



ONTARIO RV DEALERS ASSOCIATION

Exhibitor Kit

OTTAWA RV EXPO & SALE

February 7-9, 2020

EY CENTRE 4899 Uplands Drive, Ottawa, K1V 2N6

Children 16 & under FREE
Cash, Debit, Visa, MasterCard
Tickets available on-line at:
www.rvshowsontario.ca

February 7, 11am-8pm
\$7.50 – Opening Special
(Box Office & Online)

February 8, 10am-7pm
\$12.00 Single (Box Office & Online)

February 9, 11am-5pm
\$12.00 Single (Box Office & Online)

Show Management:
Natalie Conway, Show Manager
Phone: 905-220-7885

Barry Wenckstern, Floor Manager
Phone: 289-439-4440

Office: 905-659-8800
or 1-888-331-8885
Fax: 905-659-9900

Show Website:
www.rvshowsontario.ca



MOVE-IN SCHEDULE

Bulk Exhibitors – MOVE-IN DAY is Wednesday, February 5, 2020:

A complete schedule of wash and move in times will be sent to all exhibitors **2 weeks** prior to the show.

Booth Exhibitors – MOVE-IN DAY is Thursday, February 6, 2020:

Move-In info will be forwarded **2 weeks** prior to the show. Please **DO NOT** ship any material to the facility to arrive before move-in date (February 6, 2020). All material must be clearly marked with company name, booth # and labeled for **2020 Ottawa RV Expo**.

ORVDA staff will be monitoring the move-in process to ensure all booth exhibitors are guided to their designated booth.

Booths will be supplied with 3' sidewalls, and 8' back panels.

All exhibitors must be in place by 8:00pm, Thursday, February 6, 2020 for the aisle carpet to be laid and preparations to be made for the Show Opening at 11:00am, Friday, February 7, 2020.

MOVE-OUT SCHEDULE

Move-out will commence at the closing of the show (no earlier) at **5:00pm, Sunday, February 9, 2020.**
No exhibitor shall dismantle/move-out prior to the closing of the show.

ALL MERCHANDISE MUST BE CLEARED FROM THE BUILDING BY MIDNIGHT

Sunday, February 9, 2020. Extra charges may be billed to exhibitor for non-compliance.

IMPORTANT NOTE: ALL EXHIBITORS

Exhibitors are prohibited from applying tape to the posts or painted surfaces in the EY Centre. During move-out, exhibitors must also ensure all tape and secured objects are removed from the area they had occupied.

****If a post-show inspection reveals tape or other secured matter which hasn't been removed, the exhibitor will be charged for the cost of removal.****

*****No children under the age of 16 are permitted in the facility during move in and move out times for safety pre-cautions.**

Security guards and electronic surveillance will be on a 24-hour basis from the commencement of move-in to the end of move-out.

Exhibitor Kit

INSURANCE

Exhibitors will be liable for, and will indemnify and hold harmless Management from any loss or damage whatsoever occurring to or suffered by any person or company. Including without limiting the generality of the forgiving, exhibitor, other exhibitors, show management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the exhibitor's occupancy of said space.

The Exhibitor is responsible for the placement and cost of insurance related to his participation in the Show. Exhibitors must furnish a certificate of insurance in the amount of \$2,000,000 to ORVDA, confirming that the exhibitor has inclusive coverage on his/her policy for public liability and property damage.

BOOTH KIOSK INSURANCE

Liability insurance is required to exhibit at all ORVDA RV Shows. If you do not already have liability insurance, booth kiosk insurance can be purchased for the show. Order form included in package.

ELECTRICAL

Exhibitors must order electricity, if needed, from the Show Electrical Contractor, Freeman Electrical Services. An order form is provided on the show website www.rvshowsontario.ca.

****Please note; electrical drops should be ordered in advance. January 15, 2020 is the deadline for advanced reduced price.**

Electrical Safety Code, regulation rule 2-2022 require that all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about their display complies with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

IMPORTANT – ALL EXHIBITORS – If you require a banner or sign to be hung above your display it must be done by **Freeman Show Services**. An order form is provided on the show website www.rvshowsontario.ca.

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Visa, MasterCard

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Office:
905-659-8800 or
Toll free: 1-888-331-8885
Fax: 905-659-9900
Show Website:
www.rvshowsontario.ca

Show Contractor

Display material (other than what ORVDA provides) can be ordered from the exclusive show contractor, **Freeman Show Services** – 613-748-7180. Information and order forms are available on our show website www.rvshowsontario.ca. (exhibit tab under the Ottawa Show site)

Advanced reduced price order deadline is January 15, 2020.

Booth Cleaning

Booth cleaning is available from the EY Centre. An order form is included in package.

Internet

Internet can be ordered through the ORVDA office at 1-888-331-8885. An order form is included in package. WiFi service is provided by **D.E. Systems**. Please contact them regarding any technical issues at 613-723-1166 once on-site at the show. If you require a hard-wired connection, please order directly with **D.E. Systems**; order form included in package.

Hotel Information

Hilton Garden Inn Ottawa Airport 2400 Alert Road, Ottawa

Group Name: Ottawa RV Expo Group Code: ORVDA

Room Rate: \$139.00 (Single or Double occupancy)

(\$10.00 plus tax per night added for each additional adult)

Parking Rate: Free (complimentary) outdoor parking

Cut-Off Date: Friday, January 10, 2020

Reservations; 866-235-1060 or 613-288-9001

Holiday Inn Express Ottawa Airport 2881 Gibford Drive, Ottawa

Group Name: ORVDA-2020 RV Expo Group Code: ORV

Room Rate: \$159.00 (King) \$149.00 (Two Queen)

Parking Rate: Complimentary

Cut-Off Date: Tuesday, January 7, 2020

Reservation #: 613-247-9500

Online Booking: www.hieottawa.com Group ID: ORV (Block Code)

Audio/Visual

Audio visual can be ordered through AV Canada.
Contact Martin Stanfield at martin.s@av-canada.com

Entry Badges

All exhibitors must wear an ORVDA provided exhibitor badge. Order form included in package. Please only order amount required. Entry badges can be picked up at the show office during move-in. All exhibitors must present their show badge to security upon arrival each show day.

Admission Tickets

Exhibitors can purchase admission tickets to give to their consumers at a reduced rate. Order form included in package.

Equipment Rentals

Additional equipment rentals (desktops, notebooks, printers, monitors, specialty systems), can be ordered through D.E. Systems. EY Centre office 613-903-4123 or eycentre@desystems.com.
An order form is included in package.

Questions, please contact
the **ORVDA office**
at 888-331-8885,
and at 905-659-8800
or email us at :info@ontariorvda.ca

Ottawa RV Expo
ORVDA
110 Freelton Road,
Freelton, ON L8B 0Z3



Emergency Procedures

The EY Centre has an Emergency Response Plan in place in the event of an emergency situation requiring immediate action. The EY Centre encourages all events to review their planned emergency response procedures with our team one month prior to the start date of their event. Our staff with building security will be the primary responders in the investigation and response to an emergency situation.

Fire Procedure

The EY Centre is equipped with smoke detectors and an overhead sprinkler system. The fire alarm system is a two stage system. During the first stage, staff and security will respond and investigate. There is typically no need to evacuate during a first stage alarm. If necessary, the alarm will progress to the second stage (evacuation mode).

The Ottawa Fire Department will respond immediately upon the activation of the first stage alarm and instructions will be conveyed to all areas of the building via the public address (PA) system.

The EY Centre conducts regular practice of the emergency procedures, as required by law.

First Aid Response - Injury or Illness

The EY Centre staff are trained in First Aid and CPR. A fully equipped first aid room is located in the lobby between the entrances to Halls 1 and 2, with an Automated Electronic Defibrillator on site.

Licensed first-aid personnel must be on duty at any event with an estimated attendance of 1,000 or more people per event day (or for smaller groups if deemed necessary by the EY Centre) . Licensed first-aid personnel are available from the EY Centre's exclusive security provider – Capital Security. Capital Security will invoice the Event directly for their services.

Threat or Other Disturbances

The EY Centre has a response plan for handling threats and other disturbances. This plan is coordinated by EY Centre staff and building security together with local authorities. Show managers and event planners will be advised of any situation and included in the process, if deemed necessary by EY Centre management.



Hilton Garden Inn Ottawa Airport, 2400 Alert Road, Ottawa

Reservations: 866-235-1060 or 613-288-9001

Group Name: Ottawa RV Expo Block Code: ORVDA

Room Rate: \$139.00 (Single/Double occupancy)

\$10.00 plus tax per night added for each additional adult

Cut-off date: Friday, January 10, 2020

Parking Rate: Complimentary out-door parking



Holiday Inn Express Ottawa Airport, 2881 Gibford Drive, Ottawa

Reservations: 613-247-9500

Online Reservation site: www.hieottawa.com Group ID: ORV (Block Code)

Group Name: ORVDA – 2020 RV Expo Block Code: ORV

Room Rate: \$159.00 (King) \$149.00 (Two Queen)

Cut-Off Date: Tuesday, January 7, 2020

Parking: Complimentary



ONTARIO RV DEALERS ASSOCIATION

February 7-9, 2020 **OTTAWA RV EXPO & SALE**

Exhibitor admission badge order form

Company Information:

Company Name: _____

Phone: _____ Cell Phone: _____

of Badges Requested _____

Do you require lanyards with your badges: **Yes** **No**

Admission badges will be available at the show office during move-in.

Badges are to be worn during the entire show and shown to security when entering the facility.

****PLEASE DO NOT GIVE THESE BADGES TO CONSUMERS!****

Please fax you request to the ORVDA office: 905-659-9900
or email to; michelle@ontariorvda.ca.

Thank you and have a great show!



February 7-9, 2020 **OTTAWA RV EXPO & SALE**

Exhibitor admission tickets order form

Available to **EXHIBITORS ONLY**

TICKETS

Single - \$6 (1 Person)
(Kids 16 & under are free)

QUANTITY

COST

Total = _____

Company Information:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Total: = \$ _____

VISA/MC #: _____ Expiry Date: _____

CVV #: _____

Name on Card: _____

Signature: _____

Invoice: (Members Only)

Cheque: (Please make payable to ORVDA)

Mail to Dealership:

Pick-up at Show Office:

****Tickets ordered after January 24th, 2020 will only be available for pick-up at the show office on move-in day (not mailed).****

Please return to the ORVDA office fax ; 905-659-9900 or e-mail to; michelle@ontariorvda.ca



February 7-9, 2020 **OTTAWA RV EXPO & SALE**
INTERNET USERS

WIRELESS INTERNET
\$150.00 + HST = \$169.50 each

Your access code will be provided to you at the show. (1 code per device)

INTERNET SERVICE AVAILABLE February 7-9, 2020

Company: _____

Contact: _____

Phone: _____ e-mail: _____

_____ X \$150.00 + HST = \$ _____

Visa/MC # _____

Expiry Date: _____ CVV #: _____

Name on Card: _____

Signature: _____

Code # _____ (assigned by ORVDA)

Please fax back to ORVDA office: 905-659-9900 or email kim@ontariorvda.ca

or michelle@ontariorvda.ca no later than **Jan.24th, 2020**



BOOTH CLEANING

Booth Number _____

Show Name and Date _____

Company Name _____

Telephone Number _____

On-Site Contact Name _____

E-mail Address _____

Contact Cell Number _____

Address _____

COST

CLEANING	Booth Size (sq. ft.)	Charge per Booth in CDN Funds	Total	Number of Days <small>(please specify in Notes, which days)</small>
Daily Exhibit Cleaning	Less than 401	\$0.20 per sq. ft.		
	401 - 1000	\$0.18 per sq. ft.		
	1,001 – 1,500	\$0.16 per sq. ft.		
	1,501 +	\$0.14 per sq. ft.		
		Total multiplied by Number of Days		
HST # 84802 3404 RT0001		13% HST		
		TOTAL Booth Cleaning		

Notes & _____
 Special Requirements _____

METHOD OF PAYMENT

(Must be made at time of ordering)

Cheque made payable to EY Centre Credit Card (please check) Visa Mastercard Amex

Cardholder's Name (please print) _____

Card Number _____

Cardholder's Signature _____

Expiry Date _____ Security Code _____

Client Signature _____

Date _____

*Save and e-mail the completed form to cleaning@eycentre.ca or print and fax the completed form to the
 EY Centre at 613-688-4824.*



D.E. SYSTEMS

SIMPLIFYING THE COMPLEX

Click to place your Internet order online

or email Form to eycentre@desystems.com

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6

Internet and Telecom Order Form



4899 Uplands Drive
Ottawa ON K1V 2N6

Show Name _____

Service Start Date and Time _____

Service End Date and Time _____



Wireless Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wireless Internet Access One Day Rate - 1 Device				
Wireless Internet Access Advanced* Full Show Period Rate - 1 Device			N.A.	N.A.
Wireless Internet Access On-Site Full Show Period Rate - 1 Device	N.A.	N.A.		
Additional Device/User				



Wired High Speed Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wired Internet w/ 1 Device	\$450.00		\$570.00	
Wired Internet w/ Ext.Static IP 1 Device	\$700.00		\$840.00	
5 Mbps Wired Internet w/ 1 Device	\$750.00		\$900.00	
5 Mbps Wired Internet w/ 1 Ext.Static IP 1 Device	\$900.00		\$1,080.00	
Wired Payment Terminal Connection only	\$175.00		\$225.00	
Additional Device/User	\$175.00		\$175.00	

* Advanced Rates apply to orders placed one week prior to show start date.

Prices do not include taxes.



Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	\$225.00	
Polycom Conference Unit	\$250.00	

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: _____

Onsite Contact: _____

Booth # _____ Office # _____ Cell # _____

Email Address: _____ Delivery Date: _____

Cardholder Name: _____

Card Number: _____ Expiry Date: _____
mm/yyyy

Visa MasterCard Amex Confirmation Email or Fax: _____



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.



D.E. SYSTEMS

SIMPLIFYING THE COMPLEX

Email Form to eycentre@desystems.com

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive
Ottawa ON K1V 2N6

Equipment Rental Order Form

Show _____

Service Start Date and Time _____

Service End Date and Time _____



	Quantity
Desktop / Includes Windows 7 or 10 & MS Office 2016 Pro w/ 22" LCD Monitor Desktop Core i5 Processor, 8 GB RAM, 500 GB HDD, DVD-RW	\$200.00 <input type="text"/>
Notebook / Includes Windows 7 or 10 & MS Office 2016 Pro Intel Core i7, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW	\$250.00 <input type="text"/>
Apple/Mac Macbook Pro, Core i7, 15" TFT, 4 GB RAM, 500 GB HDD, DVD-RW	\$325.00 <input type="text"/>
iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW	\$300.00 <input type="text"/>
iPAD 16GB WI-FI (3G and data plan extra)	\$200.00 <input type="text"/>
Printers HP LaserJet CP3525n Colour Laser, 30 PPM, Network Ready	\$400.00 <input type="text"/>
HP LaserJet M1536nf Monochrome Multifunction, Network Ready	\$230.00 <input type="text"/>
Monitor 24" Wide Screen HD LED Display	\$90.00 <input type="text"/>
32" Wide Screen HD LED Display	\$225.00 <input type="text"/>
50" Wide Screen HD LED Display	\$450.00 <input type="text"/>
Monitor Pole Stand for 40" to 60" displays	\$100.00 <input type="text"/>
Specialty Systems iQiosk 755 55" Touch Screen Interactive Display Kiosk	\$950.00 <input type="text"/>
iPAD Kiosk Display Pillar or table mount with iPAD	\$375.00 <input type="text"/>
Equipment Delivery and Pickup	\$60.00 <input type="text"/>

For a full range of available items please contact us.

Prices do not include taxes.

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info:

Onsite Contact:

Booth # Office # Cell #

Email Address: Delivery Date:

Cardholder Name:

Card Number: Expiry Date: mm/yyyy

Visa MasterCard Amex Confirmation Email or Fax:



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.



APPLICANT DETAILS:

REQUEST TO BIND

Name of Applicant(s): _____

Postal Address: _____ City: _____ Province: _____ Postal Code: _____

Has insurance ever been cancelled or refused? Yes No

If yes, please provide details: _____

Any liability losses, insured or otherwise in the past 5 years? Yes No

If yes, please provide details: _____

EVENT DETAILS:

Name of Event: _____

Category of Event: Booth / Kiosk Private Function, Attendance by Invitation (max 1,000 guests) Public Event

Location of Event (PO Box not acceptable): _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Are you conducting any demonstrations that could cause injury to attendees? Yes No

If yes, please provide details: _____

Are any products being sold from this booth? *Please note that this policy will not provide any coverage for products liability.* Yes No

Will your booth serve any food or non-alcoholic beverages? Yes No

Will your booth serve any liquor? Yes No

Duration of Event: Up to 7 days 8-14 days 15-30 days 31-90 days Other – please describe: _____

Limit of Liability: \$1 Million \$2 Million Other – please describe: _____

Effective Date: ____/____/____ (MM/DD/YYYY) Effective Time: ____:____ AM PM

Expiry Date: ____/____/____ (MM/DD/YYYY) Expiry Time: ____:____ AM PM

Additional Insured #1 (if applicable) Name & Address: _____

Additional Insured #2 (if applicable) Name & Address: _____

***** INSURANCE IS NOT IN EFFECT UNTIL PREMIER HAS ISSUED A BINDER NUMBER OR POLICY DOCUMENTS. *****

	Limit of Liability: \$1,000,000		Limit of Liability: \$2,000,000
Up to 7 days:	\$ 95 Premium + \$35 Policy Fee <input type="checkbox"/>	Up to 7 days:	\$105 Premium + \$35 Policy Fee <input type="checkbox"/>
8 -14 days:	\$119 Premium + \$35 Policy Fee <input type="checkbox"/>	8 -14 days:	\$132 Premium + \$35 Policy Fee <input type="checkbox"/>
15-30 days:	\$142 Premium + \$35 Policy Fee <input type="checkbox"/>	15-30 days:	\$158 Premium + \$35 Policy Fee <input type="checkbox"/>
31-90 days:	\$203 Premium + \$35 Policy Fee <input type="checkbox"/>	31-90 days:	\$225 Premium + \$35 Policy Fee <input type="checkbox"/>

Premium: \$ _____ + policy fee \$35

NOTE: Premiums are fully earned and retained once binder number issued by Premier Marine.

15% Broker Commission on Premium

Minimum Premium for booths/kiosks that serve food and/or beverages is \$200

For limits greater than \$2 million or longer booth durations, please submit to Premier Marine

The policy will be subject to a minimum \$1,000 deductible

PLEASE READ BEFORE SIGNING APPLICATION: This application will be incorporated in its entirety into any relevant policy of insurance where insurers have relied upon the information contained herein. Any misrepresentations or concealment in this application for insurance will render insurance coverage null and void at inception. Please therefore check to make sure all questions have been fully answered and that all facts material to your insurance have been disclosed, if necessary by a supplement to the application. The Applicants have reviewed all parts and attachments of this application and acknowledge that all information is true and correct and understand that this application for insurance is based on the truth and completeness of this information. I have provided personal information in this document and otherwise and I may in the future provide further personal information. Some of this personal information may include, but is not limited to, my credit information and claims history. I authorize my broker or insurance company to collect, use and disclose any of this personal information, subject to the law of and to my broker's or insurance company's policy regarding personal information, for the purposes of communicating with me, assessing my application for insurance and underwriting my policies, evaluating claims, detecting and preventing fraud, and analyzing business results. I can confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf. Signing of this form does not bind the Applicant to purchase the insurance or the insurer to accept the risk, but is agreed that this form shall be the basis of the contract should a policy be issued. For purposes of the Insurance Companies Act (Canada), any document would be issued in the course of Lloyd's Underwriters' insurance business in Canada.

Applicant's Signature: _____ Date: _____

AGT #: _____ Email: _____

_____ Date: _____



Paula Blundell, RIBO
Account Manager

- ☎ 705.432.2314
- ☎ 1.877.682.0022
- ☎ 1.888-333-4507
- ✉ paula@edwardsins.ca

WWW.EDWARDSINS.CA

11 CAMERON ST. WEST, PO BOX 520, CANNINGTON ON, L0E 1E0

largest Managing Underwriting Agents. The underwriting insurance carrier varies by the underwriting insurance company(s).

EY Centre - Site Plan
4899 Uplands Drive, Ottawa

