



OVFS24 EXHIBITOR HANDBOOK

As of November 15, 2023

Visit www.ottawafarmshow.com/current-exhibitors for complete details.

EXHIBITOR REGISTRATIONS

To complete OVFS24 registrations, all approved exhibitors must:

- Review and sign exhibitor contract (Schedule A – please read thoroughly).
- Submit booth space payment.
- Upload current proof of insurance (which meets requirements of Schedule B)
- Update contact information and your company's online listing.

Complete online using your id and password to sign in to the Map Your Show (MYS) registration system at <https://OVFS24.exh.mapyourshow.com> to find these items on your exhibitor dashboard. Each confirmed exhibitor has been assigned a unique MYS id and password for OVFS24. All exhibitors were sent these details in October 2023. If you have not received, or are unable to find, please let us know at info@ottawafarmshow.com.

In some cases, your computer security may send the Map Your Show emails to your junk or spam. Please be sure to check these for any correspondence.

NOTE - The Ottawa Valley Farm Show DOES NOT SHARE exhibitor contact information!

It has been brought to our attention that outside scammer companies have been contacting exhibitors asking for updated information, offering visitor lists, or in some cases, demanding payment. These scammers use the guise of confirming hotel bookings, or booking exhibitor space, and others. We want to emphasize that, the Ottawa Valley Farm Show has no connection to these activities, does not endorse them, and has not approved this solicitation in any way. If you receive an unsolicited email from an address other than @ottawafarmshow.com, we recommend you exercise caution, delete, block and do not respond. If you have further concerns, please let us know.

Note the Ottawa Valley Farm Show is traditionally a full show with an extensive waiting list. As best we can, show management works to accommodate exhibitor requests, but this may not always be possible. We thank you for your understanding.

EXHIBIT SPACE COST

The Ottawa Valley Farm Show exhibitor contract is for bare space only.

Indoor space cost is \$6.50 per sq ft. In the main halls, spaces are generally in multiples of 10' such as 10'x10', 10'x20' and 20'x20'. Larger spaces may have different dimensions. There are also some spaces 15' wide x 5' deep along the walls.

Outdoor space cost is \$3.00 per sq ft. Spaces are generally 15' wide, with length in 5' multiples. There are also a few larger options.

OVFS24 payment is due November 15, 2023.

FLOORPLAN

The current floorplan is available for viewing when you log in to Map Your Show.

Once approaching final, the floorplan will become current and live on our website. On the public site, please explore the floorplan to view the information visitors can see about your company and make any needed updates when you are signed in to MYS.

SHOW HOURS

Exhibitors must staff exhibits for all hours during which the show is open to visitors:

Tuesday March 12, 2024 – 9am to 5pm

Wednesday March 13, 2024 – 9am to 7pm

Thursday March 14, 2024 – 9am to 4pm

Exhibitors who choose not to fully staff exhibits during all show hours will be recorded and may forfeit the opportunity to participate in OVFS next year. The only exception is a pre-arranged static display.

EXHIBITOR PASSES

Exhibitor Passes are single-entry and will be emailed to the main (primary) contact listed on each Exhibitor account by February 15. Please ensure your company's contact information is up to date in your Exhibitor dashboard in MYS.

Exhibitors are responsible for distributing passes to their own staff. No persons will be able to enter the building without a pass.

Should you wish to order additional passes for your staff, or for your clients, they can be purchased at your cost on our web site at www.ottawafarmshow.com.

Indoor Booth Size	# of single-entry Exhibitor Passes included
15'x5'	6
10 x10' to 10'x15'	9
10'x20' to 10'x30'	12
20'x20'	15
larger	20

EXHIBITOR CRATE STORAGE

Note there is no indoor storage space for extra materials. Limited outdoor covered storage is available for shipping crates. Please label all items with your company name and booth number to ensure smooth transfer and storage.

MOVE-IN/OUT SCHEDULE

Move-In

The exhibitor move-in schedule will be posted on our web site by February 15. Please check your contract and the floorplan to confirm your location and make arrangements to arrive for set up on the Sunday or Monday at your assigned time. Note the move-in schedule is arranged to accommodate the manipulation of machinery and equipment, and the installing of curtains and furnishings.

Only materials which can be carried in your arms may be moved through the EY Centre front doors. All wheeled items must be moved through the rear shipping doors of the building.

The Logistics Crew will be available to assist exhibitors with forklifts and tractors to move materials at the scheduled times. All exhibitors must be in place by 5pm Monday. After that time, any space remaining available will be filled at the discretion of show management.

No persons under the age of 16 are allowed on the premises during move-in or move-out. The Ottawa Valley Farm Show reserves the right to enforce these regulations for the safety and security of our staff, volunteers, and exhibitors.

Should you require pressure washing services, they are available Sunday and Monday at your cost, at the rear of the EY building.

The fire and bus lane at the front of the EY Centre must be kept clear of parked vehicles at all times.

Door dimensions at the rear of the EY Centre:

- Hall 1 – 19'2"H x 15'11"W
- Hall 2 – 13'2"H x 15'8"W
- Hall 3 – 13'1"H x 15'9"W
- Hall 4 – 18'4"H x 19'9"W

Door dimensions of walkthrough doors in the EY Centre:

- Between Halls 1 & 2; 10'w x 11'h , 20'w x 20'h , 9'11"w x 11'h
- Between Halls 3 & 4; 10'w x 11'h , 20'w x 20'h , 9'11"w x 11'h

Move-Out

Please remain patient and respectful to ensure a safe and orderly show move-out. The Logistics Crew will be available to assist exhibitors with forklifts and tractors.

Exhibitors who choose to pack-up and begin move-out before show close will be recorded and may forfeit the opportunity to exhibit next year. Show move-out begins on the final day of the show, after 4:30 pm. The show closes at 4pm, but exhibitors must wait until the red aisle carpet is rolled and removed before moving any materials along the aisles.

All materials must be removed from the building by 8pm on Thursday March 14, 2024. If items need to remain after 8pm for pickup, arrangements must be made in advance with the Logistics Crew. It is best to make these arrangements upon move-in.

Only materials which can be carried in your arms may be moved through the front doors. All wheeled items must be moved through the rear shipping doors of the building. The fire and bus lane at the front of the EY Centre must be kept clear of parked vehicles at all times.

EXHIBIT SERVICES

Your OVFS24 contract is for bare booth space only. Should you wish any items per below, it is your responsibility to arrange. Early discounts may apply to orders received before February 15.

Stronco is the official provider of:

- carpet
- curtains
- furnishings
- easels, sign holders, etc.

Place your Stronco order at www.stroncoonline.com. Note the code for OVFS24 is: **520175457**.

Stronco can be reached directly at 1-800-665-2621 or exhibitorservices@stronco.com.

The EY Centre is the official service provider of:

- electrical
- hanging
- computer
- internet (should you wish a dedicated line)
- booth cleaning
- catering

Exhibitors can place an EY order at <https://eycentre.boomerecommerce.com/>.

The EY Centre can be reached directly at 613-822-8800 x207.

Note – if you are planning to provide any food items at the show, these must be approved in advance by the EY Centre. See schedule A for details.

INSURANCE

Every exhibitor must provide proof of insurance which meets the requirements as detailed in Schedule B. Proof of insurance may be a certificate from either your insurance company, or from Duuo (pre-arranged short-term liability insurance for OVFS24 exhibitors as available for purchase).

Refer to the Schedule B under Current Exhibitors and Insurance Requirements on our web site or on your MYS Exhibitor Dashboard.

Upload your Proof of Insurance to your MYS Exhibitor Dashboard. Exhibitors who do not provide Proof of Insurance meeting the requirements prior to February 15, 2024, will not be permitted to exhibit.

INTERNET

Thanks to our dedicated OVFS24 partners, OVSGA is able to provide complimentary internet access to all show attendees. Should you wish a dedicated line, this is available for order from the EY Centre under Exhibit Services above.

The code for complimentary internet is: **TRIBUNE24**.

ADDITIONAL or CLIENT TICKETS

Exhibitors are invited to order tickets to distribute to clients.

For 50 tickets or less, purchase online at www.ottawafarmshow.com.

For more than 50 tickets, exhibitors can order in bulk amounts and be invoiced after the show for the tickets used. Contact info@ottawafarmshow.com before February 15 for more information.

For those wishing to provide a meal for clients or staff, meal tickets are available for purchase. Contact us in advance or at the show office for more information.

OFFICIAL OVFS PROGRAM

The Ottawa Valley Farm Show is pleased to partner with the team at Better Farming, Ag Buyer's Guide and farms.com to publish the Official Farm Show Program. The Show Program is distributed in February to more than 16,000 Eastern Ontario and Western Quebec farm households.

The deadline to book your ad is January 26. Please see our website under Current Exhibitors and Official OVFS Program for details.

HOST AN EVENT

There is very limited space for hosting client events at the EY Centre during the Ottawa Valley Farm Show. Contact us at info@ottawafarmshow.com for more information.

PARKING

The Ottawa Valley Seed Growers Association is pleased to offer free parking for all OVFS exhibitors and visitors. Parking is limited, so we encourage carpooling when possible. In order to manage the parking, it is likely exhibitors will be asked to park at the rear of the EY Centre Tuesday and Wednesday mornings.

Trailers are not permitted to park on site – this will be enforced. The offsite trailer parking lot is at 5545 Albion Road, just east of Mitch Owens Road, courtesy of W.O. Stinson & Son Ltd. Please see our website under Current Exhibitors and Parking for details.

Parking at the EY Centre is limited. As part of our ongoing efforts to address parking challenges, we offer a bus grant of \$300 to large groups (more than 25) travelling to OVFS via bus. These people could be your clients, neighbours or friends. Reach out to us at info@ottawafarmshow.com if you or people in your community wish to explore the bus grant opportunity.

BECOME A PARTNER

The Ottawa Valley Farm Show is proud to have the support of many valued partners, and offers many levels of partnerships and recognition. Please visit our web site for more information or contact us directly at info@ottawafarmshow.com.

Thank you to all exhibitors for participating in the show!

We invite you to enjoy a complimentary continental breakfast in the Ontario Mutuals Dining Hall A from 7:30 to 9am each morning of the show.

Please also enjoy the Exhibitor Reception Tuesday from 5 to 7pm in Hall A-B. Come join all the volunteers and exhibitors for complimentary beverages and snacks.

ACCOMMODATIONS

OVFS is pleased to work together with select local hotels to arrange special rates for show exhibitors and visitors. Please see our website under Current Exhibitors and Accommodations for details.

Note – these hotels will not contact exhibitors directly. Should you receive hotel calls, please consider these spam and exercise caution.