

IMPORTANT CONTACT INFORMATION.....	3
EXHIBITION HALL SHOW HOURS.....	4
VENUE INFORMATION.....	4
BOOTH DETAILS.....	5
ARTIST SPACE.....	5
EXHIBITOR SPACE.....	5
CORPORATE/PARTNER/SPONSOR SPACE.....	5
MOVE-IN PROCEDURE.....	5
MOVE-IN HOURS.....	5
DELIVERIES AND SHIPMENTS.....	6
CUSTOMS BROKERAGE AND CARRIER.....	6
BADGE PICK-UP & CHECK-IN.....	6
DOLLIES, HAND CARTS & PALLET JACKS.....	6
VEHICLES INSIDE THE COVENTION CENTRE.....	6
CHILDREN INSIDE THE EXHIBITION HALL DURING EXHIBITOR HOURS.....	7
STORAGE.....	7
PARKING.....	7
BOOTH REGULATIONS.....	8
GENERAL.....	8
HEIGHT & SIGNAGE.....	9
ALLOCATED SPACE.....	9
BOOTLEGGING & PLAGIARISM.....	9
FIRE REGULATION.....	9
PORTABLE DEVICE TECHNICAL CONSIDERATION.....	9
SMOKING.....	9
MEDICAL EMERGENCIES.....	10
CLEANLINESS.....	10
ADULT (18+) MERCHANDISE.....	10
DRONES.....	10
PROMOTIONAL MATERIAL.....	10
MEDIA RELATIONS.....	11
WEAPONS POLICY.....	11
FOOD SERVICES.....	11

SERVICE PROVIDERS12

 TEMPORARY ELECTRICAL POWER, BANNER HANGING, MECHANICAL SERVICES, BOOTH
 CLEANING, MATERIAL HANDLING, SECURITY SERVICES, INTERNET, AND PHONE SERVICES12

 AUDIO/VISUAL EQUIPMENT & SERVICES12

 FURNITURE AND SHOW DECORATION12

EARLY REGISTRATION FOR 2023.....12

MOVE-OUT PROCEDURE12

 MOVE-OUT HOURS.....12

 MOVE-OUT PROCEDURE12

APPENDIX A..... 14

IMPORTANT CONTACT INFORMATION

Exhibition Hall
General Inquiries
Programming/Sponsorship

expo@ottawacomicon.com
info@ottawacomicon.com
cliff@ottawacomicon.com

EXHIBITORS PAGE

<https://www.ottawacomicon.com/en/exhibitors/>

SHOW LOCATION

Ey Centre
4899 Uplands Drive
Ottawa, ON
K1V 2N6

CUSTOMS BROKERAGE & CARRIER

Consult Expo
Jeff Labbé
514-482-8886 ext. 7
jeff@consultexpoinc.com
www.consultexpoinc.com/forms

AUDIOVISUAL EQUIPMENT & SERVICES (TBD)

EXHIBITOR SERVICES: CLEANING, BANNERS, ELECTRICITY, ETC.

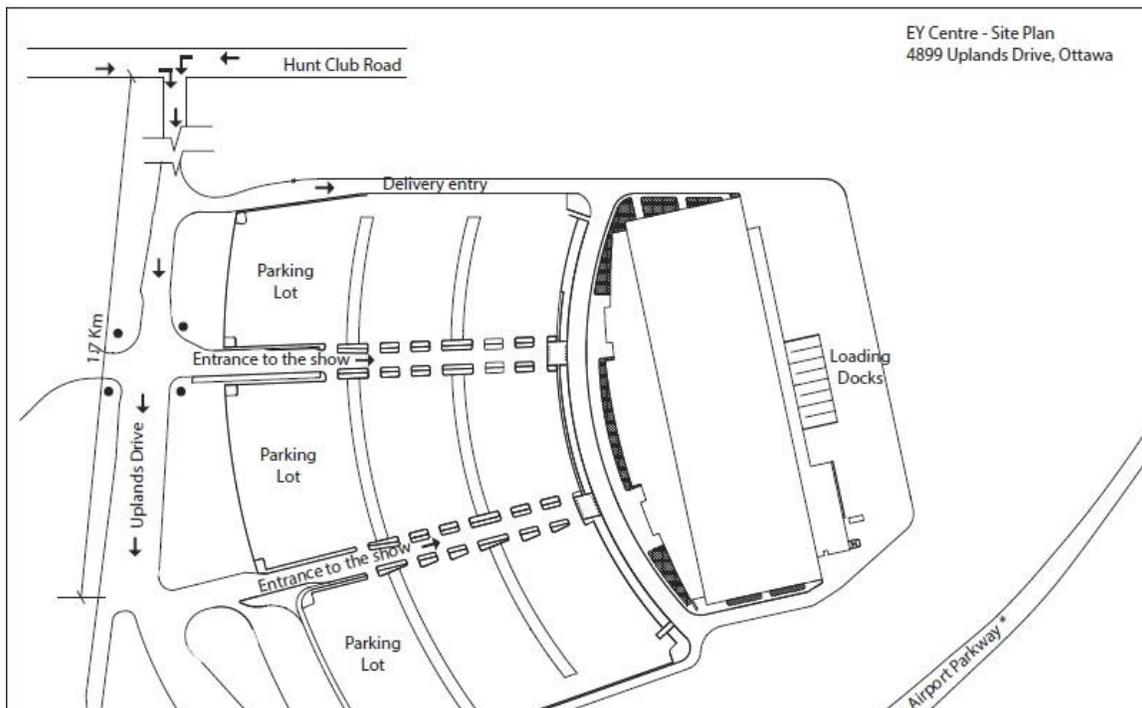
<https://eycentre.boomerecommerce.com/>

SHOW DECORATION (TBD)

EXHIBITION HALL SHOW HOURS

	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dock availability	11:00AM to 9:30PM	8:00AM to 10:30AM	8:00AM to 9:00AM	9:00AM to 10:00AM 5:00PM to 10:00PM
Setup	11:00AM to 10:00PM	8:00AM to 10:30AM	-	-
Restock AM	-	-	8:00 AM to 9:00AM	9:00AM to 10:00AM
Show hours	-	11:00PM to 8:00PM	9:00AM to 7:00PM	10:00AM to 5:00PM
Restock PM	-	8:00PM to 8:30PM	7:00PM to 7:30PM	-
Teardown	-	-	-	5:00PM to 10:00PM

VENUE INFORMATION



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.

BOOTH DETAILS

ARTIST SPACE

Each artist booth is a 6' by 6' space and comes with:

- One (1) 6' table that is 30" high by either 24" wide or 30" wide
- Two (2) chairs
- Pole and drape 8' high back wall
- Two (2) exhibitor badges

EXHIBITOR SPACE

Each exhibitor booth is an 8' by 8' space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide
- Two (2) chairs
- Pole and drape 8' high back wall
- Two (2) exhibitor badges

CORPORATE/PARTNER/SPONSOR SPACE

Each space will have a contract with specific details. For more information, questions, or concerns, please contact cliff@ottawacomicon.com (CC: expo@ottawacomicon.com)

To obtain items that are not included with the space, please refer to our supplier's section for more information.

MOVE-IN PROCEDURE

MOVE-IN HOURS

THURSDAY	9:00 a.m. to 10:00 p.m.
FRIDAY	8:00 a.m. to 11:00 a.m.

DELIVERIES AND SHIPMENTS

All pallets, crates and loose boxes must be properly labeled with the exhibitor's name, booth number, contact person's name, and name of the event (*see example of shipment label, Appendix A*). 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 the shipment. **We do not accept shipments for exhibitors.**

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

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.

CUSTOMS BROKERAGE AND CARRIER

If an exhibitor needs to import merchandise from outside Canada, ConsultExpo offers both transportation and customs services:

Jeff Labbé

Tel: 514-482-8886 ext. 7

Fax: 888-629-9008

Cell: 514-709-0739

Email: jeffl@consultexpoinc.com

Website: www.consultexpoinc.com/forms/

BADGE PICK-UP & CHECK-IN

Badges can be picked up at the exhibitor services desk situated next to the dock area (located at the back of hall #2). **Exhibitors are required to pick-up their badges before the opening of the hall to the public.**

DOLLIES, HAND CARTS & PALLET JACKS

Exhibitors are encouraged to 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. There are dollies available in the convention centre, but they are in limited number, and we will function on a "first come, first serve" basis.

Please note that dollies, carts, buggies, or pallet jacks will be **NOT** allowed in the hall starting from half an hour before opening until closing.

VEHICLES INSIDE THE COVENTION CENTRE

Any vehicle or equipment inside the convention centre that has an internal combustion engine cannot have more than a quarter (1/4) a tank of fuel. The batteries and ignition systems must be disconnected at all times and all ignition keys provided to security services.

The gas caps on all vehicles and equipment must be secured with a lock. If they cannot be locked, they must be taped firmly shut in such a manner that prevents easy access to the gas tank. Waterproof protective sheeting must be placed under vehicles and protective plates placed under the tires.

A set-up time must be scheduled with exhibitor services prior to the event to facilitate the vehicles settling into the hall. During set-up and tear-down, car owners must wait for the car to be escorted by the exhibition hall team from the dock to their space and then to the exit. Due to the volume of traffic in the hall and on the docks, vehicles should not expect to leave before 8:00 p.m. on Sunday.

CHILDREN INSIDE THE EXHIBITION HALL DURING EXHIBITOR HOURS

Due to Ontario labour board regulations, children under the age of 16 are not allowed in the exhibition hall during set-up and tear-down hours.

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

If an exhibitor comes to the venue during set-up and tear-down hours with a child, they will be not allowed to setup at that time.

STORAGE

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

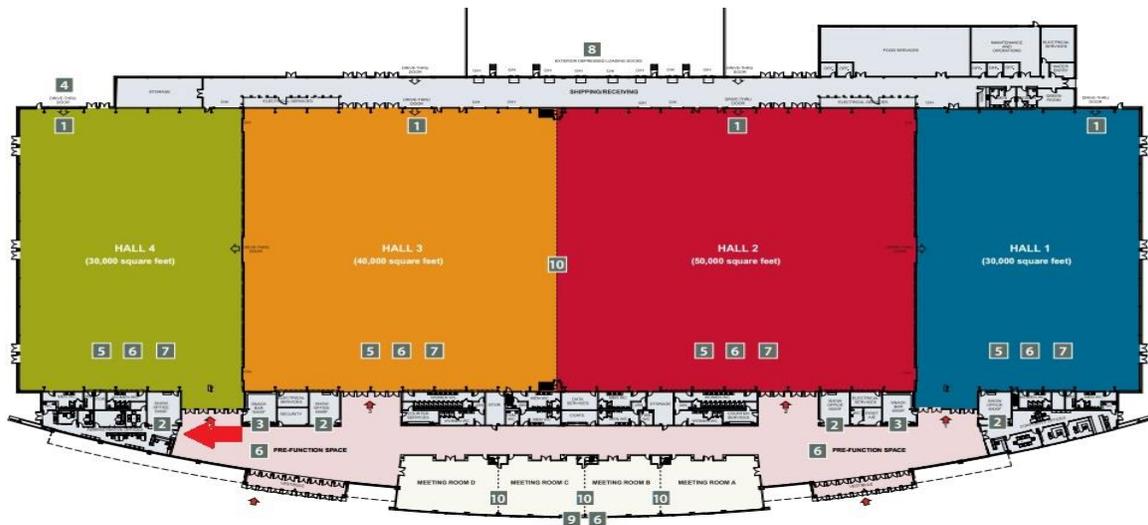
PARKING

Parking is **not** included for exhibitors. Parking in the back of the EY Centre will be reserved for trucks and oversized vehicles. Cube vans, Econoline vans and similar vehicles with trailers are also considered oversized vehicles and can purchase parking in the back of the EY Centre.

Exhibitors can purchase an EY Centre back lot parking pass for the entire weekend (all 4 days) for \$45+tx. If you would like a back lot parking pass, please email expo@ottawacomicon.com.

Exhibitors may also purchase a front lot parking pass **before** the event for the entire weekend, which allows in/out privileges, through the EY Centre's online exhibitor services ordering portal: <https://eycentre.boomerecommerce.com/>. This pass will be for the front parking lot only and will be subject to availability. Exhibitors can pick up these pre-purchased passes on site at the EY Centre administration office, in the North Lobby (please refer to the red arrow in the picture below).

Daily onsite parking is available in the regular EY Centre parking lot on a first-come first-served basis for cars and other vehicles not taking more than 1 parking space for \$8/day (subject to change). This daily parking rate does **not** include in/out privileges. No spaces will be reserved exclusively for exhibitors in the parking lot.



BOOTH REGULATIONS

GENERAL

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: Polyken 105c LPDE, Scapa 274004 and DC-W002A. Be advised that any tape used must be removed during teardown or exhibitors will be charged for its removal.

Drapes have been given to all exhibitors and are not to be removed, and items should not be placed to hang off the pole and drapes. If an exhibitor would like to remove the drape, they must see exhibitor services. The drapes must remain undamaged; the use of safety pins or needles is prohibited.

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. The exhibition hall staff can ask for the booth rigging to be made stronger if they feel the booth is unsafe. Unsafe rigging and/or signage will be removed.

Strongly scented Items are prohibited, whether in sale or on displays, including bath salts, potpourri, incense, candles, air fresheners, etc. Scented items must be wrapped.

HEIGHT & SIGNAGE

All banners & signage within a booth must be single sided. Exceptions can be made if the signage is hung from the ceiling. Only exhibitors with booths larger than 16'x16' can hang signs from the ceiling and only if it doesn't affect sight lines. Exhibitors must contact exhibitor services if they would like to hang signage from the ceiling. Requests must be made a minimum of 2 weeks before the event.

Booths' height must not exceed the 8' pole and drape. Exceptions may be made on a case-by-case basis, and in the sponsor/corporate area. This is to allow for all exhibitors to have an equal chance of having their booth seen by attendees. Any exhibitor who does not comply with the height rules will be asked to take down the segments that exceed the 8' pole and drape.

ALLOCATED SPACE

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. The spaces are marked on the floor with the delimitation of each individual space. All aspects of the display, tables included, must be within the space allotted.

Exhibitors who are found to be encroaching on the booth spaces of a neighbour or an aisle, will be directed by a Comiccon staff member to move their display so it respects the space limits of their booth.

BOOTLEGGING & PLAGIARISM

Ottawa Comiccon 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 doesn't infringe on copyrights and licencing laws. Violation will result in removal from the event without refund and possible ban from future events. Any exhibitor caught selling such items may be subject to prosecution.

FIRE REGULATION

Booths must meet 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, it is prohibited to use 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.

PORTABLE DEVICE TECHNICAL CONSIDERATION

Due to the design of the EY Centre and other technical limitations of the area, it is highly recommended to get a Bell or Telus SIM enabled mobile device, POS machine and/or debit terminal and/or transaction processor. This recommendation is to help you process card transactions during the event.

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, or go out the back of the exhibition hall, specifically in the back of hall #2, next to the exhibitor services desk.

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 go to the exhibitor services office, exhibitors will need to find a Comiccon staff member to call for assistance. Exhibitor services will dispatch the Ottawa Comiccon 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. Exhibitors should NOT call 9-1-1 on their own due to building requirements when emergency services are dispatched.

CLEANLINESS

Exhibitors are required to maintain the cleanliness of their booth AT ALL TIMES during the show and during tear-down.

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 are responsible for any damage done to the property of the EY Centre and/or Ottawa Comiccon property and will be billed for the cost of repair and/or replacement.

ADULT (18+) MERCHANDISE

Exhibitors CANNOT distribute or sell any adult material to anyone under the age of 18. Any “adult only” material should be behind the counter and any nudity and/or sexual content must not be displayed openly.

DRONES

The operations of drones at Ottawa Comiccon are strictly forbidden. Exhibitors caught flying a drone during the event will be asked to put the drone away. If the exhibitor persists, the drone will be removed from the event and may result in the exhibitor also being removed.

If exhibitors sell drones, attendees must be informed not to fly them within the event premises. Any attendees found flying a drone during the event will have them confiscated.

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 of Ottawa Comiccon.

If you would like to promote exclusives at our event, please contact Oscar Yazedjian at oyaz@ottawacomicon.com.

MEDIA RELATIONS

Exhibitors must ensure that all media interactions during Ottawa Comiccon, including all forms of interviews and interactions, go through the Ottawa Comiccon media department. To contact the media department, please contact Leeja Murphy at pr@ottawacomicon.com or inquire at it at the exhibitor services desk.

WEAPONS POLICY

If an exhibitor intends to display and sell weapons, armor, or props at the convention, they must receive approval from exhibitor services. 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 exhibitor to post a sign, supplied by Ottawa Comiccon, in an easily visible area of the booth; it will also show the sale of an inadmissible weapon (e.g., metal swords, knives) to anyone under 18 years of age is strictly prohibited. The sign provided by Ottawa Comiccon must be returned after the event.

Exhibitors must sign an agreement and respect all convention policies, guidelines, and all Canadian laws **prior** to the event.

Any exhibitor selling weapons without a signed agreement, or a sign not 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.

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 caterer.

Any exhibitor promoting, distributing, or selling food or beverage is forbidden by the exclusivity agreement between the caterer and the convention centre. Authorization from the caterer is needed **prior** to the event:

Dave Hutton
fb@eycentre.ca

Please send approvals to expo@ottawacomicon.com

Exhibitors will be required to post a sign (supplied by Ottawa Comiccon) in an easily visible area of their booth.

Only exhibitors that have sent the approval will receive a food and beverage sign. Any exhibitor found to be selling food and beverages without the approval of the venue and the sign 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.

SERVICE PROVIDERS

TEMPORARY ELECTRICAL POWER, BANNER HANGING, MECHANICAL SERVICES, BOOTH CLEANING, MATERIAL HANDLING, SECURITY SERVICES, INTERNET, AND PHONE SERVICES

Take advantage of early booking price by ordering online at <https://eycentre.boomerecommerce.com/> before Thursday, August 18th, 2022

AUDIO/VISUAL EQUIPMENT & SERVICES

If you need audiovisual equipment, please contact: (TBD)

FURNITURE AND SHOW DECORATION

If you require tables, chairs, carpeting, or other types of furniture which are not provided by the convention, please contact:

EARLY REGISTRATION FOR 2023

Exhibitor services will be accepting early registration for the 2023 Ottawa Comiccon. **The forms will be in the exhibitor badges envelope.** Registration will start Friday, September 9 at 3:00 p.m. until Sunday, September 11 at 9:00 p.m. We will accept forms on a 'first come, first served' basis for spaces. Booth spaces and corners are subject to availability and run out very quickly. It is recommended to register early and not wait until after the event to apply for next year. **A deposit will be required for your registration.**

MOVE-OUT PROCEDURE

MOVE-OUT HOURS

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

MOVE-OUT PROCEDURE

If an exhibitor doesn't need dock space and can carry their merchandise by hand, we recommend using the front entrance.

The tear-down of booths in the exhibition hall cannot be started by exhibitors before 5:00 p.m. on Sunday, July 10.

If an emergency arises that requires an exhibitor to tear down their booth before the scheduled teardown time, they must seek approval from the exhibition hall director and, if approved, special instructions.

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

The garage doors leading to the docks will remain closed until all attendees have left the exhibition hall. Carts and dollies must not be on the show floor until any aisle carpet present is removed.

Due to the limited time (30 minutes) that vehicles can remain at the docks, exhibitors must have everything packed and their booths completely torn down before obtaining a dolly and bringing their vehicles to the dock. Exhibitors will receive a ticket from the exhibition hall team to obtain a dolly. Exhibition hall staff can be identified by orange visibility vests.

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

APPENDIX A

Sample Label

Sender's name

Address

Telephone #

Number of boxes

Carrier

Customs broker's name and

Telephone #

EXHIBITOR NAME:

C/O Ottawa Comiccon

Booth(s) number: _____

Send To

***EY Centre
4899 Uplands Drive
Ottawa, ON K1V 2N6***