

**TOGETHER
TOWARDS
TOMORROW**

QUÉBEC CITY CONVENTION CENTRE
OCTOBER 12, 13, 14, 2017



CAMA
Canadian Automatic
Merchandising Association



ACAD
l'Association canadienne
d'auto-distribution

Serving the professional vending, office coffee and micro market retailers of Canada
Au service des professionnels de la distribution automatique, des services de pause-café et des micromarchés du Canada.

IN CO-LOCATION WITH



Canadian Bottled Water Association

ADDITIONAL EXPO INFORMATION CAN BE FOUND AT WWW.VENDING-CAMA.COM

EXHIBIT HOURS

Friday October 13, 2017 11:00 am – 5:00 pm
Saturday October 14, 2017 11:00 am – 3:00 pm

LOCATION OF TRADE SHOW

Quebec City Convention Centre
Hall 2000 ABCD
900 Honoré-Mercier
Québec (Québec)
www.convention.qc.ca

N.B.: Merchandise will not be accepted at the Centre's entrances and must be delivered to the loading docks.

EXHIBIT BOOTH

Each booth will be equipped with pipe and drape. Back wall curtain is 8' high and side-rail curtains are 3' high. Booth size is 10' x 10'. Your booth will be carpeted and each booth will receive one (1) 6 foot table and two (2) side chairs.

Note: Electricity, plumbing (plumbing is not offered in the rooms 2000ABCD), internet, extra tables and chairs, etc... must be ordered separately with GES directly.

GES Global Experience Specialist Ms. Louise-Myriam Dallaire

Telephone: 418 877-2727, Ext 222
Web site: www.gesexpo.ca
E-mail: ldallaire@ges.com

GES Services:

- Booth, furniture, and accessories rental
- Sign production
- Material handling and storage (mandatory)
- Official carrier and customs broker

To order services for your booth, simply visit the Quebec City Convention Centre's website at the following link: <https://www.convention.qc.ca/en/exhibitors/order-forms/> then, select your event name. Follow the steps!

Benefit of a 20% early-bird discount for any order before the cutoff date on Wednesday September 27, 2017 by 16:30.

- On-site, exhibitors can address their last minute requests at our services counter at regular prices. Some services may not be guaranteed.

Services offered by the Centre are:

- Sign and banner hanging, electricity and booth cleaning. All are exclusive except for booth cleaning. If needed, exhibitors may contact our Exhibitor Services at 418 649-7711, Ext. 4066 or 1 888 679-4000 or by E-mail at services@convention.qc.ca.

ASSIGNMENT OF BOOTH SPACE

Booth space will be assigned on a first come, first served basis. In order to exhibit, companies must hold CAMA supplier membership. CAMA reserves the right to change assignment at any time, but undertakes to do so only if such change is necessary in the best interest of the exposition. Booths will not be assigned until full payment of exhibitor and membership fees is received by CAMA. The association reserves the right to cancel any contract should payment remain outstanding after the due date.

Each exhibitor shall restrict all activities and operations to the contracted exhibit space. Three Exhibitor badges will be provided per booth (with additional passes provided upon request). At least one company representative must be at the booth during all show operating hours.

CANCELLATION BY EXHIBITOR

All cancellations must be made in writing. The date upon which the notice of cancellation is received at the CAMA office shall be the official date of cancellation. Should an Exhibitor cancel the following terms shall apply: Cancellations received up to and including August 28th will receive a 50% refund. NO Refund after August 29th 2017.

MOVE-IN

Move-in will take place on Thursday, October 12, 2017 between 8:00 am – 5:00 pm. Your booth must be assembled, cleaned and ready for show opening at 10:00 am on Friday, October 13, 2017. A move-in schedule will be developed by the show manager and your move-in time will be confirmed by email.

MOVE-OUT

Move-out will take place on Saturday, October 14, 2017 between 3:00 pm and 7:00 pm. No displays will be dismantled before the official closing time. It is dangerous for delegates attending the show and does not appear professional when booths are dismantled ahead of official closing time. All exhibitors must arrange for the pick up of their exhibit materials immediately following the end of the show. All appropriate paper work and phone calls are the responsibility of the exhibitor.

STORAGE AND SHIPPING

Merchandise will not be accepted at the Centre's entrances and must be delivered to the loading docks.

The Québec City Convention Centre will accept material only as of Wednesday October 11, 2017. Storage charges will apply for any exhibitor's material received before that date.

MATERIAL HANDLING AND STORAGE

Material shipped directly to the Québec City Convention Centre before the exhibitor is onsite will be managed by GES at **applicable rate to be paid onsite**.

The exhibitor carrying his material himself to the Centre may handle it from the dock to his booth and back using the Centre's carts which are available at the loading dock.

GES will manage storage spaces near the exhibit room. The storage during the event is mandatory and must be confirmed by each exhibitor by completing the appropriate order form or at the GES service counter during set-up. Onsite storage includes material labelling and storage space. **Handling charges apply** for moving empty boxes or crates from the exhibit room to the storage area and their return to the exhibit room at the end of the event.

For security reasons, exhibitors are not allowed to store their own material. Neither an empty box nor an empty crate will be allowed inside or at the back of a stand.

Important information:

After the teardown of the exhibition on **Saturday October 14, 2017 at 19:00**, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event, GES, and **all charges will be billed** to the exhibitor. Refer to the document "Move out procedures at the closing of the exhibition".

LOADING DOCKS

Loading Dock Level 1
CAMA 60th ANNUAL TRADESHOW
Name of the exhibit company: _____
Booth number: _____
Québec City Convention Centre
875 rue Saint-Joachim
Québec (Québec) G1R 5V4

Trailers should not exceed 13 ft. 3 in. in height and 48 ft. in length.

Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner's expense.

LIABILITY & RESTRICTIONS

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

LIABILITIES

Insurance - Exhibitors must have their own liability insurance. Exhibitors are required to carry a minimum of \$1,000,000 liability insurance to cover their participation in the exhibition. In the event of fire, flooding or theft, no matter how caused, the Centre 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.

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 Convention Centre's staff at no charge. Any bins inside the booth will not be emptied.

RESTRICTIONS

Adhesive Tape - The only adhesives allowed at the Centre are listed below, and may be purchased on site:

- Walls: 3M wall mounting tabs, no. 7220
- Floors: Echo Tape CL-W6300 or VI-N6120 or equivalent
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, and unless otherwise agreed with the Convention Centre, the Centre's caterer will not sell alcohol during the setup and teardown activities.

Animals - With the exception of assistance dogs, the client must not bring any animals into the

Centre without prior written authorization, nor allow any to be brought in.

Balloons and Confettis - The use of helium balloons must be preauthorized by your Event Coordinator. Charges apply for taking balloons down from the ceiling after your event. The use of confettis and sequins is prohibited.

Children - For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.

Common Areas - Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times.

Cooking Appliances - The exhibitor must comply with the fire prevention rules. Please refer to "Security Measures and Fire Prevention" document on our Web site: www.convention.qc.ca for full details.

Fire - Exhibitors must comply with the fire prevention rules. Please refer to "Security Measures and fire prevention" for full details. Also, please note that the Convention Centre is a nonsmoking establishment.

Food Services - Capital HRS Inc. has an exclusive agreement to sell and distribute food

and beverages inside the Centre. No food or beverages may be sold or distributed without the written permission of Convention Centre management or Capital HRS Inc.

Motorized Vehicles - The exhibitor must comply with the fire prevention rules. Please refer to "Security Measures and Fire Prevention" document on our Web site: www.convention.qc.ca for full details.

No smoking policy

The Québec City Convention Centre provides a totally smoke-free environment to its clientele. Since May 31st 2006, according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Centre and also in the loading docks.

Noise Limits - Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.

Security - Security guards will be provided. After exhibit hours, only those exhibitors properly identified may enter the exhibit area. Notwithstanding the provision of security, CAMA will not be held responsible for any loss and/or damage to the exhibit and exhibit contents.

Stickers - Stickers of any kind are strictly prohibited at the Convention Centre.

PARKING

Cars - There are many underground parking spaces close to the Centre. More specifically, Marie-Guyart complex (Complex G), Place Québec, Delta Hotel and finally in the Place D'Youville parking lot all linked by underground connections. These lots operate 24 hours a day, 7 days a week (see plan on our HYPERLINK "<https://www.convention.qc.ca/en/practical-information/#getting-here>" website).

Week days (daytime) it is strongly recommended to use public transport, carpooling or car-parks to reach the Centre's area. For more details, please refer to your QCCC Event Coordinator.

Parking is prohibited at all times on Promenade Desjardins.

EXHIBIT INFORMATION

Canadian Automatic Merchandising Association
2233 Argenta Road, Suite 100
Mississauga ON L5N 2X7
Tel. (905) 826-7695 or toll free 1-888-849-2262
Fax: (905) 826-4873

Trade Show Manager: Marie Saint-Ivany
email saint-ivany@vending-cama.com
For more information please refer to the Exhibitors manual posted at www.vending-cama.com

2017 EXHIBIT FLOOR PLAN

