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#201, 7710 5 St. SE
Calgary, Alberta T2H 2L9
Ph: (403) 242-0859
www.canwestproductions.com

SHOW MANAGEMENT

The **Ottawa Cannabis & Hemp Expo** is managed and produced by Canwest Productions Inc.

- **Kevin Blackburn, Show Director** - kevin@canwestproductions.com
- **Darryl Rosengreen, Account Manager** - dr@canwestproductions.com
- **Steve Pearson, Account Manager** – steve@canwestprocutions.com

IMPOTANT: We hold our Expo at the highest level of professionalism and above all the law. Thus, it is critical that **cannabis and other products containing THC, are not sold or displayed at the Show**, and we'd like to remind everyone that consumption is permitted only in our dedicated medicating areas with no exceptions. As laws are actively changing and being updated we ask that you refer to the Canadian Cannabis Act and abide by all local, provincial and federal regulations.

We cannot and will not tolerate violations as they reflect poorly - not only on you or us, but on the industry as a whole. Thank you!

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Saturday November 24
- Sunday November 25

SHOW HOURS

- Saturday 10am-6pm
- Sunday 11am-5pm

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Shaw Centre
Canada Hall 1 & 2
55 Colonel By Drive
Ottawa, ON K1N 9J2
Ph: (613) 563-1984

MOVE-IN

Friday 9am – 5pm

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- For more information and helpful hints, please go to Freeman's [pre-show FAQs](#)

NOTE: All pop-up tents and fabric back-drops must be fire retardant with ticket of approval/confirmation displayed

MOVE-OUT

Sunday @ Show Close 5pm – Midnight

- The Hall needs to be cleared out by 12 Midnight Sunday after the show closes. See Freeman's [post-show FAQs](#).
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 5pm Sunday.

Please find a link to the floor plan: [CLICK HERE](#)

SHIPPING

Please contact [Freeman](#) for all shipping requirements, they will help You ship to the Expo and receive your shipments onsite. Click [HERE](#) for more details.

NOTE: Recommended advance shipping is also available through [Freeman](#)

IMPORTANT
Shipments will **ONLY** be accepted
at the time of **MOVE-IN**.
(date specific)

CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **Freeman Exhibit Transportation**, Ph. 877-478-1113, Email exhibittrans.canada@freemanco.com
- Exhibit booths and equipment from outside Canada may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with Freeman above. Ph: (Int'l/Overseas Exhibitors) 1-817-617-5183.

ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

SHOW FURNITURE **DUE: NOVEMBER 2nd**

- The official Show contractor is **Freeman**. They are responsible for the following: furniture rentals (tables, chairs, etc.), draping, & on-site labor. All booths will be supplied with 8' high draping at the back, and 3' high on the sides. **The venue is carpeted*
- For additional requirements, please order in advance using [FreemanOnLine](#). If you need to create a new account, call their toll-free number for Assistance 888-508-5054, or 613-748-7180. Email: shaw-centre@freemanco.com
**Charges will apply to any on-site orders*

NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

BOOTH CONSTRUCTION

- Booths may reach a maximum of 8' in height, and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from Canwest Productions.

FORKLIFT SERVICE

- Forklift Service is available for a fee. Pump jacks are not permitted, please contact [Freeman](#) for assistance.
- Unusually large or time consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact [Freeman](#) direct.

SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits. Arrangements can be made through [Freeman](#) to hang your banners from the ceiling (for a fee).
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

OFFICIAL PRINTER

- The official printer appointed by Show Management:



Toll Free: 1-877-757-7468 **Ph.** 780-424-5220 **Email:** adminwest@rayacom.com
Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

FOOD & SAMPLING GUIDELINES

- Please contact the Shaw Centre for [guidelines](#). Phone: (613) 563-1984, Email: eventservices@shaw-centre.com
- If electrical is required, please ensure you have ordered sufficient power for the number of appliances to be plugged in.

ELECTRICAL, INTERNET, PARKING **DUE: NOVEMBER 2nd**

- Exhibitors must make their own electrical and internet arrangements for directly through **Freeman**. Please order through [FreemanOnline](#). For more information please call 613-748-7180, or email shaw-centre@freemanco.com
- There is parking available near the facility, please visit the [Shaw Centre](#) website for parking options.

VEHICLE DISPLAY REGULATIONS **DUE: NOVEMBER 2nd**

- All vehicles displayed inside the building during the event must submit a [Vehicle Notification Form](#) to the Shaw Centre.

EXHIBITOR BADGES

- Exhibitor badges are generic, and will only be labeled with "Exhibitor", no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.
- They must be worn at all times, and are for booth personnel ONLY.
- Six badges will be provided per Booth when you check in. If your company requires more than 6, please contact us directly.

OFFICIAL HOTEL

DUE: NOVEMBER 2nd



Novotel Hotel Ottawa

33 Nicholas Street, Ottawa, ON K1N 9M7

PH: (613) 230-3033 TF: (855) 677-3033

Please [CLICK HERE](#) to make your reservation

This is the ONLY hotel connected to the Show

\$139 / night

ADMISSION PRICES

- Adults -- \$15
- Save \$5 by purchasing your tickets online at: www.cannabishempexpo.com

SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.

INSURANCE

- Show Management, The Ottawa Cannabis & Hemp Expo, Shaw Centre, and the City of Ottawa, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

Canwest Productions recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Canwest Productions Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service. **NOTE: This is an official request. If proof of insurance is not supplied, Canwest Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.**

SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management, cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage.

SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any Canwest Productions Staff or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

ADMIT ONE Admittance Tickets

- Included with your Exhibitor Booth are 50 ADMIT ONE tickets (\$15 value each). These tickets will be provided via email as a PROMOTIONAL CODE, so your clients can order their tickets online. Contact your account manager for your promotional code. Tickets are courtesy of Canwest Productions and are meant for your client base & preferred customers only.

NOTE: TICKETS ARE NOT FOR RESALE, and the resale or dispersing tickets on-site or during Show Hours is strictly prohibited.

WILL CALL LISTS

- Each company has been provided promotional codes for preferred customers and clients. These tickets must be distributed before show hours.

NOTE: Will Call lists will no longer be accepted during the show. Thank you for your cooperation!

STAGE & SEMINAR PERFORMERS

- Please note The Ottawa Cannabis & Hemp Expo and Canwest Productions accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!