

# EXHIBITOR MANUAL - February 23 - 26, 2023



## General Information

### SHOW LOCATION

EY Centre - [Google Map](#)  
4899 Uplands Drive  
Ottawa, ON K1V 2N6  
Telephone: (613) 822-8800  
[www.EYCentre.ca](http://www.EYCentre.ca)

\*\*\*NOTE: Parking pass not required for 2023.

### DIRECT TO SHOW SHIPMENT

Monday, February 20 to Wednesday, February 22 from 9am to 5pm  
All deliveries must be cosigned in the following manner:

#### Shipping Address:

Attn: Exhibit Contact Person  
Booth #  
c/o Ottawa Boat & Outdoor Show  
EY Centre  
4899 Uplands Dr.  
Ottawa, ON  
K1V 1J9

### EXHIBIT SHOW SCHEDULE

#### Exhibitor Move-In \*

Monday, February 20	(BY APPOINTMENT ONLY)
Tuesday, February 21	(BY APPOINTMENT ONLY)
Wednesday, February 22	(GENERAL EXHIBITOR MOVE IN) 8:30am – 6:00pm

#### Show Dates & Times

Thursday, February 23	10:00 pm - 8:00 pm
Friday, February 24	10:00 am - 8:00 pm
Saturday, February 25	10:00 am - 6:00 pm
Sunday, February 26	10:00 am - 5:00 pm

#### Exhibitor Move-Out \*

Sunday, February 26	5:00 pm - 12 Midnight
Monday, February 27	8:30am - 12 Noon

\* Please see MOVE-IN / MOVE-OUT document for important details

### SHOW MANAGEMENT PERSONNEL

Scott Sprague, Show Manager  
[ssprague@mpltd.ca](mailto:ssprague@mpltd.ca)

Moira Nordqvist, Senior Manager, Marketing & Operations  
[mnordqvist@mpltd.ca](mailto:mnordqvist@mpltd.ca)

Mike Blakoe, Show Manager  
[mblakoe@mpltd.ca](mailto:mblakoe@mpltd.ca)



## **SHOW PRODUCER**

### **Master Promotions Ltd.**

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469 • Phone: (506) 658-0018 • Fax: (506) 658-0750

E-mail: [info@mpltd.ca](mailto:info@mpltd.ca) • Website: [www.mpltd.ca](http://www.mpltd.ca)

Master Promotions Ltd. show personnel will maintain a show office and show personnel will be available on the floor during move-in, all show hours and move-out.

## **EXHIBITOR'S ADVERTISING LITERATURE AND PRODUCT BROCHURES**

All exhibitors will be permitted to hand out brochures if they wish to do so. However, all advertising circulars must be distributed from booths only and must not be placed or distributed outside your assigned site boundaries. Materials are not permitted to be distributed from event parking/registration areas. Only materials pertaining to the Official exhibitor may be exhibited.

## **SECURITY**

Exhibitors are required to maintain staff within their booth during all show hours. To minimize the risk of theft, we suggest you keep your booth staffed until the aisles have been cleared of all attendees at the end of show days.

Exhibitors are reminded that Show Management does not assume any responsibility for losses; therefore, exhibitors should take all reasonable precautions to protect their own property, including insurance. Security guards will be on 24-hour duty from the start of move-in until the end of move-out.

Show Management is not responsible for the loss of any item from an exhibitor's booth, nor is the facility.

## **EXHIBITOR BADGES**

### **Option 1**

**ONLINE** Badge Registration click [HERE](#)

## **IMPORTANT NOTES ON EXHIBITING**

If you have food/beverage samples or products they must be pre-approved by show management and the facility.

If your exhibit includes a vehicle, Show Management must be informed so we can schedule a move in time. You must have a locking gas cap and you must disconnect the battery. Please leave the keys at the show office.

It is your responsibility to arrange to ship your exhibit to the show and back to your place of business, after the show is over. Please ship during the posted move-in/move-out hours only.

No trucks, signs or mobile signs of any kind will be allowed in the parking lot, once the show is open.

During move-in/move-out, please do not block the loading doors with your vehicle.

It is not permissible to have helium-filled balloons.

You are not allowed to solicit in the aisles.

#### Music or Audio

Should your exhibit include amplified sound of any kind, it must not encroach upon a neighboring exhibitor's ability to do business.

#### Sign Hanging

Should an exhibitor wish to raise or hang a sign above the 8' height that is allowed, this must be approved by show management in advance of move in. Should the sign be approved, it is the exhibitor's responsibility to arrange to have the sign hung or raised by our event contractor or an exhibitor appointed contractor, provided that contractor provides proof of insurance and names Master Promotions and its appointed event contractor as an additional insured party. The sign must be single sided, and cleanly finished on the blank side so as not to encroach upon the adjacent exhibitor's booth.

Please do not block your neighboring booths with an 8' sidewall. No 8' sidewalls are permitted past 6' from your back wall, without permission of Show Management.

Company mascots are welcomed and encouraged but must remain in the confines of booth space unless otherwise approved by show management.