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There's a typo in "payment schedule" above – "EARLEY"

OCBC26 Exhibitor Kit

Location: Hamilton Convention Centre, 1 Summers Lane, Hamilton, ON L8P 4Y2

IMPORTANT DATES

Conference: November 4 & 5, 2026

Exhibitor Set-Up: November 2 & 3 & 4, 2026 (see exact times in Exhibitor Load in and out section)

Exhibitor Load out: Thursday November 5, 2026 (4pm – 9pm)

Cancellation: No cancellations after August 31, 2026

Artwork/Logo Submissions Due for on-site signage by: October 10, 2026

Insurance certificate due – November 3, 2026

Location: Hamilton Convention Centre, 1 Summers Lane, Hamilton, ON L8P 4Y2

BOOTH DETAILS

Booth Dimensions:

When planning your display for the OCBC26 Marketplace, please ensure that your entire setup fits **within the dimensions of your assigned booth space**. This includes all elements such as tables, chairs, equipment, signage, merchandise, and staff.

Booths include:

- One 6-foot skirted table and two chairs
- Pipe & drape: Backwall: 8' (height) / side bars 3' (height)
- Conference tickets (based on booth size)
- Complimentary Wi-Fi and lead retrieval
- Food & beverage

Booths DO NOT include:

- Electrical
- Carpeting (Floors are concrete in Wentworth)
- Rigging
- TV/Computer Monitors
- Additional furniture

All food and beverage (including beer) sampling/distribution must be pre-approved by your OCBC contact.

Booth Sizes & Included Badges:

- 5'x10' – 1 full conference badge
- 8'x10' – 2 full conference badges
- 10'x10' – 2 full conference badges
- 10'x20' – 3 full conference badges

Height Restrictions:

8' - Wentworth trade show

6' – Wentworth & Chedoke Foyers

EXHIBITOR LOAD IN / LOAD OUT DETAILS

Exhibitor Load-In:

- Monday, Nov. 2 – 12:00 p.m. to 6:00 p.m.
- Tuesday, Nov. 3 – 8:00 a.m. to 6:00 p.m.
- Wednesday, Nov. 4 – 7:00 a.m. to 9:30 a.m.

Exhibitor Load-Out:

- Thursday, Nov. 5 – 4:00 p.m. to 9:00 p.m.

*Early teardown before 3:30 p.m. on Nov. 5 may affect your booth placement for the following year.

Loading Dock Instructions:

The **loading dock** is available for all exhibitors who require it. A **loading dock supervisor** will be on site to help direct traffic; however, all exhibitors are expected to follow the **Show Manager's load-in schedule**, where applicable. A **freight elevator** is available to transport empty crates or items that need to be stored during the show from the second and third levels, if applicable.

IMPORTANT:

- **No vehicles may remain parked** in the loading dock overnight or during the event.
- **Vehicles** can only be left for 15 minutes while unloading and they must be promptly moved to one of the off-site parking lots.
- Exhibitors with **large trucks or trailers** requiring off-site parking should email parking@hamilton.ca at least one week prior to the event to arrange accommodations.
- Exhibitors bringing in small items or boxes by hand may use the **front entrance**, but **larger items or carts must use the loading dock**.

Hamilton Convention Centre Loading Dock Address:

10 MacNab Street South

Hamilton, ON

L8P 4Y2

The HCC indoor loading dock is located on the east side of the convention centre, with access from Macnab St S, just off Main St. There are four (4) loading bays in total, three of which are equipped with powered dock levelers. These docks are 10' wide and 52" tall, standard for unloading small straight trucks as well as 52'/53' semi-trailers.

SERVICE PROVIDERS

Soundbox:

- Electrical
- Ceiling Banner Rigging
- Lighting
- AV or monitor

Contact Soundbox Pro – Promo Code: **OCBCEXH2026**

* Any power needs that exceed 120V must be approved by your event coordinator and Soundbox

Stronco:

- Carpeting (floor is concrete in both Wentworth Hall and Foyer; Chedoke Foyer is carpeted)
- Advanced warehousing
- On-site material handling or moving crates (forklifting)
- Additional booth furniture
- Sign printing

Contact: Stronco (Show Code: XXXXXXX)

Stronco will also have an order desk onsite should you need to make arrangements when you arrive, but a reminder their prices will be hire on-site.

Note: Pump trucks and dollies will be available on-site on a first come, first served basis.

On-Site Storage:

No garbage, packing materials or storage cases may be left on the trade show floor. They must be stored on the third-floor designated storage area at the convention centre. If you will need a forklift to move your items to storage you must book Stronco in advance.

INSURANCE

Insurance Requirements

As part of our exhibitor requirements, we kindly ask that you provide a Certificate of Insurance (COI) by Monday October 19, 2026. Below are the details your insurance provider will need:

Required Coverage:

- Commercial General Liability: Minimum \$2,000,000, inclusive of bodily injury and/or property damage for each occurrence, is mandatory

Additional Insured:

- Ontario Small Brewers Association Inc. o/a Ontario Craft Brewers Association, 75 Horner Ave Unit #1, Etobicoke, Ontario, M8Z 4X5
- Hamilton Convention Centre, 1 Summers Lane, Hamilton, Ontario, L8P 4Y2
- City of Hamilton, 71 Main St W, Hamilton, ON L8P 4Y5

How to Submit:

Please send your COI to Jenny Mulkins no later than Monday October 19, 2026.

PAYMENT SCHEDULE

Upon approval to participate, eligible suppliers will receive an electronic agreement confirming pricing and payment details, followed by an invoice from OCB. Final billing is due the last day before the next booth price increase. Late payment will be charged the next booth price tier.

Refunds / Cancellation Policy:

Cancellations must be submitted in writing to **Jenny Mulkins** (jenny.mulkins@sympatico.ca).

- Before July 31, 2026 → 25% deposit forfeited
- After July 31, 2026 → 100% of booth payments forfeited

BEER SERVICE

Beer Service:

- Beer service only allowed for approved sponsors with 10'x20'+ booths.
- Unauthorized alcohol service will result in removal from the show.
- Exhibitors are responsible for their own insurance and beer.

LOST BADGES / EARLY TEAR DOWN FINES

Lost/stolen badge replacement: \$25

Early tear down may affect your booth placement for the following year.

PHOTO RELEASE

Exhibitors grant permission for OCBC and sponsors to use photographs, videos, recordings, or other references depicting exhibitors for promotional purposes.

SECURITY

OCBC is not responsible for loss, theft, damage, power interruptions, or "acts of God."

Code of Conduct:

OCBC is dedicated to creating a safe, respectful, and enjoyable environment for all individuals involved in our events, including volunteers, staff, attendees, vendors, and others.

We strive for a harassment-free and inclusive atmosphere and encourage everyone to promptly report any interactions that cause discomfort or violate this standard.

As a tasting event that offers alcoholic beverages for sampling, we emphasize responsible drinking among all participants. Anyone not meeting the requirements of conduct will be asked to leave.

CONTACTS & RESOURCES

Event Contact: Jenny Mulkins – 416-801-1014 – jenny.mulkins@sympatico.ca

Show Services: Stronco (**Show Code: TBC**)

*To book advanced shipping, on-site material handling (forklifts), booth carpeting or additional furniture rental.

Electrical: Soundbox Pro – Promo Code: OCBCEXH2026

*Any power needs that exceed 120V must be approved by Soundbox

Helpful Links:

- Booth rentals: <http://stronco.com>
- Electrical: <https://soundboxpro.com/electrical>
- Venue: <http://hccevents.ca/>