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OCWC Trade Show FAQ SHEET – 2020

1. Where is OCWC2020 being held?
On the second floor of the Beanfield Centre, 105 Princes' BLVD, Toronto, On, M6K 3C3. The trade show will be held in 206ABCD.
2. What size is the exhibit space in the marketplace?
Each space is 8' wide and 8' deep. Ceiling height 9' MAX.
3. Is the space carpeted?
Yes.
4. What furniture is included in my space?
 - Pipe and drape as backdrop
 - One six-foot table
 - 2 side chairs
5. How can I order additional furniture for my space?
Should you require additional furniture for your space or linens, you will need to contact our show services provider Stronco or another event rental company of your choice. There will be a cost for anything ordered above and beyond what is already supplied.
6. Do I have to purchase internet?
No, there is wi-fi within the entire building.
7. Do I have to purchase electrical?
No, electrical is included but please let us know if you will require it.
8. Refund Policy: Cancellation refunds will be available, minus a \$250 administration fee, until February 20, 2020. Any cancellations after February 20, 2020 are not eligible for a refund.
9. Can I post, lean, hang banners or equipment to the walls?
No, but you can hang banners from the pipe and drape
10. What does my exhibitor badge give me?
With your trade show space, you receive two complimentary conference badges which include: continental breakfast, lunch, coffee breaks and Ontario VQA wine. You are also welcome to attend any educational sessions & receptions that are offered.
11. Can I choose my own booth space?
No, the OCWC technical committee reserves the right to place exhibitors on the trade show floor. The OCWC Committee will be sure to take competitive sensitivities into account when assigning floor plan locations. No booth changes are permitted.



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12. Can I get extra passes for co-workers?

Yes, there is a special rate available for your company co-workers that would like to attend. You can order these passes from the conference website using a specific promotion code supplied by the OCWC conference organizers.

13. Do I need to register myself and my colleagues for the show?

YES, you must register **in ADVANCE** of the conference in order to have a printed name badge ready for you upon arrival. You will be issued a specific promotion code to ensure your passes are complimentary.

14. Can I serve food and/or beverages at my booth?

Yes, **BUT** subject to these guidelines: Food samples must not exceed 28 grams (1oz.) by weight or 30 milliliters by volume, and food and beverage items for sale must be prepackaged in such quantities as to be solely intended for home consumption and equal not less than one kilogram by weight or one litre by volume.

Any exhibitor wishing to sample food or beverage at the Beanfield Centre must complete the Food Sales and Sampling Application Form by the date specified on the application. Please read the following document for all the details: [LINK](#)

15. When can I set up my booth?

Wednesday, April 1, 2020 - 11:00 a.m. – 6:30 p.m.

Thursday, April 2, 2020 – 7:30 – 9:30 a.m.

16. Where do I load in if I'm using my own vehicle?

You can unload your items by using the main doors. Please note you can leave your vehicle at the front doors but only to DROP OFF items. Your vehicle **MUST** then be moved. You can park in the underground across the street under the Direct Energy Centre prior to setting up your booth, same applies for load out. **Any cars left in this area will be tagged and/or towed.**

17. Is parking included?

Yes, April 1, 2020 - for load-in

No, April 2, 2020 - parking is \$17 until 6:00 p.m. for the day at the Direct Energy Centre.

18. Will the Beanfield Centre or the OCWC have a dolly available when I unload?

Yes, we will have two dollies available on a first come first served basis. You must leave your drivers licence or some other form of ID in exchange for use. This applies to load out as well.

19. Can I ship my booth items prior to the conference?

Shipments can be received 48-hours prior to the event between the hours of 8 a.m. – 4 p.m. **There is no Business Centre onsite** and it is the responsibility of the exhibitor to arrange their own courier/waybills to have the material picked up immediately following the event. Beanfield Centre will not accept COD, customs clearance or packages without the proper information attached. Beanfield Centre does not have a Dock Master and will not take responsibility for lost or misplaced packages. Items that do not require material handling i.e.: you can carry and/or move the item yourself, can be shipped to the venue and will be accepted by the Beanfield Centre 48-hours before the conference.



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***IMPORTANT: Large crates** or anything on pallets that require freight or dolly services must be **pre-arranged through the show services company STRONCO Event Rentals** - exhibitorservices@stronco.com for an additional charge to you the Exhibitor.

20. If using the large shipment freight service, what services does STRONCO provide:

- Full Exhibitor Package coming soon.

21. When can I tear down my booth?

Tear down takes place Thursday, April 2, 2020 between 6:30 p.m. and 9:30 p.m.

****Booth tear down IS NOT permitted before 6:30 p.m.**

ALL ITEMS MUST BE OFF THE TRADE SHOW FLOOR BY April 2, 2020 by 9:30 p.m. ANY ITEMS LEFT ON THE TRADE SHOW FLOOR WILL AUTOMATICALLY BE SENT TO STRONCO AND YOU WILL BE RESPONSIBLE FOR ORGANIZING PICK UP OF YOUR ITEMS.

Any small items that do not require dolly or freight can be left in the shipping dock BUT MUST BE PICKED UP BY 9 a.m. on Friday, April 3, 2020. If these items are not picked up by the specified time, they will be force freighted to STRONCO for you to arrange pick up. You will also be charged a fee for the shipping and the storage.

22. Where do I book hotel rooms?

Details coming soon.

Exhibitor Pricing:

- OCW Member Early Bird Exhibitor Price: \$1,000 (until Dec. 31st, 2019)
- Non-Member Early Bird Exhibitor Price: \$1,100 (until Dec. 31st, 2019)
- OCW Member Exhibitor Price: \$1,200 (Jan. 1st –March 15th, 2020)
- Non-Member Price Exhibitor Price: \$1,300 (Jan. 1st –March 15th, 2020)

Payable by cheque or credit card

Refund Policy: Cancellation refunds will be available, minus a \$250 administration fee, until January 30th, 2020. Any cancellations after January 30th, 2020 are not eligible for a refund

[Click here](#) to complete the online form before March 15th, 2020.

Any other questions please contact: jenny.mulkins@sympatico.ca

THANK YOU!