

**Project Ecosphere, Environmental fair
Confederation Park
August 1st to 3rd
2009 edition
Exhibitors guide**

Kiosk setup

Upon your arrival, please go to the office at Confederation Park in downtown Ottawa, 110 Laurier Street.

www.projetecosphere.org/en/site-ottawa.php

Cars and trucks will have access to the site for delivery.

Hours and dates

- Saturday 10 a.m. to 8 p.m.
- Sunday 10 a.m. to 6 p.m.
- Monday 10 a.m. to 4 p.m.

You will have access to the site to set up your exhibit kiosk on Friday, August 1, from 9 a.m. to 6 p.m. as well as Saturday, August 2, from 7 to 9 a.m.

The kiosk setup must be completed for the opening of the fair, set for 10 a.m. on Saturday, August 1st.

Vehicles are only authorized on the site during the kiosk setup time. Note that vehicles are not allowed to circulate during fair hours and that the exhibitor agrees to respect the kiosk setup and takedown times. First you must register at the office on-site. We will give you badges that identify you as an exhibitor. All you have to do is insert your business card.

You will then be able to return with your vehicle to unload your materials at the tent where you will be exhibiting. Once this is complete you can park your vehicles in the parking lot.

Parking for cars is free at the world exchange Plaza, at the corner of Metcalfe and Albert st., one block west of Confederation Park. I will get

back to you soon for trucks parking.

Kiosks will be equipped with 1 table (8 feet by 32 inches), 2 chairs and electrical outlets. Exhibitors must bring their own extensions and wiring. No curtains. Exhibitors are responsible for decorating their kiosks.

Take down of kiosk can be Monday at 4 p.m. or Tuesday morning till 10 a.m.

There are no high-speed Internet connections on the site.

Volunteers will be available on-site to help you and answer your questions.

Lodgings:

A number of rooms have been reserved with Cori Hofford Sales & Marketing Coordinator
Cartier Place Suite Hotel
180, Cooper Street
Ottawa, Ontario
Tel: 613-236-5000 ext. 3112
Fax: 613-238-3842
www.suitedreams.com
Please mention that you are Ecosphere exhibitors.

Meals on site

Exhibitors will be able to buy healthy meals at the fair's food concessions. A dining area with picnic tables will be available for visitors and exhibitors.

All exhibitors agree to recycle all of their garbage and not let their vehicles idle needlessly. Thank you for your cooperation.

We look forward to sharing this unique experience with you!

The organizers of Project Ecosphere.