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**OTTAWA  
INCLUSIVE & PARA SPORTS  
EXPO**

# **EXHIBITOR & SPONSOR FAQ & ETIQUETTE**



**SATURDAY, MAY 9<sup>th</sup>, 2026**

**10:00 AM - 3:00 PM**

**CARLETON UNIVERSITY**

**FIELDHOUSE + RAVENS' NEST + LOT P5**

# Welcome to all OIPSE/ADAPT EXPO 2026 exhibitors & sponsors!

We are looking forward to having you join us for 2026 Adapt Expo and Ottawa Inclusive & Para Sports Expo (OIPSE)! The following are some FAQs, reminders and expectations to make this day smooth and successful for everyone.



## TABLE OF CONTENTS

<b>EXHIBITOR ETIQUETTE</b>	<b>03</b>
<b>HEALTH &amp; SAFETY</b>	<b>03</b>
<b>EXHIBITOR/SPONSOR SET-UP</b>	<b>03</b>
<b>VENDOR MAPS</b>	<b>04</b>
<b>BOOTH INCLUSIONS</b>	<b>04</b>
<b>ELECTRICITY</b>	<b>04</b>
<b>PARKING</b>	<b>05</b>
<b>FOOD &amp; BEVERAGE</b>	<b>05</b>
<b>INSURANCE &amp; LIABILITY</b>	<b>06</b>
<b>CLINICS + USE OF EQUIPMENT</b>	<b>06</b>
<b>OIPSE SPORT DEMOS</b>	<b>06</b>
<b>CONTACTS</b>	<b>07</b>



# EXHIBITOR ETIQUETTE

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- **Presence:** Please provide at least one (1) staff or volunteer per booth, for the entire duration of the event (including set-up and tear down).
- **Tear Down:** Exhibitors must refrain from tearing down their booth until 3:00pm.
- **Equipment/Products:** You must ensure the supervision of your own equipment, products and space at all times. **We suggest having a sign indicating that attendees are not to use/get in/try your equipment without staff present.**
- **Valuables:** We encourage exhibitors to keep any valuable items out of sight. Adapt Expo and OIPSE are not responsible for any lost items.
- **Collection of personal information:** Attendee information may be collected by exhibitors - so long as the attendee(s) consent to providing this information.
- **No Scent Event!** Please refrain from wearing/bringing any scented products.
- **No latex balloons.** Due to allergies, please do not bring any LATEX balloons.

## HEALTH & SAFETY

- We ask that representatives use their good judgment and refrain from attending the event if they are feeling unwell and/or experiencing any respiratory symptoms, fever or other illnesses to avoid putting others at risk.
- Exhibitors are encouraged to bring masks and/or hand sanitizer as needed.



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## EXHIBITOR/SPONSOR SET-UP

- **ADAPT EXPO - FIELDHOUSE ONLY: Friday, May 8<sup>th</sup> from 4:00pm - 6:00pm** (unless discussed with OIPSE) - for exhibitors with large displays/equipment.
- **OIPSE & ADAPT EXPO - Fieldhouse, Ravens' Nest & P5 LOT: Saturday May 9<sup>th</sup> - open to ALL exhibitors to set-up tables/booths from 8:30am - 9:45am.**
- **All exhibitors/sponsors must be fully set-up and ready for 9:45 AM!**

*Setting up your booth is your responsibility. If you need assistance please reach out so our volunteers can plan to assist you. We do NOT have dollies.*



## Entrances



## VENDOR MAPS:

- We are finalizing details. Booth location will be provided on arrival.
- For logistics/tracking for our volunteers, table changes will not be allowed.
- **There will be a downloadable map so that attendees can easily find you!**

## BOOTH INCLUSIONS:

- **Exhibitors** - we provide all exhibitors with 1 standard 6ft rectangular table + 2 chairs. Your space is approx. 8ft long x 6ft deep.
- **Sponsors** - provided with 2 standard 6ft rectangular tables, and 2-4 chairs. Sponsors provided with double the standard booth size: 16ft long x 6ft deep.
- **Vehicle Exhibitors** - Volunteers will direct you to your space(s) in the P5-A lot.

## ELECTRICITY

- There are LIMITED outlets on perimeter walls of the Ravens' Nest & Fieldhouse. If requested, all attempts will be made to have your booth close to an outlet.
- **We cannot run electrical cords across aisles, nor suspend them from the roof.**
- Exhibitors are responsible for bringing any personal equipment for displays, including extension cords + painter's tape to secure cords *behind* your booth.
- **Internet Access:** Exhibitors will receive access to a password protected WiFi for the day of the event. Connection quality is out of our control.

# EXPO PARKING

Parking in lots **P5-A & P5-B** will be **FREE** for everyone on **Saturday May 9th!**

Parking is conveniently located right between the Fieldhouse & Ravens' Nest.

Parking fees enforced on Friday May 8<sup>th</sup> - for those setting-up in the Fieldhouse.



## DROP-OFFS & PICK-UP

Displays/Equipment drop-off & pick-up can occur at the main entrances of both the Fieldhouse & Ravens' Nest.

Drop-off supplies & move your vehicle to the **P5B** lot as quickly as possible.



If you do **NOT** require accessible parking - **PLEASE PARK IN LOT P5-B!**



**P5-A will be reserved for accessible parking, outdoor vehicle exhibitors & other attendees requiring parking near the entrance.**

## FOOD & BEVERAGE:

- Thanks to our sponsors, there will be **Starbucks Coffee & Tea** available until it runs out. Stations will be inside the Fieldhouse & just outside the Ravens' Nest.
- **FOOD IS NOT PERMITTED INSIDE THE RAVENS' NEST** (hardwood floors). There are many areas outside the gym to eat. *Food in the Fieldhouse is permitted.*
- Exhibitors are responsible for bringing their own snacks and lunch items.
- We have been advised that Tim Hortons will be open (by the Ravens' Nest gym). If this changes - please know this is out of our control.
- There are many places to refill reusable water bottles.

# INSURANCE AND LIABILITY

- As a reminder, all sponsors and exhibitors have accepted (checked 'yes') to the Adapt Expo and OIPSE Waiver & Release of Liability Form.
- **Please have your insurer create a Certificate of Insurance naming BuildAble (for Adapt Expo), Abilities Centre Ottawa (for OIPSE), and Carleton University as additional insureds.**
- It is *your* organization's responsibility to check if any extra protection is required. Organizers could request a copy of your insurance if necessary.

# CLINICS AND/OR USE OF EQUIPMENT & PRODUCTS

- Exhibitors may let attendees/participants try out their equipment or devices, but must assume any risk or responsibility during the event.
- Exhibitors offering clinics must adhere to their governing body/college's regulations; and must assume any risk or responsibility during the event.
- Please leave any heavy equipment, products or demonstration pieces directly on the gym/Fieldhouse floor for the duration of the event.



# OIPSE SPORT DEMONSTRATIONS - RAVENS' NEST

- Those who have secured a demonstration time slot on the court will have received an email with allocated times and instructions.
- On-going demonstrations will be set up at or around your booth.
- **You are responsible for showing up at the Demonstration table (far end of the gym) 10 minutes before your start time, to check-in and set-up.**
- We ask that organizations do not go over their 20 minute allotted time to ensure flow of the event schedule and equal opportunity for all organizations.
- Volunteers will be available to assist with equipment set up and tear down.
- For those who need it, there will be a dedicated area provided to temporarily leave sporting equipment and sports chairs used for the demonstration.

# CONTACT INFORMATION

For any questions, please feel free to contact our Logistics Team:

- **OIPSE/Ravens' Nest:** Emily Glossop:  
eglossop@abilitiescentreottawa.org OR Meg Rowat: mrowat@toh.ca
- **Adapt Expo/Fieldhouse:** Kyla MacGinnis: kyla@buildable.ca OR  
Catherine Bennett: catherine@buildable.ca
- **Vehicle Exhibitors:** Leandre Casselman:  
Leandre.Casselmann@sciontario.org
- **SWAG BAG Info & Drop-Off:** Emma Brown: emma@whimble.ca

On May 9th you can also find one of the identified Committee Members (RED Event T-Shirts) if you have questions during the event!

**Friendly reminder that your event organizers are real humans.  
We're truly doing our best to make this a wonderful day for everyone!**

