

OMWA / OPCEA EDUCATION DAYS & TRADESHOW 2025

General Exhibitor Information

Exhibitor set up date and hours:	Wednesday, June 4, 2025	6:00pm - 8:00pm
Tradeshow dates and times:	Thursday, June 5, 2025	7:00am - 4:45pm
	Friday, June 6, 2025	7:00am - 12:45pm
Exhibitor tear down date and hours:	Friday, June 6, 2025	12:45pm – 2:45pm

Registration: Thursday, June 5, 2025 7:00am – 8:00am

- All personnel must register to obtain a lanyard/badge
- Guest passes for personnel will be issued as purchased, no additional passes will be available at the event

Rules and Regulations

Attire - recommend business casual.

Audio/Visual Equipment - speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle and shall not compete with On-The-Job Training (OJT) sessions. The OMWA reserves the right to request the reduction in volume or cessation of use of any system that creates interference. Please be a good neighbour!

Balloons - are permitted in accordance to fire safety regulations.

Draws/Prizes/Raffles, Etc. - prizes are to be submitted to an OMWA member upon registration. No other contests, awards, draws, raffles or lotteries of any kind are permitted. The Platinum sponsor has been approved to provide a door prize at the end of Day1.

Smoking - strictly prohibited in any indoor space.

Lanyards – OMWA will be issuing all Delegates, Exhibitors and booth personnel a lanyard/badge for the event. You MAY NOT distribute lanyards to attendees in any manner (e.g. at booth for pickup, handing them out, etc.).

Teardown – exhibitors are asked to not pack up or move-out before the scheduled time. All exhibitor displays must remain intact and staffed until the tradeshow closes and may not be dismantled or removed before that time. Any company who tears down early will not be considered for attendance at future conferences.

Assigning Space - exhibitors are not permitted to sublet any part of the booth space without prior consent from OMWA/OPCEA

Facility - exhibitors shall abide by all rules and regulations of the OMWA /OPCEA Conference Committee respecting the exhibits or any matter connected herewith. This includes municipal by-laws, statutes of any governing authority having jurisdiction over the premises.

Liability & Indemnification - exhibitors are responsible for any and all damages to the facility's property and equipment, whether caused by transportation, installation or dismantling of displays, posters, signs, and whether caused by those in attendance or the exhibitor's employees and/or guests. Neither OMWA/OPCEA shall be responsible

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for loss and/or damage or injury, no matter how caused, to exhibits, merchandise or personnel, during the course of this conference.

Videotaping and photography – videotaping is STRICTLY PROHIBITED at all OMWA events and all photography is to take place within your booth space with the explicit consent of all parties.

Table Top Display Booth Placement & Guidelines

During tradeshow hours, each booth must be staffed by an Exhibitor representative. Exhibitors and their representatives shall be dressed in good business taste and shall conduct themselves in a professional manner at all times during the conference.

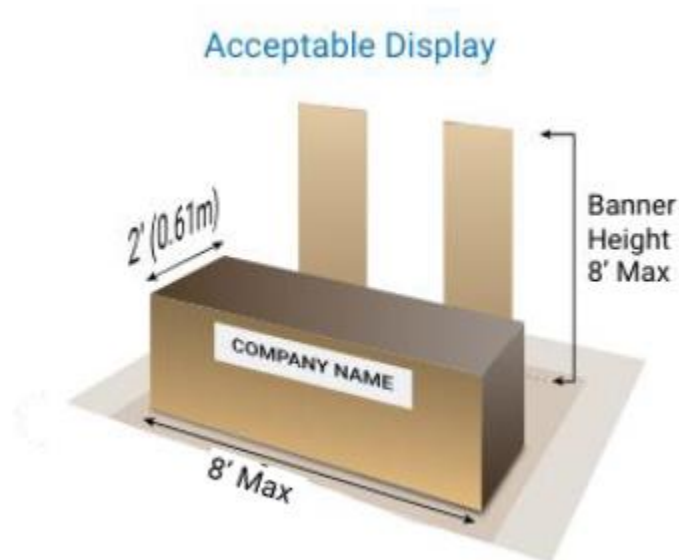
Exhibitors may not cement, nail, tack, tape or attach any material to any floor, wall, or column and shall keep assigned space neat and clean at all times.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitor displays/booths.

Tradeshow Booth width is 10ft, containing (1) eight feet wide table, allowing passage in and out of booths between adjacent exhibitor booths.

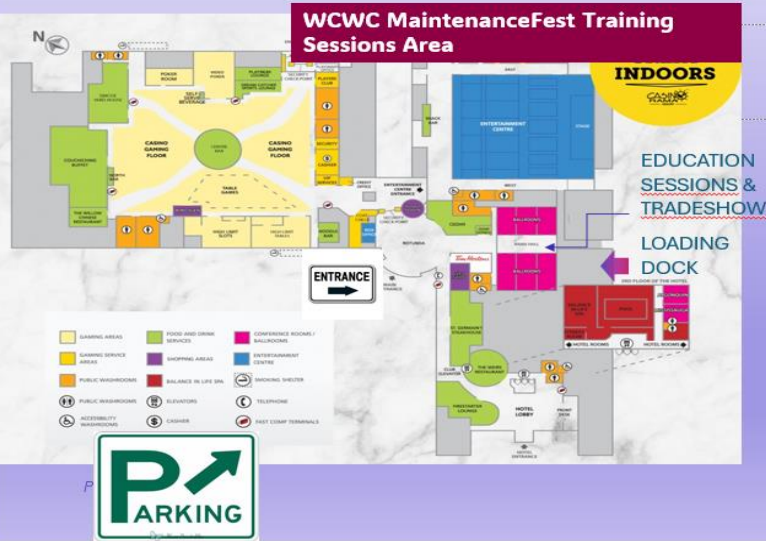
Table-top maximum dimensions are two feet (2') (0.61m) deep and eight feet (8') (2.44m) wide and eight feet (8') (2.44m) high. The maximum height of eight feet (8') is allowed for popup banners/display behind your booth. Maximum popup banners/display allowed may not exceed the 10ft width of the Tradeshow booth nor enter into the space of another exhibitor's booth.

Each table will be skirted and dressed in black and comes with 1 chair (an additional chair for a maximum of 2 chairs must be requested ahead of time).



Conference Layout

**CASINO RAMA
LAYOUT**



**OMWA/OPCEA
EDUCATION DAYS &
TRADESHOW
LAYOUT**

2025

