



ORGANIZATION OF
CANADIAN NUCLEAR
INDUSTRIES

Clean Energy for a Low Carbon Economy



Canadian Nuclear
Laboratories

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Canadiens



OCNI/CNL Industry Day Exhibitor Manual

September 4 & 5, 2024

Dear Exhibitor,

On behalf of OCNI, we are pleased to welcome you to the **2024 CNL Industry Day in Chalk River, Ontario**. This event, organized by OCNI, is open to all current OCNI members and promises to be an exceptional opportunity for industry engagement. This Exhibitor Manual provides comprehensive details regarding the terms and conditions for the 2024 CNL Industry Day exhibition.

The two-day event, scheduled for **Wednesday, September 4, 2024** (Banquet Dinner at Petawawa Golf Club), and **Thursday, September 5, 2024** (Exhibition) at the CNL facility in Chalk River, Ontario, is not just about showcasing products and services. It's a unique opportunity for manufacturers, engineers, procurement staff, and other industry leaders to network with CNL staff and interact with fellow professionals. This year's event will feature over 50 suppliers, making it a prime networking platform.

Please be aware that only exhibitors who have **paid in full by August 23, 2024**, will be included in the trade show Exhibitor Lists. If you have not yet completed your payment, please **contact accounting@ocni.ca**.

As done in previous years, we will continue with the Booth Passport System to ensure robust foot traffic throughout the exhibition. This interactive system provides CNL staff with a passport to be initialed as they visit different locations throughout the hall. Completed passports can be handed in at the registration desk in exchange for a lunch ticket. Only fully completed passports are eligible for the lunch ticket.

We look forward to seeing you in September. Should you require additional information or clarification, please contact Ruth Puckrin or me at (905) 839-0073.

Yours truly,

Sarina Harrison

Manager, Partner & Industry Relations
OCNI

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1. General Information

CNL Industry Day Banquet Dinner – September 4, 2024

Time: 5:00 – 8:30 pm

Address: [Petawawa Golf Club - 3 Festubert Blvd. Petawawa, Ontario, K8H 2X3](https://www.petawawa.com/golf-club)

Banquet Dinner Costs:

Table (10 seats): \$1,700+ HST

Half (5 seats): \$875+ HST

Single Ticket: \$199+ HST

Local Businesses (that are exhibiting): \$199+ HST

Single Ticket (Non-members): \$400+ HST

CNL Industry Day (Exhibition) – September 5, 2024

Time: 8:30 am – 2:30 pm

Address: [Minwamon Building \(B1565\) 286 Plant Road, Chalk River, ON](https://www.mnr.ca/MinwamonBuilding)

CNL Industry Day Exhibition Costs:

OCNI Member Fees

1. **Trade Show Booth - \$2235 +HST (Early bird pricing \$1870, ends August 9th)**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for two attendees.
2. **Extra Booth Staff - \$116 +HST (Early Bird Pricing \$110, ends August 9th)**
- This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate - \$175 +HST**
- If your company is not exhibiting but would like to walk the show. This also includes breakfast and lunch.

OCNI Member: Indigenous-Owned Business

1. **Trade Show Booth - \$1788 +HST (Early bird pricing \$1496, ends August 9th)**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for two attendees.
2. **Extra Booth Staff - \$92 +HST (Early Bird Pricing \$84, ends August 9th)**
- This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate - \$140 +HST**
If your company is not exhibiting but would like to walk the show. This also includes breakfast and lunch.

Non-Member Fees

1. **Trade Show Booth - \$4070 +HST**
- Includes two complimentary passes, one 6 ft. table, two chairs, and lunch for two attendees.
2. **Extra Booth Staff - \$220 +HST**
- This is for additional attendees at your booth. This also includes breakfast and lunch.
3. **Trade Show Delegate - \$350 +HST**
- If your company is not exhibiting but would like to attend to walk the show. This also includes breakfast and lunch.

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Purchase and Payment:

Purchase and payment can be made on the OCNI website, www.ocni.ca by credit card or contact the OCNI office (accounting@ocni.ca) if an invoice is required.

Event Schedule Summary

Date	Activity	Length of Time
Wednesday, September 4 th	Booth Set-up	10:00 am – 3:00 pm
	Banquet Dinner	5:00 pm – 8:30 pm
Thursday, September 5 th	Show Floor Open	8:30 am – 2:30 pm
	Teardown	2:30 pm – 5:00 pm

Hotel Accommodation

A block of rooms has been reserved at the Holiday Inn Express Pembroke.

Address: 8 International Dr, Pembroke, ON K8A 6W5

Phone: (613) 629-1990

To book a room please use the link below or call in, the group code is CV5.

[**BOOK HERE**](#)

Parking

There are limited parking spots available on-site. Parking is free of charge for exhibitors and attendees. Participants are encouraged to car-pool due to the limited parking on site.

Security

OCNI, along with CNL will take care of security of the tent and exhibition area.

Please note: OCNI and CNL are not responsible for any lost or stolen goods, equipment or personal effects belonging to the exhibitors in the rented spaces.

Photography

OCNI reserves the right to take photographs and video footage of our events for our own records, publicity and promotional purposes. In consideration of admission to OCNI Events, the attendee or exhibitor has hereby given permission in perpetuity to OCNI to reproduce, copy, publish, or otherwise use his/her likeness and/or voice, whether in electronic or print media, as taken from the event or any material based upon or derived there from.

Exhibitors are permitted to take photographs only of their own booth. If exhibitors wish to take pictures of other booths, they must only do so with the express permission of the booth attendees.

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Emergency Preparedness for Supplier Day

The Emergency Preparedness Guidance for our event includes a plan for unforeseen circumstances, such as the sudden need to cancel due to severe weather, venue issues outside of our control, utility scheduling conflict, et al.

In the event of a cancellation, clear communication channels with attendees will be established through multiple platforms, including email (please note, email correspondence will be sent to the contact listed as an attendee), social media, and our event website, to ensure swift dissemination of information.

Our contingency plan involves identifying alternative dates or venues, if feasible, to reschedule the event. Additionally, our refund policy ensures that attendees will receive timely reimbursements or credits for any prepaid registration fees or expenses incurred. We remain committed to prioritizing the safety and satisfaction of our participants while maintaining the integrity of our event, even if challenging circumstances were to arise.

Intellectual Property

At the CNL Industry Day, members are entrusted with the protection of their intellectual property and products. While we strive to provide a secure environment, it is the responsibility of each member to safeguard their proprietary information and merchandise.

We encourage members to take proactive measures, such as limiting the dissemination of sensitive data, utilizing non-disclosure agreements when necessary, and implementing appropriate security measures for their products on display. By exercising diligence and discretion, members can help ensure the integrity and confidentiality of their intellectual property throughout the duration of the event.

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2. Partnership Information

Benefits of being a Partner

- Gain more visibility
- Acknowledgment during the function.
- Sponsors will have their logo displayed on the OCNI website, outgoing emails, event signage and within the program guide.

Please download the [**Partnership Package**](#) for all partnering opportunities.

Any member in good standing can apply for partnership opportunities. Payment should be made in full no later than August 23, 2024. If payment is not received by August 23, your sponsorship is not guaranteed.

3. Exhibitor Set-up and Teardown

Exhibitor and Set-up Personnel Access

Exhibitor and Set-up Personnel will have access to the Auditorium and Lobby for set-up between:

Wednesday, September 4, 2024 – 10:00 am to 3:00 pm

Thursday, September 5, 2024 – 7:00 am – 8:00 am

Exhibitors must set up their booths between the hours listed above. Set-up will not be permitted after those hours

Security Clearance Form

CNL Industry Day exhibition is outside the security gates this year. No security clearance is needed for this event. Shuttle buses will be available for CNL staff to take to the exhibition.

Shipping and Delivery

CNL will not accept items prior to Wednesday, September 4th, 2024, unless alternate arrangements have been made. No shipments will be accepted outside of regular business hours. The date, time, size of shipment, booth number, and who will be delivering the item(s) must be noted in the request. You must also identify whether storage is required.

Storage space is limited in the facility; please take this into consideration when shipping your item(s).

Any package received after the End Date of the Event will not be accepted. All returns will be sent collect. OCNI and CNL will not be responsible for the failure to receive packages, the condition of any goods received or for any damage sustained in transit.

Exhibitors are responsible to process cross border shipments through Canada Customs before delivery if applicable. OCNI or CNL will not assume responsibility for clearing any such shipments. The exhibitor is responsible for pre-paying duties, taxes and other expense on such shipments. OCNI and CNL reserve the right to refuse and shipments that arrive with duties and taxes owing.

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All deliveries must be clearly marked for c/o OCNI/CNL Industry Day 2024. Please see below for a sample label to be used for shipping materials.

Sender's Name	
Address	
Telephone #	
Fax #	
Number of Boxes	Cassidy's Transfer & Storage Ltd. Pembroke
Carrier	CNL 1001 Mackay Street
Custom Brokers Name	Pembroke, ON
	K8A 6X7
Attn: CNL Corporate Communications	
c/o OCNI Suppliers Day	
Booth #xx	

Tear down

The show closes at 2:30 pm on Thursday, September 5th, 2024. Teardown can begin within your booth immediately following the show closing. Please do not tear down your display prior to the scheduled time.

Exhibitor and tear down personnel have access to the facility between:

Thursday, September 5, 2024 from 2:30 pm – 5:00 pm

Exhibitors must tear down their booth in the time mentioned above. Exhibits must not be dismantled or removed before 2:30 pm on Thursday, September 5, 2024. If a display is not taken down before 5:00 pm on Thursday, September 5, 2024, CNL and OCNI reserve the right to dismantle the display and charge the exhibitor accordingly.

We strongly suggest that you do not leave your booth unattended during the set-up or tear down, especially if there are valuable items that can be easily removed.

Carts, dollies, pump-trucks and all other assisting tools will not be supplied by OCNI or CNL. We ask that exhibitors provide their own materials and bring all tools needed to move or display their booths.

4. Exhibitor Booth

Upon purchase of your booth, your space includes:

- 2 complimentary attendee tickets
- 10'W x 6'D display area, defined with back and side drapes
- 8' high back wall
- 3' high side wall
- Two (2) chairs
- 6' table – tablecloth and skirting included
- Company name included on all relevant signage as well as inside the event program
- 120V power connection



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Your booth space does **NOT** include:

- Power extension cords
- Internet connection
- Booth cleaning during show hours
- Booth furnishings and decor
- Carpet in the booth
- Shipping, warehouse services and Customs
- Additional Storage
- Waste Basket

Please Note:

- Large bins for garbage and recycling will be available throughout the facility
- Indoor 24-hour security is not provided. CNL is monitored 24/7, however the exhibition tent will be secured, but not monitored overnight.

Displays

Displays and installations must stay within the booth rental space and must not interfere in any way with other exhibits, exhibitors and walkways.

Booth Number Assignments

Exhibitors can complete the booth reservation form once a ticket is purchased. OCNI reserves the right to change a confirmed booth location due to necessary or unforeseen changes in the floor plan.

For additional information regarding your booth number or the registration process, please contact communications@ocni.ca.

Booth Space Limitations

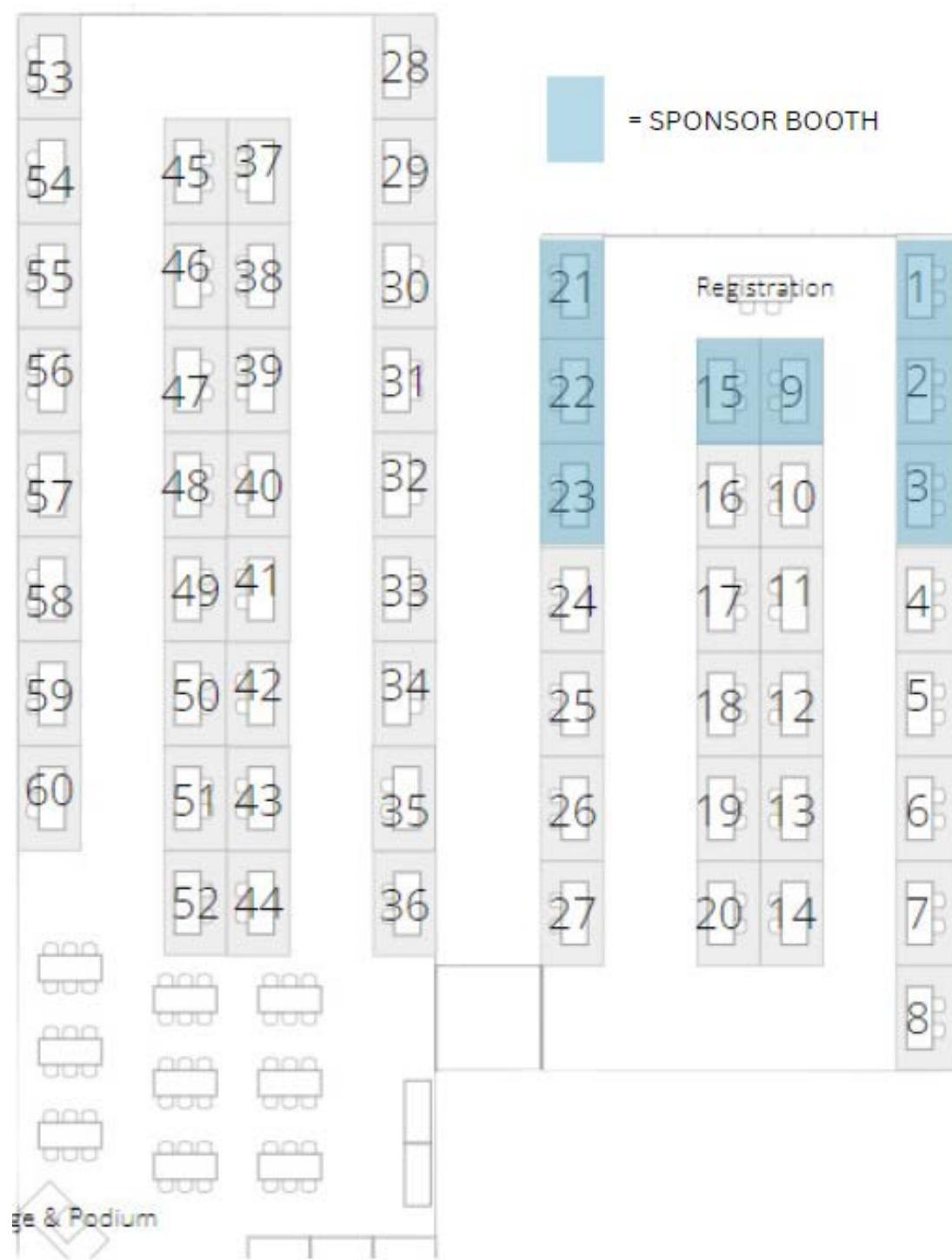
In order to accommodate as many members as possible, OCNI must limit booth space to **one booth per exhibitor** due to limited spacing in the exhibit area. If your display requires a double booth, OCNI will consider your request that should be made to the OCNI office no later than one (1) month prior to the Suppliers Day.

Insurance

Individual exhibitor insurance is not required.

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Exhibitor Booth Layout



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5. Exhibitor Terms and Conditions

Terms

- Payment is due upon registration or receipt. Please note that trade Exhibitor Lists will only include those exhibitors who have paid in full by August 23, 2024. Please remit payment, if you have not done so, to the address below, or contact accounting@ocni.ca.

ATTN: Ruth Puckrin
Organization of Canadian Nuclear Industries
1550 Kingston Road, Suite 219
Pickering, L1V 1C3

- Your company name, contact information, company links and other information collected during the registration process will be shared with conference participants, other exhibitors and/or instructors in the form of the Event Program. By registering for this event, you are consenting to the use and disclosure of information for the purpose.
- Any cancelation request by a registered exhibitor or event participant (registrant) must be received in writing via email to Ruth Puckrin at accounting@ocni.ca

Refunds

- No refunds will be given **30 days prior** to the event date unless an event is canceled by OCNI due to unforeseen circumstances.
- Any refund requests must be received in writing via email to OCNI **30 days prior** to the event date.
- All approved refunds are subject to an administration fee of 5% to offset system and financial charges.
- All refunds will be returned using the original form of payment and into the same account. Please contact the OCNI office at (905) 839-0073 for further information.
- Events held in Exhibitor Tents are subject to local weather changes and therefore, OCNI will not be held responsible for damages to exhibitor booths or other items due to storm, wind or rain during the event.

Substitutions

- Registrants who cannot attend an event are encouraged to exercise the option of providing a substitute participant to attend in his/her place. A written notification of a substitution will be accepted by email up to two-days before the event.

General Terms

- If OCNI or its event partner cancels an event, all registrants will receive a full refund of fees paid (no administration charge).
- All refunds will only be made using the original form of payment. For example, if you registered using a Visa card, any refund will be credited back to that same Visa card.
- It is the responsibility of the exhibitor booth attendees to ensure that garbage is not left behind at their tent. There are garbage bins provided throughout the tent and all garbage is to be disposed of at those locations. Any booths that have left over garbage at the close of the event (5:00pm) will be charged a \$100 penalty fee.