

Terms and Conditions: Tradeshows

- All food and beverage is exclusively provided by the Conference Centre
- Food and Beverage sampling is generally not permitted, however, certain exceptions may be granted for tradeshows that are directly related to the food and beverage industry, see Sales Manager for details
- Nails, pins, screws, thumbtacks or tape are not permitted on the walls or doors. Only painters tape is permitted
- Arrangements for Electrical services should be made through the Ottawa Conference and Event Centre's exclusive contractor. Freeman Exposition provides a safe and effective temporary electrical service for trade shows and events under contract with the conference centre.
Please contact Freeman directly at:
Jamie Holland – 613-748-7180 Ext. 243
- Obstruction of an exit and/or blocking of a fire exit or extinguisher is not permitted
- All material must be anti-flammable
- The Conference Centre reserves the right to refuse any booth not in adherence with municipal regulations, (including; toxic fumes, combustion, security), they should not include a theme with sexual connotations, racism, violence (arms of any kind) and should not be linked to criminal activities.
- Vehicles must follow these guidelines and have written approval ahead of time
 - Disconnect all battery wires
 - Lock gas cap
 - Push the vehicle into the Conference room or space
 - Have a protective carpet under the vehicle at all times
 - The company will be responsible for all damage caused to the Conference Centre
 - Keys must be left at front reception and alarm disconnected
 - Vehicle removed immediately after event
- The company accepts to indemnify the Conference Centre for any and all damages to the Conference Centre property as a result of inadequate transportation equipment caused by the company, its agents, contractors and employees
- The company respects the Conference Centre's security regulations concerning crowd control and maximum capacities of the exhibit space
- Pipes, cigars, cigarettes and e-cigarettes are prohibited in the Conference Centre
- Dress Code is business casual
- The client must ensure that his/her guests and supplies do not obstruct corridors, elevators or stairways of the Conference Centre or affiliated hotels
- The Conference Centre reserves the right to control music and sound levels

- The loading and unloading of merchandise, supplies, materials, refuse or waste shall be carried out by way of the doors(excluding the front main doors) , corridors, elevators and loading docks as designated by the Conference Centre
- The Conference Centre reserves the right to prohibit the use of any advertising, promotional or written material, which in its judgement, might compromise its reputation, or that of the Conference Centre's clients or guests
- The Conference Centre is not responsible for loss, theft, or damage to the clients or his/her guests' property
- The client undertakes to ensure his/her event begins and ends at the designated times. The client shall pay the overtime wages and other costs associated with non-compliance with this paragraph
- Deliveries of materials for all exhibitors are accepted 24 hours prior to the function set up day. All deliveries must be clearly labelled with the name and date of the function. All items must be removed from the Conference Centre within 24 hours after the ending time of the event. The Conference Centre will not be responsible for items left on the premises after 24 hours. Daily cartage and storage fees will apply.
- Arrangements for exhibits, displays and/or products, arrival, unloading and shipping must be made with your Sales Manager. Exhibits, displays and/or products are the responsibility of the exhibitor. The Conference Centre will not be responsible for the exhibits, display or products locked in the function room.