

Thank you for your sponsorship at the UTC Canadian Industrial IoT Workshop at the Delta Hotel in Ottawa. Your sponsorship comes with a tabletop display. Below is important information regarding your display.

Display Specifics:

The hotel will provide one 6' skirted table and 2 chairs per display. If you are interested in any other furnishings, please reach out to Freeman Exhibitor Services with Freeman Exposition at freemanottawaes@freeman.com or by phone at 613 748-7180 ext. 234

Tentative Display Schedule (exhibits will be located in the ballroom at the Delta hotel):

Move-In:	Thursday, November 15th	8am – 11:30am
Show Hours:	Thursday, November 15th	11:45am – 1:30pm – Networking Lunch 5:45pm – 7pm – Networking Reception
Move-Out:	Thursday, November 15th	7pm – 9pm

Shipping:

Exhibitors are responsible for their own shipping charges. Shipments may not arrive prior to Tuesday, November 13th. If shipments arrive prior to Tuesday, November 13th additional fees may apply.

- Please insure all your shipments are properly labeled:
Delta Hotel
c/o Company Representative
101 Lyon St N
Ottawa, ONT K1R 5T9
Show Name: UTC Canada Exhibit Materials – Table # _____
- **Be sure to affix the hotel label on your shipment the label is located on the [event website](#)**
- **Payments for shipments must be settled before they can be delivered to the exhibit area**
- **Packages or materials of excessive weight (over 50 lbs.) must be approved by hotel prior to shipping (Additional charges may apply to store and move this material)**
- **Hotel reserves the right to refuse any shipments of excess size or weight due to limited storage space. Alternate storage may be arranged in advance at the customer's expense by contacting Freeman Exhibitor service department at 613 748-7180 ext. 234 or by email at freemanottawaes@freeman.com**
- **Please note there will not be storage available for empty cases or boxes. Please make your own arrangements for storage of empty containers.**
- **Please have all tracking numbers for any shipments with you**

In the case of international shipments or shipments of excessive size or weight, please Freeman Exhibitor Services at freemanottawaes@freeman.com or by phone at 613 748-7180 ext. 234

Audio Visual/Electricity/Internet Access:

For any A/V needs, please complete the order form located on the [event website](#) and return directly to Ken Parsons at ken.parsons@freemanco.com

To order electric service to your table please contact Freeman Exhibitor Services Department at freemanottawaes@freeman.com or by phone at 613 748-7180 ext. 234. The ordering form for electrical services is located on the [event website](#).

Wireless Internet access is complimentary in the all the meeting space and guest rooms.

Registration Bag Insert:

All sponsors are welcome to include an insert in the registration bags. If you plan to provide an insert for the bags, please adhere to the following guidelines:

- Please provide 75 items for the bags
- Please include the DELTA hotel shipping label on your shipment. The label can be found on the [event website](#).
- Please address your items as follows
 - Delta Hotel

Attn: Kelly Moran (GUEST)
101 Lyon St N
Registration Bag Insert/UTC Office
Ottawa, ONT K1R 5T9

- Please confirm or decline participation by emailing kelly@ahi-services.com
- Please provide tracking numbers for your shipment if you will participate

Sponsor Registrations:

The number of complimentary registrations is determined by your level of sponsorship. Please consult your sponsorship agreement to confirm the number of comps. Additional registrations (**max 2**) can be purchased for \$175.00/each. Please complete the name badge request form located on the [event website](#).

Hotel Accommodations:

Contact the Delta Hotel directly to make reservations at the UTC group rate of \$234, plus taxes per night. For online reservations, please visit this [link](#). You can also call 1-888-236-2427 to make reservations. Please mention you are with UTC Canada 2018 at the Delta Ottawa City Centre to receive the discounted rate. The UTC group rate is available until Monday, October 22nd, pending availability. ***There are a limited number of rooms so please reserve early!***

Canadian Border Assistance:

The event is recognized by the Canadian Border Services Agency (CBSA). The letter of recognition can be found on the [event website](#) and will be useful to attendees coming into Canada internationally.

If you have any questions, please contact Kelly Moran by phone at 302.436.4375 or by e-mail at kelly@ahi-services.com