



CACP ANNUAL CONFERENCE 2017

JULY 16 – 19, 2017

EXHIBIT DATES JULY 16 – 18, 2017

EXHIBITOR SERVICES KIT

Palais des congrès de Montréal

RULES & REGULATIONS

PLEASE READ CAREFULLY

Upon completion, it is necessary for you to sign and return the **Booth Confirmation & Agreement Form** to verify that you have read and accepted the terms and conditions, rules and regulations governing the exhibit as outlined in this document.

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1. GENERAL SHOW INFORMATION

This Exhibitor manual contains all the necessary documents required to exhibit at the upcoming Canadian Association of Chiefs of Police 2017 Annual Conference and Trade Show being held at the Palais des congrès de Montréal. Please ensure you read the attached information carefully and return all the required forms prior to the deadline dates indicated.

In order to make the exhibition a success, all exhibitors agree to conform to the Rules and Regulations outlined in this Exhibitor Services Kit. These rules and regulations also apply to the representatives, employees and or guests of all exhibitors/sponsors. This Exhibitor Services Kit contains all the required service order forms and the answers to most of the questions posed relating to the show. The Show is managed and produced by the Canadian Association of Chiefs of Police, 300 Terry Fox Drive, Unit 100, Kanata, ON K2K 0E3.

REGISTRATION: Exhibitor badges will be available at the conference registration desk, located outside the Exhibit Hall on Level 2 of the Palais des congrès de Montréal.

LOCATION OF DISPLAY AREA: ROOMS 210B-H & 230

	DATE	TIME
EXHIBITOR MOVE-IN	Sunday, July 16	11:00 – 1800
	Monday, July 17	07:00 – 09:00 (hand-carry only)
	Exhibitors will be advised of their move-in time by Friday July 5, 2017	

EXHIBITOR REGISTRATION

Sunday, July 16	11:00 – 19:00
Monday, July 17	07:00 – 16:00
Tuesday, July 18	08:00 – 16:00

SHOW HOURS

Monday, July 17	10:00 – 16:00
Tuesday, July 18	09:00 – 15:15

UNOPPOSED SHOW HOURS

Monday, July 17	10:05 – 10:50
	12:00 – 13:30
	15:00 – 15:45
Tuesday, July 18	10:00 – 10:45
	12:00 – 13:30
	14:30 – 15:15

Local services and regional buyers will be invited to attend the tradeshow on Tuesday, July 18 from 09:00 to 15:15.

SHOW CLOSES	Tuesday, July 18	15:15
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DISMANTLING OF DISPLAYS	Tuesday, July 18	15:15 – 18:00
	<i>No booth will be permitted to dismantle before 15:15 on Tuesday, July 18, 2017</i>	

CONDITIONS TO EXHIBIT:

No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of business, nor take orders in the exhibitor's space for any such other goods without the written permission of the Conference Management.

2. OFFICIAL TRADE SHOW SUPPLIERS

2.1. CONTACT INFORMATION

<p><u>GENERAL ENQUIRIES</u> Grae Taylor Taylor & Associates 11-5370 Canotek Road Gloucester, ON K1J 9E7 Toll free: 1-800-853-4494 Tel: 613-747-0262 Fax: 613-745-1846 Email: cacp@taylorandassociates.ca</p>	<p><u>ADDITIONAL ELECTRICAL REQUIREMENTS</u> Amanda Parsons Lange Transportation & Storage 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: 905-362-4383 Fax: 905-362-1285 Email: amandap@langeshow.com</p>
<p><u>TRANSPORTATION</u> Amanda Parsons Lange Transportation & Storage 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: 905-362-4383 Fax: 905-362-1285 Email: amandap@langeshow.com</p>	<p><u>ADVANCE/AFTER WAREHOUSE</u> Amanda Parsons LANGE c/o Freeman YRC Reimer 1725 chemin St-Francois Dorval, QC H9P 2S1 Tel: 905-362-4383 Toll Free: 800-668-5687 Fax: 905-362-1285 Email: amandap@langeshow.com</p>
<p><u>MATERIAL HANDLING/STORAGE</u> Amanda Parsons Lange Transportation & Storage 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: 905-362-4383 Fax: 905-362-1285 Email: amandap@langeshow.com</p>	<p><u>SHOW SERVICES</u> FREEMAN COMPANY 205 Viger Ave West, Suite 207 Montreal, QC H2Z 1X7 Tel: 514-868-6666 Email: Lydia.mahiet@freeman.com</p>
<p><u>CUSTOMS BROKER</u> Amanda Parsons Lange Customs Services 3965 Nashua Drive Mississauga, ON L4V 1P3 Attn.: Amanda Parsons Tel: 905-362-4383 Fax: 905-362-1285 Email: amandap@langeshow.com</p>	<p><u>AUDIO VISUAL SERVICES</u> FREEMAN AUDIO VISUAL CANADA 159 Saint-Antoine Street West Montréal, QC H2Z 1H2 Contact: Eric Gagné Tel: 514-868-6656 e-mail: eric.gagne@freemanco.com</p>

2.2 TRADE SHOW SUPPLIER SERVICES

AUDIO VISUAL	Freeman Audio Visual has been appointed the official supplier of audio visual equipment and services. Please see the Official Trade Show Suppliers list on page 3 to contact Freeman directly to place your order.
CARPET	Please note that the front portion of the exhibit hall is carpeted and the back area is not but carpeting is mandatory . Should you wish to upgrade or need carpet, it can be ordered using the FREEMAN CARPET ORDER FORM .
MATERIAL HANDLING	Lange Transportation & Storage is the exclusive material handler for this event. Please refer to the MATERIAL HANDLING ORDER FORM .
STORAGE	Exhibitors requiring storage of their empty containers should complete the Lange STORAGE ORDER FORM .
DISPLAY & SIGNAGE	FREEMAN is the official decorator for CACP at the Palais des congrès de Montréal. Their services include display rentals, installation and dismantle and signage. Please refer to their DISPLAY AND SIGNAGE ORDER FORMS for details. For suspended signage, please refer to the Lange SUSPENDED SIGN INSTALLATION & DISMANTLE forms.
ELECTRICAL	Please note that an electrical outlet is <u>not</u> included in the booth package. Exhibitors are responsible for ordering any booth electricity from Lange Transportation & Storage. For additional needs, please refer to the ELECTRICAL SERVICE ORDER FORM . It is the responsibility of the exhibitor to ensure that all electrical equipment in, on or about the booth is approved for use in the Province of Québec.
FURNITURE	One six (6) foot table and two chairs will be provided as part of the booth package. Additional furnishings and lighting may be ordered from FREEMAN. Please complete the EQUIPMENT & FURNISHINGS & FLORAL ORDER FORM .
INTERNET	Bandwidth, wired internet lines, wireless internet or other telecommunication needs can be ordered from the Palais des congrès de Montréal through the E-Commerce Portal. The Portal allows the exhibitors to place orders for their services 24 hours a day, 7 days a week. https://portailclient.congresmtl.com/en/web/guest/accueil
TRANSPORTATION	Contact Lange Transportation & Storage for the arrangement of any transportation requirements. Lange can also manage any pre- or post-event storage needed for this event. Please refer to the online service order forms.

3. BOOTH INCLUSIONS/EXCLUSIONS

BOOTH INCLUSIONS

A standard exhibit booth includes:

- Complimentary booth registration for two (2) personnel*
- **10 ft. wide x 10 ft. deep booth space**
- One skirted table (6' long) and two chairs
- Background pipe and drape 8' high; Side pipes and draping 3' high
- Invitation to attend the Welcome Reception, Sunday, July 16 and the CACP Appreciation Night, Monday, July 17
- Company description (**maximum of 50 words**) to be provided in both English and French in the Conference App
- Company listing on the Conference website
- Overnight security in the exhibit area for the duration and for move-in/move-out
- Complimentary refreshments and two (2) luncheons in the exhibit hall
- Name badges for all exhibit representatives (maximum 4 per booth)
- **Carpeting for booths in the FRONT section of the hall****

BOOTH EXCLUSIONS

The following is **NOT** included in your booth package:

- Electrical outlets and electricity
- Material handling, additional equipment/supplies or drayage costs
- Telephone, computer data lines and specialized telecommunication services
- The movement, transfer, onsite storage, setup or dismantling of customer exhibits
- Plumbing
- Individual booth lighting, transportation, warehousing, brokerage services, special materials, carpet removal
- Booth cleaning
- Banner hanging
- Specialized security staffing requirements for individual booths or exhibits, either overnight or during the event
- **Carpeting for booths in the BACK section of the hall****

* Additional booth personnel may register for a fee of \$300.00 per person to a maximum of four (4) company representatives in any one booth.

** Please refer to the exhibit floor plan to confirm the location of your booth

4. HOST HOTEL INFORMATION

Conference Management has secured a block of rooms at the following hotel:

Fairmont Queen Elizabeth

900 Rene-Levesque West, Montreal, QC H3B 4A5

Booking Reference: CACP2017

Guestroom Rate:

\$199 plus taxes per night (Fairmont Room)

\$219 plus taxes per night (Fairmont View Room)

A block of guestrooms will be held until **June 12, 2017** under the name Canadian Association of Chiefs of Police (prices are not guaranteed after this date).

To book on-line, please visit: <https://resweb.passkey.com/go/cacp2017>

The responsibility for reserving accommodation rests with the exhibitor, and Conference Management will not be liable to the exhibitor if unable to reserve accommodation or if the hotels fails to honour a reservation for accommodation.

5. TRAVEL ARRANGEMENTS

The Government of Canada has introduced a new entry requirement for those travelling to or through Canada who are not Canadian or American citizens, or permanent residents of Canada. You may require an **Electronic Travel Authorization (eTA)**. For more information, consult <http://canada.ca/eta> to determine if this requirement applies to you.

6. SHOW INFORMATION

6.1 MOVE-IN / MOVE-OUT

Exhibitors may begin set up at **11:00 on Sunday, July 16, 2017** as per the assigned move-in time. Exhibitors will be advised of their move-in time by **Friday, June 30, 2017**. The assigned move-in times will be based on your booth location and material handling requirements. Exhibitor crates must be ready for storage by 17:00 on Sunday. All exhibits must be completed prior to 18:00 July 16, 2017.

DEMO VEHICLES - Any demonstration police car, truck or vehicle to enter the exhibit hall must arrive via the loading dock located at 163 St-Antoine Street West and adhere to security/fire regulations related to the installation of vehicles on property. Contact Lange Transportation & Storage for instructions and to reserve your move-in time.

The Palais des congrès de Montréal has limited loading dock facilities. In order to minimize congestion and waiting times and to ensure an efficient off-loading and set-up for all exhibitors, a specific move-in time will be assigned to you at a later date. It is highly recommended that you use the services of Lange Transportation & Storage for advanced show receiving and/or material handling. The assigned move-in times will be based on your booth location and material-handling requirements. Special arrangements must be addressed and agreed upon with Lange Transportation & Storage and *Taylor & Associates* in advance of the show dates.

Note that there is no on-site storage space at this facility for empty cartons, crates or packing materials during the conference.

Access to the Exhibit Hall will be granted only to those personnel who have been registered and are wearing an approved name badge and in accordance with the dates and times. Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee who in the opinion of Show Management is unfit, intoxicated or in any way creating a disruption of the show.

ONLY Exhibitors and/or their appointed contractors wearing issued name badges are permitted to enter the Exhibit area during the move-in and move-out periods.

All exhibits and displays must be set-up and void of all cartons, crates and packing materials no later than 1800 on Sunday, July 16, 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.

Exhibitors are reminded that all materials, equipment, exhibits and displays must be completely removed from Rooms 210 B-H & 230 by **18:00 on Tuesday, July 18, 2017**. Any articles not removed by this time will be removed by Lange Transportation & Storage at the exhibitor's own expense. CACP,

Taylor & Associates and Lange Transportation & Storage will not be responsible or liable for any loss or damage to articles removed after the deadline.

Should you have any questions, please note them on the **Move-In Questionnaire** available in the Lange Forms Section of the exhibitor kit or contact Amanda Parsons at Lange Transportation & Storage Ltd.

6.2 SHIPMENT OF EXHIBITS

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. Exhibitors must complete the Move-In Requirements Questionnaire available under the Lange Forms Section in this kit in order to ensure access according to their needs.

Any shipments arriving at the Palais des congrès de Montréal before Sunday, July 16, 2017 will be refused. Exhibitors who use Lange Transportation & Storage Ltd. will have their materials automatically priority-scheduled to the site to arrive prior to 11:00 Sunday, July 16, 2017.

ADVANCE SHIPMENTS: Exhibitors who require advance warehousing should complete the **ADVANCE SHOW RECEIVING ORDER FORM** and address their shipment as follows OR use the **ADVANCE SHIPPING LABEL** located online in the Exhibitor Display Kit:

Your **exhibiting company name, Booth #**

CACP 2017 Conference

LANGE c/o Freeman

YRC Reimer

1725 Chemin St-Francois

Dorval, QC H9P 2S1

Tel: 905-362-4383

Toll Free: 800-668-5687

Fax: 905-362-1285

Email: amandap@langeshow.com

ATTN: Amanda Parsons

SHIPMENTS DIRECT TO SHOW SITE: Any shipments arriving at the Palais des congrès de Montréal before Sunday, July 16, 2017 will be refused. If you are shipping by courier who usually does not deliver on Sundays, please ship to the Advance Warehouse location – see the **ADVANCE WAREHOUSE ORDER FORM**. Label your shipments with the following information:

Your **exhibiting company name, Booth #**

CACP 2017 Conference

c/o LANGE

Palais des congrès de Montréal

Receiving dock

163 rue Saint-Antoine Ouest

Montréal, QC H2Z 1X8

Attn: ***Insert on-site sponsor representative name***

SHIPMENTS ORIGINATING OUTSIDE CANADA:

Your exhibiting company name, Booth #

CACP 2017 Conference

C/O LANGE

Palais des congrès de Montréal

Receiving dock

163 rue saint-Antoine Ouest

Montreal, QC H2Z 1X8

For Canada Customs Clearance:

Peter Elek, Transevent Logistics

647-588-8036

Attn: *Insert on-site sponsor representative name*

IMPORTANT: Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at the owners' expense.

6.3 CUSTOMS INFORMATION

Lange Customs Services has been appointed as the official customs services provider for this meeting. For all customs needs, we recommend that you deal directly with Lange as they will assist exhibitors in the completion of customs documents. Their Canada Bound Customs and Shipping Guide forms are available upon request.

If you are shipping from outside Canada it is necessary to complete their Order Form and Canada Customs Invoice. Prior to shipping, please fax all copies of these completed forms as well as your shipment tracking number to the contact outlined below.

Inquiries:

Amanda Parsons

Lange Customs Services

3965 Nashua Drive Mississauga, ON L4V 1P3

Tel: 905-362-1290

Fax: 905-362-1285

Email: amandap@langeshow.com

7. LIABILITY AND INSURANCE

7.1 INSURANCE

Exhibitors must carry their own fire, theft or other insurance. Conference Management shall take responsible precautions to prevent losses and to protect the interests of exhibitors, however, under no circumstances will Canadian Association of Chiefs of Police, *Taylor & Associates*, Palais des congrès de Montréal, Lange Transportation & Storage and Freeman Canada accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decoration by fire, accident, theft or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance against all such hazards for their own personnel, exhibits and materials.

7.2 CERTIFICATE OF INSURANCE

Each exhibitor must maintain in force, during the days of the exhibition and during the two weeks preceding and succeeding those days, insurance in an amount not less than \$2,000,000 of liability for injury to persons and loss of or damage to property. This insurance must include coverage for product's liability, and all operations connected with the exhibition, and shall include the Canadian Association of Chiefs of Police together with *Taylor & Associates*, , Palais des congrès de Montréal, Lange Transportation & Storage and Freeman Canada as additional insurers. Should the exhibitor not be able to deliver a certified copy of the insurance policy to *Taylor & Associates* by **June 16, 2017**, a completed **Indemnification and Hold Harmless Agreement Form** included in this kit must be delivered in its place.

7.3 LIABILITY

The exhibitor agrees to indemnify and hold harmless the Canadian Association of Chiefs of Police together with *Taylor & Associates*, Palais des congrès de Montréal, Lange Transportation & Storage and Freeman Canada, the employees thereof and their representatives against any claim for loss, damage, theft or injury. Indemnification includes the period of storage before and after the Conference and Exhibit. The exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

7.4 GENERAL LIABILITY

Conference Management acts for the exhibitors and their representatives in the capacity of an agent, not as a principal. Conference Management assumes no liability for any act or act of omission with this agency. Exhibitors and their representatives hereby agree to indemnify and hold harmless Canadian Association of Chiefs of Police together with *Taylor & Associates*, Palais des congrès de Montréal, Lange Transportation & Storage and Freeman Canada, the employees thereof, and their representatives and agents against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage before and immediately after the Conference and Exhibit. The exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury. Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to Conference Management, the Palais des congrès de Montréal and Conference Management's official suppliers for the payment of any charges incurred by the exhibitor in connection with representing his/her exhibit.

7.5 EXHIBITOR AND BOOTH PERSONNEL LIABILITY

The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

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. 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 Palais des congrès de Montréal's staff at no charge. Any bins inside the booth will not be emptied.
Restrictions Adhesive Tape	The only adhesives allowed at the Palais des congrès de Montréal are listed below, and may be purchased on site: <ul style="list-style-type: none">• Walls: 3M wall mounting tabs, no. 7220• Floors: Tuck Tape 85 or Tuck Tape 99 Double Face Echo Tape DC-W188F• Brick walls: 3M wall mounting tabs, no. 7220
Alcohol drinking during setup and teardown	To minimize the risks of accidents, Capital Catering, exclusive supplier of food and beverage services at the Palais des congrès de Montréal, will not sell alcohol during the setup and teardown activities.
Animals	With the exception of assistance dogs, the client must not bring any nor allow any animals into the Palais des congrès de Montréal without prior written authorization.
Children	For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.
Fire	Exhibitors must comply with the fire prevention rules. Please refer to Section 15 Fire Regulations for full details. Also, please note that the Palais des congrès de Montréal is a non-smoking establishment.
Food Services	Capital Catering is the exclusive supplier of food and beverage services at the Palais des congrès de Montréal. No food or beverages may be sold or distributed without the written permission of Capital Catering.

8. ADDITIONAL EXHIBITOR INFORMATION

8.1 EXHIBITOR STAFF BADGES

Exhibitor badges will be prepared in advance according to the completed **EXHIBITOR PERSONNEL REGISTRATION FORM**. Please complete and return the form by **June 16, 2017**, listing only the personnel who will staff the booth. A company may register up to two (2) individuals per booth at no charge. Additional booth personnel may be registered at \$300.00 per person plus GST and QST. Staff personnel are limited to 4 people per booth space.

Registration includes Exhibit Hall access, the Welcome Reception, CACP Appreciation Night, two lunches and all refreshment breaks on the Trade Show Floor. Please also indicate confirmation on attendance at the Host Appreciation and any dietary restrictions for your personnel.

Badges will be available at the Exhibitor's Registration desk. Badges are not transferable. Each exhibiting company representative must wear the official badge for admission to and while in the Exhibit Hall. Company badges will not be accepted in lieu of the official badge. Supplementing the badge with business cards, ribbons or company logos is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space.

8.2 SMOKE-FREE / SCENT-FREE ENVIRONMENT

We are pleased to provide a smoke-free environment. Additionally, for the comfort of all delegates, we ask your cooperation in refraining from wearing scented products while attending your booth.

8.3 PROHIBITED BOOTH ACTIVITIES

Promoting, canvassing, surveying, taking orders or distributing any material outside the exhibitor's own assigned booth area is not permitted. No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.

9. SAFETY AND SECURITY

9.1 SAFETY MEASURES

Exhibitors who are displaying equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibit personnel.

9.2 FIRE REGULATIONS

The Palais des congrès de Montréal has strict fire and safety requirements. The exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame proofed and subject to inspection by the Palais des congrès de Montréal. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire-hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper must not be used. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. A complete list of fire regulations is included in this kit.

9.3 SMOKING PROHIBITED

Smoking is NOT permitted anywhere in the Exhibit Hall or in any public area of the Palais des congrès de Montréal.

9.4 NOISE, LIGHT AND ODOUR RESTRICTIONS

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other exhibitors. No exhibitor may operate public address systems or sound producing or amplifying devices that project sound above a normal conversational level. Equipment likely to exceed this limitation must be equipped with earphones or enclosed within a special listening booth. Noise levels must not exceed 70 decibels at a distance of 4 feet from the sound source. No exhibitor may operate display lighting or odour-generating devices or activities that interfere with the rights and privileges of other exhibitors. Conference Management will monitor noise, light and odour levels. Conference Management reserves the right to exercise its own judgement in responding to exhibitor complaints in this regard.

9.5 SECURITY IN THE EXHIBIT HALL

Conference Management cannot guarantee against loss or damage of any kind, but will endeavour to protect exhibitors by providing general security during times when the exhibit area is not open to registrants. All persons must present proper identification and credentials to gain entry into the Exhibit Hall. Exhibitors who wish to remain in the Exhibit Hall after hours must identify themselves to security personnel and sign in and out. Exhibitors wishing to remove any goods or items from the Exhibit Hall must obtain an Exhibit Materials Release Form from the Service Desk and must present this signed form to Security when removing goods from the Exhibit Hall. Each exhibitor is solely responsible for their exhibit material and should insure these exhibit materials against loss or damage during the conference. Please put all small items of value out of sight each night. All property of an exhibitor is understood to remain within the exhibitor's care, custody and control, whether in transit to or from, or within the Exhibit Hall.

9.6 CARE OF FACILITY / PROPERTY

The exhibitor is responsible for ensuring the care of the show facility property during the conference and trade show. No signs, posters or other items or articles are to be fastened to facility property by any means. Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.

10. RULES AND REGULATIONS

RULES OF CONDUCT

Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing exhibitors.

These regulations may be amended at any time by Show Management upon written notice by Show Management to such exhibitors as may be affected by these amendments. Show Management reserves the right even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit it deems undesirable or objectionable.

Any objectionable practices by either exhibitors or official suppliers should be reported immediately to Show Management.

Exhibitors who fail to abide by the rules and regulations as outlined in this services kit or who in the judgement of the officials of Show Management conduct themselves in an unethical manner, will be dismissed from the conference without refund.

All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual exhibitors and must not interfere with normal aisle traffic in order to avoid infringing on the rights and privileges of other exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time. Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose displays or presentations cause spectators to interfere with normal aisle traffic or to overflow unduly into the display area of neighbouring exhibits may be asked to re-arrange their displays and/or to limit or eliminate their presentations.

10.1 PAYMENT OF ACCOUNTS

Conference Management reserves the right to refuse entry to any exhibitor whose account has not been paid.

10.2 EXHIBIT GUIDELINES

- a. Walls for Booths and Tabletops: All single and in-line booth back walls are restricted to 8 feet in height and the dividers between the booths to 3 feet in height. No display at its full 8 foot height may extend more than 4 feet from the back wall at that height.
- b. Pre-fabricated Booths: An exhibitor planning to use a pre-fabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc. All sides and surfaces of the pre-fabricated exhibit (booth and signs) that are exposed to view must be properly finished and decorated.
- c. Display Restrictions:
 - All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits and must not be objectionable to other exhibits or to Conference Management. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of Conference Management, may install it and charge the exhibitor.
 - Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd. Exhibitors whose displays or presentations cause spectators to interfere with normal aisle traffic or to overflow unduly into the display area of neighbouring exhibits may be asked to re-arrange their displays and/or to limit or eliminate their presentations.
 - No signs or other articles are to be fastened to walls, floors, ceilings, drapes, equipment or electrical fixtures. The use of thumb tacks, scotch tape, nails, screws, bolts or any tool or material that could mark the floors, walls, drapes or equipment are prohibited.
 - No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, no confetti, sequins or glitter will be permitted in the Exhibit Hall.
 - All interviews, demonstrations, detailing or distribution of literature must take place within the space assigned to the individual exhibitors and must not interfere with normal aisle traffic in order to avoid infringing on the rights and privileges of other exhibitors.
 - Exhibitors must surrender their space in the same condition in which they received it. Any damage will result in a surcharge to the exhibitor.
- d. Rules of Conduct: Conference Management retains full authority in the interpretation and enforcement of all rules and regulations governing exhibitors. These regulations may be amended at any time by Conference Management, upon written notice by Conference Management, to such exhibitors as may be affected by these amendments. Conference Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit it deems undesirable or objectionable.

- e. Any objectionable practices by either exhibitors or official suppliers should be reported immediately to Conference Management.
- f. Exhibitors who fail to abide by the rules and regulations as outlined in this manual, or who, in the judgement of the officials of Conference Management, conduct themselves in an unethical manner, will be dismissed from the conference without refund.

10.3 SHOW POLICY REGARDING INDEPENDENT CONTRACTORS

Conference Management, acting on behalf of all exhibitors in the best interest of the Canadian Association of Chiefs of Police has appointed official service contractors to perform and provide necessary services and equipment.

Official service contracts are appointed in order to:

- a. Ensure the orderly and efficient installation and removal of exhibits;
- b. Assure the distribution of labour to all exhibitors according to need;
- c. Provide sufficient labour to satisfy the requirements of exhibitors and of the show itself;
- d. Ensure that the proper type and limits of insurance are in force; and
- e. Avoid any conflict with local union regulations and requirements.

The official contractors will provide all usual trade show services including labour. However, exhibitors may provide their own supervision or may appoint their own exhibit installation contractor or exhibit display supplier. Should an exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

- a. The exhibitor must inform Conference Management of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days before any work begins at the show site.
- b. The exhibitor-appointed contractors must agree in writing to the following conditions. This documentation must be received thirty (30) days before any work begins at the show site.
 - Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show;
 - Exhibitor-appointed contractors must agree to abide by all union rules and regulations; and
 - Exhibitor-appointed contractors and their employees and agents must wear identification badges at all times. Temporary labour badges will be issued only to persons actually supervising, installing, dismantling and maintaining exhibits on behalf of official contractors and exhibitor-appointed contractors who provide the above-mentioned documentation.

10.4 MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES

The use of motorized equipment such as forklifts, man-lifts, scissor-lifts and pallet jacks on the show floor is provided exclusively by Lange Transportation & Storage and should be requested in advance. Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

10.5 STORAGE

There is no on-site storage space at the Palais des congrès de Montréal for empty cartons, crates or packing materials during the conference. To order, see the **Lange Storage** form. Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferably with a felt marker. Exhibitors who have paid for storage may obtain "Storage Labels" from Lange Transportation & Storage. Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area before the show opens and returned when the show closes. **Exhibitors who have not paid for drayage service will**

be required to label, remove and return their own empty containers or risk incurring additional fees for the Palais des congrès de Montréal personnel to move them.

10.6 TEMPORARY HELP AND ACCESS TO EXHIBIT HALL

Only qualified Exhibitor personnel or temporary help in the Exhibitor's direct employ will be issued name badges and allowed access to the Exhibit Hall.

10.7 SIGNS AND BANNERS

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual. To hang suspended signs, please refer to the Lange **Structural Integrity Statement** and the **Suspended Sign Installation and Dismantle** forms.

10.8 PROMOTIONAL INFORMATION

Exhibitors are responsible for ensuring that all promotional and product- or service-related information intended for distribution to delegates during the conference is factually accurate and professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph. The names and logotypes of the Canadian Association of Chiefs of Police are proprietary trademarks for their exclusive use and may not be printed, used or displayed for any purpose without the express written permission of the Canadian Association of Chiefs of Police. Such permission will not be granted for purely promotional purposes or in any way that would imply endorsement of a particular company, product, service or activity.

10.9 SOLICITING, SAMPLES AND SOUVENIRS

Distributing souvenirs and promotional material or soliciting business must be done within the confines of the exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to display their product samples may do so for demonstration purposes only and may stack empty product containers as part of their display. This demonstration sample is not to be distributed under any circumstances and must be put away and out of sight when a booth is left unattended.

All other parties who attempt to make any sale solicitations without the express written permission of Conference Management will be removed permanently from the show area. Exhibitors are asked to report any infractions to the on-site Conference Management Office so that immediate remedial action can be taken.

10.10 PRODUCT SAMPLES, FOOD AND BEVERAGES

The distribution of product samples, food and beverage items from the exhibit booths to delegates attending this conference is prohibited.

11. FIRE REGULATIONS FOR EXHIBITORS

11.1 PURPOSE AND ENFORCEMENT

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility and to limit the hazards of contents and operations to a level that can be controlled by the building fire protection systems. The fire protection systems built into the facility have been designed to protect against the hazards that are typical of conventions and exhibitions. The requirements mentioned herein and the Québec Fire Code will be strictly enforced by the Palais des congrès de Montréal and the Montréal Fire Department. These requirements apply to all conventions and trade shows whether open to the public or not.

The Palais des congrès de Montréal has strict fire and safety requirements. The exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

The requirements apply to the following:

- Prohibited materials, processes and equipment
- Materials, processes and equipment requiring special approval from the facility's Fire Safety Director and Show Management
- Acceptable booth configurations
- Acceptable material for booth construction
- Interior finishes and furnishings
- Obstructions
- Combustion engines
- Electrical equipment and connections
- Portable spotlights
- Procedures during set-up and dismantling
- All items to be suspended from ceilings
- Emergency procedures

11.2 SMOKING PROHIBITED

Smoking is NOT permitted anywhere in the Exhibit Hall or any public area of the Palais des congrès de Montréal.

11.3 PROHIBITED MATERIALS, PROCESSES, EQUIPMENT AND CONFIGURATIONS

The following materials, processes, equipment and/or configurations are strictly prohibited:

- Acetate fabrics, corrugated-paper box board, no-seam paper
- Paper-backed foil unless glued securely to suitable backing
- Styrofoam and/or foamcore
- Fireworks (permit)
- Blasting agents
- Explosives
- Flammable cryogenic gases
- Aerosol cans with flammable propellants
- Smoking in posted "No Smoking" areas
- Fuelling of motor vehicles
- Liquefied petroleum or natural gas
- Wood matches with "all surface" strikes
- Hazardous refrigerants such as sulphur dioxide and ammonia
- Cellulose nitrate motion picture film
- Portable heating equipment
- Flammable liquids or dangerous chemicals
- Electrical equipment or installation not conforming to the Electrical Safety Code
- Peninsula booths

11.4 MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMITS

If any materials, processes or equipment requiring approval are to be used, the Exhibitor shall submit in writing to Show Management the nature of the materials, process or equipment and any safeguards to be used to protect against the hazard. Requests will be submitted to the Show Management, who will review and return the request indicating approval, rejection or limitations.

Use of the following materials, processes, or equipment is subject to approval from the facility's Fire Safety Director and Show Management:

- Equipment fired by fossil fuels, propane or natural gas
- Operation of any heater, barbecue, heat-producing device,
- open-flame device, candles or torches
- Exhibits involving hazardous processing or materials not previously listed

- Pressure vessels including propane tanks
- Storage or display of ammunition and fire arms (subject to the Province of Québec Fire Code and Criminal Code)
- Hydraulically powered equipment using flammable fluids
- Radiation-producing devices
- Natural Christmas trees

11.5 ACCEPTABLE BOOTH CONFIGURATIONS

The following booth configurations will be acceptable:

- Open-top exhibition booths
- Platforms not exceeding 400 square feet in area

The following booth configurations require approval from the facility's Fire Safety Director and Show Management. A description of booths requiring approval shall be submitted by the Exhibitor to the Show Management, who will in turn submit the description to the Fire Safety Director for his approval. The Fire Safety Director will discuss these configurations with the Province of Québec Fire Prevention Division:

- Platforms exceeding 400 square feet in area
- Exhibition booths with flame-retardant fabric canopies not to exceed 200 square feet
- Layouts of all meeting rooms used for exhibits
- Two-storey booths or single-level roofed booths and booths with mezzanines are allowed only with prior approval of the facility and Show Management and only when they are in accordance with the facility's guidelines and/or the National Fire Prevention Act No. 13 (1982) and the Province of Québec Code and the National Building Code.
- Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons or more must have two means of exit as far apart as possible.
- Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.
- Booth canopies not exceeding 4 feet in width do not require protection. Canopies exceeding 4 feet in width will be reviewed individually.

11.6 ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

The following types of materials are acceptable for booth construction:

- Wood
- Combustible materials including plastics having a flame-spread rating not exceeding 150 and a smoke-developed classification not exceeding 300
- Non-combustible materials as regulated by the Province of Québec Building Code

11.7 INTERIOR FINISHES AND FURNISHINGS

Only materials that are non-combustible or treated with an approved flame-retardant solution or process and maintained in a flame-retardant condition may be used. These limitations apply to all interior finishes and furnishings including:

- Drapes
- Hangings
- Curtains
- Drops
- Decorative fabrics
- Christmas trees
- Artificial flowers and foliage
- Motion picture screens
- Paper (cardboard or compressed paper-board less than 1/8" thick is deemed paper)
- Ruscus
- Split wood

- Textiles
- All other decorative materials including plastics

Note:

- Corrugated cardboard may be used only if treated with flame retardant at the factory
- Plastics may be used only if approved by the facility's Fire Safety Director
- It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the display of one salvageable length. Each sample must differ in colour, weave or texture.
- Wallpaper is permissible if pasted securely to walls or wallboard backing

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

- Cut off a small piece of the material (1.5 inches wide by 4 inches long) and hold it with a pair of pliers. Hold a wooden match ½-inch below the bottom of the material for 12 seconds. If, when the match is taken away, the material stops burning within 2 seconds, it is flame-resistant. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

11.8 OBSTRUCTIONS

- Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.
- All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire-hose cabinets and portable fire extinguishers shall not be obstructed in any manner.
- If a fire-hose standpipe is located in the exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.
- All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.
- Roof constructions shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.
- Literature, supplies and hand-outs are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

11.9 ELECTRICAL EQUIPMENT AND CONNECTIONS

- All electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Québec. Therefore, it is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with these provincial regulations. This includes electrical merchandise as well as lighting and display equipment.
- Electrical requirements for the display, sale, or use of electrical devices at public shows, trade shows or conventions and similar exhibitions:
- It is a provincial regulation that any electrical equipment being displayed, offered for sale or used in any show, conference or similar exhibition must be approved.
- Electrical equipment is considered to be approved if it bears the certification mark or special inspection/acceptance label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment.

At present, the following organizations have such accreditation:

- Canadian Gas Association
- Canadian Standards Association
- ETL Testing Laboratories of Canada
- Underwriters Laboratories of Canada
- Underwriters Laboratories Inc.
- Warnock Hersey Professional Services Ltd.

Note: The approval markings of these organizations must identify that the equipment is approved for use in Canada or the Province of Québec. These markings are not to be confused with similar markings used to identify equipment approved for use in the United States. One of the fundamental requirements for approval is that the appropriate approval markings appear on each device. If such markings are missing, the device is considered to be unapproved.

Electrical equipment must be approved as an assembly. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is not considered to be approved.

Failure to comply could result in the equipment being refused connection to the source of electrical supply and being removed from display.

11.10 PORTABLE SPOTLIGHTS

- All clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp-holder clamps.
- Where a spotlight may be subject to physical damage or dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp-holder or the handle.
- Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for the size and type of three-conductor cord or power bar to be used.

11.11 VEHICLES AND OTHER ENGINES

Vehicles or other engines powered by flammable fuels displayed shall conform to the following requirements:

- Fuel tanks that contain fuel, or have ever contained fuel, shall be maintained less than 1/8th full.
- Caps for fuel tanks' fill pipes shall be of the locking type and shall be kept locked to prevent viewer inspection.
- Garden tractors, chain saws, power plants and other gasoline-powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the facility's Fire Safety Director and Show Management.

The electrical system shall be disconnected by either:

- removing the battery
- disconnecting both battery cables and covering them with electrical tape or other similar insulating material:
 - ✓ No propane tanks allowed. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.
 - ✓ All vehicles must either have sealed undercarriages or be equipped with ground sheets.

11.12 ITEMS SUSPENDED FROM THE CEILING

- All items to be suspended from ceilings including signs, displays, light and sound equipment, etc., must be approved in advance and rigging labour and equipment must be ordered through Lange.
- Rigging of cables and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
- All ceiling equipment, material and rigging must be removed immediately at close of show through Lange.

11.13 PROCEDURES DURING SET-UP AND DISMANTLING OF SHOW

- Smoking is not permitted anywhere in the Exhibit Hall or any public area of the Palais des congrès de Montréal including during the set-up or dismantling of shows.
- Access to and flow of vehicles or trucks on the floor of the Exhibit Hall is prohibited.
- Idling of trucks while in the loading-dock area of the building is prohibited.
- Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restrictions on the use of materials, processes and equipment during set-up and dismantling must be adhered to.
- Any type of utility connection (e.g., electrical, audio, video, water, compressed air, steam, etc.) must be carried out by personnel authorized by the Palais des congrès de Montréal . This applies to any and all utility connections of any kind.

11.14 EMERGENCY PROCEDURES

- The facility is equipped with sophisticated fire protection equipment, including automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. As soon as you arrive, you should familiarize yourself with the building, particularly the location of the nearest exit, manual pull station and fire extinguisher.
- If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area, closing all doors behind you.