



Future
building
OTTAWA 2019

Exhibitor PACKAGE

MAY 14 - MAY 16 // EY CENTRE, HALL 2 // futurebuilding.ca

Exhibitor Package Contents & Check List

EXHIBITOR PACKAGE

- Exhibitor Opportunities
- Booth Information
- Event Information/Forms & Requirements
- **FORM:** Exhibitor Information (click [here](#) to complete online form)
- **FORM:** Exhibitor Supplies Order (click [here](#) to complete online form)
- **FORM:** Fire Safety Plan (click [here](#) to complete online form)

EXHIBITOR CHECK LIST & IMPORTANT DATES

Activity	Due Date	Completed
Exhibitor Meeting and Conference Call	February 20 th	
FORM: Exhibitor Information Form	March 25 th	
FORM: Exhibitor Supplies Order Form	March 25 th	
FORM: Fire Safety Plan	April 15 th	
Provide Insurance Certificate	April 15 th	
Site Visit for Exhibitors	April 8 th	
Move-In Schedule	April 29 th	
Move-In Day	May 13 th	
Future Building	May 14 th to May 16 th	

For more information about the event, please visit www.futurebuilding.ca

Exhibitor Opportunities

WHAT IS FUTURE BUILDING?

- Future Building is an annual **three day interactive event** that brings over 6,000 youth together under one roof to stimulate their interest in the **construction** industry's **skilled trades**. The event provides a unique hands-on learning experience for **young career seekers in grade 7 through to post-secondary education, aboriginal youth, youth at risk and adults in career transition**.
- Future Building provides all attendees with a unique learning opportunity about construction careers by participating in a variety of hands-on demonstrations and speaking with industry professionals at different stages of their careers.

WHY YOU SHOULD BE INVOLVED AS AN EXHIBITOR?

- Future Building is your opportunity to showcase your trade while interacting with over 6,000 students, teachers, guidance and employment counsellors.
- Provides the opportunity for the non-trade organizations to share important information to our educators and mature students.

Event Stats & Industry Facts



524,950 workers employed in Ontario's construction industry in 2018.



6,100

students and teachers attended Future Building 2017 in Ottawa.



34

Exhibitors



77

Media Stories



60% Secondary School Students



38% Elementary School Students



2% Other (Post Secondary, Home School)

Booth Information

EXHIBIT SPACE

- Standard options for exhibitor booth dimensions include: 10' x 10', 10' x 20', and 20' x 20'
- Booth requirements larger than 50' x 50' require special approval (*see "Exhibitor Information" form*)

INCLUDED IN YOUR BOOTH REGISTRATION

- Organization listing and web link on the Future Building website and promotional material
- Access to Exhibitors Lounge (*includes Breakfast and Lunch daily*)
- One 8' table and 2 chairs (*see "Exhibitor Supplies" form for more options*)
- Pipe & Drape: 8' back curtain and 3' side curtains
- Fork Lift Access (*move-in/out*)
- Electrical Power
- Water Hook-up
- Wi-Fi Access
- Garbage Bins
- 24 Hour Security
- First Aid (*during event*)
- Discounted Hotel Rates (*info to follow*)
- Exhibitor Appreciation Reception

MANDATORY EXHIBIT REQUIREMENTS

- Insurance Certificates
- Fire Safety Plan (Click [here](#) to complete online form)
- Adherence to Occupational Health & Safety Act

Additional Opportunities

The Ontario Construction Secretariat will be targeting a variety of promotional opportunities at Future Building:

Sponsorship Opportunities ▼

Increase your organizations exposure by considering one of our packages. More information on sponsorship will be available soon.

Careers in Construction ▼

Selected trades at Future Building will be included in the "Careers in Construction" handbook, to be distributed on our website and during the week.

Social Media ▼

Event promotion and interactive content at the event using **#FutureBuildingON** on a variety of platforms.

Print, Radio and Television ▼

Potential for local and industry media exposure throughout the promotion of the event and media interviews on the exhibition floor.

Event Information

EVENT LOCATION

May 14, 2019 to May 16, 2019
EY Centre, 4899 Uplands Dr., Ottawa, ON
Hall 2

EVENT SCHEDULE

Show set up:	Monday May 13, 2019	9:00am – 9:00pm
Show Dates:	Tuesday May 14, 2019	9:00am – 2:00pm
	Wednesday May 15, 2019	9:00am – 2:00pm
	Thursday May 16, 2019	9:00am – 2:00pm

SITE VISIT (FOR EXHIBITORS)

There will be a site visit/meeting for all exhibitors in April. This is your opportunity to tour the hall, ask questions about the event, services, etc. Additional details will be sent out in February. This meeting is not mandatory, however we encourage all exhibitors to send at least one representative to the meeting as this is a great opportunity to see the space, confirm any last minute arrangements and address any changes.

MOVE IN/MOVE OUT

The set up/tear down process of your exhibit space is considered a construction site. Therefore it must be treated as such and hard hats, work boots, are required by all those on the show floor. If you are erecting higher than 10 feet and using a genie lift, a harness for fall arrest must be worn.

A move in/move out schedule will be sent to all exhibitors 2 weeks prior to the show opening. Move in will take place on Monday May 13th from 9am to 9pm. Exhibitors using a large display area will be brought in first followed by the smaller displays. The Hall is equipped with large loading doors. Exhibitors will be able to drive onto the show floor during move in/out times.

For safety reasons, exhibitors are not permitted to “move out” **until all the students have cleared the show floor on Thursday May 16th**. The show floor must be **vacated by 11:59 PM on May 16th**.

FORMS & REQUIREMENTS

REQUIRED FORMS

The following **forms** and **requirements** are to be completed [online](#) and returned by the dates below:

- ☐ Exhibitor Information Form – **due March 25, 2019**
- ☐ Exhibitor Supplies Order Form – **due March 25, 2019**
- ☐ Fire Safety Plan – **due April 15, 2019**
- ☐ Insurance Certificate – **due April 15, 2019**

GENERAL DESCRIPTION OF FORMS

1. Exhibitor Information Form

Booth Specifications

Standard options for exhibitor booth dimensions include: 10' x 10', 10' x 20', and 20' x 20'. Booth requirements larger than 50' x 50' require special approval.

Booth Description/Activity

Please provide a description of your booth and the specific activity/activities you will be doing. If you are a non-trade exhibitor, please include a description of the information you will be sharing and any promotional products you place to distribute. This information is extremely helpful to us as we market the event to increase participation and registration.

Here are a few tips to ensure a successful event for our participants and exhibitors:

- Future Building is promoted as an interactive, hands-on experience and each school generally allocates 2 hours to explore. We strongly recommend that the “hands on” activities **take 3 minutes or less as this will avoid long line-ups** and allow as many students to experience the activity as possible.
- If your main activity takes a little longer, consider more than one activity or multiple stations. **The maximum activity time should not exceed 5 minutes.**
- For the non-trade exhibitors that have information to share, consider adding an element of activity and/or interaction with participants, for example a “Spin-and-Win” type game, Photo Booths, or answer a question for a prize. Promotional products also assist with interaction.

Consider showing new technology, materials or techniques to demonstrate how the trades are adjusting to our changing times.

2. Exhibitor Supplies Order Form

Booth Accessories

Each booth includes one 8' skirted table and 2 chairs. Unless indicated, pipe and drape will also be installed, 8' curtain across the back of your booth and 3' curtains on the sides. Additional items and changes can be made using the form.

Fork Lift

If you require the assistance of a fork lift for unloading or assembly of your display please indicate your needs to ensure that the appropriate machinery is available during the setup.

Food & Beverage

Hot and cold beverages will be available daily in the exhibitors lounge. A continental breakfast and full lunch will be provided daily. Use this form to indicate how many people you expect per day and include any dietary restrictions, allergies or concerns.

Electrical Power

Arrangements have been made to provide 800 & 1500 watt (120 volt duplex outlets). Use this form to make your electrical selection and provide any additional information/requirements.

Water Hook-Up

If you require a water hook-up for your exhibit. Please indicate your requirements on this form.

Garbage

If you require garbage bins and disposal, please indicate your requirements on this form.

3. Fire Safety Plan

Each exhibitor is required to complete and submit the ["Fire Safety Plan"](#) form due April 15, 2019.

4. Insurance Certificate

Each exhibitor is required to have proof of insurability prior to the show opening. The value of the certificate must be for no less than \$2,000,000. Please contact your insurance company/broker to obtain a copy of this certificate and include this with the other required forms. If you have any questions please contact us directly.

Exhibitor Information Form

EXHIBITOR INFORMATION

Click [HERE](#) to complete and submit this form electronically.

The following information will be used to ensure that the specified floor space is assigned to your organization and placement on the show floor is maximized. Planned activities will assist us with the promotional strategy in the months leading up to the event.

Please complete this form and return by **March 25, 2019.**

Organization Name: _____

Contact Person: _____

Address: _____

City, Province, Postal Code: _____

Telephone Number: _____ Fax
Number: _____

Email Address: _____

Organization Website: _____

BOOTH SPECIFICATIONS

- ☐ 10' x 10'
- ☐ 10' x 20'
- ☐ 20' x 20'
- ☐ Other (*please specify*): _____ ft. X _____ ft.

BOOTH DESCRIPTION & ACTIVITY

Please provide a detailed description of your booth and the specific activity/activities you will be doing. This information is extremely helpful to us as we market and promote Future Building 2019.

Description of Exhibit Space:

Planned Activities & Promotional Products:

Completed forms can be emailed to jwright@iconstruction.com or faxed to (416) 620-5310.

CLICK [HERE](#) TO COMPLETE AND SUBMIT THIS FORM ELECTRONICALLY

Exhibitor Supplies Order Form

SUPPLIES ORDER FORM

Click [HERE](#) to complete and submit this form electronically.

The following information will be used to ensure that your booth space is set up with the appropriate requirements and will also assist us with meal allocations. Please complete this form and return by **March 25, 2018.**

Organization Name: _____

TABLES AND CHAIRS

Each exhibit area will be equipped with one 8' skirted table and 2 chairs. Indicate your requirements/changes below.

Table(s) required: _____ Chair(s) required _____

PIPE AND DRAPE

Pipe and drape includes an 8' curtain across the back of your booth and 3' curtains on the sides.

- ☐ I will require pipe and drape
- ☐ I **do not** require pipe and drape.

FORK LIFT

- ☐ I will require the services of a fork lift during move in
- ☐ I will require the services of a fork lift during move out
- ☐ I **do not** require a fork lift.

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FOOD & BEVERAGE

A continental breakfast and full lunch will be provided daily. Hot and cold beverages will be available daily in the exhibitors lounge. Use this form to indicate how many people you expect per day and include any dietary restrictions, allergies or concerns.

Lunch Tickets (*indicate number of tickets required per day*)

Tuesday May 14: _____ Wednesday May 15: _____ Thursday May 16: _____

Dietary Restrictions for: _____

Provide a brief description of dietary restrictions (*eg. vegetarian, allergies*):

ELECTRICAL POWER

Arrangements have been made to provide 800 & 1500 watt (120 volt duplex outlets). Indicate your electrical selection and provide any additional information/requirements.

Type	Quantity
800 watt - 120 volt duplex outlet	
1500 watt – 120 volt duplex outlet	

Indicate below if you require a power supply other than the options listed above such as a 220 service or twist plugs (including phase and wattage):

Note: the outlet may not be exactly where you need it so bring your own extension cords and power bars.

WATER HOOK-UP

Indicate your water requirements below:

- ☐ Move-In Only (May 13th)
- ☐ Day I: May 14th
- ☐ Day II: May 15th
- ☐ Day III: May 16th
- ☐ All Three Show Days + Move-In
- ☐ Other: _____

GARBAGE BINS/DISPOSAL

Do you require garbage bins?	Y	N
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Do you require disposal services?	Y	N
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Completed forms can be emailed to jwright@iconstruction.com or faxed to (416) 620-5310

CLICK [HERE](#) TO COMPLETE AND SUBMIT THIS FORM ELECTRONICALLY

Fire Safety Plan Form

FIRE SAFETY PLAN

Please complete this form and return by **April 15, 2019**.

Click [HERE](#) to complete and submit this form electronically.

Organization Name: _____

Description	Y	N
1. Exhibit configuration is 1,000 square feet or more		
2. Exhibit has roof/mezzanine/second storage		
3. Exhibit has a raised platform		
4. Exhibit exceeds 12 feet in height		
5. Exhibit exceeds 10,000 lbs gross weight		
6. Exhibit has prohibited materials		
7. Materials/processes/equipment requires special permit		
8. Exhibit has suspended hangers/ banners/ lights		
9. Exhibit has hard wall (in-line booth N/A)		
10. Exhibit has motorized vehicle/combustion engine		
11. Exhibit contains liquid fuel/natural gas/propane		

If you have answered yes to any of the above, please provide details:

Additional Comments:

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CLICK [HERE](#) TO COMPLETE AND SUBMIT THIS FORM ELECTRONICALLY