



Below are a few details that you should know for the February 23 - 25 festivities.

Marketplace Load in and times:

- **Monday February 23 –**

- Sound and Lighting load in from 11:30 to 1:00pm.
- Marketplace Supplier load-in and set up from 2:00 to 6:00pm

Entrance for Vendors

- There are 2 entrances for loading in, Banquet Entrance and Loading Door, see map below.
- **Your** table must be set up and ready by 8:00am Tuesday, as the ballroom and foyer will have traffic as delegates come in for sessions.

Monday Night Welcome Reception

starts at 7:00pm included with your fee. Hosted at the Ken Seiling Waterloo Region Museum. Please check website for updates.

- **Tuesday, February 24 –**

- Marketplace – if your table is set up, you need to be at your booth by 8:30am, goes till 3:00pm
 - For those in the Foyer, if you want to attend the Plenary session in the ballroom, and sit with delegates to network, feel free to so.
- Lunch and dinner in the Ballroom, all included with your fee.
- Dinner will be the Service Excellence Awards Gala and entertainment
- Hospitality room starts after dinner, included with your fee.

- **Wednesday, February 28 –**

- Marketplace from 8:30am to 1:00pm. Awards Gala dinner included with your fee
- Striking your booth will start at 1:30pm, and décor will move in to start their decorating for the Awards gala.
- Hospitality room starts after dinner, included with your fee.
- Please check [FEO Conference website](#) for Hospitality activity

Here is what you need to know.

- **INSURANCE:** If not already sent to me, your booth insurance will be needed to be sent to me with FEO as 2nd insured, \$2Million liability or you will not be able to set up.
 - By purchasing a booth, the Exhibitor, at its cost, shall procure and maintain in full force and effect during the period of the Contract, comprehensive general liability insurance policy for bodily injury, death and property damage. The Exhibitor shall include FEO and an additional insured on such policy. A copy of the Certificate of Insurance must be forwarded to FEO. The Exhibitor will not be permitted to move in and/or set up without proper insurance coverage and evidence thereof.
- As a reminder, this year we have Tabletops.
 - If you are choosing to bring your own table or stand, let me know so I can advise them that your booth will not need anything.

- Booths have been assigned and loaded on our conference website, with links to your websites and go to the 2026Conference tab, then to Marketplace.

Electricity

No charge for electricity this year, but you will need to bring your own extension cords, these will not be provided.

Internet: complimentary Wi-Fi in all meeting space for the event

Soliciting: Soliciting of business shall not be permitted in other Exhibitor’s booths or at any buildings entrance/exit unless the area is designated for this purpose by FEO. Exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area or another Exhibitor, conducting business or speaking with another Exhibitor.

Exhibitors must conduct their business in a neat orderly manner in such a way as not to be in conflict with other Exhibitors.

Contests & Promotions: Contests and promotions conducted by Exhibitors in conjunction with their displays shall be free of any obligation to the winner. Exhibitors wishing to conduct a contest/promotion must inform FEO in advance. If an entry/ballot form is to be used, FEO must see and approve the ballot before it is printed. Awards, which are conditional upon the placing of an order, are not permitted in accordance with the privacy act. Under no circumstances are the names of the entrants to be distributed.

Parking: Free parking

Cancellation Policy: Refunds will be made for cancellations received prior to February 4, 2026. A \$75.00 cancellation fee will apply. Cancellations will not be accepted after February 4, 2026. If the Conference is not held for any reason, Festivals & Events Ontario’s liability is limited to a refund of Marketplace fees.

Silent Auction and Mystery bag sales is also available – consider participating

[DoubleTree by Hilton Hotel](#), 30 Fairway Road South Kitchener | 519-893-1211
 Call their Reservations Department and let them know it is for Festivals and Events Ontario
 Group rates ends February 13, 2026

Company	Table
3L Production	14
Air Bounce Inflatables	15
Bleacher Rentals	21
Booking House Inc.	20
canaPHEM	16
Chris McKhool / Sultans of String	17
Element Event Solutions	13
Entandem	3
Festival and Event Services Inc. o/a Ontario Visited	9
Five Nineteen Productions	1
Grand River Inflatables & Games Inc.	7

INCIRQUE	11
K&K Insurance Canada	8
Little Electric Inc	24
NorthStar Fireworks	19
Ontario Inflatables and Event Rentals Inc.	12
PAL Insurance Brokers Canada	23
Quench Buggy	10
Smart Serve	6
Spectralite	5
Sunbelt Rentals of Canada	22
Superior Events Group Inc.	2
Super Save	4
Minty Gold & Silver Exch	