



## 2019 CANM Annual Scientific Meeting / *Conférence annuelle de l'ACMN 2019*

February 7-10, 2019 / 7 au 10 février 2019

Québec City, Québec

### EXHIBITOR GENERAL INFORMATION

#### Facility

The exhibition will be located in **The Hôtel Le Concorde**

#### Exhibit

Each exhibit is one **8'x8'** space (except tabletops), including the following:

- One skirted standard table (6ft)
- Two chairs
- one-2 plug electrical outlet (1500 watt)

*Note: These items must be requested on the exhibitor agreement form.*

#### NOTES:

- Pipe and drape is NOT included with the exhibit space.

#### Internet

The CANM is pleased to offer one complimentary wireless Internet connection. If you wish to order this complimentary Internet connection, please indicate on the application form **and return to the CANM Office.**

#### Registration

Registration for corporate representatives can be done by visiting our website, [www.canm-acmn.ca](http://www.canm-acmn.ca)

**The CANM office will send you an online registration link. If you require this link again, please contact us at: [canm@canm-acmn.ca](mailto:canm@canm-acmn.ca).**

*Upon receipt of payment, a promo code will be issued to each exhibitor/sponsor to be used towards their complimentary registrations through the CANM online registration system.*

Registrants may attend the symposiums, breaks, and meals listed in the CANM Program. All individuals must complete the online registration form. Badges are non-transferrable and must be worn at all times.

#### Exhibit hours

Please note that these times may change.

*Note: It will be at your own discretion when to be present at your exhibit.*

#### Exhibitor Setup:

Thursday, February 7 - Set-up by company  
 - Set-up by exhibitor

0800-1200  
 1200-1800

#### Exhibiting Hours:

Thursday, February 7                      1700-1930 \*\*Welcome Reception @ 1800  
 Friday, February 8                         0700-1700  
 Saturday, February 9                       0700-1630

#### Dismantling by company:

Saturday, February 9                        1630-on



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### **Dismantling**

Each exhibitor will be responsible for ensuring that **all materials are removed from the exhibit area and clean-up completed by late Saturday, February 9.**

### **EXHIBITOR RULES AND GUIDELINES**

1. **Application:** Application for space shall be made in writing on the exhibitor agreement form.
2. **Assignment:** Exhibit space is assigned on a first-come, first-served basis with priority to sponsors of the CANM who are entitled to a specified number of spaces with their paid sponsorship. CANM will attempt to honor all requests for exhibit space. CANM reserves the right to change location assignments at any time, as necessary. An information kit and floor plan will be provided on-site, on a table at your exhibit location. Exhibitors only, are allocated one complimentary registration with their paid exhibit space.
3. **Cancellation:** CANM must be notified in writing in the event of cancellation on or before **January 10<sup>th</sup>, 2019.** Refund of fees will be made only in the event that CANM is able to re-sell the space. An administration fee of \$250 + taxes will apply to all refunds.
4. **Care of Exhibits:** Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor's expense.
5. **Security:** CANM and the Hôtel le Concorde cannot guarantee against loss or damage of any kind. Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display.

***Please do not leave laptops or any items of value unattended at any time***

6. **Responsibility:** The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CANM, the Hôtel le Concorde, its owners, its operators and each of their respective parent companies, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its products, materials, installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.
7. **Fire Safety:** The Hôtel le Concorde is fully equipped with fire safety system. Because of this sensitive fire alarm system, the use of any type of fireworks and smoke machines are prohibited. Candles not covered by glass will also not be tolerated. Displays and/or exhibits will not be set up on any covering that are not fireproof. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participants at the display and/or exhibit and must be in accordance with the Québec Fire Code and the Hôtel le Concorde Fire Safety Act. No meeting room set up or exhibit layout is to obstruct



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any fire exits or designated aisle space. All set ups and layouts must allow a clearance of an eight-foot semicircular radius in front of each access and exit door.

- 8. **Emergency:** The Hôtel le Concorde and CANM shall not be held liable if the exhibition is cancelled, postponed or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of CANM and the Hôtel le Concorde.
- 9. **Insurance:** It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer's liability and contractual liability. This policy shall be in effect during all hours of the conference, move-in and move-out.

If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub-contractors comply with the insurance provisions contained herein.

To obtain a certificate, you must contact your insurance provider. Simply provide your insurance company with the sample certificate and request that they provide a certificate based on the sample. **Please note that the CANM and the Hôtel le Concorde must be named as additional insured for the duration of the event.**

There is no charge to produce the certificate and your insurance company should be able to provide you with a copy of the certificate within a week of your request.

**EXHIBIT MATERIAL HANDLING – THE HÔTEL LE CONCORDE  
RULES AND GUIDELINES:**

**IMPORTANT - Shipping and handling of material policies**

**DELIVERY & LOADING DOCK INSTRUCTIONS**

It is of the utmost importance that delivery instructions be respected due to the large volume of merchandise we receive daily.

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**HOTEL ADDRESS**

1225, cours du Général-De Montcalm  
Québec, Qc G1R 4W6

**ACCESS:** The loading dock is accessible by way of the alleyway behind the hotel. The alleyway can be taken from Grand-Allée, past the entrance to the underground parking between the hotel and 'Le Cosmos' restaurant.

\*\*\* 20' trucks can access, but 53' trucks will not be able to (limited access).

**Delivery Hours: Monday – Friday - 11:00 am and 5:00 pm**

All deliveries must be reported at the loading dock to a person responsible for the logistics.

Contact the 'Maitre d'hotel' on call: 418-265-7811. If, for any reason, there is no answer, please call the event coordinator at 418-640-5800, extension 3429 for Roxanne and extension 3427 for Claudelle.

\*It is important to respect this procedure to ensure that merchandise is delivered to the appropriate hotel department. We must also ensure that the appropriate person signs the invoices/documents. Under no circumstance



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should a parcel be left at the reception unless specified by the Maître d'hôtel or the event coordinator.

**All delivered palettes or boxes must be clearly identified with the name and dates of the event as well as the room assigned, the name of the person responsible and the booth number if applicable.**

**IMPORTANT:** Please note that the restaurant 'Plaisirs' and the hotel Le Concorde are not responsible for the loss or damage to the contents of boxes or palettes, which may occur during the delivery, storage or dismantlement.

We thank you for your commitment towards respecting these procedures.

**Exhibit Transportation/Shipping & Customs Brokerage Services**

**Consult Expo Event Services Inc.** has been appointed as our Customs Broker for our event.

For more information, please contact Diane Labbé Deegan, Director of Sales -Tel: 514-482-8886 Ext: 2 - mail: [DianeL@consultexpoinc.com](mailto:DianeL@consultexpoinc.com).

**EXHIBIT SHIPPING ADDRESS:**

Boxes accepted at the Hôtel le Concorde four (4) days prior to the event.

**SHIPPING LABEL EXAMPLE:**

**Return Address**

**Hôtel Le Concorde  
1225, cours du Général-De Montcalm  
Québec, Qc G1R 4W6**

**Conference/Conférence: CANM 2019 – ANNUAL SCIENTIFIC MEETING  
February 7-10, 2019**

**Box(es) \_\_\_\_\_ of \_\_\_\_\_**

**ATTENTION Exhibit Booth: Your Company Name  
Foyer Exhibit Hall**

*Coordonnatrice de l'événement Hôtel Le Concorde:  
Claudelle poste #3427*

**SHOW SERVICES CONTRACTOR/ DRAYAGE AND STORAGE**



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The show service supplier is Standex. Please find all necessary documents and information on our website at <http://www.canm-acmn.ca/exhibitors>. Standex contact: Marie-Ève Merizzi, 418-654-0029 poste 3209, email : [exposition@standex.ca](mailto:exposition@standex.ca), [www.standex.ca](http://www.standex.ca)

### **SHIPPING YOUR MATERIAL FROM OUTSIDE OF CANADA**

For International Customs Broker Services please contact: **Consult Expo Event Services Inc.** Diane Labbé,  
Director of Sales -Tel: 514-482-8886 Ext: 2 E-mail: [DianeL@consultexpoinc.com](mailto:DianeL@consultexpoinc.com).

### **THESE GUIDELINES ARE SUGGESTIONS, AND STRONGLY RECOMMENDED TO BE FOLLOWED BY EACH EXHIBITOR**

- Read the prospectus carefully, paying particular attention to potential problem areas, such as drayage requirements and rates, liability and prepayment clauses, installation and dismantling dates and times (standard time or double time rates), penalty enforcement or violation clauses, etc.
- Complete and mail service contractor order forms at least 4 weeks in advance of the meeting. Any telephone orders should be confirmed in writing. Any service or rental cancellations should also be confirmed in writing.
- Provide your booth personnel with a copy of the rules and regulations applying to exhibitors as provided by the sponsoring association and emphasize the importance of adhering to them. Alert your personnel to the fact that if these rules and regulations are violated, your company may be denied the opportunity to exhibit at future conferences and could be responsible for damages.
- If you do not use professional installation/dismantling supervisors familiar with your exhibit, be certain that your company's representative, who is the assigned supervisor understands the conference hall regulations.
- Advise booth personnel not to criticize or engage in arguments with labour personnel. Your booth personnel should discuss the problem with the CANM conference manager in the office set aside for conference management.
- Report to the conference organizer any requests from personnel, in areas such as drayage and set-up, for payments (tips) for services performed. If the prospectus indicates you may do your own set-up and dismantling but you are stopped by union personnel, do not argue; contact the conference manager.
- Unpack literature and other materials well in advance of opening of the exhibit hall so the aisles can be cleared of debris before meeting registrants enter.
- Advise your booth personnel to arrive early, obtain their badges and be in the exhibit booth before the exhibits open.
- Be certain a company representative or agent supervises the packing of product, equipment and dismantling of the exhibit at the conclusion of the meeting. Supervision of valuables should continue until the material is transported from the exhibit hall docks.



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- The Hôtel le Concorde is licensed to serve food and beverages. No food or beverages may be brought into the hotel for service during this event.

**HAZARDOUS MATERIAL & WASTE**

Hazardous material and waste is any material being exhibited, stored, recycled or thrown away that could potentially be dangerous to those attending the event, which could cause injury, harm, or death or pollute air, land or water (example – Hazardous materials can often be identified by certain characteristics that they possess such as being corrosive, flammable, reactive or toxic (scented products such as perfume, cologne, after shave, chemicals, etc.) Exhibitors who generate materials fitting any of these criteria in the course of their meeting activities must:

- Inform Association and Facility Management Staff of the presence and planned disposition of hazardous material at the time of space application to allow for thorough planning and preparation and preclude misunderstanding.
- Be aware of the full scope of the hazard(s) associated with their material(s).
- Conform to the requirements of all regulatory agencies having jurisdiction in the location of the hazardous material and/or waste.
- Ensure that all personnel who could possibly be engaged in the transportation, containerization, use, coordination, or disposal are fully informed of associated risks.

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