

# Exhibitor Kit

## 2026



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# Table of Contents

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| General information .....                                                                        | 4  |
| Location.....                                                                                    | 4  |
| Show hours.....                                                                                  | 4  |
| Move-in.....                                                                                     | 4  |
| Move-out.....                                                                                    | 4  |
| Cohere Centre Parking .....                                                                      | 5  |
| Hotel Partner .....                                                                              | 5  |
| Exhibitor Badges .....                                                                           | 5  |
| Regulations .....                                                                                | 5  |
| Insurance.....                                                                                   | 5  |
| Contest.....                                                                                     | 6  |
| Food and Beverage sample or sale.....                                                            | 7  |
| Rules and Regulations from the Cohere Centre.....                                                | 7  |
| Adhesives .....                                                                                  | 7  |
| Alcohol .....                                                                                    | 8  |
| Animals.....                                                                                     | 8  |
| Balloons.....                                                                                    | 8  |
| Battery Packs .....                                                                              | 8  |
| Copywriting Material .....                                                                       | 8  |
| Custom Broker.....                                                                               | 9  |
| Electrical Safety Requirements .....                                                             | 9  |
| Electrical Safety Authority .....                                                                | 9  |
| Fire regulations - General .....                                                                 | 10 |
| Flammable materials.....                                                                         | 10 |
| Order forms .....                                                                                | 10 |
| Floor covering .....                                                                             | 10 |
| Booth Walls .....                                                                                | 11 |
| Furniture rental, graphics, material handling and transport services .....                       | 11 |
| Audio-visual.....                                                                                | 11 |
| Cohere Centre Orders - Electrical, Parking, Water, Gas, Wi-Fi, Banner hanging and Cleaning. .... | 11 |
| Visibility .....                                                                                 | 12 |
| Online Exhibitor listing .....                                                                   | 12 |
| Stand out at the show with our Sponsorship Packages .....                                        | 12 |
| Talk about your presence at the show .....                                                       | 13 |
| Personalized promo code .....                                                                    | 14 |
| Complimentary tickets .....                                                                      | 14 |

## **Exhibitor Success Checklist**

Use the checklist below to help ensure a smooth and successful show experience. If you have any questions, please contact Gordon, Chris, or Julia.

### **Before the Show**

- ☐ **Review the Exhibitor Kit**  
Read the Exhibitor Kit thoroughly, including all rules, regulations, and important show information.
- ☐ **Complete Your Online Exhibitor Listing**  
Ensure your exhibitor listing is completed to maximize visibility on the show website. If you have not received your listing link, please contact [jblais@expomediainc.com](mailto:jblais@expomediainc.com).
- ☐ **Review Sponsorship Opportunities**  
Explore available sponsorship packages and submit your order by **August 29**.
- ☐ **Book Your Hotel Accommodation**  
Reserve your hotel by **August 22** to take advantage of preferred exhibitor rates.
- ☐ **Review Move-In & Delivery Information**  
Confirm your move-in schedule and delivery requirements. Contact [jblais@expomediainc.com](mailto:jblais@expomediainc.com) with any questions or special requests.
- ☐ **Submit Proof of Insurance**  
Proof of insurance must be submitted to [jblais@expomediainc.com](mailto:jblais@expomediainc.com) by **September 1**.

### **Booth Preparation**

- ☐ **Plan Your Booth Flooring**  
Floor covering is mandatory for all booth spaces.
- ☐ **Main Aisle Booth Requirements**  
Exhibitors located on main aisles are required to install hard walls.
- ☐ **Order Show Services & Supplies**  
Submit all supplier orders, including electrical, carpet, furniture, Wi-Fi, parking passes, and any additional services. Please note individual supplier deadlines for preferential pricing.

#### **Stronco – [Order Online](#)**

- Preferential pricing deadline: **Monday, September 7 at 11:59PM**
- Show Code: **524665856**

#### **Cohere Centre – [Order Online](#)**

- Preferential pricing deadline: **Wednesday, September 9, 2026**
- **Submit Contest Details (if applicable)**  
Any onsite contests or giveaways must be submitted to [jblais@expomediainc.com](mailto:jblais@expomediainc.com) for approval.

### **Marketing & Show Strategy**

- **Promote Your Participation & Define Your Onsite Objectives**  
Build excitement by promoting your presence at the **Ottawa Fall Home Show** across your social media channels and marketing platforms. Develop a clear strategy for the show. Whether your goals are lead generation, sales, brand awareness, or customer engagement, having a plan in place will help maximize your return on investment.

## General information

### Location

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

### Show hours

Thursday, October 1: 12pm – 9pm  
Friday, October 2: 12pm – 9pm  
Saturday, October 3: 10am – 7pm  
Sunday, October 4: 10 pm – 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

- Wednesday September 30, 2026: 8am – 8pm
- Thursday October 1, 2026: 8am – 11am (Hand Carry Only)

Access to loading docks, bringing vehicles into the building, and complimentary forklifts will be on a first come, first serve, basis. Exhibitors can begin move-in or deliveries anytime within the above hours and may continue to work in their booth space until 11am on Thursday, October 1<sup>st</sup>.

**Reminder:** If exhibitors are not done setting up their booth before show open, or do not have carpets/flooring to cover their booth space, your booth will be draped off until these are completed.

Should you have any concern with the scheduled move-in time or require exceptions due to your booth set-up, please contact **Julia** from Ottawa Event Management at [jblais@expomediainc.com](mailto:jblais@expomediainc.com).

We thank you in advance for working with us to ensure a smooth, successful move in for the 2026 Ottawa Fall Home Show!

### Move-out

- Sunday October 4, 2026: 6pm – 10pm
- Monday October 5, 2026: 8am – 1pm

**No tear-down will be permitted** before the end of the show on Sunday, October 4<sup>th</sup> at 5pm to respect all visitors of the show. Aisle carpets will be removed right when the show closes. **Dollies and forklifts will only be allowed to circulate once the aisle carpets have been removed.**

## Cohere Centre Parking

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

Please use the Cohere Centre's online portal to purchase a parking pass, which allows you to come in and out as many times as you need for the whole duration of the show. There are limited parking passes available and are sold on a first-come, first-served basis.

### ❖ [Cohere Centre's online platform](#)

For any questions concerning your orders with the Cohere Centre or any inquiries while using this platform please contact 613-822-8800 or [es@coherecentre.ca](mailto:es@coherecentre.ca).

## Hotel Partner

### Hotel Information:

Homewood Suites Hilton Ottawa  
3605 Paul Anka Drive, Ottawa ON K1V 2S6

### Booking information:

- Book your hotel room **before August 28<sup>th</sup>, 2026**, and receive preferential pricing.

Here are your booking options:

- 1) Call the hotel directly (613-422-3678) and provide dates and block code **EMS**.
- 2) Book online at <https://www.hilton.com/en/brands/homewood-suites/>
  - Enter city and dates
  - Click on "add special rate codes"
  - Enter **EMS** 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](mailto: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 Fall Home 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 September 30 to October 5 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 the Ottawa Home and Garden Show at [JBlais@expomediainc.com](mailto:JBlais@expomediainc.com) **before September 1, 2026**. Exhibitors who have not submitted their proof of insurance will not be allowed 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](mailto:jblais@expomediainc.com) prior to September 1st, 2026.

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: _____                                                                                                                                |               |
| <input type="checkbox"/> <b>Yes, I would like to receive future information from (company)</b>                                                      |               |

## Food and Beverage sample or sale

If you wish to offer or sell food and beverage sample during the show, you must complete the authorization form from the Cohere Centre.

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

Rules and Regulations from the  CENTRE

## 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 **Cohere 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**

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

**\*\*\* Cohere 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, with the exception of service animals, are not permitted inside Cohere Centre facilities.

### **Balloons**

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

### **Battery Packs**

No battery packs are allowed on show floor to power booth equipment. Only devices that have inbuilt batteries will be allowed.

### **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](http://www.socan.ca)



## Custom Broker

USA and Foreign Exhibitors can arrange custom clearance through Stronco.

No form required please call directly 613-822-8800 x230.

## 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. A note to all exhibitors and booth builders who are having hardwall/drywall booth and have temporary wiring behind, please make sure NOT to use the Romex wire. Cabtire (SJOOW / SOOW) is what you need to use for all open wirings. If you have the back of your booth closed with a sheet of hardboard or any other material accepted to be safe and not accessible by anyone you may use Romex. But in all other cases SJOOW / SOOW will be required. All terminations will have to be in the junction box with a lid on it. Please make sure all your product that is being exhibited / sold is certified for showcasing.
3. No battery packs are allowed on the show floor to power booth equipment. Only devices that have inbuilt batteries will be allowed.
4. All electrical fixtures, fittings, and appliances must be CSA approved.
5. Latex wire cord, duplex, and triplex plugs are not allowed.
6. Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
7. Equipment that trips circuits due to overload may not be restarted until FES has found the source and corrected the problem.
8. Specialized equipment requiring company engineers and technicians may be used with prior written approval of Cohere Centre.
9. Wall and pillar plugs distributed around the building are for the specific use of Cohere 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 (ESA) is responsible for enforcement of the Ontario Electrical Safety Code. The ESA is authorized by provincial legislation to conduct electrical inspections at facilities in Ontario including Cohere 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](http://www.esasafe.com).

\*\*\* To contact an Electrical Safety Authority representative for more information or to apply for an inspection, 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 involved parties 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 of 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 Cohere Centre.

### Flammable materials

No flammable material will be allowed in any part of the Cohere 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.

### 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 : **524665856**

**Preferential pricing deadline: Monday, September 7 at 11:59PM**

For any question about Stronco, please contact [exhibitorservices@stronco.com](mailto: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](mailto:jblais@expomediain.com) ).

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

Show Code : **524665856**

**Preferential pricing deadline: Monday, September 7 at 11:59PM**

For any question about Stronco, please contact [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com)

## Furniture rental, graphics, material handling and transport services

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 : **524665856**

**Preferential pricing deadline: Monday, September 7 at 11:59PM**

For any question about Stronco, please contact [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com)

## Audio-visual

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](mailto:martin.s@av-canada.com).**

## Cohere Centre Orders - Electrical, Parking, Water, Gas, Wi-Fi, Banner hanging and Cleaning.

The Cohere Centre is the supplier for the following services. Please use [the Cohere 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 electrical. 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](mailto:JBlais@expomediainc.com). Once approved by Show Management, you may order your banner hanging services from the Cohere Centre.)*
- Booth cleaning

### **Preferential pricing deadline: September 9, 2026**

For any questions concerning your orders with the Cohere Centre or any inquiries while using this platform please contact 613-822-8800 or [es@coherecentre.ca](mailto:es@coherecentre.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](mailto: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 to the team at [jblais@expomediainc.com](mailto:jblais@expomediainc.com) before **September 1<sup>st</sup>, 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 - \$2,000**

#### **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 - \$1,500**

#### **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 - \$1,250**

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#### **A la Carte Options:**

Entrance Distribution (4 available / day)

- Self Served by Visitors - \$500 / day
- Including Stuffing in bags by our staff members - \$1,000 / day
- Your own staff handing out at the entrance - \$750 / day

Floor decals with your company logo and booth number (5 available)

- 3 for \$450
- 5 for \$600

Main Aisle 3.2' x 8' sign (production, printing & install included)

- 1 for \$1,000
- 2 for \$1,700

Rotating Big Box Website Banner - \$2,000

#### **Talk about your presence at the show**

You can tag us on Facebook, Instagram or X with @ottawahomeshows, or by using the hashtags **#OttawaHomeShow** **#OHGS26**. Post pictures of your booth and announce onsite contests/discounts!

Contact [JBlais@expomediainc.com](mailto: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](mailto: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](mailto:jblais@expomediainc.com) if you wish to receive more tickets.