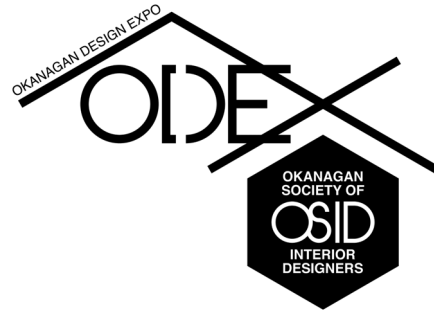


SPONSOR GUIDELINES



1. Venue Details and Date

DATE: Thursday May 9th, 2024

LOCATION: The Okanagan Golf Club

ADDRESS: 3200 Via Centrale [+MAP](#)

2. Sponsor Schedule and Move-in/out Schedule

Sponsors may arrive to set up their space between 10:00am –1:30pm. Sponsors must be ready for attendees by 1:20 p.m. Doors open at 1:30 p.m. for attendees. Move-out begins at the end of the show at 5:30 p.m. Pls do not tear down your booths prior to this time. Please review the schedule and move-in/out times below.

10:00 am – 11:30 am	Early Bird Admission/Set Up (Sponsors Only)
11:00 am – 12:00 pm	Sponsors - Enjoy your complimentary lunch on the Vendor Patio
12:30 pm – 1:30 pm	Gold Sponsor(s) hosting Designer Lunch & Student Design Charette Awards on the Main Patio
1:30 pm – 5:30 pm	ODEX Tabletop Tradeshow and Scavenger Hunt
3:30 pm – 5:30 pm	Light Appetizer Service
4:30 pm – 5:00 pm	Industry Member Prize Draw to WIN an exhibitor table @ ODEX 2025
4:30 pm – 5:30 pm	Vendor Door Prize Draws
5:30 pm – 6:30 pm	Take Down & Clean Up
6:00 pm	Platinum After Party @ Kelowna Brewing Co. all welcome to join!

3. Display of Products

All products must fit on the table provided and/or within your allotted space. If you are using a banner, the banner MUST be displayed within your booth space and be of modest size. **Please Note:** Sponsors are responsible for removing all storage crates and boxes from the tabletop show floor prior to the show opening. Storage of crates and boxes is the responsibility of the Sponsor. OSID will not have space for storing these items on site. **DO NOT** place any materials outside your booth area or disrupt your neighbor. Please note your table dimensions, point 5.

4. Booth Location and Floor Plan

Once all the Sponsors are registered the OSID planning committee will perform a table layout floor plan. The event planning committee will email the floor plan with this letter and post it on the website 1 week prior to the event, so everyone knows where to set up on the day of. Tables will be marked at the event as well.

5. Booth Space and Furnishing Provided

Black table linens will be provided on each table. If you do not require a table and would rather have more open floor space to showcase products you can simply note this on your registration on the OSID website and we will accommodate. Table sizes and allotted space vary per Sponsorship type. See below for sizing.

PLATINUM - Exhibit space is customizable. If desired, receive up to 16' of table length.

GOLD - Receive up to (2) two tables 4'x4'.

SILVER - Receives up to (2) two tables 4'x4'.

6. Shipping Items

Shipments can be sent to the Golf Club one day in advance of the tabletop. Please contact Amelia Smith, see point 14 for her contact info to arrange this.



OKANAGAN SOCIETY OF
INTERIOR DESIGNERS

T: 250.542.8085 | E: OSIDinfo@gmail.com | W: www.OSID.ca



7. Electrical Outlets and Resources

If you need power at your table, pls indicate so on your online registration on the OSID website and the planning committee will do our best to position you where power locations exist. Pls note that we do have limited power locations so pls only request this if you really need it. If needed after registration. Please contact Amelia Smith, see point 14 or her contact info to arrange this. Sponsors are responsible for their own extension cords, power bars, etc. OSID will not have any extension cords, powers bars, etc. for exhibitor use. Please ensure that any cords or taped down to avoid tripping hazards to attendees.

8. WIFI

All Sponsors will have access to standard WIFI for their devices. The Golf Club provides free WIFI

9. Parking

The Golf Club offers complimentary parking.

10. Door Prizes

Each Sponsor has the option of providing a door prize for the show. Door prizes must be displayed at your booth space. This will encourage attendees to make it to your table. Sponsors will collect attendee business cards for their own door prize draw. Bowls for business cards will not be provided. You must have your own method of collecting business cards or entry slips if you choose. When you register on the OSID website you will be asked if you will be providing a door prize for the show. If there are questions, please contact Amelia Smith.

11. Tradeshow Cocktails & Light Appetizers

During the tradeshow, a serviced bar will be located at the tabletop venue. As part of your sponsorship you are entitled to complimentary beverage tickets which will be included with your sign-in package. On the day of the event, you can purchase additional drink tickets at sign-in/registration for yourself and if you choose to hand them out to attendees. Drink tickets are \$10.00/ticket. Tickets are also available in advance on the OSID website and can be added to your cart and picked up at sign in desk. Light appetizers will be served during the show from 3:30pm-5:30pm

12. Be Kind to Your Neighbor

OSID will develop a floor plan that accommodates all Sponsors and Exhibitors comfortably. We ask that you be considerate of your neighbor(s) during the show with respect to crowding and noise.

13. Invite Your Clients!

We encourage you to invite your clients, designers, architects, technicians, industry dealers to this event. Here is a digital link to the website info for you to share <http://www.osid.ca/odex.html>

14. Questions?

Please contact Amelia Smith, who is the event's admin at 250-542-8085 Ext #0 or osidinfo@gmail.com

15. Register to be an OSID Industry Member

We encourage all exhibitors to become an OSID Industry Member. Registration membership can be completed on the OSID website at <http://www.osid.ca/membership-registration.html>. At ODEX 2024, we will be giving away a free table for next year's ODEX 2025. Becoming an OSID Industry Member will give you more information about upcoming events and is an opportunity for additional advertising through OSID socials.

