

# EXHIBITOR GUIDELINES



## 1. Venue Details and Date

DATE: Thursday May 9th, 2024  
LOCATION: The Okanagan Golf Club  
ADDRESS: 3200 Via Centrale [+MAP](#)

## 2. Exhibitor Schedule and Move-in/out Schedule.

Exhibitors may arrive anytime between the move-in times listed to set up their space. Exhibitors 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 5:30p.m. Pls do not tear down your booths prior to this time. Please review the schedule and move-in/out times below.

11:00am – 12:00pm | Sign-In and enjoy serviced lunch (pre-registration & lunch payment required)  
12:00pm – 1:30pm | Exhibitor Set Up  
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 | Exhibitor Prize Draws  
5:30 pm – 6:30 pm | Take Down & Clean Up  
6:00 pm | Platinum Sponsor After Party @ [Kelowna Brewing Co.](#) all exhibitors welcome to join!

**Please Note:** Exhibitors 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 exhibitor. OSID will not have space for storing these items on site.

## 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. **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 and Exhibitors are registered the OSID planning committee will perform a table layout floor plan. The event planning committee will post the floor plan on the website 1 week prior to 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

Table dimensions are 6ft wide x 2.5ft deep\*. Table sizes are approximate and may vary per location based on venue stock and availability. 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.

## 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](mailto:OSIDinfo@gmail.com) | W: [www.OSID.ca](http://www.OSID.ca)



#### 7. Electrical Outlets and Resources

If you are in need of 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.

Exhibitors 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 are taped down to avoid tripping hazards to attendees.

#### 8. WIFI

All exhibitors 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 exhibitor 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. Exhibitors 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. Please contact Amelia Smith, see point 14 or her contact info to arrange this.

#### 11. Tradeshow Cocktails & Light Appetizers

During the tradeshow, a serviced bar will be located at the tabletop venue. On the day of the event, you can purchase 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 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 on the event's administration planning team at 250-542-8085 Ext #0 or [osidinfo@gmail.com](mailto: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 and yearly events.

