



The summit
for IT experts



EXHIBITOR GUIDE

SEPTEMBER 23RD, 2026

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1. Important Event Information

It is highly recommended that you read this document in its entirety. It contains all the information you need to prepare for the event. If you require additional information, please do not hesitate to contact our team at the following address: siti@iti.ca

2. Site Access

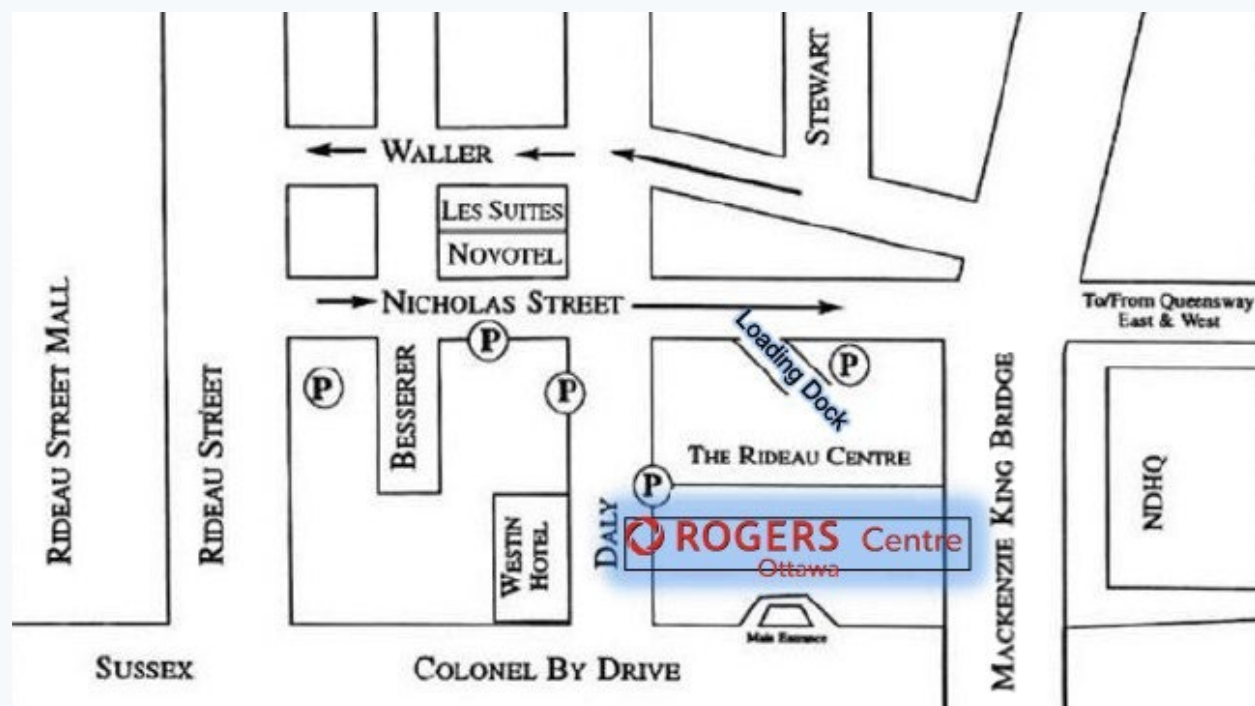
Main entrance:

55, Colonel By Drive, Ottawa, ON K1N 9J2

Delivery dock:

55, Colonel By Drive (delivery dock is accessible by Nicholas St. Loading Dock) Ottawa, ON K1N 9J2

- 4 loading docks with dock leveller
- Dock 1 - can accommodate a 5-tonne truck or smaller
- Docks 2, 3 et 4 - full-size truck with cab



[Click here to view a video on how to get to the Rogers Centre's loading dock.](#)

3. Parking

You can use the following paid parking options for your vehicle:

- **Rogers Centre and CF Rideau underground parking** Daly Avenue and Nicholas St.

Clearance height:

- *Blue parking: 6 ft (1,8m)*
- *Red parking: 6,7 ft (2m)*
- *Green parking: 6,10 ft (2,08m)*

- **Rates**

- *\$6 per hour for a maximum of 4 hours*
- *\$22 for 4 to 12 hours*
- *\$33 for 12 to 24 hours*

4. Public Transportation

The Rogers Centre is accessible via public transportation through the light rail transit or LRT (O-Train).

5. Important Dates

IMPORTANT DATES	HOURS	SERVICE
September 1, 2026		Deadline for submission of presentation titles and descriptions
September 14, 2026		Deadline for exhibitor registration
		Deadline for submission of presentations
September 22, 2026		Exhibition setup From 1:00 PM to 5:00 PM Canada Hall, level 3
September 23, 2026	8:30 AM to 3:00 PM	Event Doors open to the public at 8:30 AM
September 23, 2026	3:00 PM to 7:00 PM	Booth dismantling

6. Transporter and Delivery

Official Transporter

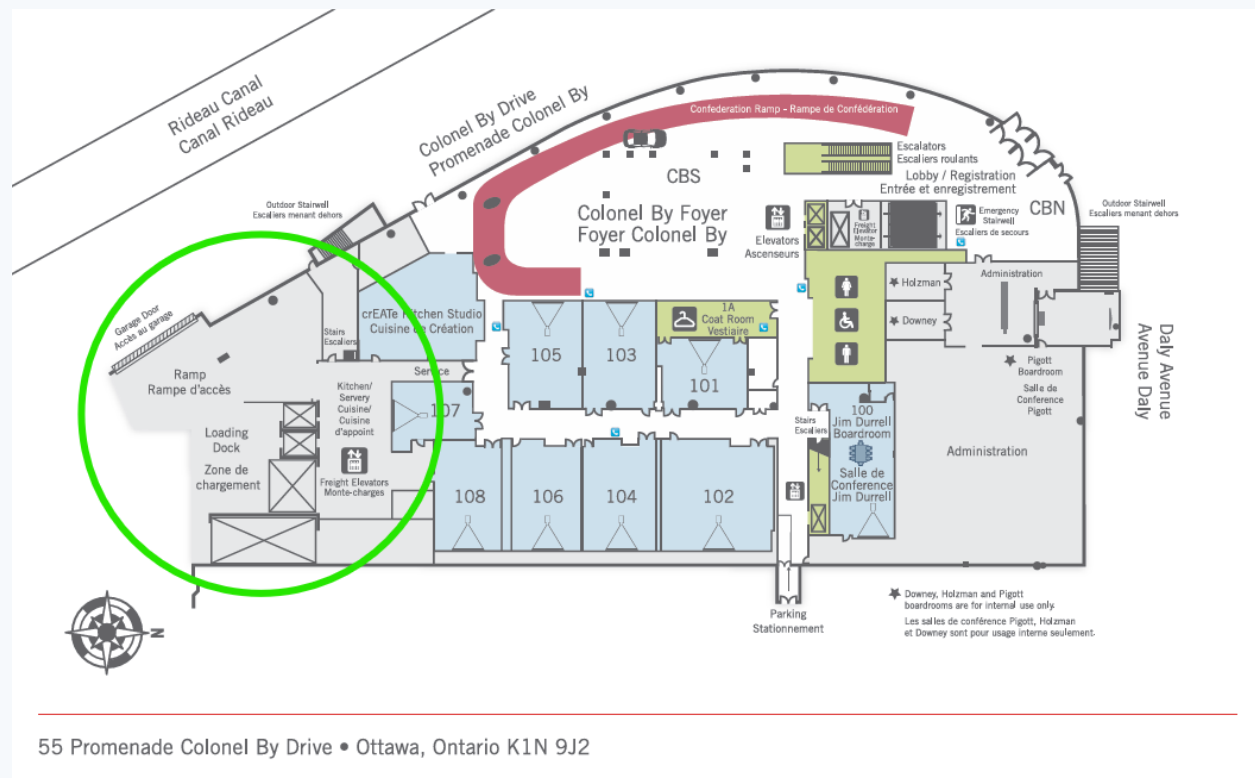
Please note that if needed, the official carrier, G.E.S., can receive your materials prior to the event. They will store your items and deliver them to your booth on the first day of setup.

Delivery order

Deliveries

Please note for any on-site delivery:

- The Rogers Centre will accept materials starting **from the setup date only (September 22, 2026)**
 - Any materials delivered before this date will be refused.
 - The regular opening hours of the loading dock are from 7:00 AM to 11:00 PM.
- The exhibitor must be present at the time of delivery. Otherwise, neither the Rogers Centre nor the organizers can be held responsible for materials received in the exhibitor's absence.



Delivery slip

For direct shipment to the site, please address your packages to the loading dock (55 Colonel By Drive, Ottawa, ON K1N 9J2) as follow:

Carrier:

Number of boxes:

Agency / Organization: ITI Inc.

Booth number:

To the attention of: Summit ITI 2026

Event name: SITI 2026, Canada Hall, level 3

For any questions during the reception, please contact: siti@iti.ca

Rogers Centre Ottawa

Loading dock

55 Colonel By Drive, Ottawa, ON K1N 9J2

7. Handling and Storage

If they wish, any exhibitor arriving at the dock with their equipment **can handle it themselves with a cart, which will be made available to them.**

Delivery and pickup of the equipment must be carried out at the dock.

Please take note of the following information:

- Please note that the handling of materials between your space and the Rogers Centre storage area, as well as the handling from the unloading dock to your space **is not covered by the event organization and you will be charged for these services.** Examples include unloading your truck or transporting heavy machinery
- Packaging materials (crates and boxes) must be removed from the booths for the entire duration of the entire event.
- Please note that exhibitors will not have access to the Rogers Centre storage area once the materials have been stored there. Crates will only be delivered at the end of the event, on September 23, 2026.
- At the end of the show, the Rogers Centre handlers will deliver the empty crates to the booths as soon as visitors have left the room.

8. Registration and Delegated Exhibitors

Badges

The management will allocate a limited number of badges for the people present at the booths during the event. These badges will be granted according to the number of registrations included in your partnership agreement. Badges must be worn at all times while on the premises. .

Registration Procedure

Please register your team members via the portal before September 14, 2026.

Available on the Partner Portal

For any questions regarding your registration*, please contact the registration team at the following address: siti@iti.ca

** An additional fee of \$200 will apply. The management reserves the right to refuse admission to the exhibition hall to any visitor, exhibitor, or employee whose behaviour is deemed inappropriate or disruptive by the management.*

9. Food Services

On-Site Food Services

Please note that the meals are included for all participants and exhibitors.

Food Services at Your Booth

The Rogers Centre is the venue's exclusive food service provider.

Exhibitors are not permitted to bring any food or beverages to the event. Any requests for **exceptions must be addressed to the Rogers Centre** for consideration.

If you wish to serve food or beverages at your booth, you must order them through the Rogers Centre.

To do so, please contact: siti@iti.ca

If you wish to distribute or sell food or beverages at your booth, you must obtain prior authorization from the Rogers Centre.

10. Exhibition Space

Included

- ✓ 10' x 10' space
- ✓ Curtain partitions
- ✓ One 6' table and chairs (according to the number of registrations included in your package)
- ✓ One 120V (15 Amp) electrical supply

Optional (\$)

- ✓ Additional furniture

11. Contact Reference Guide

Don't want to print the entire guide?

Print only this page. It will serve as a checklist and reference guide for the services.

Contact us to get in touch. We are here to help you make the most of the 2026 SITl.

Services	Resources	Deadline
Modular booth, turnkey, furniture rental, plants and accessories, labor for setup and dismantling	G.E.S. jaholland@ges.com	Early bird rate before September 1 st , 2026
Exhibitor staff registration	Available on the Partner Portal	Register before September 14, 2026
Audiovisual equipment and information	Encore 613-688-9058 olivier.raout@encoreglobal.com encore-can.com	Order before September 10, 2026

12. Setup Period

Your booth setup and arrangement will take place on Tuesday, September 22nd, from 1:00 PM to 6:00 PM. This time frame may vary depending on the Rogers Centre availability.

Please refer to the schedule that will be sent to you via email a few weeks prior to the event.

Thank you for respecting your entry time to avoid overloading the premises.

13. Entry Procedure for Setup

- Upon arrival, please **obtain a mandatory pass** from the loading dock attendant.
- The maximum time allowed for unloading a vehicle is 15 minutes.

The owner of any vehicle left at the loading dock for over 15 minutes will be liable for parking fees and/or towing charges.

- To facilitate the transportation of your goods, **blue carts will be made available to you** at the loading dock.
- **Parking in the reception area is strictly prohibited.** Trucks must leave the premises as soon as unloading is complete. Otherwise, they will be towed at the exhibitor's expense.
- On the day of the event, September 23, 2026, exhibitors may bring materials to their booth during the hour before the event opens, but they must use rolling equipment only (4-wheel carts and hand trucks are prohibited). **Once the doors open, however, this equipment will no longer be allowed in the exhibition hall,** and materials must be transported manually.

14. Dismantling Period

The dismantling period for the booths begins on September 23 at 3:15 PM.

No exhibitor may dismantle their booth or disassemble their displays before this time. Exhibitors must vacate the rented premises and the Rogers Centre of all merchandise by 9:00 PM on the same day. If they fail to do so, they have to reimburse the Centre's management for all expenses incurred to vacate the premises (including storage fees).

To minimize the risk of theft during dismantling, valuable items should be collected by the exhibitor as soon as the Centre closes and the remaining materials should be kept under the exhibitor's supervision.

Any materials not retrieved by the exhibitor's carrier or courier service by the end of the scheduled dismantling hours will be taken over by the Rogers Centre, and all costs will be charged to the exhibitor.

15. Exit Procedure for Dismantling

- Blue carts will be available at the docks.
- Please have all your materials ready before you fetch your vehicle.
- If your materials can be transported without the help of carts, you can leave the premises via the exhibition's pedestrian exit doors.
- Blue carts and other heavy transport equipment are not permitted in the public areas of the Rogers Centre, including public elevators and escalators.

16. General Regulations

Standard and prefabricated booths, including signs, must not exceed 8 feet (2.44m) in height.

Exhibitor's who plan to use or build a prefabricated wall must adhere to the following rules:

- Leave a 1-inch allowance on each side of the booth partitions. Authorization from management is required for any non-compliant dimensions. Booth designs must allow for a line of sight, meaning that the maximum height of the side walls within the first 5 feet of the aisle cannot exceed 8 feet. The maximum height accepted for any other part of the wall is 8 feet. Any exception to this rule must be approved in advance by the Centre's management.
- All booth walls must be made of tastefully painted or covered materials on all surfaces exposed to the public view.
- All booths must have carpeted flooring that matches the rented space's dimensions.
- No booth may conceal fire alarm triggers, electrical rooms, signage panels, or access to the premises.
- Exhibitors with a half-moon (pop-up) booth must close the sides aesthetically with rigid material and must have floor covering.
- Hanging banners above a booth requires the organization's approval.

Any special requests regarding the appearance of a booth must be submitted to the management for approval no later than thirty (30) days before the Centre opens. These requests must be accompanied by a plan or sketch illustrating the request. However, you may distribute promotional items within the rented space.

Promotional Activities

All commercial solicitation must take place within the booths. Promotional activities are prohibited in the aisles, restaurants, and corridors.

Insurance

The exhibitor must have their own "liability" insurance. The Rogers Centre and its agents are not responsible for any bodily injury or damage to products, booths, equipment, or decorations caused by fire, water, or theft in the rented premises or during transitions in the building, regardless of the cause.

Stickers

The distribution of stickers is prohibited. The exhibitor will be charged for the cost of removing them from the floor, walls, or other booths.

Noise

The exhibitor must respect visitors and their fellow exhibitors. Any device that causes excessive noise is prohibited and will be removed at the exhibitor's expense.

Walls, Ceiling, and Floor of the Building

It is forbidden to perforate, paint, or alter the walls of the building or the concrete columns of the exhibition hall. The floor of the building must not be perforated, painted, or altered in any way. Only gummed tape may be applied to the floor.

The exhibitor must remove the gummed tape from the floor during dismantling. Otherwise, they will be billed for additional charges.

Authorized Tape

- Wall surfaces: 3M Wall Mounting Strips, no. 7220
- Floor surfaces: Echo Tape CL-W6300 or VI-N6120 or equivalent Double-faced Echo Tape DC-W188F
- Brick walls: 3M Wall Mounting Strips, no. 7220
- *The use of other brands or models may incur cleaning fees*

Pallet Jack

The use of pallet jacks is prohibited in carpeted rooms, without exception.