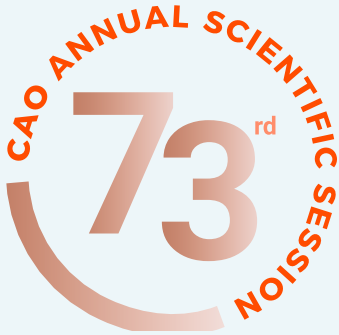


EXHIBITOR
OPPORTUNITIES



SEPTEMBER 23-25, 2021

Québec City Convention Centre

Fairmont Le Château Frontenac
& Hilton Québec Hotels



SEPTEMBER 23-25, 2021

Québec City Convention Centre

Fairmont Le Château Frontenac & Hilton Québec Hotels



EXHIBIT HOURS:

Friday, September 24, 2021:

Breakfast:	8:00 am – 9:00 am
Coffee Break:	10:15 am – 10:45 am
Luncheon:	12:00 pm – 2:00 pm
Coffee Break:	3:15 pm – 3:45 pm

Saturday, September 25, 2021:

Breakfast:	8:00 am – 9:00 am
Coffee Break:	10:00 am – 10:45 am
Luncheon:	12:00 pm – 2:00 pm

EXHIBIT BOOTHS:

Each booth space will be equipped with a standard booth, back wall 8 feet high and side rails 3 feet high, covered with flame proofed drapes, 1 – 1500 watt electrical duplex outlet, one 6 foot skirted table, and 2 chairs. Booth size: 8' deep and 10' wide (unless noted on a premium end-cap). Booth height will have a maximum height of 8 feet.

ASSIGNMENT OF SPACE:

Booths assigned on a "first-come/first-served" basis. Location compatibility at the discretion of the conference management.

INSTALLATION:

Displays can be set up beginning at 12:00pm, Thursday, September 23rd and should be in place and completed by 6:00pm.

DISMANTLING:

No display should be dismantled before the official closing time of 2:00pm, Saturday, September 25th. All exhibit material must be packed and removed from the exhibition floor by 8:00pm of the same day.

LOCATION:

Québec City Convention Centre.

We have two hotel blocks booked: Fairmont Château Frontenac @ \$309/Fairmont Room and the Hilton Québec City Hotel @ \$269/City View. Hotel reservation links to come in early 2021.

SECURITY:

Will be provided during non-exhibit hours.

DISPLAY CONTRACTOR:

The firm "Tessier Exhibit & Show Services" has been appointed Official Supplier of Exhibit Services and equipment. A full range of services and prices will be sent to you in your Exhibitor Handbook in Spring 2021.

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's display, equipment, or other property brought upon the premises of the hotel and its owners, servants, agents, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the hotel premises excluding any liability caused by the negligence of the Group or the hotel or its owners, servants, agents, and employees.

LIABILITY AND INSURANCE:

The Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to CAO for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name CAO as loss insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the Exhibitor's presence or operations at the trade show. The policy shall provide coverage a minimum of \$2,000,000.00 for each separate occurrence. At the request of the CAO, the Exhibitor shall provide CAO with a copy of such policy.

SHIPPING AND STORAGE:

Materials cannot be shipped directly to the Hotel as there is no site storage. Shipping can be arranged through Tessier Exhibit & Show Services at 418 524-1888 and cost information will be provided in your exhibitor package. It will be the exhibitor's responsibility to move all materials to the booth location prior to set up time, unless it has been prearranged with Tessier Exhibit & Show Services. The Québec City Convention Centre does not handle exhibitors' goods.

MATERIAL HANDLING:

Drayage and material handling services are only provided by the Québec City Convention Centre. These services include transporting material to exhibitor's booth location, removal of crates, return of crates to booths at close of show as well as receiving of advance shipments at their warehouse. Complete Tessier Exhibit & Show Services information for shipping and storage information will be included in your CAO Exhibitors manual. Therefore, we highly recommend using the advance shipping and storage through Tessier Exhibit & Show Services. Use of electric or gas powered material handling equipment is not permitted.

SHOW CLOSING:

Repacked material will be moved from the convention centre and shipped according to the exhibitor's instructions. Charges for these services are the responsibility of the exhibitor. Please contact Tessier Exhibit & Show Services for details.

CUSTOM BROKERS:

The CAO will appoint an official customs broker shortly and we will advise all exhibitors of the selected supplier.

ELECTRICAL AND INTERNET CONNECTIONS:

1 – 1500 Watt electrical duplex outlet will be included with each booth. Internet and additional electricity may be ordered directly with the Quebec City Convention Centre.

REFUND AND CANCELLATION POLICY:

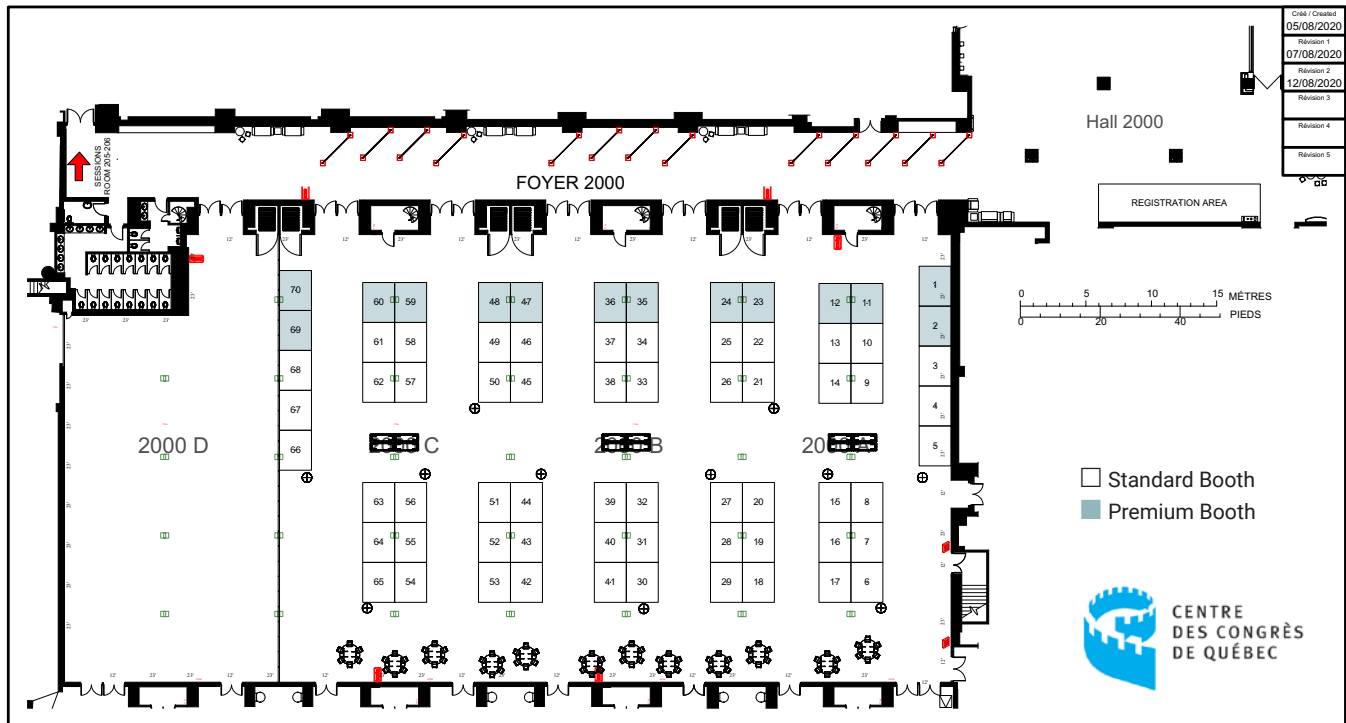
Notice of cancellation must be made in writing (no exceptions) and sent to CAO Conference Manager. Cancellations received by 5:00pm June 1, 2021 will be refunded 50% of the cost of the booth. A decrease in rental space is considered to be the equivalent of a cancellation.



CAO CONFERENCE OFFICE | 2800 – 14th Avenue, Suite 210, Markham, ON L3R 0E4

T: 416-491-3186 | TF: 1-877-CAO-8800 | F: 416-491-1670 | cao@associationconcepts.ca | cao-aco.org

Exhibitor Floor Plan – Québec City Convention Centre



Exhibitor Rules & Regulations

SPACE RESTRICTIONS:

All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the Exhibitor's own booth.

No exhibitor shall assign or sublet the whole or any part of assigned space.

Exhibits in conventional booth spaces are not limited as to the type of exhibit installed, however, the approved maximum height for all regular booth display spaces is 8 feet, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures, and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back wall. From that point (48 inches from the back wall), to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage to the Québec City Convention Centre.

FIRE PRECAUTIONS:

No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

HOLD HARMLESS:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save CAO, Québec City Convention Centre and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Québec City Convention Centre and its employees, and agents.

In addition, Exhibitor acknowledges that the CAO, and Québec City Convention Centre, do not maintain insurance covering Exhibitor's property

and that it is the sole responsibility of the Exhibitor to obtain business interruption of property damage insurance covering such losses by Exhibitor.

EXHIBITORS' BOOTH PERSONNEL:

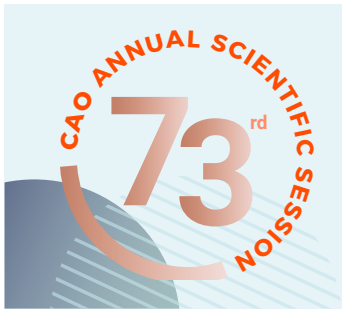
Booths must have Exhibitor personnel in the booth during exhibit hours. Failure to have your booth staffed during any portion of the exhibit hours, or tearing down your booth early may result in your company losing its privilege to show at the CAO for one year. Exhibitors will receive badges for booth personnel to a maximum of four per 8x10' space (2 complimentary and 2 at additional cost).

ADMISSION TO THE EXHIBIT AREA:

Admission to the Exhibit area will be by badge only and this rule will be strictly enforced. Any requests for additional badges must be made from show management, and will allow to the exhibit floor. Any use of soliciting outside exhibit area will be grounds for expulsion from the floor.

SHOW CLOSING:

At the close of the show, Exhibitors should make certain that proper instructions have been given regarding the return of exhibit material to exhibitor facilities.



SEPTEMBER 23-25, 2021

Québec City Convention Centre
Fairmont Le Château Frontenac & Hilton Québec Hotels



Contract for Exhibit Space

Table with 4 columns: Booth Type, Quantity, Price per booth, Non-Québec Companies, Québec Companies. Includes options for Single Premium Booth and Single Inside 8x10 Booth.

NOTE: Each additional booth will be offered a discount of \$200 per booth. Please indicate choice of booth space in order of priority: 1.# 2.# 3.#

PLEASE PRINT OR TYPE:

Form fields for Company Name, Address, City, Prov, Phone, Fax, Contact Person, and E-mail.

Booths will be assigned on a "first-come/first-served" basis. No exhibitor shall assign or sublet the whole or any part of an assigned space.

Type of product/service(s) to be displayed:

Companies you would like to be near:

Companies you DO NOT WISH to be near:

Due to evolving COVID-19 regulations, the CAO may, at any time prior to the show, require a change or impose a limitation on booth space to allow for provincial guidelines on events and physical distancing.

Payment options: VISA, MasterCard, AMEX, or make cheque payable to CAO. Includes HST and QST numbers.

Credit Card #: [grid] Expiry Date: [grid] / [grid]

Name on Card:(please print):

Signature:

Please complete and mail form with your cheque payable to CAO: 2800 14th Avenue, Suite 210, Markham, ON L3R 0E4 Phone: (416) 491-3186 / 1-877-226-8800 Fax: (416) 491-1670 E-mail: CAO@associationconcepts.ca

The CAO Conference Committee reserves the right to accept or to decline the participation or advertising or exhibiting of any product, service, organization or other entity in our materials, events, programs, conferences and all of our activities including any of such in which we collaborate with other organizations, affiliates or other entities.