

## EXHIBITION MANAGEMENT

### CHECK LIST

Immediately	Short description of products/services (approx. 50 words), company logo and website link, and names assigned to the two exhibition passes to be sent to Congress Management Office.
June 17 <sup>th</sup> , 2016	Full payment due for booth space.
June 17 <sup>th</sup> , 2016	Deadline date for cancellation with full refund less \$CAD 250.00 administrative fee. After this date, there will be no refunds. All requests must be received in writing.
August 8 <sup>th</sup> , 2016	Deadline to obtain the discount rates on order forms through GES. After this date, additional charges apply.

## CONTACT INFORMATION

### Venue

Palais des congrès  
1001 Place Jean-Paul-Riopelle  
Montréal, QC H2Z 1H2

Contact: Order Desk  
Telephone: +1 514-871-5871 or  
+1-888-871-5871 (North America only)  
Fax: +  
Email: [infotechno@congresmtl.com](mailto:infotechno@congresmtl.com)

### Services:

Audio-visual installation  
EXTRA electrical  
Plumbing Services  
Telecommunications Services  
Sign Installation

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### Official Decorator/Advanced Warehousing

GES GLOBAL EXPERIENCE SPECIALIST

Contact: Customer Service  
Telephone: +1 514-367-4848  
Toll Free: +1 877-399-3976  
(North America only)  
Email: [montreal@ges.com](mailto:montreal@ges.com)

### Services

Official Decorator  
Furniture/Specialty Furniture  
Accessories  
Carpet  
Modular Panels and Accessories  
Hardwall Booth rental  
Graphics  
Labor  
Flowers and Plants  
Booth Cleaning

In Booth Forklift  
Material Handling

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**Customs Broker and Freight Forwarder**

North American Logistics Services, Inc. (NALSI)

Contact Name: Robert Vieira

Telephone: +1 514-868-6650

Fax: +1 514-868-6651

Website:

**Services:**

Freight / Shipping Services

(Domestic & U.S./Int'l.)

Customs Brokerage (Canada & U.S.)

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**Audio Visual / Computers**

Freeman Audio-Visual Canada

2056 32<sup>nd</sup> Avenue

Montreal, QC, H8T 3H7

Contact Name: Éric Gagné

Telephone: +1 514 868 6657

Fax: +1 514-631-6727

Email: [Eric.Gagne@freemanco.com](mailto:Eric.Gagne@freemanco.com)

**Services**

Audio Visual Equipment Rental and Technicians

Computer Equipment Rental and Technicians

## EXHIBITOR'S SCHEDULE

Date	Set-up	Exhibition Hours	Dismantling
Monday August 22	11:00-17:00	18:00 – 21:00	
Tuesday, August 23		08:30 – 17:30	
Wednesday, August 24		08:30 – 13:30	
Thursday, August 25		08:30 – 17:30	17:30 – 22:00

### Move in (Set-up)

Exhibitors may begin setting up at 11:00 on Monday, August 22 and completion of the set up should be done no later than 17:00 on the 22. Unless special authorization has been granted by the Congress Management Office, exhibitors must respect the set-up schedule.

### Move out (Dismantling)

Exhibitors may begin to pack materials and supplies when the Exhibition closes on Thursday, August 25 at 17:30. It is strictly forbidden to begin dismantling before this time. All display material must be cleared from the exhibition hall by 23:00 on Thursday, August 25. Shipments left on-site after 23:00 on Thursday, August 25 will be transferred to a storage warehouse by GES GLOBAL EXHIBITION SPECIALIST and any applicable charges relating to such handling and shipping will be the responsibility of the exhibitor.

A service desk will be maintained for the duration of the exhibition for expediting freight, taking orders for outgoing shipments and preparing bills of lading.

It is the responsibility of the Exhibitor to confirm return shipping arrangements with North American Logistics Services.

### GES Service Desk

Date	Hours
August 22, 2016	11:00-17:00
August 25, 2015	17:30-22:00

## **GENERAL INFORMATION AND SERVICES**

### **Exhibitor Entrance**

Exhibitors are permitted access to the exhibition hall half hour prior to the opening and after the closing of the exhibit.

### **Access to the Exhibition Hall**

The Exhibition Hall is located in 220c in the Palais des Congrès.

### **Mobility Impaired Person Access**

The Palais provides an FM assistive free of charge for the hearing impaired (which can be used with a Walkman, for example). All rooms and their subdivisions have their own radio frequencies. Note that audio reception and use of the house system are necessary for FM broadcast.

### **Parking**

Parking is located at 1025, Chenneville and 249 Saint-Antoine Street West and the cost is approximately \$20.00 CAD.

### **Lost and Found**

For lost or found objects, please address inquiries to a security officer at the Security Operations Center on the main floor or dial 5508 on the house phone.

From outside the Palais, you can reach the Security Operations Center by dialing (514) 871-3141.

### **Admission to the Exhibition**

The International Congress of Theoretical and Applied Mechanics reserves the right to refuse admission to the Exhibition to any visitor, exhibitor or employee, who, in its opinion, is undesirable or likely to disrupt the smooth functioning of the Exhibition.

### **Conditions of Participation**

The Exhibitor agrees to comply with and accept the terms and conditions of the Exhibition contractual agreement and in the Exhibitor Guide issued by the Congress Management Office, and other such rules and regulations or operating procedures as the Exhibition Coordinator may reasonably require for orderly construction, conduct and dismantling of the Exhibition from set-up through dismantling.

The Exhibitor shall comply with all the rules, both general rules and those specific to construction and technical details, as well as those stipulated by the official legislation in force.

Ignorance of these rules shall not grant exemption from the responsibilities that compliance carries.

During the exhibition, the Congress Management Office representatives will be available to answer any questions you may have. Meanwhile, if you have any questions regarding the exhibition, do not hesitate to contact the Congress Management Office (see contact information).

The Congress Management Office representatives have full authority to enforce the regulations contained in this guide.

### **Languages**

The official language of the Scientific Program is English. Support services will be available in English and French.

Services at the Congress are provided in both official languages.

### **Liability/Insurance**

Every reasonable precaution will be taken to protect exhibitor's property during installing, Congress period and removal. However, the Congress Organizing Committee, the Palais des congrès and the National Research Council Canada will not accept responsibility for injury to persons or loss of or damage to products, exhibits, equipment, or decorations by fire, accident, theft, or any other cause while in the Palais des congrès. Exhibitors must carry appropriate insurance to cover display materials against damage and loss, and public liability against injury to the person and property of others. Exhibitors must have a copy of their insurance policy on hand to present it upon request.

## **GENERAL RESTRICTIONS**

The following restrictions apply to exhibitors and their employees during exhibition setup and dismantling:

### **Common Areas (identified in green on the plans)**

Common areas of the Palais des congrès de Montréal are halls, foyers and corridors adjacent to the exhibition and meeting rooms. They allow for the free flow and movement of guests, delegates, participants and visitors of the Palais des congrès. On the concourse, the placement of chairs, benches and tables must remain in place.

### **Animals**

No animals should be entered into the building or the premises without obtaining the prior written permission from the Palais des congrès.

### **Balloons and Confetti**

The use of helium balloons, confetti or any other animation components thrown in the air, such as feathers, serpentines, etc., is strictly forbidden unless you obtain a written approval from the Congress Management Office.

### **Alcohol drinking during Setup and Dismantling**

For safety reasons, alcohol consumption is not permitted during set-up, move-in, or move-out times.

### **Fire**

Exhibitors must comply with the fire prevention rules. The Palais des congrès de Montréal is responsible for enforcing the regulations of the City of Montréal Fire Prevention Department. The simplified fire prevention guides are available upon request.

### **Handling Services**

The Palais des congrès de Montréal has several fork lifts available which are operated exclusively by our personnel.

Handling fees for storage of exhibition equipment/material (exhibition booths to storage and from storage to the booths) are at the expense of the exhibitor.

Use of hoisting equipment from the loading dock to the exhibition booths and from the booths to the docks is billed to exhibitors in accordance with agreements to this effect. See purchase order "Material Handling".

**Capacity**

Fork lifts 2268 kg 5000 lbs

Fork lifts 3628 kg 8000 lbs

**No Smoking Policy**

The Palais is a non-smoking establishment, subject to the Tobacco Act of the Government of Québec in effect since May 31, 2006. There are exterior zones for smokers located at the entrances and exits of the Palais. Pursuant to the provisions of the law, any infraction will incur a fine.

**Security**

Every reasonable precaution will be taken to protect exhibitors' property during installation and removal. However, neither the Congress organizers nor the Palais des congrès can assume responsibility for your display during the hours the exhibit is open. Security will be provided before and after exhibit hours.

## **BOOTH SPECIFICATIONS**

### **Booth Package**

The booth package includes the following:

- A 2.4 meter high (8 feet) back wall with 1 meter high (3 feet) side blue drape
- The Exhibitor's Manual
- One 1500 Watt Duplex Receptacle for each booth
- Overnight security
- General lighting
- Heating/cooling
- Two exhibitor badges (includes welcome reception and coffee breaks, excludes scientific sessions)
- The Congress Program and Abstracts
- Visibility on the Congress website with a link to exhibitors' organization description (requires receipt of exhibitor's logo, website address and 50-word company/product description)

Please note that any required furnishing and all booth carpeting must be ordered or provided by the exhibitor, and that rental of a turnkey booth will be possible at an additional charge.

### **Booth Construction**

Exhibitor with in-line type booths are requested to conform to "right of light" display designs. Exhibitors will not be permitted to construct sidewalls that block a reasonable right of light of neighboring booth(s).

The back wall of the booth should not exceed 2.4 meters (8 feet) high and the side walls should not exceed 1 meter (3 feet).

### **Freight Elevators**

Use of the freight elevators by the loading dock of the Palais des congrès is available. For the safety of all individuals, freight elevators are not intended for passenger use. The freight elevator MC-1 is 9'7" (2.96 m) w x 7'11" (2.41 m) h x 22'9" (7 m) long. Freight elevator MC-2 is 9'10" (3.017 m) w x 11'11" (3.655 m) h x 25'9" (7.858 m) long.

### **Additional Electrical Services**

For additional electrical services please refer to the order form.

### **Rigging**

Hanging objects is permitted only at the designated rigging or anchoring points and will be done

exclusively by the Palais des congrès de Montréal. Structures or other event identification elements must be free standing, without impacting the infrastructure in areas where there is no designated anchoring point.

### **Preservation of Rented Space**

Exhibitors must make sure that the space rented for their booth remains in good condition. No signs or other articles are to be fasted to walls or electrical fixtures. The use of thumbtacks, nails, screws, bolts or any tool or material that could mark floors or walls is prohibited. It is also forbidden to paint the floor or the walls of the exhibition hall. Exhibitors may place posters on the walls by using 3M wall mounting tabs, no. 7220 only. Cleaning charges may apply if correct tape is not used. Models of double face tape recommended are Polyken 105c LPDE or Scapa 274004 or DCW002A.

### **Signs and Banners**

If you need to hang signs and banner, the installation of the signs must be done by the Palais des congrès. See page 2 for contact information.

## **DELIVERIES OF EXHIBITION MATERIAL**

### **Deliveries prior to Set-up Date**

Neither the International Congress of Theoretical and Applied Mechanics, nor the Palais des congrès will accept shipments prior to the Congress. For advance shipments, please make arrangements with GES GLOBAL EXPERIENCE SPECIALIST by filling out the appropriate form. All shipments must be prepaid by the shipper, all shipping way bills must be marked "Bill to shipper". Collect shipments will not be accepted.

Common carriers do not make deliveries on Saturday or Sunday unless special arrangements have been made. Prior to sending domestic or international shipments, the applicable order forms and Canada Custom Invoice must be completed and sent to North American Logistics Services. Three copies must accompany the shipment. Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

The Palais des congrès cannot accept freight shipments on behalf of exhibitors before or during scheduled move-in times. North American Logistics Services have been chosen for the consignment of all freight shipments.

The International Congress of Theoretical and Applied Mechanics has registered with the Canada Border Services Agency (CBSA) and has designated North American Logistics Services as the official provider of customs services. The exhibit hall has received "Border-to-Show" status and North American Logistics Services will facilitate customs procedures based on the exhibitor needs for entry into Canada. North American Logistics Services staff will contact exhibitors and provide instructions prior to the congress as well as will be on-site for the entire event.

North American Logistics' service will facilitate only one invoice for both your customs and transportation requirements. Exhibitors with shipments originating outside of Canada are advised to contact them for shipping and customs brokerage information.

We strongly recommend that you use North American Logistics Services as the International Congress of Theoretical and Applied Mechanics has negotiated on your behalf very favorable and competitive rates.

Advance ground and air shipments should be sent to the following address, beginning on August 1, 2016 and no later than August 16, 2016 at 16:00.

Name of Exhibition Company  
Booth #  
ICTAM 2016  
c/o GES Global Experience Specialist  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

All materials will be subject to materials handling charges by GES Global Experience Specialist based on total weight of your shipment.

### **Deliveries during Set-up**

The Palais des congrès will not accept any shipment during the set-up.

Exhibitors must have staff on site as the Congress Management Office will not assume responsibility for lost or damaged material.

GES Global Experience Specialist has been appointed for drayage in the exhibition hall. They will receive all shipments, whether brought by another carrier or sent directly to the exhibition hall. Services will be charged accordingly. Drayage includes receiving of the exhibition material, delivery to the exhibition space, removal of empties (crates and cartons), storage during the exhibition, return of empty crates and cartons, and delivery to the dock for pick-up by the Exhibitor's freight company. Please note that your on-site representative must have a duly completed waybill to accompany the repacked material. Once your on-site representative has repacked the material and labeled each container, he/she must then call the transporter to arrange for the pick-up.

### **Deliveries during Exhibition**

Any handling of merchandise outside of the set-up and dismantling time periods will require permission from the Congress Management Office.

### **Forced Freight**

All display material must be cleared from the exhibition hall by 23:00 on Thursday, August 25, 2016. Shipments left on-site after 23:00 on Thursday, August 25, 2016 will be "forced" from the exhibition floor and transferred to a bonded storage warehouse by GES Global Experience Specialist. All charges relating to this transfer and storage will be the responsibility of the exhibitor.

## **FIRE PROTECTION**

### **Notification of Fire**

While in the Palais des congrès if a Fire Alarm should sound the most important thing to do is remain calm and listen to the announcements. The Fire Alarm system at the Palais des congrès is a multi-stage alarm accompanied with voice announcements. In addition to this, there will be several staff on hand to guide you to the appropriate Evacuation Points, should this become necessary.

### **Approved Floor Plans**

Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lands in and around the facility must remain clear and unobstructed. Adequate facility staff must be hired to guide vehicle traffic in these areas during move-in and move-out. Easels, signs, chairs, etc., cannot be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.

### **Prohibited Materials**

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montreal, it is forbidden to use the materials on the following list:

- Softwood trees or branches
- Cellulose acetate fabrics
- Straw
- Straw shavings
- Peat
- Packing chips
- Jute
- Sono Tube
- Polypropylene/polymer (Coroplast) except if the surface used corresponds to 10% or less of the total surface of the stand.

### **Pyrotechnic Equipment**

The use of any Pyrotechnic Equipment in the Exhibition Hall is strictly prohibited.

## **EXHIBITION SERVICES**

### **Exhibitor's Registration**

Exhibitors must have one person available at their booth at all times from at least 15 minutes before the opening of the Exhibition until closing time.

Exhibitors and their staff must check in individually at the Registration Desk, where they will receive their name badge. Exhibitor name badges must be worn to access the exhibition hall at all times during the exhibition.

### **Congress Registration**

The Exhibitor name badge does not allow attendance to the Congress Scientific sessions but it does include the Welcome Reception and Coffee Breaks. To register for the Congress Scientific program, please visit our registration page at:

[http://www.ictam2016.org/side\\_registration/registration\\_e.shtml](http://www.ictam2016.org/side_registration/registration_e.shtml).

### **Exhibition Official Guide**

Each exhibitor will be entitled to a listing in the Exhibition Official Guide, with a short text of 50 words describing their products and services.

All texts and coordinates must be received no later than August 1<sup>st</sup>, 2016.

### **Additional Name Badges**

Each Exhibitor is allowed two (2) badges per booth. Please ensure that you submit the two names assigned to these badges to the Congress Management Office at [ictam2016@nrc-cnrc.gc.ca](mailto:ictam2016@nrc-cnrc.gc.ca).

Additional badges will be available at a cost of \$200.00 CAD each. Exhibitor badges are not transferable.

### **Exhibition Program**

The Organizing Committee has made every effort to make participation at the Exhibition fulfilling and productive for attendees and exhibitors. Please note that the welcome reception, poster sessions, and the coffee breaks and lunches will be held in the exhibit area. Also, participants will have some time during lunch breaks to visit the Exhibition.

### **Hotel Accommodation**

Rooms have been reserved in various hotels in downtown Montreal. Reservations for Congress Accommodations can be made directly on our website at:

[http://www.ictam2016.org/side\\_accommodations/accommodations\\_e.shtml](http://www.ictam2016.org/side_accommodations/accommodations_e.shtml)

Pay attention to the deadlines outlined on the page in order to take advantage of the special rates negotiated for the Congress. After these dates, the Congress room blocks will be released and the hotels may charge higher rates.

## **SUPPLIER SERVICES**

### **Official Decorator / Advanced Warehousing**

GES Global Experience Specialist is the official decorator of the International Congress of Theoretical and Applied Mechanics. Its services include booth rental as well as the supply of furniture, accessories, signs, etc.

To order booth, furniture, or additional decoration services, please go to the GES online portal at <http://www.gesexpo.ca/events/montreal/ictam-2016>.

### **Customs Broker and Freight Forwarder**

North American Logistics Services Inc. has been appointed the official customs broker and freight forwarder for the International Congress of Theoretical and Applied Mechanics. North American Logistics Services Inc. will have a representative on site to assist with customs clearance requirements.

To make arrangements please visit <http://www.nalsi.com/> or contact Robert Vieira at +011-514-868-6650.

### **Food and Beverage Services**

The Palais des congrès is the sole provider of Food & Beverage for the Congress. Food stations will be set-up as approved by the Congress organizers.

**For all other requests, including Audio Visual/Computers, Electricity, and Telecommunications Services, please visit the online portal of the Palais des Congrès at <https://portailclient.congresmtl.com/en/web/guest/accueil>**