



**2024**

**Exhibitor Information Package**

Thank you for registering to attend OPEX 29 May – 30 May 2024, at the Infinity Convention Centre (ICC) as an Exhibitor! Below you will find the necessary information to make your OPEX experience a positive one. If updates are necessary, they will be pushed out to all registered attendees in a timely manner so that there are no surprises for anyone. Please email the OPEX Registrar at [info@operatorexpo.com](mailto:info@operatorexpo.com) with any questions regarding any aspect of the show. The Registrar will respond to routine queries within 48 hours. For urgent matters needing immediate response please email Glenn at [glenn@operatorexpo.com](mailto:glenn@operatorexpo.com) or call 613-986-0087. OPEX 2024 promises to be a great show with your participation and the implementation of lessons learned during the previous shows.

### **Cancellation Policy**

OPEX reserves the right to cancel any booth selections and withdraw the admission to facilities if payment terms are not met. No refunds will be granted should an Exhibitor/Vendor cancel any portion of their initial booking after 31 March 2024.

### **Payment Options.**

#### **Cheque**

Please make checks payable to "OPERATOR EXPO" and mail to:

ATTN: OPEX Registrar

134 Braddock Pvt

Ottawa, ON

K2J 0E6

#### **Direct Transfer**

Bank Of Montreal Van Leeuwen Centre, 418 Hazeldean Road, Kanata, ON, K2L 4B2

Branch # 001

Transit Number 39816

Account Number 1991-491

#### **E-Transfer**

[glenn@operatorexpo.com](mailto:glenn@operatorexpo.com)

### **Attendance and On-Site Registration**

Upon arrival at the ICC, all Vendors/Exhibitors are required to check in at the registration desk where they will have an Exhibitor Package issued to them containing Exhibitor passes and an information package. The OPEX Registrar will require the details of all personnel attending OPEX in order to create Exhibitor passes in a timely manner. Exhibitors are requested to send the full name and title of each individual attending OPEX on behalf of the exhibitor no later than 01 May 2024. Please send this to:

[glenn@operatorexpo.com](mailto:glenn@operatorexpo.com)

All attendees will have a unique pass indicating their status as an attendee, agency, and title. For those who do not register beforehand, there will be blank passes available upon the attendee producing appropriate identification credentials.

### **OPEX Venue Location Address:**

Infinity Convention Centre

2901 Gibford Drive

Ottawa ON

K1V2L9

**Exhibitor Shipping Instructions:**

All Vendors/Exhibitors wishing to ship their show items and gear in advance of the show may do so by shipping direct to the Infinity Convention Centre (ICC) location address, ensuring that the packages are clearly marked indicating the event title, contact name, and address of the vendor.

The ICC will allow deliveries commencing on 27 May 2024. On 28 May 2024, the ICC will be open for exhibitors to set up booths and there will be personnel on hand to assist in directing/situating exhibitors. Exhibitors will be responsible for the security and storage of their own firearms/ammunition throughout the show and during after-hours. Exhibitors will be responsible for the removal of all items brought in by the vendor. If items are left behind the ICC will add a facility fee at a rate of \$25.00 per hour per person for the removal of any items left behind. Exhibitors should make arrangements with their shippers to pick up their packages for shipment back to the originating destination NLT May 31st 2024 after 1000hrs.

The ICC does not have loading dock, all delivers will require a tailgate truck, pallet jacks are provided to move items to booth location.

**Sequence of Events:**

The below table gives a rough timeline from the booth setup day through to the last day of OPEX.

<b>OPEX 30 May - 1 Jun 2024</b>				
<b>Time</b>	<b>Booth Set Up Day 28 May 2024</b>	<b>Day 1 29 May 2024</b>	<b>Day 2 30 May 2024</b>	<b>Remarks</b>
<b>0730-0900</b>	Booth Set Up	Exhibitor Prep	Exhibitor Prep	ICC open as of 0800 for Vendor preps
<b>0900-1200</b>	Booth Set UP	OPEX Show	OPEX Show	
<b>1200-1330</b>		<i>Exhibitors lunch</i>	<i>Exhibitors lunch</i>	
<b>1300-1600</b>	Booth Set Up	End Day 1	End Day 2	
<b>1600-2000</b>	Booth Set Up		Pack Up	ICC closed as of 2000hrs

**ICC Amenities:**

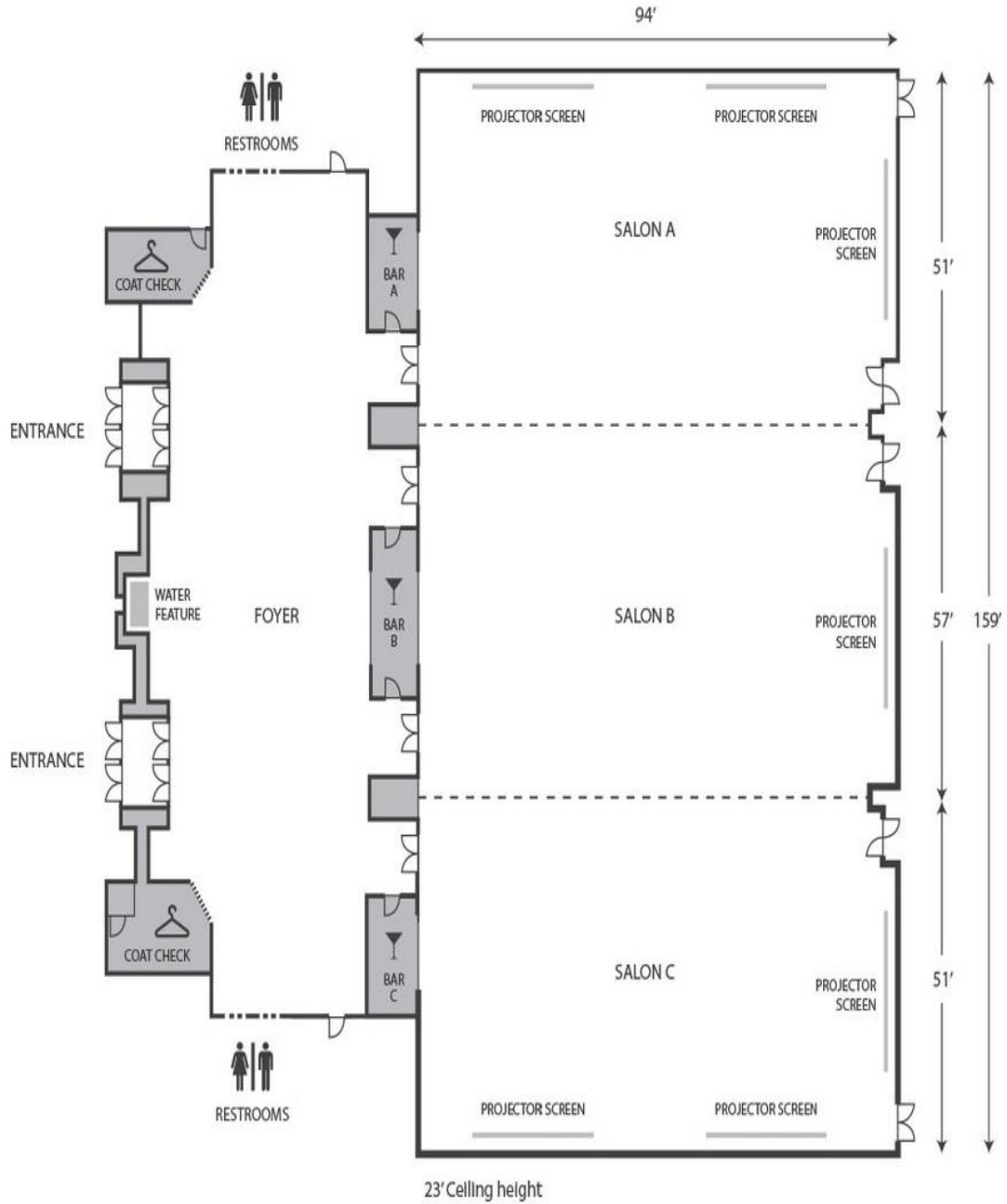
**Meals** – Lunch is provided for all registered Exhibitors only (2 meals per booth included in booth cost). For additional meals, Exhibitors must select this option during registration. All Exhibitors must forward a list of their representatives attending OPEX 2024 to the Registrar ([glenn@operatorexpo.com](mailto:glenn@operatorexpo.com)) No later than 01 May 2024.

**WIFI** - Complimentary guest WIFI will be provided upon arrival at the ICC

**Parking** - Complimentary

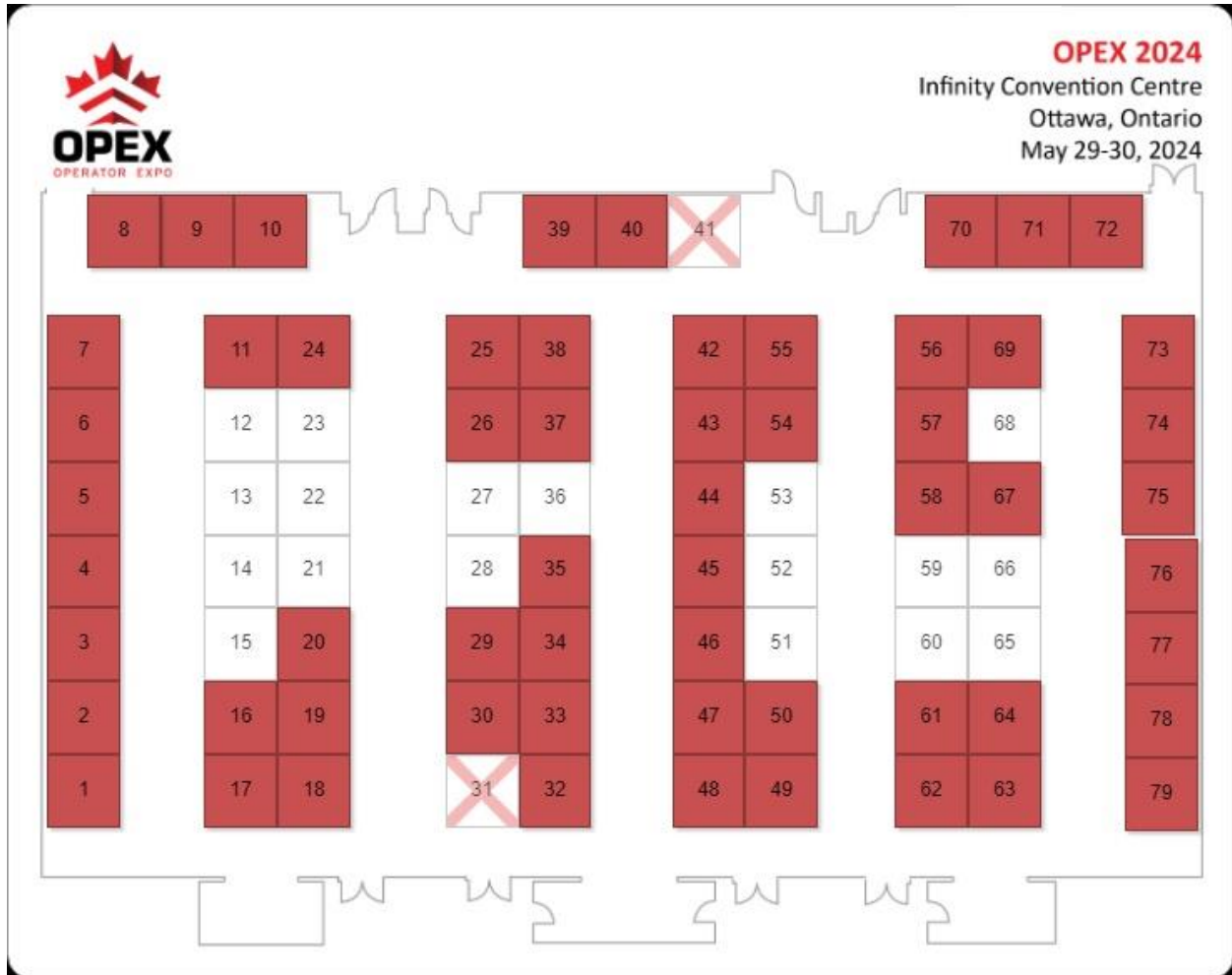
**Booth Composition** - 6' table w/cloth, 2 chairs, small garbage can. Booths will have dividers that can be removed as and when required. If booth power is required it should be selected during registration.

**ICC Map:**



MAIN FLOOR

**Booth Layout:**



**Main Entrance**

**Continued Updates**

At any time, if there are any questions about any aspect of the event, do not hesitate to reach out to the OPEX Registrar at [glenn@operatorexpo.com](mailto:glenn@operatorexpo.com) or call 613-986-0087. Updates will be pushed out to registered Exhibitors as things change with the potential to impact the event.

**Marketing**

OPEX will conduct a marketing campaign leading up to OPEX but in order to ensure the most successful event possible, Exhibitors are requested to use their social media presence to get the word out to their clients, and product line representatives.

OPEX will only get better in the future and what we put into it as a collective will have an impact on the success of the show.

**Furniture Rental**

Lulu Lounge Furniture Rental

613-789-1967

**Local Accommodation**

**HOMEWOOD SUITES BY HILTON OTTAWA AIRPORT**

**HAMPTON INN BY HILTON OTTAWA AIRPORT**

**HOLIDAY INN EXPRESS & SUITES OTTAWA AIRPORT**