



**Show Presidents:**

Alex La Prova  
Oscar Yazedjian

**VP, Operations:**

Scott Péron

**Exhibition Hall Director:**

Stef Tite



## Show Hours

General Admission	
Friday, November 19	5:00 p.m. to 9:00 p.m.
Saturday, November 20	11:00 a.m. to 6:00 p.m.
Sunday, November 21	11:00 a.m. to 5:00 p.m.

## The Exhibition Hall

Ottawa Comiccon Holiday Edition takes place at the EY Centre, located in Ottawa, Canada.

Address:

4899 Uplands Drive

Ottawa, ON K1V 2N6

Website: <http://eycentre.ca/>

Merchandise will not be accepted at the Center's entrances and **MUST** be delivered to the loading docks.

The exhibition hall will be held in Hall 3 of the EY Centre, accessed by the south lobby, on the right.

## WHAT'S INCLUDED

Each 6' by 6' booth space and comes with:

- One (1) 6' table that is 30" high by either 24" wide or 30" wide (pending availability)
- Two (2) chairs

Each 8' by 8' booth space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide (pending availability)
- Two (2) chairs

**There will NOT be any skirting on the tables, nor will there be a drape backdrop to separate neighbors to the back.**



Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. Any rigging or other display material or structure should not block other booths.

If the rigging is higher than approximately 8 feet, the exhibitor must email at [stef@ottawacomicon.com](mailto:stef@ottawacomicon.com) with the details of the booth.

Electricity, internet services, storage, and parking are extra. Please refer to the supplier section of this guide for more information on how to order these services.

Exhibitors can bring their own flooring/carpet and/or tablecloths.

## Display Regulations

### General Regulations

During the event, all tables and aisles are to remain clear of boxes, debris, and displays.

All exhibitors must be careful not to damage the show floor with tables or displays; Nothing is to be taped to the walls of the convention center. Only the following three tapes can be used on the floor of the EY Center: Polyken 105c LPDE, Scapa 274004 and DC-W002A. Also please be advised that any tape used must be removed during teardown or exhibitors will be charged for its removal.

It is up to exhibitors to maintain the safety (must make sure that any rigging and/or signage will not fall at anything time) and cleanliness of their booth. Exhibitor services can ask for the booth rigging to be made stronger if they feel the booth is unsafe. If this is not done the convention is within its rights to have the rigging removed.

Scented Items are prohibited, whether in sale or on displays, including bath salts, potpourri, incense, candles, air fresheners, etc.

## Loading Docks

The loading docks can be accessed via the delivery lane located north of the main parking lot entrance. Docks will be assigned by the dock master.

Directions to the EY Centre docks:



1. When you arrive at the EY Centre, take the far-left entrance marked DELIVERY.
2. You will be required to pass through security at the gated entrance. Please have your credentials ready for validation.
3. After the gate, follow the road all the way to the back of the EY Centre. Be sure to stay on the left side of the building.
4. The docks are situated at the back of the building.

### Cleaning of the Hall - Storage of Empty Boxes

The exhibition hall will be cleaned every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be cleaned up and discarded.

Exhibitors who want to keep their boxes overnight must either store them in their booth or in their vehicle

### Cleanliness

Exhibitors are required to always maintain the cleanliness of their booth during the show and during teardown.

The EY Centre will clean the exhibition hall every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be discarded.

Exhibitors are responsible for any damage done to the property of the EY Centre.

Exhibitors are also responsible to ensure that their booths are safe for both attendees and their staff. The show management and City of Ottawa staff (fire safety, police services, health services, etc.) reserve the right to determine what constitutes a safe booth and can request at any time for an exhibitor to modify their booth to ensure that it complies with all applicable rules, guidelines, and laws.

### Safety

Wheeled devices are not permitted in the venue during the event. This includes roller blades, wheeled shoes, skateboards, scooters, bicycles, hover boards, etc. Exempt from this rule are wheelchairs (manual or electronic), or mobility assisting devices.



## Fire Regulations

Booths must meet the City of Ottawa fire code and are subject to inspection by the City of Ottawa fire marshal. No portion of a booth and/or display can block or cover aisles, doorways, fire extinguishers, fire hose cabinets, fire exits, fire alarms or related items.

For fire safety, we have prohibited the use of fire/flame/heat sources in the exhibition hall. This includes but is not limited to candles, tea lights, flame throwers, space heaters, torches, lighters, rockets, fireworks, sparklers, tiki torches, flint & steel, etc.

## Smoking

All smoking and the use of E-cigarettes are prohibited within the EY Centre.

To access the outside smoking areas, exhibitors can exit via the main entrance in front, or go out the back of the exhibition hall.

## Medical Emergencies

Exhibitors are required to report all accidents and injuries to exhibitor services as soon as possible.

If medical services are required and it is not possible to attend the exhibitor services desk, exhibitors should find an Comiccon staff member with a walkie-talkie and have them call for assistance. Exhibitor services will dispatch the Ottawa Comiccon Holiday Edition medical team to the location of the emergency. This medical team is equipped to manage all types of medical emergencies.

The Ottawa Comiccon medical team will assess the situation and call 911, if required.

## Bootlegging & Plagiarism

Ottawa Comiccon: Holiday Edition and Capeflow Productions do not condone the sale of unauthorized or bootlegged materials. The sale and or display of licensed materials should only be allowed if merchandise is approved by license holder and does not infringe on copyrights and licenses laws.



By attending Ottawa Comiccon Holiday Edition, you agree to these guidelines; violations of these guidelines will result in removal from the event without refund and possible ban from future events.

Ottawa Comiccon Holiday Edition and Capeflow Productions work with law enforcement authorities and license holders to act against the sale of bootleg and or unauthorized merchandise at our event. Any exhibitor caught selling such items may be subject to prosecution.

### Promotional Material

The distribution of flyers, cards, pamphlets, or any other promotional material is only permitted within an exhibitor's booth space. Such material cannot be distributed anywhere else on the premises of the convention without the prior authorization from exhibitor services.

### Ottawa Comiccon Holiday Edition - Service Providers

Ottawa Comiccon Holiday Edition works with the following service providers. Please contact them directly if you require any of their services:

#### Temporary Electrical Power

Capeflow Productions  
Stef Tite  
Tel: 438-930-2890  
Email: stef@ottawacomicon.com

Type of power offered:

Standard Power Outlet	Price
120V / 7.5 AMP	120.00\$
120 V / 15AMP	150.00\$

ⓘ Note that the price mentioned above doesn't include taxes

If you need a different kind of power outlet, please contact us directly.



## Mechanical, Banner Hanging, Display Lighting, Show Decoration

Show Code: 512024724

[www.stronco.com](http://www.stronco.com)

## Food Services

The sale, distribution and personal consumption of all food and beverage items and related service in the EY Centre are exclusive to the EY Centre food & beverage service.

Any exhibitor promoting, distributing, or selling food or beverage must contact the EY Centre Catering Service to obtain authorization prior to the show. You may reach the EY Centre food & beverage manager at:

Dave Hutton

Tel: 613-822-8800, ext. 262

Email: [fb@eycentre.ca](mailto:fb@eycentre.ca)

## **Parking**

Parking is **not** included for exhibitors. Parking in the back of the EY Centre will be reserved in priority for trucks and oversized vehicles. Cube vans, Econoline vans and similar vehicles with trailers are also considered vehicles and can purchase parking in the back of the EY Centre. There is one type of parking pass for the back of the EY Centre: a weekend pass which can be purchased for \$24 for the entire weekend, all 3 days. This pass can also be purchased for cars and vans needing in and out parking only. Please note that spaces are limited.

Overflow parking will be available in the regular EY Centre parking lot for \$8/day.

## **Weapons Policy**

If an exhibitor intends to display and sell weapons, armour, or props at the convention, they must contact exhibitor services ([stef@ottawacomicon.com](mailto:stef@ottawacomicon.com)) and obtain Ottawa Comiccon's approval. There are policies and procedures that provide direction and guidance on which items are permitted to be displayed and/or sold, the procedures for selling these items, weapons sales conditions and restrictions. We will also require the exhibitor to post a sign, supplied by Comiccon, in an easily visible area of booth, which will prove he/she is approved to sell



weapons, armour or props. The sign will also show that exhibitors are required to ask for ID from participants before doing a sale, as the sale of an inadmissible weapon (e.g., metal swords, knives, etc.) as defined by our weapons policy, to anyone under 18 years of age is strictly prohibited.

Exhibitors must sign an agreement and respect all convention policies, guidelines, and all Canadian laws. We must receive a copy of the signed agreement **prior** to the event.

Exhibitors who have signed the above-mentioned agreement, and who have been approved, will receive a sign which identifies them as an approved weapons seller. Any exhibitor selling weapons without a signed agreement and the sign clearly posted will be asked to remove the merchandise from their booth and further non-compliance will result in the expulsion of the exhibitor and/or booth from the event.

### Storage

Box, pallet, and merchandise storage is not available at the EY Centre due to lack of space. It is recommended that exhibitors keep in their vehicle(s) their empty boxes and any over stock that does not fit in their booth.

### Dollies, Hand Carts & Pallet Jacks

Exhibitors should bring their own equipment. Please note that this type of equipment must only be used in the exhibition hall and in the loading dock area.

### Setup and Restock hours

	Exhibitors
Friday Setup Hours	10:00 a.m. to 4:30 p.m.
Saturday Restock AM Hours	9:00 a.m. to 10:30 a.m.
Saturday Restock PM Hours	6:00 p.m. to 6:30 p.m.
Sunday Restock Hours	10:00 a.m. to 11:00 a.m.





Sunday Teardown Hours	5:01 p.m. to 9:00 p.m.
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Please note that the docks will only be open during setup and teardown hours. The dock will be closed during exhibition hall hours. If exhibitors require the ability to bring in merchandise during the show, please contact exhibitor services.

### Move-in Procedure

Please be advised that exhibitors will need to use the back entrance to Hall 3 exclusively to load and offload their merchandise

Refer to the table (above) for hours allocated for set-up. Exhibitors must have everything unloaded at the docks on Friday November 19 and have most of their setup finished by 4:30 p.m.

**The docks available for setup are docks E-H.** The dock is going to be using a first come first serv policy for dock space. Please be sure not to be late. It will be up to the dock master to assign a dock to the exhibitors as they come in.

Artists and exhibitors must have their entire booth displays finished and ready before the exhibition hall opens each day.

### Children in the Exhibition Hall During Set-Up and Tear-Down

Please note that for safety reasons, **children under the age of 14 are not allowed in the exhibition hall during setup and teardown hours.**

Children affiliated with an exhibitor can be in the exhibition hall once the hall is open if they are always under the direct care and supervision of the responsible exhibitor.

### Deliveries and Shipments

All pallets, crates and loose boxes must be properly labeled with the exhibitor's name, booth number and contact person's name. All shipments must be made during the hours and days that setup is scheduled and a representative from the booth must be present to receive it.

If a representative is not present at the time of delivery or the delivery arrives before or after our posted setup hours, the shipment will be turned away.



Due to the construction of the EY Centre, pallets cannot be taller than 6 feet. Any exhibitor with pallets that are taller than 6 feet and that damage the loading dock doors, ramp, building structure, or other area will be charged for the repair and/or replacement of the damaged equipment and/or structure.

Exhibitors must ensure that their pallets are properly wrapped and stacked. If an improperly wrapped pallet is shipped and the pallet falls apart, crushes/damages merchandise and/or injures any persons, the owner of the pallet will be fully responsible for the losses and damages. Additionally, if a pallet falls apart and the exhibitor is not in the building at the time of the incident, the exhibitor will be fully responsible for the cost of restacking and moving the pallet.

### Move-out Procedure

Please be advised that exhibitors will need to use the back entrance to Hall 2 exclusively to load and offload their merchandise

<b>Box unloading</b>	4:45 p.m. to 5:15 p.m.
<b>Move-out</b>	5:01 p.m. to 10:00 p.m.

The tear-down of booths in the exhibition hall cannot be started by exhibitors or artists before 5:00 p.m. on Sunday, November 21 unless approval is obtained from the dock & exhibition hall director.

If an emergency arises that requires an exhibitor to tear down their booth before the scheduled tear-down time, they must please seek approval from the dock & exhibition hall director for instructions and special authorization.

If exhibitors decide to keep extra merchandise or boxes in their vehicles, they need to visit exhibitor services to schedule dock time.

***Exhibitors must have everything packed and their booths completely torn down on time for their scheduled move-out time before bringing their vehicles to the dock.***

All exhibitors must have their booth torn down and everything moved out by 10:00 p.m. Sunday or there will be additional fees incurred.

