



CANADIAN
NEUROLOGICAL
SCIENCES
FEDERATION



FÉDÉRATION
DES SCIENCES
NEUROLOGIQUES
DU CANADA

EXHIBITOR GUIDELINES
AND MANUAL 2017



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Exhibit Guidelines and Manual



INTRODUCTION

This package contains all the necessary documents required to exhibit at the Canadian Neurological Sciences Federation 52nd Annual Congress, being held at the **Victoria Conference Centre** from June 20-23, 2017.

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, 2017

Indemnification and Hold Harmless Agreement: _____ May 19, 2017

Exhibitor Appointed Contractor Form: _____ May 19, 2017

Advance Warehouse Shipments: _____ May 23 to June 13, 2017 (via GES)

GES Show Services Order Forms: _____ June 2, 2017 (for discounted rates)

Victoria Conference Centre Order Forms: _____ June 2, 2017

ShowKraft Production Services – Audio Visual Order Forms: _____ June 2, 2017

Exhibit Guidelines and Manual



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 MANAGEMENT

Intertask Conferences
Rozanne Lyons, CMP
Exhibit Coordinator
275 Bay St.
Ottawa, ON K1R 5Z5
Tel: 613-238-6600 ext. 221
Fax: 613-236-2727
cnsf@intertaskconferences.com
www.intertaskconferences.com

TRANSPORTATION SERVICES

GES
Wes Moroz
Logistics Coordinator
#25, 5805 – 76th Ave SE
Calgary, AB T2C 5L8
Tel: 403-218-7428
wmoroz@ges.com
www.gesexpo.ca

CUSTOMS BROKERAGE SERVICES

Mendelssohn Commerce
Andrea Mirgel
Tel: 604-687-5535
Cell: 778-558-6365
Fax: 604-687-1463
amirgel@mend.com

CONFERENCE FACILITY

Victoria Conference Centre
Tara Parkinson
Exhibit Coordinator
Tel: 250-361-1021
Free: 866-572-1151
tarap@victoriaconference.com

OFFICIAL AUDIO VISUAL SUPPLIER

ShowKraft Production Services Ltd.
Mark Happeney
President
813 Underhill Drive
Delta, BC V4M 2V2
Tel: 888-461-SHOW (7469)
Fax: 888-461-7469
mark@showkraftps.com
www.showkraftps.com

OFFICIAL DISPLAY COMPANY

GES
Chelsea McLennan
Exhibitor Services Executive
#25, 5805 – 76th Ave SE
Calgary, AB T2C 5L8
Tel: 403-218-7430
mchelsea@ges.com
www.gesexpo.ca

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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](#)

SHOWKRAFT PRODUCTION SERVICES

- [Audio Visual Exhibitor Order Form](#)

VICTORIA CONFERENCE CENTRE

- [IMPORTANT Exhibitor Information](#) - **MUST READ**
- [Miscellaneous Services](#)
- [Electrical Order Form](#)
- [Internet Order Form](#) (Note complimentary WiFi will be available in the exhibit hall)
- [F&B Order Form](#)

RHODES & WILLIAMS INSURANCE

- [Application for Insurance](#)

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EXHIBIT SCHEDULE AND EXHIBITOR MOVE-IN AND MOVE-OUT

EXHIBIT MOVE-IN (SET-UP) – Carson Hall AB

DAY	DATE	HOURS
Wednesday	June 21, 2017	10:00 to 16:00

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 loading dock restrictions on the VicCC website under:

- [Exhibitor Information Form & Load in map](#)

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 21, 2017. 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

DAY	DATE	HOURS
Wednesday	June 21, 2017	17:00 to 19:00
Thursday	June 22, 2017	10:00 to 18:00
Friday	June 23, 2017	10:00 to 12:00

EXHIBIT MOVE-OUT (DISMANTLING)

DAY	DATE	HOURS
Friday	June 23, 2017	12:00 to 19:30

EXHIBIT BOOTH INCLUSIONS (NOTE: the exhibit hall is carpeted)

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 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 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.**

- **Shipments sent directly to the show site will only be accepted starting on Wednesday, June 21 (not before).**
- **Deliveries attempted outside the scheduled move-in time will be refused and re-directed to the designated freight or display supplier.**
- **Please use shipping label on the following page.**

SHIPPING AND RECEIVING

If using courier companies (FedEx, Purolator & UPS) 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 19:00 on Friday, June 23, will be shipped by GES, the CNSF official carrier, at prevailing LTL rates without prior notice.

No exhibit/display shall be dismantled before 12:00 on Friday, June 23, 2017. 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 23, 2017** at the advance shipping address indicated below. Materials must arrive at the warehouse by **Tuesday June 13, 2017**. Shipments received after **June 13**, are subject to extra charges and delivery will not be guaranteed. Shipments sent collect will **not** be accepted.

Exhibit Guidelines and Manual



Ensure all freight destined for the advance warehouse is labeled with the following:

Shipper's Info
Address

Exhibitor Name and Booth #

CNSF Congress in Victoria BC

C/O GES

YRC Reimer Warehouse

3985 Still Creek Ave.

Burnaby, BC V5C 4E2

Name of carrier:

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

NOTE: Any questions regarding shipments? Please contact Wes Moroz with GES at 403-218-7428.

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 Wednesday, June 21 (not before) and must be clearly labeled as follows:

Shipper's Info
Address

Victoria Conference Centre c/o GES

Exhibitor Name and Booth #:

Loading dock

(Access via Humboldt Street, west of Douglas Street)

720 Douglas Street

Victoria, BC V8W 3M7

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.

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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 VicCC](#) for loading dock map and restrictions.

NOTE at the VicCC:

Trailers should not exceed 13' 4" in height and 53' 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 VicCC:** 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. Recording, either audio or video, of any part of the 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.

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 or vaping are 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 VicCC: Each evening, at the closing of the exhibition, wastebaskets should be placed outside the booth in the aisle. They will be emptied by the Conference 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 office at (403) 229-9544 with any questions regarding the above.

EXHIBITOR REGISTRATION

All Exhibitors must pre-register their representatives prior to Exhibit move-in. Two complimentary Exhibit Hall badges are provided with each 10'w x 8'd booth and will allow access to the Exhibit Hall only.

A separate email will be sent with registration instructions for your complimentary badges. If you have any registration questions, please contact Silvie Hould at cnsf@intertaskconferences.com

Exhibitors who wish to attend Congress sessions must purchase a Full Congress registration at the discounted rate of \$900.00. Additional Exhibit Hall badges may be purchased for \$200.00.

NOTE:

- **Badges must be worn at all times.**
- **Exhibitor Hall badges are not transferable.**

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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(Deadline: May 19, 2017)

Name of Company: _____

Scope of Work: Exhibiting during the Canadian Neurological Sciences Federation Annual Congress (“the Congress”),
Victoria Conference Centre, Victoria, BC

From: June 20-23, 2017.

We agree to the fullest extent permitted by law, to protect, indemnify, defend and hold harmless the Victoria Conference 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.

Company Name _____

Booth No _____

Name (please print) _____

Authorized Signing Officer X _____

Title _____

Date _____

Please complete this form and return by email or fax to CNSF Secretariat no later than **May 19, 2017**:

cnsf@intertaskconferences.com

or

613-236-2727 Fax

Exhibit Guidelines and Manual



EXHIBITOR-APPOINTED CONTRACTOR (EAC) FORM

(Deadline: May 19, 2017)

All Exhibitors must complete and return this form to Conference Management no later than May 19. 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 Victoria Conference Centre as additional insured and shall contain a cross-liability clause.

Booth No: _____ Date: _____

Company Name: _____

E-mail: _____

Telephone: (_____) _____ Ext: _____ Facsimile: (_____) _____

Signature of Authorized Officer: X _____