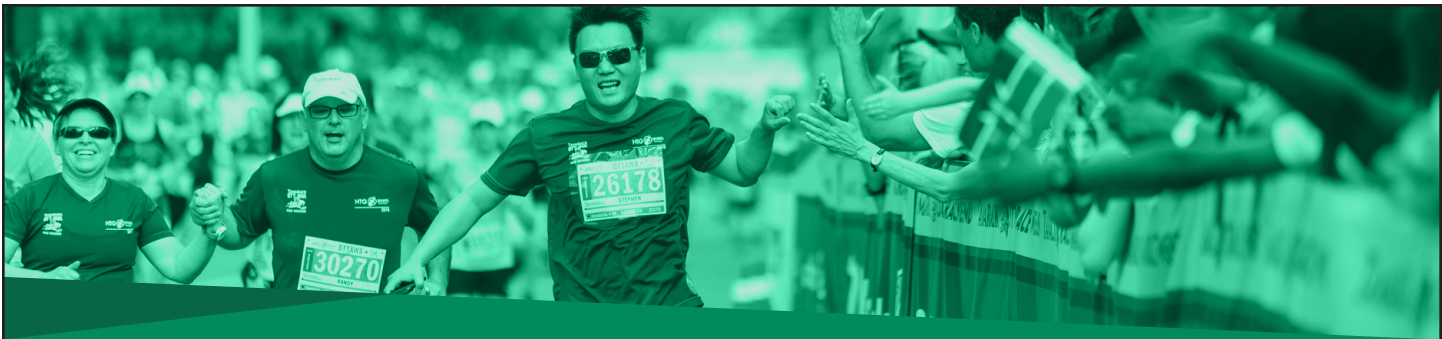
HOURS OF OPERATION

Thursday	May 25 th	4:00 p.m.	-	8:00 p.m.
Friday	May 26 th	10:00 a.m.	-	8:00 p.m.
Saturday	May 27 th	9:00 a.m.	-	4:00 p.m.

LOCATION

Shaw Center
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2





RACE WEEKEND HIGHLIGHTS



2016 RACE WEEKEND HIGHLIGHTS

The Tamarack Ottawa Race Weekend is the single biggest running event in Canada each year, attracting nearly 47,000 participants in 2016.

SOME IMPRESSIVE NUMBERS:

The Canadian Sport Tourism Alliance conducted an economic impact assessment of the 2016 Tamarack Ottawa Race Weekend. Here are some highlights:



46,940

Runners, 50.3% from outside Ottawa/Gatineau



\$1.65M

in shopping including at the runners expo



\$317

of spending per visitor



39,535

Runners and spectators from outside the Capital Region



\$12.6M

GDP for Ontario



\$4.7M

in taxes supported



\$10.9M

in visitor spending



\$25.4M

in economic activity

Canadian Sport Tourism Alliance

Alliance canadienne du tourisme sportif

2016 PARTICIPATION BY REGION:



OTTAWA/GATINEAU

23,297



ONTARIO

24,065



QUEBEC

21,003



BEYOND

1,872



BOOTH OPPORTUNITIES

The Booth Pricing

- 10 x 10 Commercial/Sampling \$2,200 + HST
- 10 x 10 Not-for-profit \$1,900 + HST

Note: Pricing includes Race Weekend complementary material handling provided by Freeman. See quick facts for booking this service.

Commercial/Sale/Sampling

Selling goods and services and sampling is permitted at the Health and Fitness Expo for those who purchase Commercial/Sale/Sampling booth space. An exhibitor sampling authorization request and waiver must be completed and submitted prior to May 1, 2017.

All booths will be supplied with the following items:

- Pipe and drape with eight-foot high back wall and three-foot high side walls
- 2 chairs
- 1 six-foot draped table
- One wastebasket
- All material handling charges

Booth Space is available on a first-come first-serve basis.

Audio-Visual/Presentation Staging/Lighting/Simultaneous Interpretation Services

For quotes call 613-688-9058

Telecommunication and Network

These services are provided exclusively by Freeman AV the exclusive contractor of the Shaw Center. For quotes contact denis.chenier@freemanco.com or 613-688-9058

Electrical Services

Rigging and Electrical service requirements must be arranged through the Shaw Center's exclusive contractor. Rigging/Electrical services are provided exclusively by Freeman Electrical Services.

Contact office: 613-748-7180 x 234
freemanottawaes@freemanco.com

Show Move In and Move Out

Material handling for move in/move out must be booked with Freeman. See Freeman "Quick facts" for details. Loading bays/areas are for temporary pick-up and delivery only. Parking is prohibited in the loading bay/areas.

Parking

There are 1,500 indoor parking spaces located directly beneath the Shaw Center and Rideau Centre. The parking garages are operated by Citipark. The Shaw Center is also short walking distance from several major downtown streets, as well as City Hall and the Byward Market.

Booth Order

A non-refundable 100% booth payment is due upon signing the Health and Fitness Expo Exhibitor information contract also with the completed Exhibitor Information Form.

Participation in the Health and Fitness Expo is subject to booth availability. A wait list will be used in the event booth space is sold out. No Booth will be guaranteed without a signed contract as well as a 100% payment. The organizers reserve the right to make changes to the Floor Plans and flow as deemed necessary.

Contact Information

For more information or to participate in Ottawa Marathon's Health and Fitness Expo please contact:

Booth Booking

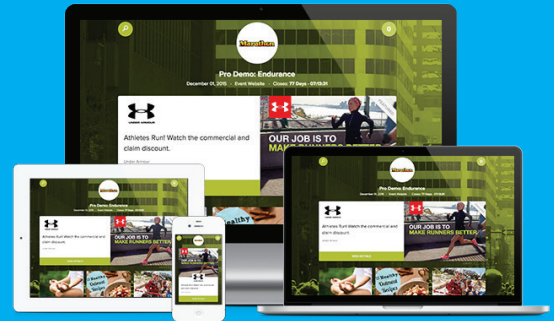
Jim Robinson
Tamarack Ottawa Race Weekend
5450 Canotek Road, Unit 45,
Ottawa, ON K1J 9G2
jim@runottawa.ca
cell: 613-447-3337
office: 613-234-2221



VIRTUAL EVENT BAG



We offer our exhibitors the opportunity to participate in our Virtual Event Bag; a digital marketing platform designed to reach runners, volunteers and out of town visitors with the goal of driving them to your exhibit.



Why participate in Tamarack Ottawa Race Weekends virtual event bag:



It's emailed directly to over **36,000 runners**



There are **42 unique deals offered**



It's viewed by **80% of recipients**



It's visited on average **2.37 times** by recipients

2016 VIRTUAL EVENT BAG STATS:



36,537
TOTAL AUDIENCE



30,530
UNIQUE EMAILS

36,537 Audience / **83.6%** Total vs. Unique



24,287
BAG VISITORS

30,530 Unique Emails / **79.6%** Visit Rate

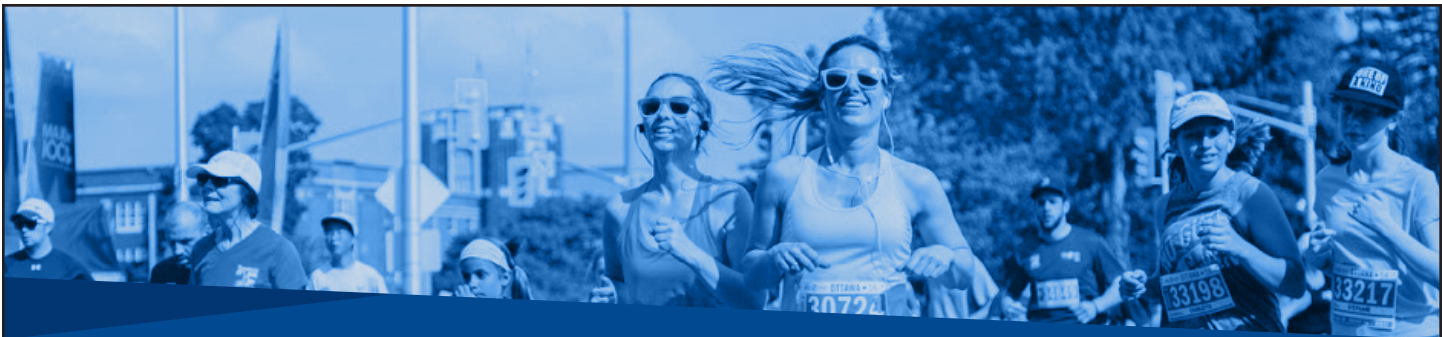


57,494
BAG VIEWS

24,287 Visitors / **2.37** Views per visitor

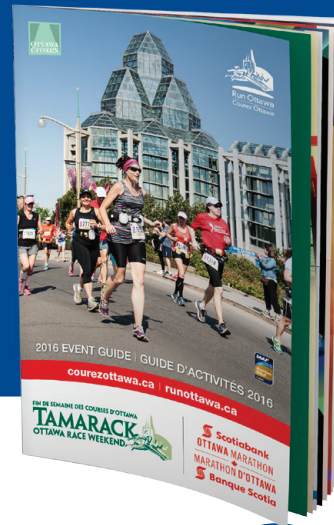
Virtual Event Bag Booking

Al Macartney | almac@runottawa.ca | cell: 613-875-7484 | office: 613-234-2221



EVENT GUIDE

Drive traffic to your booth by advertising in the Tamarack Ottawa Race Weekend Event Guide, the main print reference for participants and spectators throughout the weekend. Every year, the Event Guide is kept as a memento of the weekend, providing additional long-term visibility for your brand.



Why advertise in our Event Guide?



**20,000
high-quality
copies printed**



**Distributed
at Expo and
Race Kit Pick-Up**

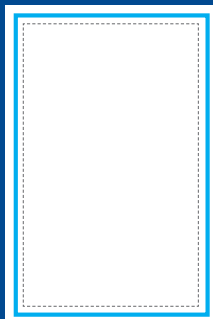


**Used by multiple
participants/
spectators**



**Kept as a memento
creating follow-up
visibility**

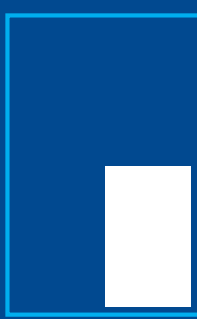
FULL-PAGE



HALF-PAGE



QUARTER-PAGE



**Drive traffic
by advertising
special offers at
your booth!**

▶ Full-page, half-page and quarter-page advertisements available!
Deadline for ad submissions: February 15, 2017

Event Guide Booking

Alyssa Parks | alyssa@runottawa.ca | office: 613-234-2221 ext. 507



EXHIBITOR APPLICATION FORM

HEALTH AND FITNESS EXPO

Thursday, May 25, 2017 – Saturday, May 27, 2017

Please complete the information below and mail or Email to:

✉ **Attn:** Jim Robinson
Tamarack Ottawa Race Weekend
45-5450 Canotek Rd.
Ottawa, ON K1J 9G2

Email: jim@runottawa.ca
Cell: 613-447-3337
Office: 613-234-2221

MY BOOTH PREFERENCES: 1ST CHOICE: _____ 2ST CHOICE: _____ 3ST CHOICE: _____

Note: The Tamarack Ottawa Race Weekend reserves the right to modify the floor plan or position an exhibitor in space other than selected

Exhibiting Company Name

Address

City

Province/State

Postal / Zip Code

Country

Cell phone # during expo

Email

Website address

Description of product/service

Once booth location is confirmed an invoice will be sent to you requesting payment.
Payment must be received to finalize booking. Cheques to be mailed to address as shown above.



EXHIBITOR APPLICATION FORM

(Continued)

EXPO PRICING

		QTY		SUBTOTAL
10X10 feet / Commercial	\$2200	X _____	=	\$ _____
10X10 feet / Not for profit	\$1900	X _____	=	\$ _____

VIRTUAL EVENT BAG

		QTY		SUBTOTAL
PREMIUM AD SPACE	\$400	X _____	=	\$ _____
STANDARD AD SPACE	\$200	X _____	=	\$ _____

EVENT GUIDE AD

		QTY		SUBTOTAL
FULL PAGE AD	\$1000	X _____	=	\$ _____
HALF PAGE AD	\$600	X _____	=	\$ _____
QUARTER PAGE AD	\$400	X _____	=	\$ _____

NET TOTAL	=	\$ _____
+13% HST	=	\$ _____
TOTAL DUE	=	\$ _____

"Please make cheques payable to National Capital Marathon Inc."

By signing this Application and Agreement, the Applicant agrees to be bound by the terms hereof :

Name of Contact Person

Authorized Signature

Date



EXPO BOOTH AGREEMENT

HEALTH AND FITNESS EXPO

Thursday, May 25, 2017 – Saturday, May 27, 2017

This Expo Booth Agreement (this “Agreement”) is made and entered into as of the Effective Date, as that term is hereinafter defined, by and between National Capital Marathon Inc.(NCM), a Canadian non-profit corporation, doing business as Run Ottawa (NCM) and

(“Licensee”)

Definitions: As used throughout this agreement, the following terms shall have the meaning set out below:

1. “Agreement”: refers to this Health & Fitness Expo Agreement and includes any modification thereto;
2. “Commercial Booth”: booth space for sale or show of commercial merchandise and services or sampling
3. “Not-for-profit” booth space providing information only for not-for-profit companies.
4. “Health & Fitness Expo” or “Sports Expo” refers to the designated expo site identified and allocated by Agreement(s) to Exposition Vendor(s) selling or demonstrating goods and services dedicated to running programs, running merchandise, nutrition, fitness, and other goods and services consistent with the image of National Capital Marathon Inc.
5. “Tamarack Ottawa Race Weekend”: encompasses all events held during the May 25-27, 2017 weekend
6. “Organizer”: refers to National Capital Marathon Inc.
7. Sports Expo, including designated areas for Race Kit Pick-up, Exhibitors, Pledge Drop-off, the Workshops and Registration
8. “Sports Expo Exhibit Space”: Area designated within the Expo site for Vendor’s booth(s) for commercial and non-commercial uses
9. “Vendor”: means the individual, partnership, corporation, sole proprietorship or any other entity which is party to this agreement, in this case.
10. Licensee’s Elections: Licensee may elect to various components (“Licensee’s Election”) from the following sections (the “Component List”) at the corresponding prices set forth thereon; provided, however, all of Licensee’s Election shall be governed by the terms of the Agreement:

Organizer has the right to organize and conduct the Tamarack Ottawa Race Weekend, which is to be held May 25-27, 2017 at Ottawa, Ontario, Canada and associated events, including the Health & Fitness Expo or “Sports Expo”...

Organizer’s Responsibilities - National Capital Marathon Inc. will:

1. Provide booth space in the Health & Fitness Expo within the designated expo site. The Organizer will assign Booth Space to the Vendor on a first come, first serve basis and will in its discretion take into account the needs of the Vendor.
2. Provide the Sport Expo Exhibit Space assigned to the Vendor with the following materials and services: booth fixture (namely, backdrop and side panels); security; wastebasket; trash removal; table; and two chairs.
3. Provide 24-hour security for the Health & Fitness Expo Exhibit Space after show hours on Wednesday-Friday inclusive commencing each evening at 8:00 p.m. The Organizer is not responsible for damage to, loss, or theft of Vendor’s merchandise or property.
4. Provide promotion of the Health & Fitness Expo and Sports Expo Vendors on the Organizer’s website. All exhibitors will be listed in alphabetical order.
5. Provide Health & Fitness Expo operations at the Shaw Center during the following hours:

Thursday	May 25, 2017:	4:00 p.m. - 8:00 p.m.
Friday	May 26, 2017:	10:00 a.m. - 8:00 p.m.
Saturday	May 27, 2017:	9:00 a.m. - 4:00 p.m.



EXPO BOOTH AGREEMENT

HEALTH AND FITNESS EXPO

Thursday, May 25, 2017 – Saturday, May 27, 2017

Vendor's (Licensee) Responsibilities:

1. **Payment:** In order to reserve an Expo Booth, Licensee shall pay NCM inc., an amount equal to one hundred-percent (100%) of the total amount due by Licensee pursuant to this Agreement. If NCM inc. does not receive the Payment as set forth herein, NCM inc., shall not be obligated to reserve an Expo Booth for Licensee's use during the Event and this Agreement shall immediately terminate, upon which NCM inc., shall have no further obligation to Licensee whatsoever.
2. **Cancellation:** Should Licensee wish to cancel the Agreement, a partial refund of 50% of the Payment may be given should the Licensee find a new vendor to assume the Agreement for the Expo Booth and NCM inc. approves of that vendor and receives payment in full on or before March 30, 2017. The approval of the new Licensee is at the sole and absolute discretion of NCM, inc.
3. Complete all order forms for services required beyond what is provided by NCM Inc. See Freeman Quick Fact Sheets.
4. Provide NCM Inc. proof of liability Insurance certificate showing National Capital Marathon Inc. and Shaw Center as co-insured for dates of Ottawa Race Weekend.
5. Complete the Freeman Electric Services Order form return to the electric service provider to request that booth(s) be equipped for electrical power when booth reservation is made or request to sample food/drink products.
6. Contact Freeman AV 613-688-9058 or denis.chenier@freemanco.com for any audio-visual requirements that you may need at your booth. Freeman will provide complimentary material handling on move in and move out.
7. Provide personnel to ship merchandise, product and any other property Vendor may be supplying to Vendor's booth and provide personnel to remove such merchandise, product or property from Vendor's booth upon completion of the Health & Fitness Expo. Arrangements for storage may be made at the vendor's expense if shipped prior to set-up date and during the Expo by contacting Freeman at 613-913-1905
8. Provide personnel to set-up Vendor's booth(s) on Wednesday May 24, 2017 between 8:00 a.m. – 8:00 p.m. and Thursday May 25, 2017 from 8:00 a.m. to 2:00 p.m. Provide personnel to open their booth area no later than 3:45 p.m. on Thursday, May 25, 2017 and provide personnel to move out booth no later than Saturday May 27, 2017 from 4:00 p.m. - Midnight
9. The time periods for set-up and dismantling set out in the paragraph apply unless an agreement is reached between Organizer and Vendor to set-up and dismantle booth(s) outside the time periods designated in this paragraph.
10. Provide personnel and materials to present a high quality display during the Tamarack Ottawa Race Weekend.
11. Restrict marketing and distribution of products to within the reserved booth(s) space, and will not infringe on the space of other exhibitors, block traffic in aisles or fire exits. Distribution of any product outside the reserved booth space will not be permitted.
12. Restrict use of the Vendor's booth(s) solely to the Vendor, and will not rent, sublet, share or sell any portion of the reserved space to another company, group or organization.
13. Provide any information to Organizer required for compliance with Federal and Provincial Income Tax Law and any other laws with which Organizer must comply. Vendor must ensure any tents used on the Expo floor have met the required Industry Guide Fire Retardant Regulations set out by Health Canada. See (<http://www.hc-sc.gc.ca/cpsspc/pubs/indust/tents-tentes/index-eng.php>) for Labelling Requirements
14. Determine and secure an adequate amount of insurance coverage to compensate Vendor for any damage, loss or theft of merchandise or property.
15. Usage of Organizer's trademark only in association with printed materials provided by the Organizer. Any unauthorized use of the Organizer's trademark for any purpose is strictly prohibited. Vendor must ensure any tents used on the Expo floor have met the required Industry Guide Fire Retardant Regulations set out by Health Canada. See (<http://www.hc-sc.gc.ca/cps-spc/pubs/indust/tents-tentes/index-eng.php>) for Labelling Requirements

continued



EXPO BOOTH AGREEMENT

HEALTH AND FITNESS EXPO

Thursday, May 25, 2017 – Saturday, May 27, 2017

Sports Expo Vendor will indemnify, defend and hold harmless the Organizer, its officers, directors, employees, volunteers, successors and assigns, from any claims damages, liabilities, losses, and costs and expenses, including reasonable legal fees and costs of any litigation arising out of any and all aspects of this Agreement and Vendor's activities hereunder. Third parties will look solely to the Vendor for payment and satisfaction of any obligation or claim arising from this event or breach of any warranty or representations made by it or any act or omission by it in the performance of the Vendor's activities as outlined in this Agreement.

Each party will have the right to cancel this Agreement in the event that the other party commits a breach of the terms of this Agreement or engages in conduct inconsistent with the terms of the Agreement, and upon written notification provided no later than 14 days prior to the Tamarack Ottawa Race Weekend. However, Health & Fitness Expo Booth Space fees are non-refundable after April 1, 2017 regardless of the circumstances surrounding the cancellation of this Agreement.

The undersigned will proceed in good faith to execute this Agreement as outlined above.

The terms outlined above regarding Vendor's participation in the Health & Fitness Expo participation during the May 25-27, 2017 Tamarack Ottawa Race Weekend meet with the approval of the undersigned. Sports Expo Vendor warrants that it has appropriate liability insurance. Vendor shall provide Organizer with a Certificate of Insurance or other acceptable evidence of insurance coverage within 30 days following the execution of the Agreement.

IN WITNESS WHERE OF the parties have hereto caused this Agreement to be executed.

VENDOR

By

Title

ORGANIZER

By

Title

continued

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



HEALTH & FITNESS
EXPO
MAY 25-27, 2017

Centre **Shaw** Centre

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' blue draped booth will include an 8' high back walls, 3' high side walls, one 6' skirted table and two chairs. Show Management will provide dollies, pump jacks and forklift service during move-in and move-out.

Please call Freeman at 613-748-7180 ext 234 to schedule your move-in time.

Note: Our office will be closed April 14, 2017 for Good Friday and May 22, 2017 for Victoria Day.

EXHIBIT HALL CARPET

The exhibit areas and booths are carpeted with the existing facility carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 3, 2017**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wednesday, May 24, 2017 8:30am - 8:00pm*

Thursday, May 25, 2017 8:30am - 3:30pm*

***IMPORTANT: The freight elevator will not be unavailable between 11:30am - 2:00pm on Wednesday & Thursday.**

EXHIBIT HOURS

Thursday, May 25, 2017 4:00pm - 8:00pm

Friday, May 26, 2017 10:00am - 8:00pm

Saturday, May 27, 2017 9:00am - 4:00pm

EXHIBITOR MOVE-OUT

Saturday, May 27, 2017 4:00pm - midnight*

***Carriers and large trucks will not be permitted in the loading dock until 6pm**

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **May 27, 2017 @ midnight**.

LABOUR INFORMATION

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

All labour services performed between 4:00pm and 6:00am (Monday to Friday), between 8:00am and 4:00pm (Saturday & Sunday) will have overtime charges applied. All labour services performed between 6:00pm and 8:00am (Monday to Friday) and between 4:00pm and 8:00am (Saturday & Sunday) will have double-time charges applied. Please refer to the Labour Order form in the service manual. All material handling services performed after 4:00pm (Monday to Friday) and all day Saturday and Sunday will have overtime charges applied. Please refer to the Material Handling Order Form in the service manual.

IMPORTANT ELECTRICAL INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **May 19, 2017**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipment charges will be applicable

SHIPPING INFORMATION

Show site shipping address:

Tamarack Ottawa Race Weekend Health & Fitness Expo
 Exhibiting Company Name C/O Freeman
 Booth # _____
Shaw Centre
55 Colonel By Drive
 Ottawa, Ontario, Canada K1N 9J2

Show Management will provide dollies, pump jacks and forklift service during move-in and move-out. Shipments will be received at the exhibit facility beginning **May 24, 2017 per your scheduled move-in time**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

FACILITY RESTRICTIONS

Loading Bays:

4 loading bays with dock levelers can accept a vehicle up to a 77' in length with cab

Loading Areas:

3 loading areas can accept 5 ton trucks or smaller vehicles

- ground level loading/unloading

Loading bays/areas are for temporary pick-up and delivery only. Parking is prohibited.

Floor Weight Allowance*

All heavy objects to be placed on the floor in the facility must be approved by Freeman.

Elevator Specifications – Service/Freight*

For the safety of all individuals, freight elevators are not intended for passenger use. Materials cannot be transported in the public passenger elevator or on escalators.

*Please see attached Floor Weight & Elevator Spec Sheet for details.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **May 3, 2017**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **Tamarack Ottawa Race Weekend Health & Fitness Expo** go to:

<http://www.freemanco.com/store/show/showinformation.jsp?showID=432848&nav=02>

Click on the "Login" link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Login" link in the top right corner to create a new account.** If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

FREEMAN GENERAL INFORMATION

PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanco/freeman/privacy.jsp>

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at barbara.baird@freemanco.com. If you would like to have your personal information removed from Freeman's database, please email legal@freemanco.com to request removal.

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054 for Canada and U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

SAVE MONEY

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 3, 2017**

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

Operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN AUDIO VISUAL CANADA

55 Colonel By Drive
Ottawa, Ontario K1N 9J2
Phone: (613) 688-9058 Fax: (613) 688-9069
Email: denis.chenier@freemanco.com

*Point of Sale devices using Cellular phone service:

Rogers customers have reported cellular network connectivity issues at the Shaw Centre. We have not received similar reports from those using devices on the Bell or Telus network. The facility has no control over issues related to cell service, and any issues should be reported to the provider.

If you are using a 3G Point of Sale Terminal from Rogers, please be advised these are not supported and service interruptions may occur. If your PoS Terminal from Rogers CAN operate using a wireless internet connection, wired internet connection or an analog phone line for connectivity, it is highly recommended that you contact Freeman Audio Visual.

While some service providers have more coverage within the building than others, 'Cellular' service within the Shaw Centre is not guaranteed. Therefore it is recommended by the facility that clients use Point of Sale devices which can operate using a wireless internet connection, wired internet connection or an analog phone line as their connectivity. You can place an order through Freeman Audio Visual Canada using the exhibitor internet order form located in the exhibitor kit, and should you have any questions, please feel free to contact 613-688-9058.

SHAW CENTRE

(Booth Cleaning, Sampling Guidelines, Temporary Cold Water Service, Vehicle Display)
Phone: (613) 563-1984 Fax: (613) 563-7646
Email: eventservices@shaw-centre.com