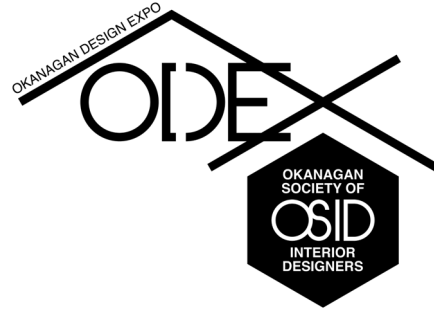


SPONSOR GUIDELINES



1. Venue Details and Date

DATE: Thursday May 1st, 2025

LOCATION: The Okanagan Golf Club

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

2. Sponsor Schedule and Move-in/out Schedule

Platinum Sponsor may arrive and set up their space the night before or from 9am – 11am if desired. Gold, Silver and Breakfast Panel Keynote Stage Sponsors may arrive and set up their space from 10:30am – 11:30am if desired.

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. Please do not tear down your booths prior to this time. Please review the schedule and move-in/out times below.

9:00 am – 11:30 am	Early Bird Admission/Set Up (Sponsors Only – refer to above)
11:00 am – 12:00 pm	Gold, Keynote, and Silver Sponsors Enjoy your complimentary lunch on the Vendor Patio
12:30 pm – 1:30 pm	Platinum Sponsor Designer Lunch & Student Design Charette Awards on the Main Patio
1:30 pm – 5:30 pm	ODEX Tabletop Tradeshow
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
4:30 pm – 5:30 pm	Vendor Door Prize Draws
5:30 pm – 6:30 pm	Take Down & Clean Up

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, Item 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.



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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 quantities and allotted space vary per Sponsorship type.

PLATINUM - Exhibit space is customizable. If desired, receive up to 4 tables.

GOLD - Receive up to (3) three tables.

BREAKFAST PANEL KEYNOTE STAGE - Receives up to (2) two tables.

SILVER - Receives up to (2) two tables.

6. **Shipping Items**

Shipments can be sent to the Golf Club only **ONE** day in advance of the tabletop. Please contact Karin Dowsett to arrange this.

Karin Dowsett
Sales and Event Coordinator
www.Okanagangolfclub.com
(W) 250.765.5955
(C) 250.863.0172

7. **Electrical Outlets and Resources**

Power access at the event space is limited. If you require power at your table, it is available for purchase on the website. We will do our best to position your table near an existing power source.

Exhibitors are responsible for bringing their own extension cords, power bars, and any necessary accessories, as OSID will not be providing these items. Please ensure all cords are securely taped down to prevent tripping hazards for 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 any questions, please contact Christina Ferreira.

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 the bar for yourself and if you choose to hand them out to attendees. Drink tickets are \$10.00/ticket. Tickets are available in advance on the OSID website and can be added to your cart and picked up at the 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, and 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 Christina Ferreira, who is the event's planner at 250-469-1958 or

christina@impactevents.ca.

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 2025, we will be giving away a free table for next year's ODEX 2026. Becoming an OSID Industry Member will give you more information about upcoming events and is an opportunity for additional advertising through OSID socials.



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