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INTRODUCTION

This package contains all the necessary documents required to exhibit at the Canadian Neurological Sciences Federation 51st Annual Congress, being held at the Québec City Convention Centre from June 21-24, 2016.

Please ensure you read the attached information carefully and return all the required forms prior to the deadline dates indicated below.

In order to make the exhibition a success, all exhibitors who occupy booth space agree to conform to the full rules and regulations outlined in the previously issued Sponsor and/or Exhibitor invitation, as well as in this Exhibitor Manual.

If you have any questions pertaining to the enclosed information, please don’t hesitate to contact the appropriate parties as detailed in the contact information section.

EXHIBITOR DEADLINES AND KEY DATES

Exhibition Application &/or Contract: ____________________________April 1, 2016

Indemnification and Hold Harmless Agreement: ____________________________May 20, 2016

Exhibitor Appointed Contractor Form: ____________________________May 20, 2016

Advance Warehouse Shipments: ____________________________May 24 to June 14, 2016 (via GES)

GES Show Services Order Forms: ____________________________June 1, 2016 (for discounted rates)

Québec City Convention Centre Order Forms: ____________________________June 3, 2016

Clark’s Audio Visual Order Forms: ____________________________June 4, 2016
CONTACT INFORMATION AND OFFICIAL TRADESHOW CONTRACTORS

CNSF SECRETARIAT
Canadian Neurological Sciences Federation
Dan Morin
CEO
Suite 143N, 8500 Macleod Trail SE
Calgary, AB T2H 2N1
Tel: 403-229-9544
Fax: 403-229-1661
dan-morin@cnsfederation.org
www.cnsfederation.org

CONFERENCE FACILITY
Québec City Convention Centre
Line Laliberté
Exhibition Services
Tel: 418-649-7711 ext. 4066
Free: 888 679-4000 ext. 4066
services@convention.qc.ca

CONFERENCE MANAGEMENT
Intertask Conferences
Rozanne Lyons, CMP
Exhibit Coordinator
275 Bay St.
Ottawa, ON K1R 5Z5
Tel: 613-238-6600 ext. 233
Fax: 613-236-2727
cnsf@intertaskconferences.com
www.intertaskconferences.com

OFFICIAL AUDIO VISUAL SUPPLIER
Clark's Audio Visual
Mark Happeney
General Manager
1615 Venables St.
Vancouver, BC V5L 2H1
Tel: 604-877-8558
Fax: 604-879-2993
mark@clarksav.com
www.clarksav.com

TRANSPORTATION SERVICES
GES
Louise-Myriam Dallaire
Exhibitor Services
950 Avenue St Jean Baptiste
Québec, QC G2E 5E9
Tel: 418-877-2727 ext. 222
ldallaire@ges.com
www.gesexpo.ca

OFFICIAL DISPLAY COMPANY
GES
Louise-Myriam Dallaire
Exhibitor Services
950 Avenue St Jean Baptiste
Québec, QC G2E 5E9
Tel: 418-877-2727 ext. 222
ldallaire@ges.com
www.gesexpo.ca

CUSTOMS BROKERAGE SERVICES
Mendelssohn Commerce
Philip Lopresti
Tel: 514-987-2700 ext. 2126
Cell: 514-241-0559
Fax: 800-655-4628
plopresti@mend.com
REQUIRED DOCUMENTS

To order items, in addition to what is included in your contracted booth package, please use the LINKS below or contact the appropriate person listed on the previous page. Please refer to the Exhibitor Deadlines and Key Dates Checklist to ensure you have completed and returned all necessary documentation by the required dates.

The Exhibitor Guidelines and Manual includes the following links to the supplier forms:

GES SHOW SERVICES
- Display Order Form
- Customs Order Form

CLARK’S AUDIO VISUAL
- Audio Visual Exhibitor Order Form

QUÉBEC CITY CONVENTION CENTRE
- IMPORTANT Exhibitor Information - MUST READ
- Miscellaneous Services (including electrical)
- Internet Order Form
- F&B Order Form
- QCCC

RHODES & WILLIAMS INSURANCE
- Application for Insurance
EXHIBIT SCHEDULE AND EXHIBITOR MOVE-IN AND MOVE-OUT

EXHIBIT MOVE-IN (SET-UP) – Room 200 AB

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>June 22, 2016</td>
<td>10:00 to 16:00</td>
</tr>
</tbody>
</table>

To ensure an efficient off loading and set-up for all exhibitors, specific move-in times MAY be assigned for each exhibitor by the Official Show Service Provider, GES. Special arrangements (i.e.: early access) must be addressed and agreed upon with GES in advance of the show dates. Please ensure you read the IMPORTANT Exhibitor Information from the QCCC for loading dock restrictions.

Access to the Exhibit Hall will be granted only to those personnel who have been registered and are wearing an approved identification badge (refer to Exhibitor Registration) and in accordance with the dates and times.

All exhibits and displays must be set-up and void of all cartons, crates and packing materials by 15:00 on Wednesday, June 22, 2016. Any exhibit or display that is not set-up, may be removed and stored by the Conference Management at the sole expense of the Exhibitor.

NOTE: No display material except that carried by hand will be permitted to move through the exhibit area during show hours.

EXHIBIT SHOW HOURS

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>June 22, 2016</td>
<td>17:15 to 19:15</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 23, 2016</td>
<td>10:00 to 18:00</td>
</tr>
<tr>
<td>Friday</td>
<td>June 24, 2016</td>
<td>10:00 to 13:30</td>
</tr>
</tbody>
</table>

EXHIBIT MOVE-OUT (DISMANTLING)

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 24, 2016</td>
<td>13:30 to 19:30</td>
</tr>
</tbody>
</table>

EXHIBIT BOOTH INCLUSIONS

The following is included in your standard booth package:

- One 10’ w x 8’ d pipe and drape booth.
- 8’ high back drape and 3’ high side divider drapes in black.
- One 6’ table with black skirt.
- Two padded chairs.
- One waste paper basket.
- One 44” w x 7” h identification sign (black block text on white background).
- One electrical outlet 120 V, 15A.
- Daily vacuuming of aisles and general housekeeping of the exhibit common areas.
- NOTE: It is the exhibitor’s responsibility to keep and maintain each exhibit space and paths thereof in a clean, dust-free and orderly fashion for the duration of the show.
- General show lighting for all the event areas.
- Two Exhibitor Registration Only badges per 10’ w x 8’ d exhibit space.
- Note: Full Congress registrations for exhibitors and sponsors are available at a discounted rate of $900 and additional Exhibit Hall Only passes are available at $200 each. They can be purchased online at: http://congress.cnsfederation.org/congress/registration
EXHIBIT BOOTH SPACE RENTAL DOES NOT INCLUDE:

- Material handling, additional equipment/supplies or drayage* costs.
- Individual booth lighting, additional electrical outlets, transportation, warehousing, brokerage services, special materials, carpets or furnishings beyond those already specified, and the movement, transfer, removal, storage, setup, and dismantling of customer exhibits.
- Telephone, Internet, computer data lines, and specialized telecommunication services.
- Specialized security staffing requirements for individual booths or exhibits, either overnight or during the event, beyond the general level of security (exhibit hall will be locked) provided by the Conference Management.

*Drayage: If you do not ship to the GES Advance Warehouse, you are responsible for moving your materials from the loading dock to your exhibit booth and back. This must be done by your own employees or you can hire GES. If you ship your materials to the GES Advance Warehouse, drayage is included.

SHIPPING AND RECEIVING

PLEASE NOTE: ***Friday, June 24 is ST. JEAN BAPTISTE DAY (Quebec Holiday)***

Courier companies (FedEx, Purolator & UPS) will be closed and will not pick up on June 24.

We have made special arrangements to store your small packages for these couriers in a secure location until the end of the business day on Monday, June 27th.

You must:

1. Complete the appropriate paperwork and labels for your designated courier;
2. Call to schedule the pick-up and;
3. Fill out the GES Materials Handling Agreement.

IMPT: Any courier shipments left after 17:00 on Monday, June 27, will be shipped by Dolbec International, the QCCC official carrier, at prevailing LTL rates without prior notice.

Shipments must be delivered to the receiving area.

No exhibit/display shall be dismantled before 13:30 on Friday, June 24, 2016. This regulation will be strictly enforced.

Dismantling a booth before the official closing of the Exhibition is prohibited. If an exhibitor removes a booth before the end of the show, he/she is subject to a penalty of $500 (enforced by CNSF).

Any material left in the facility following the official move-out time, will be removed by GES, and held in storage and charged at the prevailing rates at the Exhibitors’ expense. The Conference Management shall be entitled to seize and hold (at the Exhibitors’ expense) any exhibit or display materials of Exhibitors with outstanding payments owing to Conference Management or any Official Supplier. These will be released once all Conference Management claims have been settled.

Exhibitors are responsible for the shipment of their exhibits and materials. GES is the Official Transportation and Customs Clearance Provider for the Canadian Neurological Sciences Federation Annual Congress. The Exclusive Show Services and Drayage Contractor (GES) provides material handling and advance warehousing. Once your material arrives at the advance warehouse, GES ensures delivery to and from the exhibit space. Please also see Material Handling section.

GES advance warehouse will accept crated, boxed, or skidded material beginning Tuesday May 24, 2016 at the advance shipping address indicated below. Materials must arrive at the warehouse by Tuesday June 14, 2016. Shipments received after June 14, 2016 are subject to extra charges and delivery will not be guaranteed. Shipments sent collect will not be accepted.
Ensure all freight destined for the advance warehouse is labeled with the following:

**Shipper’s Info**

**Address**

**Exhibitor Name and Booth #** CNSF Congress

C/O Demark

1550 avenue Diesel

Québec City, QC G1P 4J5

Name of carrier:

Box _____ of _____ (Total number of boxes in shipment)

NOTE: Any questions regarding shipments? Please contact Louise-Myriam Dallaire at GES at 418-877-2727 ext. 222.

Exhibitor’s shipping material using FedEx, UPS or any other carrier, must employ the services of GES to move the boxes from the loading dock to the exhibit hall and back, or move them on their own. Shipments sent directly to the show site will only be accepted on Tuesday, June 21 (not before - or fees will be applied) and must be clearly labeled as follows:

**Shipper’s Info**

**Address**

**QCCC c/o GES**

**Exhibitor Name and Booth #:**

Loading Dock Level 1 / Débarcadère Niveau 1

875 rue St-Joachim

Québec City, QC G1R 5V4

Box _____ of _____ (Total number of boxes in shipment)

**Via:**

(Carrier)

**Notify:**

(Contact name & Phone #)

All shipping, receiving and storage of display material and packing cases are the responsibility of the Exhibitor, GES Show Services and Drayage Contractor and shipping company selected.
**Exhibit Guidelines and Manual**

**SHIPMENTS ORIGINATING IN CANADA**

All shipments originating in Canada should be prepaid and consigned.

**SHIPMENTS FROM OUTSIDE CANADA**

For the convenience of Exhibitors shipping goods from outside Canada, Mendelssohn Commerce has been appointed the Exclusive Customs Broker to handle customs clearance for those Exhibitors who may require such service.

For your convenience, you may download the form here: [Customs Order Form](#)

All fees related to customs clearance are the sole responsibility of the Exhibitor.

**LOADING DOCKS AND PARKING**

Arriving by car? Please ensure you read the [IMPORTANT Exhibitor Information from the QCCC](#) for loading dock and restrictions.

**NOTE at the QCCC:**

Trailers should not exceed 13 ft. 3 in. in height and 48 ft. in length. **Parking at the loading dock is prohibited.** Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner’s expense.

**MATERIALS HANDLING**

The Exclusive Show Services and Drayage Contractor (GES) provides material handling and advance warehousing for the Canadian Neurological Sciences Federation Annual Congress. Once your material arrives at the advance warehouse, GES is in charge of handling from the loading dock to the booth and back to the dock at the end of the show. Clarification of charge out rates and details are provided in the GES order forms.

**HAND CARRIED MATERIAL**

Exhibitors who hand carry their own material to the show site must be prepared to supply their own labour. **At the QCCC:** Dollies will be available free of charge for unloading their material and moving from the receiving area to their booth location.

Similarly, they must take responsibility for the removal and storage of their empty crates and boxes through GES. Materials can only be delivered during the set-up and dismantling hours. Any fees associated to this will be the sole responsibility of the Exhibitor.

In the event of any labour or related jurisdictional disputes or any other problems connected with the shipment, consignment or pick up of exhibits by or for the Exhibitor, the Conference Management may reject, move, delay or immobilize an exhibit or act in what it deems to be a necessary and proper fashion without liability to the Exhibitor.

**EXHIBITOR REGULATIONS**

In the enforcement and interpretation of the following rules and regulations, the decision of the CNSF is final. Exhibitors are required to abide by the guidelines and policies outlined in these guidelines and distribute same to exhibit personnel, display house personnel, and any other contractors working for the exhibiting organization.

**EXHIBITION PURPOSE**

The purpose of the CNSF Exhibition is to present interactive and informative exhibits to delegates in order to educate them about products and services pertinent to their professional interest.
BOOTH REGULATIONS

1. Assigned exhibit/display space must be staffed at all times throughout designated exhibit hours.

2. No background may be placed to obstruct, block or interfere with the lighting or visibility of an adjacent booth. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business.

3. Distribution of materials outside the booth is expressly forbidden.

4. Distribution of samples, etc. is permitted providing it does not interfere with an adjoining Exhibitor and is conducted in a dignified manner. Noisemakers, blinking lights or any action which, in the opinion of Conference Management, may be a source of annoyance or danger to the health or safety of others will not be permitted.

5. The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Exhibit unless otherwise directed by the Conference Management.

6. Prizes, drawings and contests are permitted, in accordance with the Innovative Medicines Canada.

7. Distribution of refreshments or other products for consumption not manufactured or related to the activities of the Exhibitor are not permitted as per the general rules and regulations governing the facility.

8. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. The use of thumbtacks, scotch or double sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote control devices, should be limited only to the Exhibitor’s space. If you have any such devices that may not fit in your assigned space, please contact Conference Management prior to the tradeshow and we will try to accommodate your needs.

9. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to Conference Management for written approval.

10. The recording, either audio or video, of any event is not permitted without prior written authorization by CNSF.

11. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for/by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for/by an exhibitor is for the sole use of that exhibitor.

EXHIBITOR ADVERTISING AND PROMOTION

All give-aways and handouts, with the exception of company literature, must be approved by the CNSF. Advertising and promotion must be limited to the confines of the assigned exhibit booth. The Conference Management or CNSF reserves the right to ban what it may consider objectionable premiums or novelties, and to prevent the distribution of any article or product which it believes might endanger the health and safety of those attending the Exhibit Hall.

Handouts and/or brochures may only be distributed within the Exhibitor’s assigned booth space inside the Exhibit Hall. Handouts and/or brochures must not be placed on the Conference meeting chairs without prior written special permission from the Conference Management. In all instances, booth promotions, giveaways and/or sales activities must respect the Canadian Medical Association guidelines for Physicians and the Pharmaceutical Industry and the Innovative Medicines Canada Code of Conduct.

NOTE: The distribution by non-exhibitors of advertising material, magazines and brochure on the Conference site is strictly forbidden.
QUALITY OF DISPLAY

Agents, solicitors, and representatives of firms promoting commercial products in connection with the Conference will not be permitted to use rooms and space elsewhere at the facility for display of their products, without the permission of the Conference Management. Advertising, solicitation and distribution of literature for commercial products will not be permitted except in the booth space assigned in the Exhibit Hall.

ELIGIBLE EXHIBITS

CNSF reserves the right to determine the eligibility of any company or product for inclusion in the Congress; and it reserves the right to reject or prohibit any exhibitor from the exhibition.

LIABILITIES AND RESTRICTIONS

The Exhibitor agrees to be responsible for any damage done to the function rooms or any other part of the facility, by the Exhibitor, his/her guest, invitees, employees, independent contractors or other agents under the Exhibitor’s control. The facility will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during or following the event. Please ensure you read the IMPORTANT Exhibitor Information from the QCCC for additional restrictions.

In the event that the Exhibitor requires a permit or license from any governing body, local, state or federal, the Exhibitor is solely responsible for obtaining such license or permit at their own expense.

Exhibitors cannot block any part of hallways, doors, entrances, stairways, aisles and emergency exit.

With the exception of service animals, no animals are allowed in the meeting space without written approval from the facility.

Nothing is allowed to be attached or fastened to the walls.

No smoking is allowed in the building.

All food & beverage must be ordered through the catering department of the facility.

INSURANCE

The exhibitor is responsible for insurance related to their participation in the Exhibition and must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the facility and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building. Exhibitors must maintain and enforce at all times during the Conference, policies of fire, theft, or other insurance to cover all risks. The Conference Management will take every reasonable precaution to prevent loss to Exhibitor’s goods, but under no circumstances will either the Conference Management or the Official Suppliers assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither Conference Management, nor the Official Suppliers will be responsible, in any way, for goods while on exhibit or in storage.

Security personnel will be on duty during move-in, move-out, and when the exhibit hall is closed to delegates, but neither the Conference Management, the facility, nor any Official Suppliers will assume any responsibility for loss or damage caused to Exhibitors by fire, theft, damage, personal injury or otherwise.

Exhibitors must provide proof of insurance and paid premiums on request by the Conference Management. Conference Management reserves the right to change the suggested minimum amount of insurance and the type of insurance based on the advice it may receive from time to time from its Risk Management Advisors or based on legal requirements of the operator of the Exhibit Hall or other parties with whom the Conference Management may from time to time contract in respect of the Exhibit Hall and/or the Conference.
RECYCLING AND RESIDUAL WASTE MANAGEMENT

The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup / dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.

NOTE at the QCCC: Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre’s staff at no charge. Any bins inside the booth will not be emptied.

CONGRESS SCHEDULING

The CNSF Organizing Committee reserves the right to change the dates, times and/or location of the Exhibition, as well as the exhibit floor plan, and is not liable for damages.

INDUSTRY MEETING AND EVENTS
(Outside of CNSF Annual Congress)

Industry is not permitted to hold events involving delegates during the week of the CNSF Congress. Sales presentations and equipment demonstrations are permitted only in the Exhibit Hall. Special exceptions approved by CNSF may be permitted.

COMPLIANCE WITH REGULATIONS

The Conference Management reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the Exhibit. The Conference Management reserves the right to restrict exhibits or terminate the contracts of Exhibitors which, because of noise or any other reason, becomes objectionable. The Conference Management is released from any and all claims for damage, which might result in consequence thereof.

All matters not covered in these regulations are subject to the decision and control of the Conference Management notwithstanding anything in the application for space or contained in these regulations. No verbal arrangements or any variation of the Agreement or its conditions is binding on the Conference Management unless confirmed to the Exhibitor in writing by the Conference Management. Please contact the CNSF Secretariat office at (403) 229-9544 with any questions regarding the above.

EXHIBITOR REGISTRATION

All Exhibitors must pre-register representatives prior to the Exhibit move-in. Two Exhibit Hall only badges are provided per 10’w x 8’d booth and will allow access to the Exhibit Hall only. Badges must be worn at all times. Exhibitors who wish to attend Congress sessions must purchase a Full Congress registration at the discounted rate of $900.00. If your number of registrations exceeds the number of allotted complimentary Exhibit Hall only registrations, additional Exhibit Hall only registrations may be purchased for $200.00. Exhibitor Area Only badges are not transferable.

If you wish for your exhibit staff to register themselves, provide them with the access code to make their own booking. If you have any questions, please contact Silvie Hould at cnsf@intertaskconferences.com
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
(Deadline: May 20, 2016)

Name of Company: ________________________________

Scope of Work: Exhibiting during the Canadian Neurological Sciences Federation Annual Congress (“the Congress”), Québec City Convention Centre, Québec, QC


We agree to the fullest extent permitted by law, to protect, indemnify, defend and hold harmless the Québec City Convention Centre, in addition to, GES, Canadian Neurological Sciences Federation (CNSF), Intertask Ltd., their affiliates and associates (the “Indemnified Parties”) against and from all claims, liability, damages, losses and expenses (the “claims”), howsoever the same may be caused by reason of any suit, claim demand, judgment or cause of action initiated by any person or entity arising or alleged to have arisen directly or indirectly out of exhibiting at the Congress, except where such claims result from the actions or inactions, whether negligent or not, of any Indemnified Party.

Authorized Signing Officer ________________________________

Name (please print) ________________________________

Title ________________________________

Date ________________________________

Authorized Signing Officer ________________________________

Name (please print) ________________________________

Title ________________________________

Date ________________________________

Please complete this form and return to CNSF Secretariat via e-mail: cnsf@intertaskconferences.com or by fax: 613-236-2727 no later than May 20, 2016.
EXHIBITOR-APPOINTED CONTRACTOR FORM
(Deadline: May 20, 2016)

All Exhibitors must complete and return this form to Conference Management no later than May 20. An Exhibitor who has not advised Conference Management in writing by the deadline must use its own full-time employees or officially appointed contractors to install or dismantle its exhibit.

☐ We will use our own full-time employees to install and dismantle our exhibit (If choosing this option, you are still required to submit this form)
☐ We will contract labour through GES
☐ We will use an Exhibitor-appointed Contractor (EAC) according to the policies, rules and guidelines and the Terms of Agreement – Rules and Guidelines

Company Name of EAC:______________________________________________________________

Contact Name:__________________________________________ E-mail:________________________

Telephone: (_____ ) ________________________________ Ext: ______ Facsimile: (_____ ) ______________________

PLEASE NOTE:
Exhibitors are responsible for ensuring that their Exhibitor-appointed Contractors are aware of and abide by all the policies, rules and guidelines and the Terms of Agreement – Rules and Guidelines.

Submit a Certificate of Insurance to Conference Management, by the deadline above, outlining the following coverage:
• Comprehensive General Liability insurance with a minimum limit of $5,000,000 CDN;
• The Policy must include CNSF, Intertask Conferences, and Québec City Convention Centre as additional insured and shall contain a cross-liability clause.

Booth No:__________________________________________ Date:____________________________________

Company Name:______________________________________________________________

Contact Name:__________________________________________ E-mail:________________________

Telephone: (_____ ) ________________________________ Ext: ______ Facsimile: (_____ ) ______________________

Signature of Authorized Officer: X ____________________________