

EXPO HALL PACKAGE

ARTPRENEUR OTTAWA 2017 CONFERENCE

CANADA 151
>> let's get to work

NOVEMBER 4, 2017



CONFERENCE PRODUCERS:



EXPO HALL CATEGORIES

	OPTIMAL	EXPO	SOLO
Business/For-Profit Rate	\$300	\$100	\$75
Non-Profit/Artist Rate	\$150	\$75	\$50
EXPO HALL SPACE			
Booth Size/Tables	2 Tables (6 X 2 1/2 ft.) and four chairs	1 Table (6 X 2 1/2 ft.) and 2 chairs	1/2 Table (6 X 2 1/2 ft.) (shared) and 1 chair
Option for premium floor positioning	✓		
Wi-Fi access	✓	✓	✓
Signage	Ability to place a self-standing backdrop or two roll up banners	Ability to place one roll up banner	
Total number of booth participants	4	2	1
SITE ACCESS*			
Access to Keynote address and sessions (space permitting)*	✓	✓	
Access to networking breakfast refreshments	✓	✓	✓
Access to all-day coffee and tea bar refreshments	✓	✓	✓
Access to networking cocktail	✓	✓	✓
PROMOTION			
Social media interaction	✓	✓	✓
Recognition on the ARTPRENEUR website with a link	✓	✓	✓
Name on Expo Hall list	✓	✓	✓
Name on main stage backdrop	✓	✓	✓
Contribute item to the delegate bag	✓	✓	✓
Thank you at end of day from main stage	✓	✓	✓

*Access provided granted the booth is supervised at all times. An Artpreneur volunteer will be available to assist with short reliefs (i.e. refill a coffee or bathroom break), but not for an extended period of time.



EXPO HALL RULES AND EXPECTATIONS

We are here to ensure that your exhibitor experience is a good one. This document will keep you on track with what you need to do as an exhibitor. Questions or concerns, contact Cassandra Olsthoorn at 613.580.2767 or by email cassandra@artsoe.ca.

Set up and take down

- Set up and take down takes place the day of the event with no exceptions.
- Arrive on site as of 7:00 a.m.
- All booths must be set up by 8:00 a.m.
- Check in with the Expo Hall coordinator when you arrive.
- Use the North back entrance to access the Shenkman Arts Centre for set up and take down.
- Bring in your own cables and power cords.
- If you have any cables ask the Expo Hall Coordinator to have them secured to the floor with special tape.
- Exhibitors are required to stay for the day and have someone at their booth until take down.
- Take down can commence after the last session has started at 4:00 p.m. to allow any attendees a final opportunity to meet with exhibitors.

Free Parking

- Exhibitors are asked to unload in the North back entrance located behind the Shenkman Arts Centre and to park in the lot behind the Ruddy Family YMCA.

Booth Configuration

- Exhibitors are asked to respect the ARTPRENEUR booth configurations and the allocated space they are entitled to without encroaching on neighboring exhibitor space.
- Premium paid booth locations will be confirmed by ARTPRENEUR once all key sponsor booths have been assigned.

What you can display

- We encourage exhibitors to bring plenty of business cards and marketing materials, handouts or publications.
 - The sale of products and services as they relate in the context of the ARTPRENEUR Conference is permitted.
- Note this is not an artist vendors market.**
- Roll up banners for Expo and Optimal exhibitors are to be displayed as to not encroach on the walking path of the Expo Hall floor or block sight lines of other exhibitors.
 - ARTPRENEUR reserves the right to ask an exhibitor to remove item(s) from their display if they are found to be inappropriate or out of the context of the Conference.

Power Outlet and Wi-Fi Access

- The Shenkman Arts Centre has limited power outlets available for exhibitor use. The Conference planning team will do our best to accommodate on a first come first serve basis and based on exhibitor/sponsor priority.
- Exhibitors will receive a special Wi-Fi access code for use with one device per exhibitor.

Food and Snacks

- All exhibitors can attend an early morning Networking Breakfast with attendees and conference speakers.
- All exhibitors will have access to a special all-day coffee bar with free coffee and tea.
- There are water fountains and vending machines at the Shenkman Arts Centre.
- An optional lunch can be included with your exhibitor pass for the cost of \$15
- We ask that exhibitors eat at their booths to provide seating capacity for attendees
- We encourage exhibitors to bring their own refillable containers/mugs to help keep the conference eco-friendly.



TERMS AND CONDITIONS:

- Payment is due in full before booth rental can be confirmed.
- Exhibitors will be prioritized in the order in which forms and full payments are received.
- Exhibitor fees are non-refundable.
- Booths must be set up before the start of the conference and not dismantled until after the start of the last session.
- ARTPRENEUR Ottawa nor its partners are responsible or liable for any damages, injuries or thefts that may occur during the conference.
- Exhibitors are responsible for any damage (stains, tears, etc) to the rented table cloth. If table cloths are damaged, a fee of \$50 will be incurred.
- If the conference is rendered impossible or unfeasible, or any cause beyond control of the Exhibitor or conference partners, it is understood and agreed that there shall be no claim for damages by either party.

CHECK LIST:

- Reserve and pay by Sep. 15, 2017 for optimal promotion
- Email logo (vector EPS preferred or high resolution JPEG in colour, black and white, on transparent background) for promotion to info@artpreneuottawa.com
- Receive confirmation email from ARTPRENEUR Ottawa
- Use our quick promo tools to tell your network you will be at ARTPRENEUR Ottawa 2017
- Interact with ARTPRENEUR OTTAWA on social media.
- Drop off 200 copies of promotional materials or giveaways for delegate bags by Oct. 20, 2017 to AOE Arts Council or the Shenkman Arts Centre guest services counter

Day of the Conference

- Arrive at 7 a.m. and check in with the Expo Hall coordinator
- Set up your space by 8 a.m.
- Participate with attendees during networking breaks
- Interact with ARTPRENEUR OTTAWA on social media and share pictures.
- Take down starts at 4 p.m.
- Help us recycle and return your pass sleeve.
- Attend the networking cocktail event

After the Conference

- Complete the ARTPRENEUR online survey.
- Look for your exclusive exhibitor renewal by email to secure your spot for the next ARTPRENEUR Ottawa Conference.

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