



Sudbury (Nov 20 & 21, 2018)

Holiday Inn Sudbury
1696 Regent Street, Sudbury, ON P3E 3Z8

General Exhibit Information

Exhibit set up date & hours:

Tuesday, November 20 1:00pm to 4:00pm

Exhibit Dates and Hours

Tuesday, November 20 4:30pm to 7:30pm

Wednesday, November 21 7:00am to 1:00pm

Exhibit taken down date and hours:

Wednesday, November 21 1:00pm to 2:30pm

Registration

- All exhibit personnel must be registered for name badges.
- Exhibit personnel interested in attending ticketed sessions must register as a paid delegate.
- Guest passes for exhibit personnel will be issued as purchased, no additional passes will be available at the event
- Exhibit space consists of 6 foot tables with skirt and 1 chair (additional chairs and/or stand alone podium style table welcome; to be supplied by exhibitor)

Rules and Regulations

Attire - We recommend business casual.

Audio/Visual Equipment - The OMWA reserves the right to request the reduction in volume or cessation of use of any system that creates interference.

Balloons - Are permitted in accordance to fire safety regulations.

Drawings/Prizes/Raffles, Etc. - Prizes are to be submitted to an OMWA member upon registration. No other contests, awards, drawings, raffles or lotteries of any kind are permitted.

Smoking is strictly prohibited in any indoor space.

Cancellations

An exhibitor that reserves space and fails to inform the OMWA in writing of its plans not to attend by November 12, 2018, automatically forfeits 100% of the exhibitor registration. If the OMWA receives written notice prior to 4:00 pm on November 12, 2018, the exhibitor will receive a refund of the exhibit fee less an administration cost of \$100.00 plus HST.



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Dates to remember

November 12, 2018

- Cancellation deadline

November 20, 2018

- Promotion material to be submitted to the OMWA team on premise
- Set up begins at 1:00pm to 4:00pm, trade show opens at 4:30pm

November 21, 2018

- Take down can begin after 1:00pm and must be completed by 2:30pm

Contacts

Trade Show Questions & On-site support

Laxmi Mohabir – OMWA Training & Conference Co-ordinator

Cell: 647-880-6747

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To Make Payments or Request Invoicing

Kelly Fransen – OWWEA Executive Administrator

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