



EXHIBITOR MANUAL 2018

www.ofvc.ca

Ontario Fruit & Vegetable Convention

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Welcome to the 2018 Ontario Fruit & Vegetable Convention

The goal of the Ontario Fruit & Vegetable Convention is to offer Canada's premier annual horticultural event for the fruit and vegetable grower community. We will provide leading edge learning opportunities, a rich networking and social experience, innovative technology transfer and wide exposure for trade show exhibitors and sponsors for the advancement of the industry.

The Basics ...

The Ontario Fruit and Vegetable Convention is an annual gathering of horticultural crop producers involved in the production of fruits and vegetables. The annual gathering is attended by a cross section of the horticultural sector including government, industry, business, consultants, producers, associations, researchers and educators. The 2-day convention features a speakers program, trade show exhibitors and great networking opportunities.

- ◆ Show Dates: February 21 & 22, 2018
- ◆ Location - Scotiabank Convention Centre, Niagara Falls, Ontario
- ◆ OFVC Trade Show Hours: **NEW! NOTE THE EARLIER START TIME**
 - Wednesday: 8:00 am to 5:00 pm (Followed by Farmer's & Friends Reception on trade show floor)
 - Thursday: 8:00 am to 4:00 pm
- ◆ OFVC Exhibitor Booth Registration includes:
 - 10' x 10' booth space (multiple spaces available)
 - 6' Skirted table, 2 chairs, backdrop curtain, 1—1500 watt 110 volt electrical outlet
 - 4 name badges per booth space to a maximum of 8 badges
 - Complimentary Drink Tickets to the "Farmer's & Friends" Cocktail Reception held on the tradeshow floor Wednesday from 5 pm to 7:00 pm
- ◆ Payment is due upon registration. Cheque, Visa, MasterCard accepted
- ◆ Service Provider links and order forms posted on our website www.ofvc.ca

2018 OFVC Exhibit Fees

10' x 10' booth space

- Before November 3, 2017 \$950.00 + HST
- After November 3, 2017 \$1170.00 + HST
- 15% discount for 3 or more booth space rentals
- 20% discount for 6 or more booth space rentals

IMPORTANT DATES

- ◆ September , 2017
Exhibitor/sponsorship promotional package released & Tradeshow registration open
- ◆ November 3, 2017
Early bird exhibitor booth pricing expires. Booth placement committee assigns space to early registrants
- ◆ Early December 2017
Exhibitor booth numbers posted on website. Email sent to all registered exhibitors.
- ◆ January 4, 2018
Review your booth requirements and order services to ensure early booking rates.
- ◆ Mid January 2018
Exhibitor newsletter issued via email with move-in information and instructions for registering booth staff online
- ◆ January 4, 2018
Exhibitor registrations received after this date will not be included in the OFVC Show Guide
- ◆ January 23, 2018 to February 13, 2018
Advanced shipments are accepted at Stronco warehouse. (Order deadline is Feb. 8, 2018)
- ◆ January 20, 2018
Early discount deadline for ordering rigging services from Scotiabank Convention Centre (Freeman)
- ◆ January 20, 2018
Early discount deadline for ordering Stronco services.
- ◆ February 19, 2018
Scotiabank Convention Centre Niagara (SCCN) site shipping acceptance. No advance shipments accepted prior to this date.
- ◆ February 20, 2018
Tradeshow move in. 9:00 am to 6:00 pm. Specific times may be assigned based on booth requirements.
- ◆ February 21 & 22, 2018
Ontario Fruit & Vegetable Convention Show dates

TERMS OF EXHIBITOR CONTRACT

TRADE SHOW & CONVENTION HOURS

- Wednesday: 8:00 am – 5:00 pm (followed by “Farmers & Friends” reception 5 pm – 7:00 pm)
- Thursday: 8:00 am – 4:00 pm The Trade Show is open during the Speaker Sessions.

INSURANCE

General Liability insurance providing coverage of at least \$2,000,000 inclusive of bodily injury and/or property damage for each occurrence is mandatory. A certificate of insurance must be provided. No booth spaces will be assigned until such proof is received.

OPTIONS FOR COVERAGE

Liability insurance can be acquired according to two options:

Option # 1 - Provide a certificate of insurance from your liability insurer **adding Ontario Fruit & Vegetable Convention, the Scotiabank Convention Centre Niagara and the Corporation of the City of Niagara Falls as additional insureds**. Send copy of certificate to glenna@ofvc.ca

Option # 2 - If you are not covered through your regular insurance policy, obtain insurance coverage from the OFVC preferred insurance provider, Vendor Insurance Inc. This company specializes in special event insurance and offers inexpensive and accurate short term exhibitors insurance. A form is available for download on the OFVC website. Complete and forward with payment as directed. This is a third party service provider. Do not send payment to the OFVC.

SET UP/MOVE-IN

- Tuesday: February 20, 2018 — 9 am until 6 pm.
- Exhibit space not occupied by 5 pm on the Tuesday, set-up day, will be forfeited. Payment will not be refunded. Booths must be paid in full prior to set up.
- Merchandise/deliveries will not be accepted at the SCCN entrances and must be delivered to the loading docks.
- The Scotiabank Convention Centre will accept material beginning Monday, February 19, 2018. Exhibitors must ensure shipments are delivered prior to 5 pm on Tuesday, February 20, 2018.

Direct shipments are to be consigned to:

Exhibitor Name/Booth Number
Ontario Fruit & Vegetable Convention
Trade Show Area, Scotiabank Convention Centre
6815 Stanley Avenue, Niagara Falls, ON L2G 3Y9 CANADA

- Protective footwear must be worn during move-in and move-out, in the loading dock area. At specific times, the Exhibit Floor (or parts therein) may be deemed as ‘Construction’ areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard hat in the designated ‘Construction’ zone. When working higher than 3 meters (10 ft.) you must use fall protection.

- For insurance purposes, no one under the age of 16 years to be allowed in the exhibit area during move-in/move-out.
- During move-in/move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
- There is storage space available at no charge for crates or other materials. Exhibitors must maintain a tidy booth space. All material must be removed upon the completion of the event.
- **Exhibitors with heavy equipment are encouraged to arrive before 1 pm on Tuesday.**
 - **Large Equipment Display**
 - All equipment to be clean of debris and snow material prior to entering the convention trade show area.
 - Once positioned, batter cables will be disconnected and covered with electrical tape.
 - All fuel caps will be locked or taped to prevent opening. Gas tank should be full
 - Pads will be placed under tires.
 - Drip pads will be placed under any equipment where leaks may occur.
 - Motorized vehicles will not be started during public trade show hours. A motorized vehicle agreement must be filed with the Scotiabank Convention Centre. Form available online.
- The Scotiabank Convention Centre (SCCN) offers standard loading docks and ramp access. You are responsible for unloading your own equipment. If your trucks are not compatible with the docks, no alternative ramps are available.
- Exhibitors can continue to set up booth till 6 pm when building must be vacated. Aisle carpet will be laid as exhibits are completed. All aisles must be clear by 6 pm.
- Please respect the move-in coordinators – their directions have the big picture in mind.

CLOSE OF SHOW/MOVE OUT

- Begins after the show closes on Thursday at 4:00 pm. No part of the booth may be removed, packaged, or prepared, nor any other form of booth dismantling prior to 4:00 pm Thursday. Exhibitors not adhering to the policy will jeopardize future exhibit possibilities, at the discretion of the OFVC. All exhibits must be removed in their entirety by Thursday, at 7 pm.
- Please wait until the carpets are removed and then single booth and walk-outs will leave first. Equipment will be moved out last.
- Volunteer staff and equipment are available to assist exhibitors if needed.
- For exhibitors using the loading docks: once your exhibit is completely dismantled and packaged, please move it to the loading dock area. Report to the supervisor on the loading docks that you are ready to load. Your truck will be allowed to access the loading dock at that time.
- All exhibits must be removed from the Scotiabank Convention Centre (SCCN) on Thursday, February 22. Exhibitors requiring post-conference storage must make arrangements in advance with Stronco.
- Exhibitors are responsible to ensure arrangements have been made for their outbound shipments. Should you require assistance with outbound shipping requirements, please contact Stronco Logistics at 800.665.2621.

- Exhibitors who have arrangements with Stronco to ship or store exhibits must have them packaged, labeled & left in their booth to be picked up by 6 pm.

MATERIAL HANDLING

- The SCCN loading docks are located on the West side of the building with access from Dunn Street. Dunn St. is the 1st block north of the SCCN. The Dunn St. entrance is ½ km west of Stanley Ave. on the south side (left).
- Parking at the loading docks is prohibited. Only vehicles unloading and loading equipment are allowed at the loading docks. Vehicles violating these regulations will be towed away at the owner's expense.
- Oversized and heavy items can be accommodated at the largest bay (door frame 3.81 meter wide and 4.33 meter high) with a ramp to drive up to but not onto the trade show floor for immediate unloading only.
- Trucks are not allowed on the trade show floor.
- All materials to be moved at the loading docks must be on wheels or palletized.
- Tow motors, Pallet-jacks and dollies will be available during move-in and move-out at **no cost** to exhibitors.
 - Tow motors available:
 - 9 am - 5 pm on Tuesday, move-in day
 - 4:30 pm - 7 pm on Thursday, move-out day
- The coordination of trade show set-up is done primarily by volunteers. Your co-operation is appreciated.

CARE OF BUILDINGS & EQUIPMENT

- Exhibitor agrees to comply with all the rules and regulations of the SCCN.
- Alterations to any part of the structure of the SCCN, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the event manager in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.), or adhesive fastening (tape, glue, sticky Velcro etc.), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited tapes from the SCCN property.
- Use of masking, clear packaging and plastic based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will apply to remove prohibited tapes from the SCCN property.
- Use of pyrotechnics, hazer's, fog/smoke machines, or any other special effect/activity requires SCCN approval at least 3 weeks in advance. The Event Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
- Exhibitors shall not erect or operate any steam equipment, boiler, motor or stove without the written consent of the SCCN.
- Smoking is NOT PERMITTED anywhere on the SCCN property.

BOOTH SPACE

COST

- Payment is required before booth space is assigned.
- Early Bird Rate: \$950 + 13% HST for a 10' x 10' booth space.
- Regular Exhibit Rates: \$1170.00+ 13% HST for a 10' x 10' booth space.
- 15% discount for those taking 3 or more booth spaces and 20% discount offered for 6 or more booth spaces. Discounts apply to a single company only. Payment may be made by cheque, International Money Order in Canadian Funds, Visa or MasterCard. Out-of-country exhibitors are encouraged to pay via credit card.

CANCELLATION

- Payment will not be refunded for notification received after January 15th, 2018 even if the booth space is resold.
- Partial refunds may be available before that date and will incur an administration fee.

SUBLETTING

- Under no circumstances shall space be sublet, without written permission of the Ontario Fruit & Vegetable Convention Trade Show Manager.

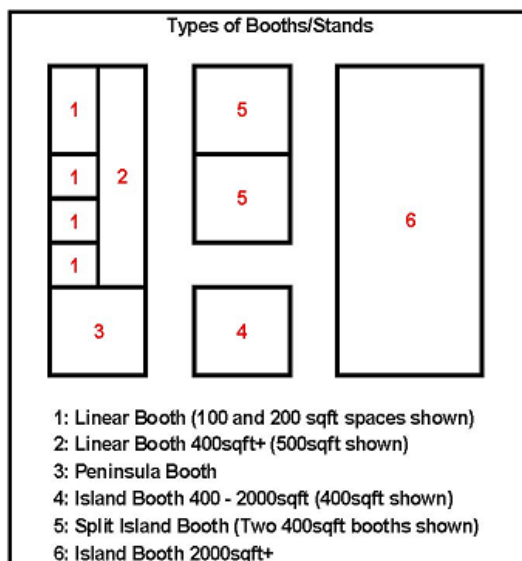
INCLUDED IN THE BASIC BOOTH PACKAGE/FURNISHINGS

- One electrical outlet is provided to a maximum of 2 for multiple booths (1500 watt 110 volt electrical outlet) Additional service may be ordered through SCCN using the electrical order form available on their website.
- One 6' skirted table, 2 chairs, backdrop curtain. Pipe and drape backs are 8' high and side rails are 3' high. Draping is black, tablecloths are white and aisle carpet is red.
- Two drink tickets to be redeemed at the "Farmers & Friends" reception held on the trade show floor Wednesday, February 21.

USE OF BOOTH SPACE

- Exhibits must not obstruct the view of, or interfere with, other exhibits.
- Exhibits can be built to, but not exceeding, the perimeter of the booth. Display material cannot exceed 8' in height for interior linear booths. Display material cannot exceed 12' in height for in-line perimeter booths. Display materials may be the maximum height for 8' of the booth sides but no higher than the side rail for the 5' nearest the aisle.
- All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or attendees.
- Crates and other packing materials may not be stored behind the pipe and drape.
- There can be no covering over your exhibit space. Fire Marshal regulations require the ceiling sprinkler system to penetrate the entire booth area.
- Exhibitors will not conduct demonstrations, sales activities, distributions of promotional materials, etc., in a way that interferes with or detracts from adjacent exhibits or annoys other exhibitors / patrons.

- No Flammable Material (i.e. Gasoline, acetylene, polish, explosives, or inflammable material) will be allowed in any part of the building and no goods or materials that conflict with the rules of the Fire Department may be exhibited or brought into the building. No tissue paper, crepe paper, bunting, etc. may be used in decoration or advertising, unless first treated with flame-retardant. Oils, burning fluids, camphere, liquid oxygen, ethylene, propane, naphtha, etc. cannot be used except for illuminating the building.
- No Toxic Materials. The display and storage of pesticides or products containing pesticides by exhibitors at the Ontario Fruit & Vegetable Convention Trade Show is not permitted in keeping with the regulations of the “Pesticide Act” Section 27 & 28.
- **All products and equipment must be in compliance with Canadian standards and legal for sale in Canada.**
- Helium balloons, animals, birds or pets of any description require written authorization. Please contact the SCCN Event Manager for the authorization form.
- All activities must be within the accepted bounds of good taste. Behaviour in a disorderly, abusive or other manner, not acceptable to the Organizing Committee of the Ontario Fruit & Vegetable Convention, will not be permitted.
- You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee



The 2018 Trade Show floor plan offers booth spaces in single (10' x 10') or multiples. Linear booth configuration may be in multiples of up to 5. For block configurations, even multiples only.

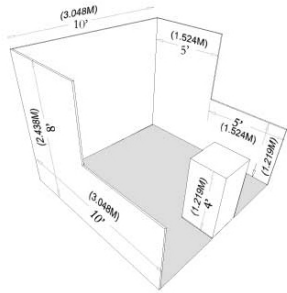
The 2018 floor plan is posted on our website www.ofvc.ca

Booth assignments are made by committee. Placement requests are taken into consideration but not guaranteed.

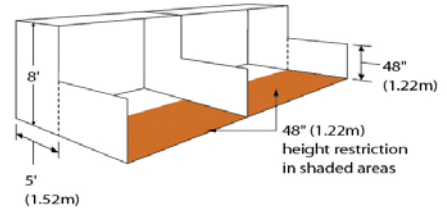
A standard booth space is 10'x10'. Pipe and drape backs are 8' high and side rails are 3' high. Display material cannot exceed 8' in height for interior linear booths. Display material cannot exceed 12' in height for in-line perimeter booths. Display materials may be the maximum height for 8' of the booth sides but no higher than the side rail for the 5' nearest the aisle.

To maintain a professional appearance, booth must have back sides of displays covered when visible from the aisle. Crates and other packing materials may not be stored behind the pipe and drape. Storage space is available.

Single Booth

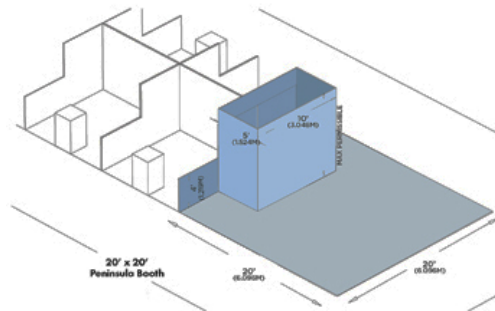


Linear Booths



When two or more linear booths are used in combination as a single exhibit space, the 4' height limitation is applied only that portion of exhibit space which is within 10' of an adjoining booth.

Peninsula Booth



FOOD/BEVERAGES SERVED IN BOOTH

Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization by SCCN. Download application form on SCCN website.

SIGNS, BANNERS, OVERHEAD LIGHTING

- Display signs that are visible from the rear must have a finished image.
- Only SCCN can suspend objects from the ceiling. Download application on website.
- Minimum of 200 square feet of booth space required before any objects can be suspended from the ceiling.
- Suspended objects must be a minimum of 12 feet from the floor.- Objects must be at least 3 feet inside the perimeter of the booth.

BOOTH APPEARANCE

The OFVC Trade Show committee has devoted a great deal of time, money, and effort to present the best possible conditions exhibitors. We expect each exhibitor to maintain an acceptable booth appearance. To maintain a professional appearance, booth must have back sides of displays covered when visible from the aisle. Crates and other packing materials may not be stored behind the pipe and drape. Storage space is available.

BOOTH ASSIGNMENTS

Booth placements are decided by committee. Registration must be paid in full and proof of insurance received for a booth number to be assigned. Listings will be posted on the exhibitor page of the OFVC website

BOOTH CARPET

Carpet is not included in basic booth cost and is not a show requirement. Exhibitors may bring their own carpeting or arrange for it to be provided through the show decorator, Stronco. Order forms available on the OFVC website.

JANITORIAL

General areas and aisles will be cleaned nightly. Janitorial services for individual booths may be arranged through SCCN. Order forms available on the SCCN website.

PRODUCTS FOR SALE/DISPLAY

Products exhibited or promoted for sale at the Ontario Fruit & Vegetable Convention must meet relevant Canadian regulations and be legal for sale in Ontario.

GENERAL INFORMATION

ADVERTISING

The OFVC publishes a comprehensive Show Guide that is distributed on site. Special exhibitor rates are available by contacting Steve Watt. 416.588.3390 or steve@ofvc.ca

ATTENDEE LIST/LEAD RETRIEVAL

The list of Ontario Fruit & Vegetable Convention attendees is confidential. It is NOT for sale. However, Lead Retrieval Bar Code Scanners will be available for rent through Conexsys, the OFVC registration service provider. Attendees who allow their badges to be scanned comply with CASL implied consent regulations. You have six months from date of scan to gain express consent. Order forms available on the exhibitor page of the OFVC website.

BANKING - Cash Machine

Scotiabank Convention Centre north hallway Pre-Function Area

CUSTOMS BROKER, TRANSPORTATION PROVIDER, AND STORAGE

Stronco has been selected as the preferred customs broker and transportation provider for the Ontario Fruit & Vegetable Convention. U.S. and International shipments entering Canada require specialized documentation. Stronco Logistics can facilitate all inbound and outbound customs documents and arrange customs clearance of goods through Canada Customs if required by the exhibitor. Exhibitors will be quoted individually by Stronco Logistics if this service is required.

Shipping Instructions - Stronco

As the Official Transportation Provider, Stronco Logistics can take care of all of your shipping needs, including local, domestic, U.S. and International shipments. Shipments booked through Stronco Logistics include advance warehousing for up to 30 days at no charge.

Advance Shipments - Stronco

Advanced shipments may be sent to the advance warehouse. See Stronco exhibitor kit for complete information and shipping labels.

DIRECTIONS

Scotiabank Convention Centre Niagara (SCCN)

Physical Address:

- 6815 Stanley Avenue
Niagara Falls, ON Canada L2G 3Y9
Tel: 905-357-6222 OR 1-888-997-6222

Driving Directions

From Toronto:

- Follow the Queen Elizabeth Way (QEW) to Niagara Falls, Canada.
- Take Hwy 420 (Exit 30) and follow to Stanley Ave.
- Turn right onto Stanley Ave. and follow directly to the SCCN.

From the Peace Bridge (Buffalo):

- Follow the Queen Elizabeth Way (QEW) to Niagara Falls, Canada.
- Take McLeod Rd. exit (Exit 27), turn right & follow to Stanley Ave.
- Turn left onto Stanley Ave. and follow directly to the SCCN.

From Rainbow Bridge (Niagara Falls):

- Follow Roberts St. (Hwy 420) to Stanley Ave.
- Turn left onto Stanley Ave. and follow directly to the SCCN.

From the Queenston/Lewiston Bridge (Niagara Falls):

- Follow Hwy 405 to Niagara Falls, Canada.
- Take the Stanley Ave. exit, turn right & follow to Thorold Stone Rd.

- Turn left onto Thorold Stone Rd, which turns into Stanley Ave.
- Follow Stanley Avenue directly to the SCCN.

To avoid confusion on Tuesday (move-in), please ensure that your company representatives and the trucker delivering your exhibit are given:

- A map of the area
- Directions to access SCCN loading dock area (page 14)

ELECTRICAL

Scotiabank Convention Centre is the exclusive supplier of:

- * Electricity
- * Compressed air (due to noise and power drain, no personal air compressors are allowed)
- * Water, drain
- * Natural gas connections
- * Hanging any banners suspended from the ceiling & overhead lights you wish installed

Order forms available at www.ofvc.ca or <http://www.fallsconventions.com/exhibiting-order-forms.html>

In the interests of public safety, exhibits may be inspected by the local hydro inspector to determine if any violations exist. If a violation is identified, qualified SCCN electricians are available to correct the problem. Required corrections will be performed on a time and material basis. If the exhibitor does not wish to have the problem corrected, electrical service cannot be supplied.

FARMERS & FRIENDS RECEPTION (Networking Event)

Wednesday, 5 pm – 7:00 pm on the tradeshow floor.

- Exhibitors have the option of staffing their booth(s) or securing any valuables and enjoying the event away from their booth.
- Complimentary light refreshments served. Drink tickets are included with basic booth package + cash bar.

FOOD

- Food will be provided through the SCCN and will be available in two areas on the trade show floor. A central café area will sell salads, sandwiches, coffee, drinks, grab 'n go type food. Hot food will be available in the Food Court.
- Centerplate is exclusive provider of food & beverage services for the SCCN. If you plan to offer ANY food or beverages samples in your booth it is necessary to make appropriate arrangements in advance. Forms available on the SCCN website.
- **Contact** Michael Collini, OFVC Event Manager
Tel: 905-357-6222
Email: mcollini@fallsconventions.com

GARBAGE DUMPSTER LOCATIONS

Dumpsters are located in the loading docks area. Please leave your exhibit space clean.

HOTEL ACCOMODATIONS

Embassy Suites by Hilton, Niagara Falls-Fallsview (0.4 km) from the SCC)

6700 Fallsview Boulevard, Niagara Falls

Tel: 1.800-420-6980 1.905.356.3600 <http://www.ofvc.ca/hotel.html>

Rate: \$125.00 + taxes until January 31, 2018 OR UNTIL THE BLOCK IS SOLD OUT and includes:

- Spacious two-room suite with a large two person whirlpool! The second room is a living room with a sofa bed and dining area.
- Complimentary daily buffet breakfast
- Complimentary valet parking
- 2 complimentary drink tickets per night for evening Manager's Reception
- Complimentary in-room wired high speed internet access

The hotel is located within easy walking distance to both the Convention Centre and the Fallsview Casino. A complimentary shuttle service will run throughout each day from the hotel to the Scotiabank Convention Centre.

INTERNET/PHONE/FAX LINE for Booth

- Free wireless internet access is available in the pre-function space.
- Individual phone, fax or Internet Connections (wireless) for exhibitor booths can be ordered through:
Michael Collini, OFVC Event Manager
Tel: 905-357-6222
Email: mcollini@fallsconventions.com
- Order forms also available <http://www.fallsconventions.com/exhibiting-order-forms.html>

LIABILITY & INSURANCE

- Exhibitors must carry appropriate liability insurance. Proof of insurance is required prior to booth space assignment. See page 5 for further details.
- The company or individual whose name appears on the exhibitor registration form takes responsibility for any and all individuals representing the company or himself while at the Conference. Neither the Ontario Fruit & Vegetable Convention nor any persons representing the conference, Stronco, Conexsys, nor the SCCN shall be responsible for any loss, damage or injury that may occur to the exhibitor or exhibitor's employees or property, from any cause whatsoever, prior to, during, or subsequent to, the period covered by the exhibit contract.
- The exhibitor, on payment of registration fees, expressly releases the OFVC from liability & agrees to indemnify same, against any and all claims due to carelessness of other exhibitors. Any such claims must be paid for by the exhibitor causing same.
- The OFVC shall not be responsible for any damage to the exhibitor, for failure to provide space for the exhibit, for the removal of the same or for failure to hold meeting as scheduled.

LOADING DOCKS

- Loading docks are located on the west side of the building with access from Dunn Street. (Dunn St. is the 1st block north of the SCCN. The Dunn St. entrance is 1/2 km west of Stanley Ave. on the south (left) side.
- Parking at the loading docks is prohibited. Only vehicles unloading and loading equipment are allowed at the loading docks. Vehicles violating these regulations will be towed away at the owner's expense.

PARKING

- Scotiabank Centre parking is conveniently located next to our facilities and is easily accessed from the intersection of Stanley Avenue and Livingston Street. (see map below).
- A designated off-site area for parking large trucks is available complimentary to our exhibitors. Contact Ross Parker to reserve your space. Limited space available.
- OFVC has arranged for free parking at the SCCN lot for the duration of the show. Exhibitors are encouraged to leave their vehicles parked at the hotel lot(s) to allow ample space for attendees. A shuttle service is available from 7 am on show days.



STAFF REGISTRATION

- Exhibitor name badges and lanyards must be worn at all times while in the building and are required for entry to the show. Please note that the lanyard is considered to be an integral part of the name badge for each exhibitor and attendee.
- Exhibitors receive 4 exhibitor name badges for each 10'x10' booth rented to a maximum of 8 badges. **Instructions for registering staff on line will be sent in January.**
- Name badges can be picked up beginning at noon on set up day, February 20 and throughout the show.
- Contact Glenna for badge related questions.
- FYI Attendee Registration - The OFVC requires full convention registration (one or two day) for admittance to the trade show on Wednesday. On Thursday, a "trade show only" pass is available.

SALES SOLICITATION

Direct sales solicitation at the Conference will be limited to exhibitors and their agents.

SHOWCASE POLICY - NO SUITCASING

Please note that while all meeting attendees are invited to the showcase, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to Show Management. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and expressed consent must be received prior to the event.

SECURITY

Security is provided, however exhibitors should ensure that valuable items are not left unattended in their booth area. All exhibitors are responsible for their own property.

SHIPPING

Direct Shipments to Scotiabank Convention Centre The SCC will accept shipments beginning Monday, February 19, 2018 and exhibitors must ensure that deliveries are received prior to 5 pm on Tuesday, February 20, 2018.

- Direct shipments are to be consigned to:
Exhibitor Name/Booth Number
Ontario Fruit & Vegetable Convention
Trade Show Area, Scotiabank Convention Centre
6815 Stanley Ave.
Niagara Falls, ON L2G 3Y9

As the Official Transportation Provider, **Stronco Logistics** can take care of all of your shipping needs, including local, domestic, U.S. and International shipments. Shipments booked through Stronco Logistics include advance warehousing for up to 30 days at no charge. See Stronco exhibitor kit on the Exhibitor downloads page for complete information and forms.

Private Movement of U.S. and International Exhibit Materials

To avoid delays, it is recommended that U.S. and International exhibitors using their own trucks or methods of transportation other than the preferred carrier should contact Stronco Logistics to coordinate appropriate customs clearance of their freight.

SHOW GUIDE / PROGRAM

- Each conference participant receives a Show Guide containing: speaker program, exhibitor list & booth # index, floor plan and general conference information.
- Special advertising rates available to our sponsors and exhibitors. Contact Steve Watt for information. steve@ofvc.ca
- Trade Show Exhibitors with a paid booth space before January 4, 2018 will be listed in the show guide.

SHUTTLE SERVICE DURING CONVENTION

Complimentary bus shuttle service to and from the Scotiabank Convention Centre Niagara and the Embassy Suites Hotel Fallsview is provided.

Tuesday	noon to 6 pm (set-up day)
Wednesday	7:00 am to 7:00 pm (Convention day 1)
Thursday	7:00 am to 5:30 pm (Convention day 2)

SMOKING POLICY

No Smoking is allowed anywhere on the Scotiabank Convention Centre Property.

SPEAKER SESSIONS

- Conference registration required for session and trade show attendance.
- Session times have been varied to encourage increased traffic flow in the Trade Show.

TRANSPORTATION

There are 3 airports convenient to Niagara Falls, Ontario:

- Toronto's Lester B. Pearson International Airport (YYZ)
- Buffalo-Niagara International Airport (BUF)
- John C. Munro Hamilton International Airport (YHM)

An Airport Shuttle Service from each of these airports can be booked with Niagara Airbus.

- Special OFVC rates have been arranged with Niagara Airbus for airport shuttle service. Instructions and link posted on the travel page of the OFVC website.

GENERAL CONTACT INFORMATION

OFVC Convention Coordinator – Glenna Cairnie

104-155 Main St. East, Suite 135

Grimsby, Ontario L3M 1P2

T-905.945.5363 F-905.945.5386 M- 905.966.3338

Email: glenna@ofvc.ca

Web: www.ofvc.ca

OFVC Tradeshow Manager - Ross Parker

T: 905-562.4136

Email: ross@ofvc.ca

The Scotiabank Convention Centre Niagara <http://www.fallsconventions.com/index.html>

SCCN Phone: 905.357.6222 or toll free 1.888.997.6222

On site contact:

Both Glenna and Ross will be on site from move-in (Feb. 21) to move-out (Feb. 23) You may contact Glenna via her cell phone 905.966.3338.

On show dates, look for Ross at the RedTrac Booth or Glenna at the Registration desk.

TRADE SHOW SERVICE PROVIDERS

These providers may be in contact with you as a courtesy to ensure all necessary arrangements are in place prior to the expiry of early pricing. You are encouraged to check the permission box on the registration form.

Stronco

Show Services - Pipes, Drapes, Tables Chairs, Carpet, Customs, Transportation & Storage

T: 905.270.6767

F: 905.270.6771

Email: exhibitorservices@stronco.com

www.stronco.com

Scotiabank Convention Centre

Electrical and Rigging, Telecommunications (internet access), Equipment Rental, Drayage & Handling, Sample Food Authorization, Motorized Vehicle Agreement, Janitorial Service, Food Service (Exclusive SCCN caterer)

Michael Collini, Senior Event Manager

T: 905-357-6222 Toll Free: 1-888-997-6222

Email: mcollini@fallsconventions.com

Scotiabank Convention Centre service/permission forms available at

<http://www.fallsconventions.com/exhibiting-order-forms.html>

Red Tree Productions

Conference audio visual services, audience polling systems, webinars, electronic equipment rentals

Matt Fudge, Account Manager

519.837.0000

Email: mfudge@redtree.ca

www.redtree.ca

Conexsys

Lead Retrieval

Kyle Dugan 1.800.661.5319 x 50 kyle@conexsys.com

Ontario Fruit & Vegetable Convention Safety Policy

The Ontario Fruit & Vegetable Convention is committed to providing a safe workplace for all of its workers

We consider the health and safety of each of our employees to be of primary importance. Our objective is to conduct our business in the safest possible manner consistent with the Occupational Health & Safety Act, applicable regulations and good construction practices.

Management recognizes the right of workers to work in a safe and healthy work environment. All employees, subcontractors, supervisors, and visitors will be held accountable for their health and safety performance. Remember, think first, use common sense and don't take chances.

Your attitude and cooperation in the promotion of accident prevention will assist in achieving our goal to make the Ontario Fruit & Vegetable Convention a better place to work.