

Show Management

Cottage Life Media, a division of Blue Ant Media Inc.
 99 Atlantic Ave. 4th Floor, Toronto ON, M6K 3J8
 Tel: 416-599-2000
 Email: clshow@cottagelife.com
 Website: shows.cottagelife.com

Show Location

EY Centre–HALLS 3 & 4
 4899 Uplands Dr., Ottawa, ON K1V 2N6

Show Dates (Subject to change)

- Friday, April 22 12pm – 9pm
- Saturday, April 23 10am – 6pm
- Sunday, April 24 10am – 5pm

Show Office Hours

- Thursday, April 21 8am – 8pm
- Friday, April 22 8am – 9pm
- Saturday, April 23 9am – 6pm
- Sunday, April 24 9am – 9pm
- Monday, April 25 8am – 12pm

Show Staff

- *Show Administrator/
Main Point of Contact for Exhibitor Kit Questions*
Nicole Nicolson, 416-646-6597
nnicolson@cottagelife.com
- *Sales Director, Ottawa*
Paul Le Guerrier, 613-236-0888
pleguerrier@cottagelife.com
- *General Manager, Ottawa*
Patricia O'Donnell, 613-898-2479
podonnell@cottagelife.com
- *Director, Consumer Shows*
Greg McLeod, 416-599-2000 ext. 237
- *Manager, Consumer Shows*
Erinn Wright, 416-599-2000 ext. 224
- *Manager, Consumer Show Engagement*
Steph Solda, 416-599-2000 ext. 4443

Marketing Materials

[Materials](#) for use on your social channels and website.

Publicity Information

Our show publicist will be in attendance to promote new and interesting products to the media. If you have a media release, send to:

- *Senior Publicist Jakki Roussel, 905-484-1787*
jakki.roussel@blueantmedia.com

To Be Completed Before Show

- [Show Directory Listing](#) (March 18)
- [Register Exhibitor Badges](#)
- [Send out Guest Ticket Links](#)

ONLY IF you have **not** purchased insurance on application. Please follow these [guidelines](#) when requesting a COI from your broker:

- Upload Certificate of Insurance (COI) to ExhibitorInsurance.com (March 21)

ONLY IF you are sampling or selling food:

- [EY Centre Food Sampling Form](#)

Show Services (optional)

Company	Services
Hilton Garden Inn Prices increase March 28	• Host hotel
Stronco Show Services Prices increase March 30	• Rentals: carpet, tables & chairs, exhibits, and accessories • In-booth material handling and labour services • Sign and banner production
Boomer E-Commerce Prices increase after April 6	• Electrical Services • Sign Rigging Services • Mechanical Services • Booth Cleaning • IT Services • Parking Passes
AV Canada Prices Increase April 7	• Audio/Visual needs
North American Logistics Services	• Customs

Other Things to Know

- [Cautionary Notice to Exhibitors](#)
- [Avis de mise en garde aux exposants](#)
- [Contest/Draw Approval](#)
- [Exhibitor to Exhibitor Promotions/Discounts](#)

Parking

Discounted 3-day exhibitor parking passes are available through the EY Centre. Please see Boomer E-Commerce for more information.

Due to ongoing construction at the EY Centre, the back parking lot will be inaccessible for parking. The back lot will be used for loading and unloading only. Representatives from the parking logistics team will be onsite to direct you to the most appropriate parking space in the front lot.

Exhibitor Lounge

Located in Hall 3. The Lounge will be equipped with a coat rack, seating, and a refrigerator. Valuables are not to be left in the lounge area as it will not be secure.

MOVE-IN

- Thursday April 21.....scheduled times to follow
- Friday April 22.....scheduled times to follow

Children under the age of 16 are not permitted on the show floor during move-in. This is legislation from the Ontario Ministry of Labour. There will be no exceptions made for any reason.

Schedule

Thursday and Friday are designated move-in days. In order to minimize congestion during move-in, all exhibitors will be notified of a specific move-in time.

Exhibits

All large exhibits must be fully built by 9pm on Thursday. On Friday morning, only carry-in items are allowed. Dollies and forklifts will not be available Friday morning. All exhibits big and small must be completely ready by Friday at 11am.

This allows for aisle carpet installation and pre-show media review. Exhibits must remain intact and staffed until show closing at 5pm on Sunday. Failure to adhere to this regulation will affect future participation in the Cottage Life Shows.

Vehicle Access

Exhibitors with booths that are 400 Sq.Ft. or larger may have vehicle access, subject to a scheduled move-in time and approval from show management. Booths that are under 400 Sq.Ft. do not have vehicle access.

Material Handling

Full forklift services and dollies will be made available to exhibitors on **Thursday before the show from 8am-6pm**. For any additional requirements, please contact Cottage Life by March 28. Forklift service is provided for materials delivery only. If you require forklift service for booth construction purposes, please refer to the "In-Booth Forklift Services Form" from Stronco, found in your exhibitor kit.

Storage

Exhibitors must obtain storage stickers from the show office during move-in with which to clearly identify their empty crates and containers. This packaging will be moved from the aisle to the designated storage area prior to show opening. Unfortunately, due to space restraints, we cannot store exhibitors' product stock.

Shipping

All shipments should be consigned to:

The Ottawa Cottage Life & Backyard Show
(Exhibitor's Company Name)
(Booth # and number of pieces in shipment)
EY Centre
4899 Uplands Drive
Ottawa, ON K1V 2N6

Crates and packages should be clearly marked indicating the show name, exhibitor's name, booth number, and customs broker (if shipments are arriving from outside Canada).

Shipments will not be accepted at the EY Centre prior to the actual move-in period of Thursday, April 21. Exhibitors should therefore arrange for shipments to arrive during their scheduled move-in date and time period (C.O.D. shipments will not be accepted by Cottage Life).

If you require a logistics company, please contact:

FREEMAN

Tel: 1-877-487-1113

Fax: 613-748-5977

Email: exhibittrans.canada@freemanco.com
freemanco.com/store (Customer #2306100)

Shipping services order forms are available online. Contact direct for deadline date.

Shipping in advance:

Freeman has facilities in its own warehouse to receive advance shipments for shows. Should you wish to utilize this service, please contact Freeman direct.

MOVE-OUT

- Sunday, April 24 5pm-10pm
- Monday, April 25 8am-12pm

Children under the age of 16 are not permitted on the show floor during move-out. This is legislation from the Ontario Ministry of Labour. There will be no exceptions made for any reason.

Schedule

For the benefit and safety of visitors, no removal or dismantling of exhibits or material is permitted before 5pm on Sunday, April 24. Violation of this regulation may result in a fine and/or affect future participation.

Exhibitors are asked to remove small cartons and open cases of products from the building immediately after the close of the show. While Cottage Life will take all reasonable precautions to safeguard small items, immediate removal will minimize the possibility of loss from theft.

Vehicle Access

Vehicle access will not be possible until exhibits obstructing drive-in doors are removed and aisle carpet has been rolled up. These tasks will be completed promptly at show close.

Material Handling

At show closing, all aisle carpets will be removed. Distribution for dollies will be determined on site. We ask that you leave a driver's license or credit card to ensure against loss. Please keep aisles free of material.

Storage

Crates and containers will be returned to exhibitors' booths promptly once all aisle carpet is removed. Please note all exhibit material left on the show floor after move-out dates will be removed by ABF Transportation at the owner's expense. Please ensure you have made proper arrangements as there will be no exceptions.

SHOW RULES & REGULATIONS

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be free standing and self-supporting. Please read our booth regulations for further information. Management reserves the right:

- a. To restrict exhibits which, because of noise or any other reason, become objectionable;
- b. To close, without indemnity, the exhibit of any exhibitor who refuses, after notice, to conform to the rules which apply to all other exhibitors

Entry To Show

Cottage Life reserves the right to refuse admission to any visitor or exhibitor who, in the opinion of **Cottage Life**, is unfit, intoxicated, or in any way creating a disruption to the show.

Alcoholic Beverages

The use of alcoholic beverages in exhibitors' booths is prohibited and may only be consumed in designated lounge areas.

Deliveries

Deliveries must be made before the show opens each day, **not** during show hours. Please clearly indicate **company name, booth #, and hall #**. Please note **Cottage Life** and Show Office staff are **not** able to sign for any deliveries. Please plan your delivery time to coincide with when your booth is staffed.

Latecomers & No Shows

Any space not claimed and occupied, or for which no special arrangements have been made, may be resold or reassigned by Cottage Life without obligation or any refund whatsoever.

Security

Exhibitors are required to have their exhibit area staffed at all times during the hours of the show. Exhibitors are reminded that **Cottage Life** does not assume any responsibility for losses. Exhibitors should take all reasonable precautions to protect their own property.

Security guards will be on 24 hour duty from move-in until the end of move-out. The **Ottawa Cottage Life & Backyard Show** and the building owners cannot assume responsibility for losses incurred.

Safety

It is the exhibitors' responsibility to ensure the safety of show visitors, their own operators and exhibit personnel at all times during the show. Show management highly recommends all staff involved in constructing and dismantling exhibitors during move-in and move-out be wearing safety footwear.

Flameproofing

The Ontario Building Code prohibits the use of flammable material in booth construction or decor. Foamcore in any form is forbidden. Fire regulations require that all decorating materials be flame-proofed. The Ontario Fire Marshall will remove equipment and materials considered hazardous, at the exhibitor's expense. If your exhibit has been flame-proofed, have documentation available at the booth for the Fire Marshal's inspection. This will avoid having to fire test the exhibit on-site, which is subject to additional fees.

Pets

Pets are not permitted at the **Ottawa Cottage Life and Backyard Show**. The only exceptions to this are in the case where an exhibit directly relates, or registered service animals.

Smoking

Please note that smoking in the EY Centre is not permitted.

Soliciting, Samples, & Souvenirs

Distribution of samples, souvenirs, and promotional material, as well as the soliciting of business, must be confined to the exhibitor's own space. Aisle space must not be used for exhibit purposes or for solicitation of business. Exhibitors wishing to enter another exhibitor's area may do so if invited. The sole exception will be for Cottage Life and representatives of any official show publications.

Only participating exhibitors have the exclusive rights to promote or sell goods and services in this show. All other parties who attempt to make any sales solicitations or distribute written material without the express written permission of Cottage Life will be permanently removed from the show area. Exhibitors are asked to report any infractions to the show office so that immediate action can be taken. The building owners warn that exhibitors handing out adhesive-backed promotional material will be charged for removal of this material from the walls, floors, and other structures in the building.

Subletting

No exhibitor may sublet any portion of its allocated exhibit space to another company, supplier, and/or dealer without the express written consent of **Cottage Life**.

Tools

Out of respect for fellow exhibitors, please note that power tools used during booth construction must be equipped with dust bags.