

2011 OTTAWA ECO-FAIR EXHIBITOR'S MANUAL

Carleton University Field House (Bronson and Sunnyside)

Saturday September 17, 2011

[OPEN TO THE PUBLIC FROM 10:00 AM TO 5:00 PM]

Move-In Hours for Exhibition in Field House: 7:00 AM - 9:00 AM

The Loading area is right off the Carleton Fieldhouse. Just come up the drive at the Bronson/Sunnyside entrance and follow the signs.

Note that there are two large garage doors to facilitate unloading/loading.

We will stagger move-in times so that you won't be kept waiting for others to get out of the way. – **you will be informed of your move-in time by e-mail** –*you must adhere to it.*

Please move your vehicle from the loading area as quickly as possible so that those following you can move in.

Exhibit set-up has to be fully completed by 9:30 am.

Move-Out Hours: 5:00 PM - 7:00 PM

It is required to stay to the end - the event is advertised to 5:00pm and those who come in the late afternoon should be able see all the exhibits. [Please ensure you collect and remove all exhibit materials. The EcoFair will not be responsible for any lost or stolen articles.]

Included In Your Booth

Note: Your exhibit name will be on your table when you arrive.

Each 8 feet deep by 10 ft wide booth includes the following as provided by the EcoFair:

- Draping at the back of the booth (bring safety pins for hanging banners);
- 1 x 6' table -- draped and skirted;
- 2 folding chairs
- Access to electricity
- Two plastic "badges" per booth to identify exhibitors

NOTE 1: Exhibitors must bring their own extension cords and power bars if using power. Please be courteous to your exhibit neighbours in sharing power facilities.

NOTE 2: The whole floor of the Fieldhouse is carpeted (except those areas over which we install flooring to protect the carpeting – i.e. for the automobiles; 100 Mile Lunch, etc.)

Any additional requirements are the exhibitor's responsibility. We suggest you order from Chez Lili (e.g. additional furniture, carpeting, hard wall displays etc.)

www.chezlilipartyrentals.ca

Set-up Kit

We suggest you bring the following to help you set up - scissors, masking tape, push pins, power bar, markers, and safety pins or marketing buttons for cloth walls.

Booth Supervision

Please keep your booth staffed at all times – if you have only one person on duty, call upon a volunteer to allow you to take a break.

EcoFair Volunteers

Volunteers have badges to identify them as such. Volunteers will be circulating throughout the EcoFair and you can call upon them should you need information or assistance.

Opening Ceremonies and Award Presentation

The Opening Ceremonies take place at 10am at the designated stage area. The annual Ottawa Eco-Stewardship Award will be presented as part of the Opening Ceremonies. You are invited to attend.

Program:

In addition to all the wonderful products and services that you the exhibitors are bringing, there are a lot of activities happening on the main stage, in the Children's and Film Areas, so please take a moment to check out the Program and help promote it through your networks.

Parking

Parking is available free of charge in **LOTS 5A & 5B** right beside the Fieldhouse. The Parking Lot P- 5B in Blue is preferred so more spots are available to the public closer to the Field House.

Food

Food sold from booths should be packaged as Carleton has an exclusivity clause for its in-house catering. **Except for samples and the 'Proudly Ontario' Lunch, immediate consumption of purchased food is not permitted.**

Child Supervision

Childcare is not provided during the EcoFair. Children must be accompanied by an adult at all times, including in the Children's Area. Please make arrangements for child care if this is necessary.

Help Us Publicize the EcoFair!

Help us promote the Ottawa EcoFair and your Exhibit by circulating the attached EcoFair Poster to your customers, neighbours, friends, networks and employees. Consider posting a link on your website and including a notice in your newsletter.

Email promotion: You will be sent a promotional email that can easily be circulated through your networks.

Share our Facebook page through your networks!

<https://www.facebook.com/pages/Ottawa-EcoFair/153367598070902>

Refer people to our website at www.OttawaEcoFair.ca

Thank you to Sponsors and Exhibitors!

The EcoFair Planning Committee wishes to acknowledge and thank its sponsors and exhibitors for their tremendous support of the Ottawa EcoFair!

If you have any questions, please contact:

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