



EXHIBITOR MANUAL

(updated April 06, 2018)

JUNE 7 PRE-CON • JUNE 8-9 MAIN CONFERENCE & EXPO

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1. 10 X 10 BOOTHS INCLUDE

- 10' x 10' booth space (pipe & drape)
- 8' black backdrop, 3' black side rails
- (2) Two-day Exhibitor Passes
- (1) Two-day Conference Pass
- Standard table and chair (if required)
- Company listing on the O'Cannabiz Conference website
- Company listing in the official show guide.

2. BOOTHS DO NOT INCLUDE

Telephone, Internet, A/V, Water and Electrical Services must be ordered through The International Centre – see sections below.

The following services can be ordered from our service contractor Stronco:

- Tables and chairs
- Additional furnishing
- Signage
- Carpet
- Display
- Labour

All order forms are on our website.

3. CHECK LIST

- Order Electrical, A/V, Telecommunication (phone and Internet) services from SCCN. (see sections 10)
- Order Booth Decorations from Stronco (see sections 19)
- Book Load-in Time with Exhibition Manager (see sections 15)
- Book Accommodations at Hotel (see sections 12)
<http://ocannabiz.com/conference/hotel/>
Group Code: 608020

4. O'CANNABIZ CONTACT INFO

O'Cannabiz Conference and Expo
30 Village Centre Place, Suite 300, Ontario L4Z 1V9
Tel: 905-858-3298 Fax: 905-858-4848
info@ocannabiz.com
<https://www.ocannabiz.com>

5. O'CANNABIZ STAFF

Neill Dixon
President
neill@ocannabiz.com

Danya Dixon
VP Programming
danya@ocannabiz.com

Randy Rowe
Business Development
rrowe@ocannabiz.com

Kayley Szanto
Exhibitor Sales and Social Marketing
kayley@ocannabiz.com

Steve Holden
Exhibitor Services Coordinator
Stronco
steve.h@stronco.com

6. CUSTOMS BROKER

The customs broker for O'Cannabiz is Stronco who will be pleased to help you with your customs clearance of goods being imported into Canada. They will provide you with an exhibitor kit, containing all appropriate customs and shipping documents. To receive this kit, please contact Stronco directly:

Stronco
1510 Caterpillar Rd, Mississauga, ON L4X 2Y1
Tel: 905-270-6767 Fax: 905-270-6771
Toll Free: 1-800-665-2621
www.stronco.com
exhibitorservices@stronco.com

7. EXHIBIT BOOTH LOCATIONS

Hall 1 Front, The International Centre

8. EXHIBITOR PROFILE

Please give us the following information by completing the attached 2-page Exhibitor Profile Form (Appendix 1) and then send it to the expo@ocannabiz.com by e-mail no later than Thursday, May 31, 2018.

- Names of your Official Delegates to the Conference - 1 per booth or previous arrangement.
- Name of your Exhibition Supervisor (expo ticket 1) who will be on-site during the Expo, and name of other staff member (expo ticket 2) (2 per booth or previous arrangement)
- Your company info to appear in the program and website.



9. EXHIBITOR STAFFING

- Each Exhibitor is asked to ensure that there is at least one (1) of their Exhibit Staff on duty at the booth at all times during exhibition hours.
- Exhibit Staff must wear badges at all times, including during exhibit setup.
- Exhibit Staff will be required to produce identification or a letter of authorization from the company they are representing.
- No exhibit load-in may commence until proper badges are collected from O'Cannabiz
- Registration by your authorized Exhibit Staff, or by one of your Official Delegates.
- If you would like to have additional staff at your booth, please contact O'Cannabiz to purchase additional passes.

10. ELECTRICAL, INTERNET, TELEPHONE & A/V SERVICES

The International Centre

6900 Airport Road, Suite 120, Mississauga, Ontario L4V 1E8

Power/Lighting

Contact: Rocky Mele Phone: 905.677.9546 Fax: 905.677.8713

rmele@showtech.ca

Internet/Phone

Contact: Raiman Dilag Phone: 905.678.5615 Fax: 905.678.5614

rdilag@internationalcentre.com

11. CONVENTION – CONTACT INFO

The International Centre

6900 Airport Road, Suite 120, Mississauga, Ontario L4V 1E8

Tel: 905.678.5624 Fax: 905.678.4681 Toll Free: 1.800.567.1199

12. HOTEL – GUEST ROOMS / RESERVATIONS

O'Cannabiz has arranged special rates at the Sandman Signature Toronto Airport Hotel. Group Code: 608020. Standard Room: \$199

Sandman Signature Toronto Airport Hotel

55 Reading Ct, Toronto, ON M9W 7K7

416 798 8840

Reservations can be made online at <http://ocannabiz.com/conference/hotel/> or by calling 416 798 8840. When calling be sure to mention Group Code: 608020 to receive that rate.

13. EXHIBITOR PARKING

Parking passes valid on event days as specified with unlimited in and out privilege. Purchase of Pass does not guarantee parking space.

Truck parking passes available upon request. Please contact Exhibitor Services.

14. INSURANCE

O'Cannabiz will not accept any claim for loss due to fire, theft or damage of exhibits, nor will it be held liable for personal injury caused by an exhibit or exhibitor.

Exhibitors are required to make all exhibit insurance arrangements in advance of the Conference with their insurance broker or agent. Online resource:

<https://www.palcanada.com/en/exhibitor-liability>

15. LOAD-IN / LOAD-OUT

If you need to use loading dock on Thursday June 7, please contact the Exhibition Manager to schedule your load-in times:

If you require more than 3 hours to set-up your booth please contact the Exhibition Manager to schedule an earlier load time.

Please contact Exhibition Manager to schedule load-in times:

Steve Holden, Account Executive

Stronco

1510 Caterpillar Rd, Mississauga, ON L4X 2Y1

Tel: 905-270-6767 Fax: 905-270-6771

Toll Free: 1-800-665-2621

www.stronco.com

steve.h@stronco.com

General Load-In (carry in) and Setup:

Thursday, June 7, 2018 – 10am - 8pm

Load-out will begin after the close of the Expo:

6:00 pm Saturday, June 9, 2018.

All exhibits must be struck at that time and removed as soon as possible. No exhibits may be struck earlier than 5:00 pm without the authorization of the exhibition manager.

Only when your exhibit is packed and ready for transport will your vehicle be permitted access to the loading dock.

16. NOISE

O'Cannabiz reminds everyone that the goal of the show is commerce and that if you cannot sell your product or wares at the show due to excessive noise, then this is not going to work. Please cooperate with the Exhibition Manager and respect the fact that we must all contribute to making this show work for everyone involved.

IMPORTANT

The Exhibition Manager's rulings on sound levels will be final and we appreciate your cooperation on this issue.



RULES

Exhibitors will be permitted to demonstrate products for a period of not longer than 5 minutes at a time to a maximum of 85db or 20db above the average ambient room level at the time, whichever is less.

FAILURE TO COMPLY

A first violation will result in suspension from exhibit sound demonstration privileges for one (1) hour.

A second violation will result in suspension of sound demonstration privileges for the remainder of the exhibit day.

A third and final violation will result in suspension of and subsequent disconnection of all electrical power to the exhibit space. This could affect all exhibit lighting and computers. This termination of exhibit power will be without reduction or refund of the cost to the exhibitor for such service termination. Reminder: "borrowing" power from another exhibitor or electrical outlet in these cases will result in ejection from the trade show.

The Exhibition Manager will have the FINAL say in rulings on these matters. We want to make this show work for All Exhibitors. Please help us to ensure that is the case. Thank you.

17. REGISTRATION

Conference Registration will be located in the main lobby floor of the convention centre outside of the exhibit hall 1.

Pre-registration details are being worked on at the time of this document. Please refer to our website for updates.

All Exhibitors are required to pick up passes BEFORE load-in of their exhibits. This is extremely important for security reasons. No one will be admitted to the Exhibit Area without a pass.

18. SECURITY

Professional security will be on-duty during the conference and exhibition hours. Please be sure to have your conference badge with you at all times to ensure you are not denied access to the Exhibit area.

19. SERVICE CONTRACTOR

Stronco

Steve Holden, Account Executive
1510 Caterpillar Rd, Mississauga, ON L4X 2Y1
Tel: 905-270-6767 Fax: 905-270-6771
Toll Free: 1-800-665-2621
www.stronco.com
steve.h@stronco.com

Call Stronco Group of Companies to arrange for any of these services:

- tables and chairs
- additional furnishings
- booth carpeting
- signage
- display labour
- transportation & storage
- secure storage racks
- custom brokerage

20. SHIPPING INFORMATION

For shipping from outside Canada, please contact Stronco for custom brokerage services. Please note that if shipping to the International Centre, it is wise to have staff on-site to receive the shipment.

21. STORAGE

There will be limited storage available to exhibitors on the exhibition floor. If you require storage space for boxes, cases, or other booth-related items, please contact the Exhibition Manager by phone or email with your request.

All items stored in the exhibit floor storage area are done so at your own risk. Please make sure to label and secure belongings. Valuable items are not recommended in the storage area. Secure storage racks are available for purchase through Stronco.

22. EXPO HOURS

Booths must be staffed during all O'cannabiz Expo operating hours:

- Friday, June 8, 9:30 pm – 5:30 pm
- Saturday, June 9, 10:00 am – 6:00 pm

23. LEAD RETRIVAL

Eventdex will provide state-of-the-art, EASY TO USE Lead Retrieval App which will help you capture attendee information and converting them to leads.

Download the Eventdex app to your phone either by visiting www.eventdex.com or the Google Play Store/Apple App store.

After you download the App, please sign-up from the app using the same email address that you have used to sign-up for the event. If you need any assistance, contact us at support@eventdex.com

If you did not receive Lead retrieval with your booth, you can purchase it at registration for \$125. For up to 3 devices

O' CANNABIZ 2018 EXHIBITOR PROFILE

(Please complete 2 pages and return by email to kayley@ocannabiz.com)

Company Name: _____

Address: _____

City: _____ Prov/State: _____

Postal/Zip Code: _____ Country: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

1. Type of Company _____

2. Exhibit Booth Main Contact

Please provide a contact for your booth that will be accessible during the O'Cannabiz Expo.

Name & Title: _____

Email (mandatory): _____

Cell Phone (mandatory): _____

3. Official Conference Delegates

Your 10' x 10' booth includes 1 delegate pass and 2 exhibitor only passes. Additional passes are available at a 15% discount by using the discount code: **ExhibitorExtra2018**. Please provide the name(s) of your official delegate(s)/exhibitors to ensure that these people are registered with the O'Cannabiz office.

Delegate #1 Name & Title & Company: _____

Delegate#1 Email (mandatory): _____

Exhibitor #1 Name & Title & Company: _____

Exhibitor #1 Email (mandatory): _____

Exhibitor #2 Name & Title & Company: _____

Exhibitor #2 Email (mandatory): _____



4. Booth items

Certain exhibit designs work better without the usual booth backdrop and side-rails (i.e. pipe & drape). If you prefer an OPEN booth area with NO pipe and drape or you do not require table or chairs, please indicate here:

- No Pipe & Drape No Table No Chairs

5. Exhibitor Information to be published in the O'Cannabiz Program and posted to the O'Cannabiz Website.

Information for the O'Cannabiz Conference Program

- My info on Page 1 of this form is exactly how I want it to appear in the O'Cannabiz Program and Website.

If you wish to make changes to the name and contact information you gave on page 1 to be used for your listing in the Program and Website, please show the correct information here:

Company Description or Message

If you have not provided your company description, please write it here (approximately 30–40 words) or attach in email. This will be the message published under your company listing in the Exhibitors Section of the Program:

9. Additional Services

Please contact the service contractor or conventions any of the following additional services that you require:

Power/Lighting
Showtech Power & Lighting
(On-Site Office)
Contact: Rocky Mele
Phone: 905.677.9546
Fax: 905.677.8713
Email: rmele@showtech.ca

Internet
The International Centre
(On-Site Office)
Contact: Raiman Dilag
Phone: 905.678.5615
Fax: 905.678.5614
Email: rdilag@internationalcentre.com

Signage, Transportation, Storage, Labour,
Additional Furniture, Customs Broker
Stronco
1510 Caterpillar Rd, Mississauga, ON L4X 2Y1
Tel: 905-270-6767 Fax: 905-270-6771
Toll Free: 1-800-665-2621
exhibitorservices@stronco.com

Please complete BOTH pages of this form return to:
Exhibition Manager, info@ocannabiz.com O'Cannabiz 2018
no later than Thursday, May 11th 2018 by email:

Please phone 905-858-3298 if any problems.