



January, 2012

To: 2012 Exhibitors:

Response to the 2012 OFVC has been fantastic with a record number of exhibitors registered. There is a real "buzz" about the show and attendee registration is off to a great start. Thank you for your patience as we work through the details that come with a new venue and the expanded interest.

Please review the names you have submitted for badges. The time to make changes is now – on site changes will cost \$15.

**Assigned booth numbers** well as the exhibitor manual which contains detailed set-up and exhibit procedures, maps, service provider contacts etc. can be found on our website <http://www.ofvc.ca/exhibitors.html>

For your convenience here are the basics:

### Convention Hours

- Wednesday - 9:00 a.m. to 6:30 p.m. (includes Farmers & Friends reception held on the trade show floor from 5 p.m. to 6:30 p.m.)
- Thursday - 9:00 a.m. to 4:30 p.m. Tear-down not to begin before 4:30 p.m.

### Set-Up

- Set-Up is **February 21st from 9:00 a.m. to 6:00 p.m.** Exhibitors with large machinery are encouraged to arrive for set-up in the morning and early afternoon if possible. No major set-up is allowed on the 22nd.
- Upon arrival, check in with our staff; volunteers will help you to find your correct booth location and to move your display material.
- Exhibitor packages containing name badges will be available for pick-up during set-up on the 21st.
- Sandwiches, snack items and beverages will be available for purchase at the SCC during the afternoon of the 21st.

### New & Notable...

- Any exhibitor sampling food or providing refreshment from their booths must get written authorization from the Scotiabank Convention Centre. See pages 10 & 23 in the exhibitor manual.
- The floor of the trade show is concrete and carpeting is not supplied as part of the basic exhibitor package. Please plan accordingly.
- There will be two options on the trade show floor for the purchase of food items. The centralized *Bernardin Cafe* will serve sandwiches, salads, snack items, coffee etc. beginning at 8:30 a.m. and hot lunch entrees will be served from the *N.M. Bartlett Centennial Square* from 11:00 a.m. to 3:00 p.m.
- Free parking is part of the Embassy Suites convention rate. A shuttle bus will run throughout the day from the hotel to the Scotiabank Convention Centre beginning at 8:30 a.m. The SCC is walking distance from the Embassy Suites hotel.
- *Farmers & Friends* wine and cheese reception will take place on the trade show floor from 5:00 p.m. to 6:30 p.m. Four drink tickets are included with your exhibitor package. A cash bar will also be available.

If you require further information or clarification, please do not hesitate to contact one of the following:

Ross Parker	T - 905.562.4136 <a href="mailto:ross@ofvc.ca">ross@ofvc.ca</a>
Matt Peters	T - 905.563.8361 <a href="mailto:mpeters@bartlett.ca">mpeters@bartlett.ca</a>
Glenna Cairnie	T - 905.945.5363 <a href="mailto:glenna@ofvc.ca">glenna@ofvc.ca</a>