



interior designers of canada
designers d'intérieur du canada

DesignEx Ottawa | Exhibitor Guidelines

1. Venue Details and Date

Date: Tuesday, October 16, 2018

Location: The National Arts Centre, 1 Elgin St, Ottawa, ON, K1P 5W1

Table Top Room: O'Born

2. Exhibitor Move-in/out Schedule

Exhibitors may arrive anytime between move-in and the start of DesignEx to set up. The table top show will be open from 10 a.m. until 6 p.m. Move-out begins at 6 p.m. Please review the schedule and move-in/out times below.

Room: O'Born

Move-in & set up: 9 to 10 a.m.

DesignEx table top show: 10 a.m. to 6 p.m.

Move-out & tear down: 6 to 7:30 p.m.

Please note: Exhibitors are responsible for removing all storage crates and/or boxes from the exhibit prior to the show opening. Storage of crates and boxes are the responsibility of the exhibitor. IDC will not have any space for storing items.

3. Display of Products

All products must fit on table top provided and/or within your allotted space. Signage, posters, banners cannot be affixed to any walls. Please DO NOT place any materials outside your booth area or disrupt your neighbour. Please note your booth dimensions, point 5.

4. Table Location and Floor Plan

Exhibitors will have the opportunity to select their booth location based on Sponsor Level, on a first come, first served basis. Platinum Sponsor(s) will have first choice; Gold sponsor(s) will have second and so on. IDC will reach out after your registration. Priority given to IDC members for selection of the table location. If a choice is not made by the designated deadline date, IDC will assign a booth location to you.

5. Table Dimensions and Furnishing Provided

Platinum level space is 12ft wide x 2.5ft deep and will receive two tables. This space is also customizable.

Gold, Silver and exhibitor level table space is one table with linen. Table dimensions are 6ft wide x 2.5ft deep.

If you do not need a table for your space, please contact [Sharda Sukdeo](#).



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6. Electrical Outlets and Resources

If you are in need of electrical, please advise [Sharda Sukdeo](#) with your requirements as soon as possible.

IMPORTANT: Exhibitors are responsible for their own extension cords, power bars, etc. IDC will not have any extension cords, powers bars, etc. for exhibitor use.

7. Cocktail & Networking Reception

The cocktail networking reception will take place during the DesignEx. During the cocktail networking reception, a cash bar will be located in the lobby adjacent to the O'Born room. Based on your exhibitor participation level, complimentary drink tickets will be provided to you in advance.

Platinum exhibitors will receive eight cocktail tickets.

Gold exhibitors will receive five cocktail tickets.

Silver exhibitors will receive 2 drink tickets.

8. Door Prizes

Each exhibitor has the option of providing a door prize for the show. Door prizes must be displayed in your booth space. Exhibitors will collect attendee business cards for their own door prize draw. Bowls for business cards will not be provided. You must have your own method of collecting business cards.

Please contact [Sharda Sukdeo](#) if you are providing a door prize for the show with a short description for announcements.

9. Be Kind To Your Neighbour

IDC have worked on a floor plan that accommodates all exhibitors comfortably. We ask that you be considerate of your neighbour(s) during the show.

10. Invite Your Clients!

We encourage you to invite your clients to this event. Attendance is complimentary to all in the design industry.

Questions?

Please contact [Barbora Krsiakova](#) if you have any questions.