

Exhibitor Kit 2026



January 29 to February 1, 2026

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General information

Show Information

Location:

EY Centre
4899 Uplands Drive,
Ottawa, ON
K1V 2N6

Show Hours:

Thursday, January 29: 12pm - 9pm
Friday, January 30: 12pm - 9pm
Saturday, January 31: 10am - 7pm
Sunday, February 1: 10am - 5pm

**Please note that doors open for exhibitors 1 hour before the start of the show and close 30 minutes after the end of the show*

Move-in

Move-in Hours:

- Wednesday, January 28, 2026: 8am - 8pm
- Thursday, January 29, 2026: 8am - 11am (Hand Carry Only)

Should you have any concern with the move-in hours or require exceptions due to your booth set-up, please contact Julia from Ottawa Event Management at jblais@expomediainc.com

Loading Docks/Deliveries:

- Please respect the 20-minute allocated loading dock access per exhibitor.
- Advise Show Management of any additional deliveries (note: any delivery during the Show days (Friday to Sunday) will only be allowed one hour before Show opening);

Forklift Service:

- Complimentary forklift service will be available for the transportation of heavy material during move-in. Forklifts are available on Wednesday only from 8am to 6pm, and will be available on a first come first serve basis.

Move-out

Move-out Hours:

- Sunday February 1, 2026: 6pm - 10pm
- Monday February 2, 2026: 8am - 2pm

Reminders:

- To respect all visitors to the show, **exhibitors are not permitted to begin tear-down before the end of the show on Sunday, February 1 at 5pm.**
- Removal of aisle carpets will begin as soon as possible following the closure of the show.
- Dollies and forklifts will only be allowed to circulate once the aisle carpets have been removed.

EY Centre Parking

Parking Fees:

- EY Centre parking is \$10.00 per day, tax included. This option is available for purchase onsite and is a single-entry ticket.

Parking Pass:

- Parking passes are \$40 per vehicle and can be purchased through the EY Centre's online portal.
- Parking passes permit exhibitors to enter and exit as needed throughout the duration of the show.
- There are limited parking passes available, and they are sold on a first-come, first served basis.

**Please note that you may already have a parking pass included in your contract, please verify to make sure you don't buy it twice.*

Hotel Partner

Hotel Information:

Homewood Suites Hilton Ottawa

3605 Paul Anka Drive, Ottawa ON K1V 2S6

Booking Information:

- Book your hotel room at the Homewood Suites Ottawa Airport before January 11, 2026, and receive a discount!

To book at the Homewood Suites Ottawa Airport, here are your booking options:

- 1) Call the hotel directly (613-422-3678) and provide dates and block code **EMJ** and the front desk staff will take care of the rest;
- 2) Book online at [Homewoodsuites.com](https://www.homewoodsuites.com)
 - a. Enter city and dates
 - b. Click on "add special rate codes"
 - c. Enter **EMJ** in the "group code" section

Exhibitor Badges

Three (3) exhibitor badges are included for every 100 sqft of booth space (for example, if your booth space is a 10' x 20' you will receive 6 exhibitor badges).

If you require additional badges, please contact Julia at jblais@expomediainc.com and advise the total number of badges required.

Regulations

Insurance

All participants are required to be insured for the duration of the show, including the move-in and move-out period, as per your contract.

The following must be included in your insurance policy:

- Naming of “Ottawa Home and Remodelling Show” and “Marketplace Events” as additional insured. Exact wording of the show name is required and the address is 370 Guy Street, Suite 210, Montreal, QC, H3J 1S6
- The expiry date of the policy: show dates, including set-up and tear-down, must be covered (from January 28 to February 2, 2026).
- Your full company name, as listed on your space rental contract.
- Your insurance should cover at least the following but is not restricted to:
 - Coverage of Third-Party Bodily-Injury and Property-Damage
 - Blanket Contractual Liability
 - Employees as Additional Insured
 - Contingent Employers Liability
 - Broad-Form Property Damage
 - Personal Injury Liability
 - Cross Liability/Severability of Interest Clause.
 - Products and Completed Operations Liability (\$2,000,000 sublimit)

Please have your insurer e-mail your insurance certificate to jblais@expomediainc.com **prior to December 26, 2025**. Exhibitors who have not submitted their proof of insurance will not be permitted to move in.

Contest

Contest Information:

Show Management adheres to the guidelines for running contests and competitions as stated in the Competition Act and in the Exhibitor Manual and Show Management reserves the right to terminate any contest by removing ballots and ballot boxes from the booth if it does not comply with the Competition Act or with Show Management regulations.

This policy is in effect to protect the consumers, as well as exhibitors. It is in the best interest of all parties to adhere to the Competition Act and Show Regulations.

The Competition Act as ruled by the Government Federal State:

“Competitions and like promotions conducted by exhibitors in conjunction with their displays shall be of a clear-cut nature, and free of any obligation to the winner. The award of awards, and the terms of same, must be clearly stated on the entry/ballot form. Awards which are conditional upon the placing of an order, or which represent a credit to be applied as part of payment of an order, are not permissible”.

For more information on the Competition Act please contact the Competition Bureau at 1-800-348-5358.

Contest Approval:

All contests must be approved by Show Management. Please send your contest rules & regulations and a copy of the ballot for approval to jblais@expomediainc.com prior to **December 19, 2025**.

The following conditions must be clearly stated on the ballots (see example below):

- Approximate retail value of prize
- No purchase necessary
- Not redeemable for cash
- Delivery/Installation included/not included
- Information obtained from ballots is to be used in the following manner:
- Solely by the exhibitor who collected the information
- Solely for the purpose mentioned on the ballot
- Every coupon must have the following text:
- Yes, I would like to receive future information from _____ (company)

Prize (detailed): Approximate retail value of prize – No purchase necessary – Not redeemable for cash – Delivery/Installation included/Not included

First Name: _____

Last Name: _____

Age: _____ Phone#: _____

Email Address: _____

☐ **Yes, I would like to receive future information from (company)**

Food and Beverage Sample or Sale

Authorization from EY Centre:

If you wish to offer or sell food and beverage samples during the show, you must complete the authorization form below and submit to catering@eycentre.ca.

- [Food and Beverage Sampling authorization from EY Centre](#)

Rules and Regulations from the EY Center

Adhesives

Authorized Floor Tapes:

- Double Stick V (2-sided tape)
- Rainbow (1-sided 7ml vinyl)
- Masking Tape
- #618 Suretape (cloth duct tape)
- #174 High-Adhesion Double-Faced Tape

Prohibited Floor Tapes:

- Clear packaging tape
- Generic duct tape
- Electrical tape
- Heat tape (on carpet)
- Double-faced tape (on carpet)

Floor Décor Restrictions:

- “Stick-on” floor decals, floor signs, or similar promotional items **cannot** be used without approval from **Show Management** and the **EY Centre**.

Permitted Wall Adhesives:

- Lepage Fun Tak or similar putty adhesive

General Requirements:

- All adhesive products must be removable **without damaging surfaces or building finishes**.
- Charges apply for **tape damage** or **cleaning/removal** of non-approved adhesives.

Alcohol

EY Centre is a licensed facility. All alcoholic beverages must be provided by the EY Centre. Alcoholic beverages will be served in accordance with the regulations of the Alcohol and Gaming Commission of Ontario.

***** EY Centre has a zero-tolerance policy with respect to alcohol policy infractions.** Alcohol will be seized and discarded. Exhibitors are responsible for the conduct of their staff at all times while participating in the Show, including during move-in and move-out periods.

Animals

Animals or pets, except for service animals, are not permitted inside EY Centre facilities.

Balloons

Helium or lighter-than-air- balloons are prohibited inside and outside the building.

Copywriting Material

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display.

For more information, please visit www.socan.ca

Custom Broker

USA and Foreign Exhibitors can arrange custom clearance through Stronco.

No form is required, please call directly at 613-822-8800 x 230.

Electrical Safety Requirements

Please read the following regulations carefully. Inspectors from Electrical Safety Authority will inspect your display.

Each Exhibitor who displays or offers for sale any electrical equipment in the province of Ontario is subject to the requirements of the Electrical Safety Code of Ontario and compliance with these regulations is mandatory. The following requirements must be adhered to in the installation of all temporary electrical and lighting equipment or services.

- 1) All electrical connections, installations, assemblies, motors and any electrical operating gear must conform to all Federal, Provincial, and Municipal electrical and fire codes.
- 2) All electrical fixtures, fittings, and appliances must be CSA approved.
- 3) Latex wire cord, duplex, and triplex plugs are not allowed.
- 4) Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
- 5) Equipment that trips circuits due to overload may not be restarted until FES has found the source and corrected the problem.
- 6) Specialized equipment requiring company engineers and technicians may be used with prior written approval of EY Centre.
- 7) Wall and pillar plugs distributed around the building are for the specific use of EY Centre and their exclusive service providers and are not for the use of exhibitors. A fee will be charged if these outlets are used, or they may be disconnected at the discretion of the building and/or FES.

Electrical Safety Authority

The Ontario Electrical Safety Code is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code. The Electrical

Safety Authority (ESA) is authorized by provincial legislation to conduct electrical inspections at facilities in Ontario including EY Centre. Electrical inspections are required on temporary electrical installations, and all electrical equipment must be certified with a recognized standards label (i.e.: CSA monogram) before it may be used (either for display purposes or as part of a presentation.)

For more information, visit the ESA web site at www.esasafe.com or speak with the EY Centre.

**Please note that to contact an Electrical Safety Authority representative for more information or to apply for an inspection, you may call 1-877-ESA-SAFE.*

Electrical equipment that fails to comply with the safety code requirements may be refused connection to a power source and may be ordered to be removed from the display.

Fire Regulations - General

All parties involved with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes.

- 1) All fire and emergency equipment located in the building may not be hidden or obstructed in any way.
- 2) Emergency exits and aisles must be kept clear and unobstructed.
- 3) All electrical equipment must be CSA or UL approved.
- 4) Draping, table covering, booth partitioning and carpeting used in a show must be flame-retardant material.
- 5) All material is subject to inspection and flame-testing at any time by the Ottawa Fire Department and/or the Building's Director of Fire Safety.
- 6) Plastic fabrics and other materials that are not fire retardant are prohibited.
- 7) Boxes, packaging and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers.
- 8) Any equipment that uses open flame as part of an exhibit must be approved in writing by Show Management and the EY Centre.

Flammable Materials

No flammable material will be allowed in any part of the EY Centre and no goods or materials that conflict with the rules of the Ottawa Fire Department or any relevant governmental authority may be exhibited or brought into the building. Only non-flammable or flame-retardant treated materials can be used for table skirting, exhibit drapes, or decoration.

Booth Conformance and Order Forms

Floor Covering

Floor covering of your entire booth space is mandatory. You may use carpets, tiles, etc. as long as it is the same size as your booth space. If you do not have any, you can rent flooring from Stronco, our official supplier onsite for furniture, carpets and more.

To order online with Stronco, [click here](#).

Show Code : **524685858**

Preferential pricing deadline: January 5, 2026

For any question about Stronco, please contact exhibitorservices@stronco.com

Booth Walls

Black wall partitions are provided for your booth by the Show Management (except for booths located on the main aisle - rigid walls are mandatory for main aisle booths).

You can rent rigid walls or custom booths with Stronco.

Reminders:

- If your walls are higher than 8', they must be finished on both sides.
- No publicity is allowed on the back side.
- Any walls higher than 12' must be approved by the show management (please contact jblais@expomediain.com).

To order online with Stronco, [click here](#).

Show Code : **524685858**

Preferential pricing deadline: January 5, 2026

For any question about Stronco, please contact exhibitorservices@stronco.com

Furniture Rental, Custom Booths, Graphics and Material Handling

Please use the following forms to order furniture, signs & graphics, or transportation and early receipt from Stronco, the official show decorator.

To order online with Stronco, [click here](#).

Show Code : **524685858**

Preferential pricing deadline: January 5, 2026

For any question about Stronco, please contact exhibitorservices@stronco.com

Audio-Visual (with AV-Canada)

If you wish to rent audio-visual equipment or services for your booth, you may use our official Audio-Visual supplier, AV-Canada.

To order with AV-Canada, please contact martin.s@av-canada.com.

Electrical, Parking Passes, Water Connections, Natural Gas, WiFi, Banner Hanging and Booth Cleaning (with EY Centre).

The EY Centre is the supplier for the following services. Please use the [EY Centre's online platform](#) to place your orders if you need any of the following for the show:

- Electricity orders *(Please note that your booth does not come with electricity. You must order electricity if needed.)*
- Water connections
- Natural gas
- Internet / WiFi
- Banner hanging *(There is a visibility fee of \$500 for banner hanging. If you wish to purchase this visibility, please contact show management at jblais@expomediainc.com. Once approved by show management, you may order your banner hanging services from the EY Center.)*
- Booth cleaning

Preferential pricing deadline: January 7, 2026.

For any questions concerning your orders with the EY Centre or any inquiries while using this platform please contact 613-822-8800 or eventservices@eycentre.ca.

Visibility

Online Exhibitor Listing

Your basic listing will be uploaded to the website when you book your booth. Within 24 hours you will receive an automated email to enhance your listing. This link can be used multiple times and you can make updates and changes to your listing until ONE day after the show commences.

If you have any questions regarding the online exhibitor listing or do not receive the link, please contact jblais@expomediainc.com.

Need help with your listing? View the tutorial video - <https://youtu.be/ecSxq1oKuYg> and the [FAQs](#).

Stand out at the show with our Sponsorship Packages

We offer three levels of sponsorship packages, Gold, Silver and Bronze. If you wish to tailor a sponsorship package to your specific goals, please reach out jblais@expomediainc.com before **January 1st, 2026**.

Gold - 3 AVAILABLE

- Recognition as Gold Sponsor on our sponsors section of the website.

- Logo inclusion as Official Show Sponsor on our floor plan and Show Guide distributed to visitors onsite.
- Onsite floor decals directing people to your booth (3x).
- Two social media mentions.
- Logo inclusion in five (5) pre-show communications sent to 44,000 targeted readers.

Investment - \$1,750

Silver - 5 available

- Recognition as Silver Sponsor on our sponsors section of the website.
- Logo inclusion on our floor plan and in our Show Guide distributed to visitors onsite.
- Onsite floor decals directing people to your booth (3x).
- Logo inclusion in five (5) pre-show communications sent to over 44,000 targeted readers.

Investment - \$1,250

Bronze - 10 available

- Recognition as Bronze Sponsor on our sponsors section of the website.
- Logo inclusion on our floor plan onsite and in our Show Guide distributed to visitors onsite.
- Logo inclusion in five (5) pre-show e-blasts sent to 44,000 targeted readers.

Investment - \$1,000

Talk about your presence at the show

You can tag us on Facebook, Instagram or X @ottawahomeshows using the hashtag #OHS26. Post pictures of your booth and announce onsite contests/discounts!

Contact jblais@expomediainc.com if you need our logo for your content creation.

Personalized Promo Code

Offer your clients a discount on show tickets with your own personalized promo code.

Contact jblais@expomediainc.com to receive your promo code today!

Complimentary Tickets

Each exhibitor will receive 20 complimentary tickets to the show to invite their prospects, customers and friends. Many exhibitors use these for social media contests (a suggested fun use for you to promote your presence at the show).

Contact jblais@expomediainc.com if you wish to receive more tickets.

To-Do Checklist

Please use our checklist below to make sure you have a successful and stress-free show.

- ☐ Step 1: Read the exhibitor kit, including all rules and regulations
- ☐ Step 2: Fill out your online exhibitor listing to ensure visibility on our website
- ☐ Step 3: Review our sponsorship packages and order by **January 1st**
- ☐ Step 4: Book your hotel by **January 11th** to receive a discount
- ☐ Step 6: Submit your proof of Insurance by **December 26th**
- ☐ Step 7: Submit all supplier order forms for your booth (*electrical, carpet (*mandatory floor covering), furniture, wi-fi, parking pass, etc.*) (*Reminder to review individual supplier deadlines for preferential pricing*)
 - Stronco preferential pricing deadline – **January 5, 2026**
 - EY Centre preferential pricing deadline – **January 7, 2026**
- ☐ Step 9: If your booth is located on the main aisle, order mandatory rigid walls
- ☐ Step 10: Submit your contest for approval if necessary
- ☐ Step 11: Promote your presence at the Ottawa Home and Remodelling show on social media! **#OHRS26**