



Trade Show - Exhibitor Guidelines

1. **General Conditions** – Exhibitors must not extend their displays beyond the space allotted. Any exhibitor using sound equipment (video or audio tapes) should keep the volume at a minimum to avoid distracting other exhibitors. Distribution of printed materials must be confined to the allotted areas. Only exhibitors will be allowed to distribute materials. Non-exhibitors must make prior arrangements with the AVLIC 2010 Trade Show Committee for permission to distribute materials at the conference.
2. **Assignment of Exhibit Space** – Space will be assigned by the AVLIC 2010 Trade Show Committee in accordance with the request of the exhibitor and the availability of space. The Trade Show Committee will reserve space for exhibitors deemed to be of interest to conference attendees. Therefore, assignments will be made based on the order in which they are received and which are accompanied by payment.
3. **Installation and Removal of Displays** – Exhibitors may begin setting up from 12:00 pm to 5:00 pm on July 6th, 2010. All displays must be approved by the Ottawa Marriott Hotel. All exhibits must be open no later than noon on each day. Exhibits will be open to the public at 8am starting on July 7th, 2010. Exhibits will be closing to the public on each week day (July 7th, 8th, and 9th) at 5p.m. and at 1p.m. on July 10th.
4. **Power Supplies** – If electricity is needed, it must be requested from the AVLIC 2010 Trade Show Committee in advance of the conference dates. Please fill in appropriate sections on the registration form. All electrical cords used must be provided by the Ottawa Marriott Hotel. The AVLIC Trade Show Committee will not provide any electrical power cords or equipment to exhibitors.
5. **Exhibit Space** – Each space will include a 6 skirted foot table, pipe and drape and 2 chairs. Exhibit space will be on average 10 feet wide and approximately 8 feet deep. Additional furniture such as tables, chairs, carpeting, etc. are available at additional expense to the Exhibitor. Please contact Freeman at (613) 748-7180 and ask for the Exhibitor Service Department. Exhibit space fees are not refundable. All space fees must be paid in full by February 28, 2010. Payment should be sent to the address on the Exhibitor Registration Form. Exhibitor space not paid for by this date will be subject to cancellation and resale to other applicants.
6. **Signage** – All display signage must be professionally prepared and be pre-approved by the Ottawa Marriott Hotel prior to being displayed. Signs and/or posters cannot be affixed on any walls within the Ottawa Marriott Hotel. Signage must not interfere with walkways and is not permitted on guest floors.



7. **Labour/Drayage** – Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. The Hotel does not provide labour for this purpose. Should you require assistance please contact Freeman for this service. To avoid damage to flooring, wooden skids must be placed under all heavy pieces of equipment. Bolts or other fastenings must be countersunk below the surface of such skids, and sharp edges or nails that might scratch into the floor must be eliminated. The Ottawa Marriott Hotel will hold the exhibitors liable for any damages to Hotel property.
8. **Shipping/Storage/Canada Customs – Freeman** has been appointed as the official customs broker and official transportation company for The AVLIC 2010 Conference held at the Ottawa Marriott Hotel, July 6-10, 2010. Freeman will maintain staff on-site during the move-in day to assist exhibitors. Exhibitors coming from outside of Canada should ship their products with a minimum of 2 weeks prior to move in to allow for any problems to be resolved with the Canada Borders Services.

Freeman
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10. **Fire Regulations** – All display materials including banners must be flame-retardant and are subject to inspection by the Ottawa Fire Department. No flammable fluids or substances may be used or displayed in booths.
11. **Name Badges** – The Trade Show Committee will provide name tags to all exhibitor representatives. Please wear your badge at all times.
12. **Sale of Merchandise** – Materials may be sold only at your designated exhibitor space.
13. **Exhibit Hours** – Wednesday, July 7th to Friday, July 9th, 2010: 8am – 5 pm
Saturday, July 10th, 2010: 8am – 1 pm



14. **Liability** - AVLIC is not responsible for any loss, damage, or injuries that may occur to exhibitors, their property, or the exhibitor's employees, from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibitor's contract. The exhibitor, upon signing the Exhibitor Registration Form, expressly releases the Association of Visual Language Interpreters of Canada (AVLIC) from this responsibility and agrees to indemnify the same against any and all claims for loss, damage and injury.

15. **Security** – It is suggested that each booth have one person present at all times during the conference. The Tradeshow Exhibitor room will be locked each evening by Ottawa Marriott Hotel staff.

16. **Questions?** – Contact the AVLIC 2010 Trade Show Chair: Arran Mills avlic2010@gmail.com