



OTTAWA REGIONAL ASSOCIATION OF PHILATELIC EXHIBITIONS

ORAPEX 2022 General Information:

- 1) Dates and times:**
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|--------------------------|--------------------|
| Saturday, April 23, 2022 | 9:00 am to 6:00 pm |
| Sunday, April 24, 2022 | 9:00 am to 4:00 pm |

Note the extra hours with the 9:00 am opening!

*Please respect our show and your fellow dealers by keeping your tables open until the closing time of 4:00 pm on Sunday.

- 2) Location:** Nepean Sportsplex Curling Rink, 1701 Woodroffe Avenue, Ottawa (Woodroffe exit from Queensway)

Free parking on-site
Access via Woodroffe Avenue. If driving, go to rear parking lot and enter at the Curling Rink. (entrance #4)
Accessible by public transit – routes 73, 74, 75, 173, 187, 270, 271, 272, 273

- 3) Bourse Manager:** Ross A. Dulmage Email: bourse@orapex.ca

- 4) ORAPEX Chair:** John Tooth Email: chair@orapex.ca

5) Bourse Information:

Set-up: On Friday, April 22, 2021, dealers should go to the south side of the Curling Rink for access through the loading dock to bring their wares to their booths. In the event there is a line up to access the loading dock, dealers can wait in their vehicles in the small parking area at the loading dock.

Bourse Tables: Priority for receiving your preferred table location depends on date of receipt of the application and availability of the desired location.

Security: Around-the-clock security service from 12:00 noon Friday to 4:00 pm Sunday. During show hours there will be two security officers present.

Registration: See 2022 Bourse Application Form

Table Layout: See attached floor plan showing the bourse layout for ORAPEX 2022. Note that if you would like a certain area on the layout, but need, for example, 4 tables where 2 sets of 2 exist, this could possibly be arranged. Please contact me.

Internet: WIFI is free and can be used with a password, which will be provided by the Nepean Sportsplex. Dealers wishing to accept credit cards for payment of their sales can use WIFI or if they want to use mobile data, they must use TELUS.

6) Show Program: The program will be a 5½ inch by 8½ inch booklet outlining the exhibition activities, dealer's bourse, exhibits, and advertising. It is distributed free to everyone attending the show and is sent to various specialty societies and major philatelic organizations. We hope that you will take advantage of advertising in the Show Program. More information on advertising rates will follow.

7) Refunds: In the case of cancellation of an application by the dealer, refunds will be made with an administration fee of \$25.00. Refunds are only available to dealers who inform the Bourse Manager on or before March 1, 2022. Otherwise, all registration and other product/service fees will be forfeited to ORAPEX. Any registrations that must be cancelled due to the Covid-19 pandemic will be fully refunded.

8) Confirmation: All dealer applicants will be sent confirmation of their table assignments on or before March 15, 2022.

9) Bourse Fees: Please see the Application Form for bourse prices. All fees include Ontario's 13% Harmonized Sales Tax (HST). Payment may be made by cheque, money order or e-transfer only. Please make cheques payable to ORAPEX.

Note that full payments must be made by December 31, 2021 to obtain the discounted price, and by March 1, 2022 for the regular price.

10) Advertising Fees:

2022 advertising options (rates to be determined, all measurements in inches):

1/8 Page Ad	2½ x 1 (new)
1/4 Page Ad	5½ x 2¼ or 2¾ x 4½
1/2 Page Ad	5½ x 4½
Full Page Ad	5½ x 8½

Note: We can only accept print-ready copy matching our advertising specifications.

11) Dealer Tables: Dealer tables are for the sole use of the applicant(s). Dealers who wish to share tables must both be named on the Application Form and are jointly responsible for adhering to the rules of the show and for signing section 4 of the Application Form.

Dealers are asked to remain at their tables during show times for the full duration of the show, until Sunday at 4 pm.

Please note that for security purposes, no side tables are allowed. The only tables authorised to be used for viewing of material by the public will be those situated in the front of the dealer's booth, where a higher level of security can be offered. No side tables will be tolerated and customers invited to the area behind a dealer's front table(s) will be the dealer's entire responsibility.

Any violation of the Dealer Tables policies may jeopardize the dealer's chance of being invited the following year, or even incur a surcharge, up to the price of an extra table.

The ORAPEX Organizing Committee members and officers of this organization accept no responsibility for loss or damage to the Stamp Dealer's stock, for any cause or reason whatsoever. It is highly recommended that all dealers carry liability insurance.

