

The following are rules and procedures established in compliance with existing hotel and public safety regulations.

**Arrival and Unloading**

- A. Receiving Times: Monday – Friday from 7:30am - 4:00pm. At all other times, arrangements must be made with the Crowne Meeting Manager prior to arrival.
- B. Exhibits may be brought into the hotel via the receiving entrance located on Queen Street.
- C. No exhibits will be accepted by the hotel prior to the exhibit hall availability. Exhibitors must contact Exhibit Manager for exhibit hall setup time.
- D. The Hotel does not have space for storage of exhibits, packing cases or other materials associated with the exhibits. These materials must be removed from the Hotel unless arrangements for storage have been made with the Crowne Meeting Manager.
- E. The Hotel does not provide labor for unloading, moving or setting up exhibits.
- F. Any form of transportation of exhibits must be on rubber wheeled dollies and must be supplied by the exhibitor.
- G. Exhibit handling equipment must be supplied by the exhibitor.
- H. Exhibits of excessive weight must be approved by the Crowne Meeting Manager and must be placed on wooden platforms to avoid damaging the floor.
- I. Exhibits containing or using any form of liquid must be approved by the Crowne Meeting Manager and will not be permitted unless the floor area under and surrounding the exhibit is protected by a plastic sheet.
- J. Security Guards can be hired by the Crowne Meeting Manager upon request.
- K. **Clear access to all entrances and fire exits must be preserved. No displays, tables or any other furniture may block entrances or exit doors.** Exhibit floor plans must be approved by the Crowne Meeting Manager.
- L. No displays/banners may be attached to the drapes, chandeliers, ceiling or walls. The Engineering Department will hang banners if requested. No nails or tacks may be hammered into the floor or walls.
- M. No combustible, inflammable liquid or material may be used in exhibit.
- N. Dismantling and removal of exhibits must be done immediately upon the conclusion of the function. If exhibits have not been removed from the Hotel at the time agreed upon, the Hotel will have them removed at the exhibitor's expense.
- O. Electrical power available – 110v outlets. For electrical requirements, the Convenor must contact the Crowne Meeting Manager for availability and charges related to the installation and power supply. Three weeks notice is required.

**SERVICES PROVIDED BY HOTEL:**

Electrical - \$50/outlet/day ~ Tables - \$25/table/day ~ Power Bars - \$10/bar/day ~ Electrical Cords - \$10/cord/day  
Telephone Line - \$25/phone/day

**Note: Neither the Crowne Plaza Ottawa nor employees of the Crowne Plaza Ottawa shall be responsible for loss or damage to exhibits while they are in the Hotel. Charges will be applied to any exhibitor or organization for damages resulting from negligence, carelessness or lack of adherence to the above-mentioned regulations.**