



NACE[®] INTERNATIONAL **NORTHERN AREA** **EASTERN CONFERENCE**

October 20-23, 2019 | Ottawa, Ontario, Canada



Welcome to **Northern Area Eastern Conference** being held **October 20 – 23, 2019** at the **Courtyard by Marriott Ottawa** in Ottawa, Ontario, Canada.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley (david.briley@nace.org).

Additional information can be found on the **NAE 19 Website**:

<http://nae.nace.org/>

CONFERENCE LOCATION

Courtyard by Marriott Ottawa

350 Dalhousie Street
Ottawa, Ontario, Canada
Phone: (613) 241-1000

EXHIBIT HOURS & EVENTS

Sunday, October 20th

Exhibitor Set-Up 2:00pm – 5:00pm

Monday, October 21st

Exhibit Hall Open 9:00am – 7:30pm (Includes Exhibitor Reception)

Tuesday, October 22nd

Exhibit Hall Open 9:00am – 7:00pm (Includes Evening Reception)

Exhibitor Tear Down 7:00pm – 8:00pm

EXHIBITOR INFORMATION

Exhibit Space includes:

- 6' Table Top Exhibit Space (6 ft. skirted table and two chairs)
- One booth attendant with full conference registration
- One tent card displaying your company name
- Company name listed on conference Web page
- Recognition on the following marketing collateral:
 - E-mail deployments promoting the event

*Additional booth attendant may register for the \$300.00 booth attendant fee.

Electricity:

An electrical drop can be supplied by the hotel at no charge, but you must contact the hotel to arrange this service. Please contact:

Jordan Dion
catering@courtyardmarriottottawa.ca
Phone: 613-244-9817

Material Handling and Shipping:

Shipping Address:

Courtyard by Marriott Ottawa

350 Dalhousie Street

Ottawa, Ontario K1N 7E9 Canada

Show: Northern Area Eastern Conference

Guest Name: _____

Guest Arrival Date: _____

Guest Cell Number: _____

Exhibitor company name: _____

Booth number: _____

Box(es): _____ of _____ (for multiple boxes)

**The hotel accepts standard size shipping boxes (approx.: 24x 24x14) and roll up displays. However, large cases/pallets are subject to a storage fee of \$25/day only if they arrive 3 or more business days prior to the event and are kept on site 3 or more business days after the events conclusion. Additionally, the hotel does charge a handling fee for pallets as they are more labor intensive. The fee (usually applicable to the delivery into the meeting room and packing up/shipping) is \$25 per employee per hour with a minimum charge of 0.5 hours.*

Updated Attendee List Policy:

Pre- and post-show attendee lists with contact information will no longer be distributed

GDPR states that all registered attendees must provide explicit consent to have their information shared with any third parties. This means that we would only be able to send you lists of attendees who have agreed to share their full contact details. Rather than sending you partial lists with incomplete information, NACE is instead providing other opportunities to connect with your target customers. [Click here for more information.](#)

LODGING

Courtyard by Marriott Ottawa

350 Dalhousie Street
Ottawa, Ontario, Canada
Phone: (613) 241-1000

Reservations: Deadline for hotel registration is **Friday, September 20, 2019.**

Room Type	Rate
Single/Double	\$189 CDN per night
Triple/Quad	\$209 CDN per night

**The above rates are subject to applicable tax.*

To reserve your hotel room, click on this [reservation link](#).

Call in: 1 800-341-2210

****Please indicate group name NACE Northern Area Eastern Conference when making your room reservations to receive the official discount.**

Hotel Parking & Ground Transportation

- Currently hotel self-parking is \$20.00.
- The current cost of airport transportation is approximately \$35 each way for taxi service and \$19.00 each way for shuttle service between the hotel and airport.

**These charges are subject to change without notice.*

TABLETOP DISPLAY RULES AND REGULATIONS



RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with NACE International rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- NACE International reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

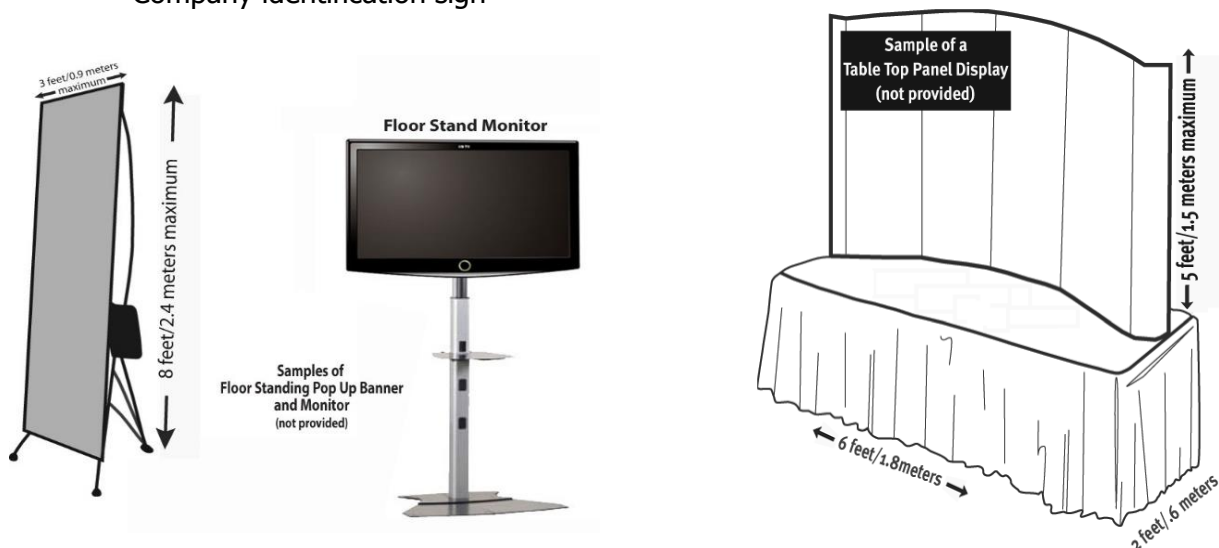
TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed

Included:

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign



Questions? Contact NACE at david.briley@nace.org or Tel: +1 281-228-6481

TABLETOP DISPLAY RULES AND REGULATIONS



Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

NACE International reserves the right to remove any display that does not conform to tabletop display regulations.