



ONTARIO RV DEALERS ASSOCIATION

Exhibitor Kit

OTTAWA RV EXPO & SALE

February 3-5, 2023

EY CENTRE 4899 Uplands Drive, Ottawa, ON K1V 2N6

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

February 3, 11am-8pm
\$9.00 – Half Price (Online)
\$10.00 – Half Price (Box Office)

February 4, 10am-7pm
\$13.00 – Single (Online)
\$14.00 – Single (Box Office)

February 5, 11am-5pm
\$13.00 – Single (Online)
\$14.00 – Single (Box Office)

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

Show Website:
www.rvshowsontario.ca



MOVE-IN SCHEDULE

Bulk Exhibitors – MOVE-IN DAY is Wednesday, February 1, 2023:

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 2, 2023:

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 2, 2023). All material must be clearly marked with company name, booth # and labeled for **2023 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 2, 2023, for the aisle carpet to be laid and preparations to be made for the Show Opening at 11:00am, Friday, February 3, 2023.

MOVE-OUT SCHEDULE

Move-out will commence at the closing of the show (no earlier) **at 5:00pm, Sunday, February 5, 2023.**

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 5, 2023. 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. (NO EXCEPTIONS!)**

*****Children under the age of 16 are not permitted to be in vendor booths during show hours.*****

All booths must be staffed during show hours of operation!

****Violations will result in a suspension from securing future exhibit space.****

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

ELECTRICAL

Exhibitors must order electricity, if needed, from the Show Electrical Contractor, EY Centre.

Order Link: [EY CENTRE](#) or via **613-822-8800 x207** if having issues ordering online.

****Please note; electrical drops should be ordered in advance. January 12, 2023, 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 **EY Centre**.

Show Contractor

Display material (other than what ORVDA provides) can be ordered from the exclusive show contractor, **Stronco** at **800-665-2621** or via email exhibitorservices@stronco.com.

Deadline for advanced reduced pricing is January 10, 2023.

Online orders – www.stroncoonline.com – showcode: **515375030**

Audio/Visual

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

Booth Cleaning

Booth cleaning is available from the EY Centre. Order Link: [EY CENTRE](#).
Deadline date January 30, 2023.

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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 foregoing, 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/her 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 INSURANCE from Premier Canada (TWIS o/a Mantha Insurance)

Liability insurance is required to exhibit at all ORVDA RV Shows. If you do not already have liability insurance, booth insurance from Premier Canada (TWIS o/a Mantha Insurance) can be purchased for the show. Order form included in package.

Internet

Internet can be ordered through the ORVDA office. An order form is included in package. WiFi service is provided by **D.E. Systems**. **Deadline date January 16, 2023**. 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** click [here](#).

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. **Deadline date January 16, 2023**.

Admission Tickets

Exhibitors can purchase admission tickets to give to their consumers at a reduced rate. Order form included in package. **Deadline date January 16, 2023**.

10x10 Booth Décor Package

Booth Decor Package is available to 10x10 booth exhibitors only. Décor Package is ordered through ORVDA. Order form is included in package. **Deadline date January 16, 2023.**

Equipment Rentals

Additional equipment rentals (desktops, notebooks, printers, monitors, specialty systems), can be ordered through D.E. Systems at 613-723-1166. EY Centre office 613-903-4123 or eycentre@desystems.com.

Additional Required Information

- Onsite Contact information (Office use only). Form included in package. **Deadline date January 16, 2023.**
- Website & Program Information (what you would like published). Form included in package. **Deadline date January 16, 2023.**
- Parking Passes to purchase for the weekend available at [EY CENTRE](#).

Hotel Information

Hilton Garden Inn Ottawa Airport 2400 Alert Road, Ottawa

Group Name: Ontario RV Show Group Code: RVSHOW

Room Rate: \$154.00 (Single or Double occupancy)

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

Parking Rate: Free (complimentary) outdoor parking

Cut-Off Date: Tuesday, January 10, 2023

Online Booking Link: [RVSHOW](#)

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

Holiday Inn Express Ottawa Airport 2881 Gibford Drive, Ottawa

Group Name: Ontario RV Show ORVDA Group Code: ORV

Room Rate: \$169.00 (Two Queen)

Parking Rate: Complimentary

Cut-Off Date: Monday, January 9, 2023

Reservations: 613-247-9500

Online Booking: [OTTAWASHOW](#) Group ID: ORV (Group ID)

Exhibitor Kit

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



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 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: _____

*** 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

Table with 2 columns: Limit of Liability: \$1,000,000 and Limit of Liability: \$2,000,000. Rows include duration options (Up to 7 days, 8-14 days, 15-30 days, 31-90 days) and corresponding premium and policy fee amounts.

Premium: \$_____ + policy fee \$50

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

15% Broker Commission on Premium
The policy will be subject to a minimum \$1,000 deductible

DECLARATION / CONSENT

PLEASE READ BEFORE SIGNING: A claim will become invalid and the Insured's right of recovery is forfeited where (a) an Applicant for this contract gives false particulars to the prejudice of the insurer or knowingly misrepresents or fails to disclose any fact in any part of this application required to be stated therein; or (b) the insured fails to inform material changes to these facts during the term of the contract; (c) the insured contravenes a term of the contract or commits a fraud; or (d) the insured willfully makes a false statement in respect of a claim.

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.

The personal information provided in this document and in the future including, but not limited to, credit information and claims history may be collected, used and disclosed by the insured's representative or insurance company, subject to local legislation, for the purpose of communicating with the insured or their representative, assessing the application for insurance and underwriting any such policies, evaluating claims, detecting and preventing fraud, and analyzing business results. I confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf.

NOTE: Insurance is not in effect until Premier has issued a binder or policy documents.

Applicant's Signature: _____ Date: _____

Brokerage Firm: TWIS o/a Mantha Insurance AGT #: _____ Email: _____

Broker's Signature: (Print) _____ Date: _____

Premier Canada Assurance Managers Ltd. is one of Canada's largest Managing Underwriting Agents. The underwriting insurance carrier varies by line of business and region - please refer to specific quote for declaration of the underwriting insurance company(s).

** Email application and attachments to - kelly@manthaninsurance.com or kirk@manthainsurance.com**

P: 1-613-746-1450 x276 (Kirk), 1-613-746-1450 x274 (Kelly)

F: 1-613-746-9836



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INTERNET USERS

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

INTERNET SERVICE AVAILABLE February 3-5, 2023

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

Company: _____

Contact: _____

Phone: _____ e-mail: _____

_____ X \$150.00 + HST = \$ _____

Visa/MC # _____

Expiry Date: _____ CVV #: _____

Name on Card: _____

Signature: _____

Code # _____ (assigned by ORVDA)

Please send your request to the ORVDA office no later than January 16, 2023,

via email to: michelle@ontariorvda.ca.



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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 send your request to the ORVDA office no later than **January 16, 2023**, via email to; michelle@ontariorvda.ca.

Thank you and have a great show!



OTTAWA RV EXPO & SALE
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Exhibitor admission tickets order form

Available to **EXHIBITORS ONLY**

| <u>TICKETS</u> | <u>QUANTITY</u> | <u>COST</u> |
|---|-----------------|----------------------|
| Single - \$9 (1 Person) (Kids 16 & under are free) | _____ | _____ |
| | | 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:

****Ticket orders must be submitted before January 16, 2023, in order to receive by mail. After January 16, 2023, they will only be available for pick-up at the show office on move-in day.****

Please return to the ORVDA office via e-mail to; michelle@ontariorvda.ca



February 3-5, 2023 Ottawa RV Expo & Sale

10x10 Booth Décor Package

\$325 each + HST

(45% discount when ordered directly with the show)

Décor Package Includes:

Carpet - Grey

1 – 6' draped table

2 – grey sided chairs

****package cannot be altered****

Décor Package available until January 16th after deadline must be ordered directly with Show Decorator (Stronco).

Company Name: _____

Contact Name: _____

Phone: _____ **E-Mail:** _____

Booth Number: _____

of Packages ____ **Subtotal \$** _____ **HST \$** _____ **Total \$** _____

Visa/MC # _____

Expiry Date: _____ **CVV #:** _____

Name on Card: _____

Signature: _____

Please email to ORVDA office: michelle@ontariorvda.ca



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Onsite Contact Information

For all exhibitors, please fill in the below information for your onsite contact. If you have more than one person fill out a second form. This information is for ORVDA show staff and office only.

Company Information:

Company Name: _____

Onsite Contact Person: _____

Email: _____ Phone: _____

Please submit no later than **January 16, 2023**. After this date we will use the information on your registration form.

Please send your completed form to the ORVDA office via email to; michelle@ontariorvda.ca.

Thank you and have a great show!



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Website and Program Information

For all 10x10 booth exhibitors, please fill in the below with the information you would like published on the website and in the show program.

Company Information:

Company Name: _____

Website: _____ Email: _____

Phone: _____

Please submit no later than ***January 16, 2023***. After this date we will use the information on your registration form.

Please send your completed form to the ORVDA office via email to; michelle@ontariorvda.ca.

Thank you and have a great show!