



Canadian Society for Chemistry | *For Our Future*

EXHIBITOR PROSPECTUS

96th Canadian Chemistry Conference and Exhibition

Chemistry Without Borders

The Quebec City Convention Centre

Quebec City, Quebec, Canada

May 26-30, 2013



www.csc2013.ca

Exhibitor Information and Application for Exhibit Space

The 96th Canadian Chemistry Conference and Exhibition presented by the Canadian Society for Chemistry (CSC) will be held in Quebec from May 26–30, 2013 at the Quebec City Convention Centre. This premier event is expected to draw approximately 2,500 chemists nationally and internationally from Academia, Government and Industry. You are invited to participate as an exhibitor.

Exhibition Dates and Hours*

| | |
|-----------------------|-------------|
| Sunday, May 26, 2013 | 19:00–22:00 |
| Monday, May 27, 2013 | 09:30–19:30 |
| Tuesday, May 28, 2013 | 09:30–19:30 |

* *Exhibition hours are subject to change*

Exhibition Location

For reference only; please see shipping instructions in Exhibitor Service Kit.

Québec City Convention Centre
1000 René-Lévesque Est
Québec City, QC
Room 2000 ABCD

Exhibition Move-in and Set-up Time

Sunday, May 26, 2013 12:00–18:00.

All displays must be completed and ready by Sunday, May 26, 2013 at 18:30. No display materials, except for those carried by hand may be moved in the exhibit hall once the show has opened.

Dismantling and Move-out Time

Tuesday, May 28, 2013 19:30–22:00.

No display shall be dismantled before the official exhibition closing time of 19:00 on Tuesday, May 28, 2013. Any material left on the floor after Tuesday, May 28, 2013 at 22:00 will be removed by our Official Carrier and stored at their warehouse or shipped to the exhibitor at prevailing rates.

Exhibit Space Rental

The fee per exhibit booth space is \$2,500.00 + 9.975% QST / 5% GST and includes the following:

- One 10ft X 10ft (width x depth) exhibit space including black drape for an 8ft high back wall and a 3ft high side wall;
- One 6' skirted table (black skirt) and 2 chairs;
- Four exhibitor booth representative badges per exhibit booth space. Badges allow access to technical sessions and most conference events;
- Lunch for your exhibit booth personnel on Monday, May 27, 2013 and Tuesday, May 28, 2013;
- 24 hour security in the exhibit area.

The exhibition floor is carpeted.



The exhibit booth space rental fee does not include the following: wireless internet, furniture, electricity, telephone services, additional booth carpeting, plumbing services, janitorial services within the booth as well as in the general exhibit area, lighting inside the booth, transportation, warehousing before and after the conference, customs brokerage, materials handling, special materials, transfer, set up and dismantling of equipment or booths and lift services. Exhibitor's rent these services from the conference official show services provider. See the separate Exhibitor Service Kit order form.

To purchase an exhibit space with payment by credit card

Complete the online application located at www.cheminst.ca/csc2013exhibition

To Purchase and exhibit space with payment by cheque

Fill out the Application for Exhibit Space on Page 8 of this document. Fax and e-mail instructions are on the form.

Booth Representative Registration

All exhibitors must indicate their booth representative(s) before the conference preferably when completing the "Application for Exhibit Space". Your booth representative(s) will be registered and badges can be picked up on-site at registration.

A maximum of four exhibit booth representatives per exhibit space are allowed. Exhibit booth representative(s) cannot be presenters in the technical program. Official identification badges must be worn at all times during the conference and are required for access to the exhibitor lunch room.

Show Services

The official show services representative appointed for this conference is:

GES- Global Experience Specialists

See Exhibitor Services Kit

GES is the preferred supplier of materials handling services at the Quebec City Convention Centre and can assist exhibitors with any of the following:

- Advance storage (up to 20 days prior to move-in day);
- Delivery of goods received at advance storage warehouse and/or loading dock to the exhibitor space;
- Material handling of goods;
- Storage of empty storage containers during the conference and their return at the end of the exhibition;
- Erecting, dismantling and repacking of exhibit booths;
- Delivery of repacked materials to the loading dock for shipping;
- Furnishings Rental;
- Exhibit Booth Hard Wall Rental;
- Complete Sign Service;
- Labour;
- Plants;
- Logistics;
- Shipping within Canada.

GES will maintain an Exhibitor Service Centre on show-site. The Centre will serve as the focal point in the co-ordination of all details during the exhibition and will also serve as the supply centre for rented services.



These services are at the exhibitor's own expense. All shipping, receiving, and packing cases of display materials are the responsibility of the exhibitor and the freight carrier. All materials must be properly labeled, identifiable and meet the specific regulations of the Quebec Fire Department.

No deliveries will be accepted by the Quebec City Convention Centre prior to the move in day.

US/International Shipping, Customs and Logistics

The official customs broker and US/INT'L freight carrier for this conference is Mendelssohn Event Logistics. For exhibitors shipping material to Canada from the U.S.A. or overseas, we recommend that you deal directly with this customs broker and freight carrier.

For addresses, restrictions, important dates shipping labels and other instructions please see the Exhibitor Services Kit.

If you require assistance or further information please contact:

Melanie Gosselin

Mendelssohn Event Logistics

T. 514-987-2700 ext. 26

E. mgosselin@mend.com

Electrical and Internet Requirements

For all electrical wiring, installation and connections as well as Internet, exhibitors must make advance arrangements through the Quebec City Convention Centre. These services are at the exhibitor's own expense and the forms can be found within the Exhibitor Service Kit.

The electric current in the exhibit hall is 110/220 volts. All electrical appliances and equipment on display must conform to the rules and regulations of Hydro-Québec and the Canadian Standards Association.

Lead Retrieval

Exhibitors can rent lead retrieval units for their exhibit booth. Exhibitors can rent these units to collect data information on participants that they meet at their booth.

- Rental per unit is \$275.00 plus a \$.25 fee per lead (minimum of 100 leads per scanner) for retrieval of data and excel report of captured participant information. Each unit can read 1000 barcodes per batch and can be downloaded any number of times during the conference.
- There is a \$300.00 damage/loss deposit fee that will be charged to the credit card on file if the unit has been damaged or not returned by the end of the conference.
- Lead retrieval units will be rented and invoiced from the conference registration company Meeting Management Services (MMS). If an exhibitor indicates that they would like to rent a lead retrieval unit on the exhibit booth application, they will be contacted and invoiced for this unit by MMS at a later date.

Exhibit Space Allocation and Acceptance

Exhibit spaces will be assigned on a first come, first served basis using the date of the receipt of the signed "Application for Exhibit Space" fee or online application form. The number of exhibit spaces requested is subject to approval based on availability. Notwithstanding above, the conference organizers reserve the right to accept or reject any application for exhibit space.



Cancellation Policy

Any exhibit space cancellation must be received in writing by the Canadian Society for Chemistry. If cancellation notice is received in writing:

- Before Monday, March 25, 2013, a refund will be given minus a \$300.00 administrative fee;
- After Monday, March 25, 2013, no refund will be given.

Exhibit Space Regulations

- No background may be placed that obstructs, blocks or interferes with the lighting or visibility of an adjacent booth and aisle space may not be used for exhibit purposes or for solicitation of business.
- The exhibitor must keep their stand open and properly staffed during the specified exhibit hours. The exhibitor shall not close or remove the exhibit until the conclusion of the entire exhibition, unless otherwise directed by the conference organizers.
- Distribution of refreshments or other products for consumption, not manufactured or related to the activities of the exhibitor are expressly forbidden unless the exhibitor has an arrangement with the food and beverage department of the Quebec City Convention Centre.
- Smoking is prohibited within the Quebec City Convention Centre.

Liability

The 96th Canadian Chemistry Conference and Exhibition or the CSC will take every reasonable precaution to prevent loss to exhibitor's goods. However, under no circumstances will the 96th Canadian Chemistry Conference and Exhibition or the CSC assume any responsibility for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits and goods belonging to the exhibitor.

The 96th Canadian Chemistry Conference and Exhibition or the CSC will not be responsible in any way for goods stolen, lost or damaged while on exhibit or in storage.

Security personnel will be on duty, but the 96th Canadian Chemistry Conference and Exhibition or the CSC will not assume any responsibility for loss or damage caused to exhibitors by fire, theft, damage, and personal injury or otherwise.

Conference Hotel

Conference rates have been arranged at the following hotel for exhibitors and conference participants. Information and rates concerning hotel reservations can be found on the conference web site at www.csc2013.ca (Venues and Hotels tab)

Hotel room rates are only valid until April 26, 2013. After this date, reservation requests will be based on availability at the hotel's best available rate.



Official Conference Hotel

Hilton Québec
1100 Rene-Levesque East, Quebec
Quebec, Canada
G1R 4P3
1-418-647-2411

Toll free reservations: 1 800 447-2411 quote the "Canadian Chemistry Conference and Exhibition"



Advertising

Place your message in front of our conference participants over the span of the five-day conference and afterwards. The program book is distributed to participants at registration and contains the technical program schedule. The conference participants carry the program book with them throughout the conference.

| | |
|---|----------------------|
| Colour Full Page (8.25" x 11" + bleed): | \$1,500.00 + GST/QST |
| Colour Half Page ((5.63" x 4.5")): | \$750.00 + GST/QST |
| B&W Full Page (8.25" x 11" + bleed): | \$1,000.00 + GST/QST |
| B&W Half Page (5.63" x 4.5")): | \$500.00 + GST/QST |

Promotional Material

Promotional material can be inserted into the conference participant bags for distribution to the approximately 2,500 conference participants. Insertion fees per item are as follows:

Exhibiting companies: \$500.00 + GST/QST

Non-exhibiting companies: \$800.00 + GST/QST

- Multi page insertions (e.g. brochures, catalogues) may not exceed four pages.
- Insertions are subject to approval by the CSC.

Sponsorship

The conference offers a wide range of opportunities for your company to participate as a sponsor. Whether you wish to communicate your commitment to scientific innovation, launch a product, build brand awareness, or gather sales leads, we can position you directly at the heart of an audience that has come to expect the highest quality in scientific content, commercial presentation and amenities.

A series of attractive sponsorship packages have been designed to provide options for every budget and marketing goal and to ensure companies receive the highest possible recognition for their generous support. The full list of sponsorship opportunities can be found on the conference website at www.csc2013.ca (sponsorship tab)

For further information on advertising or sponsorship contact

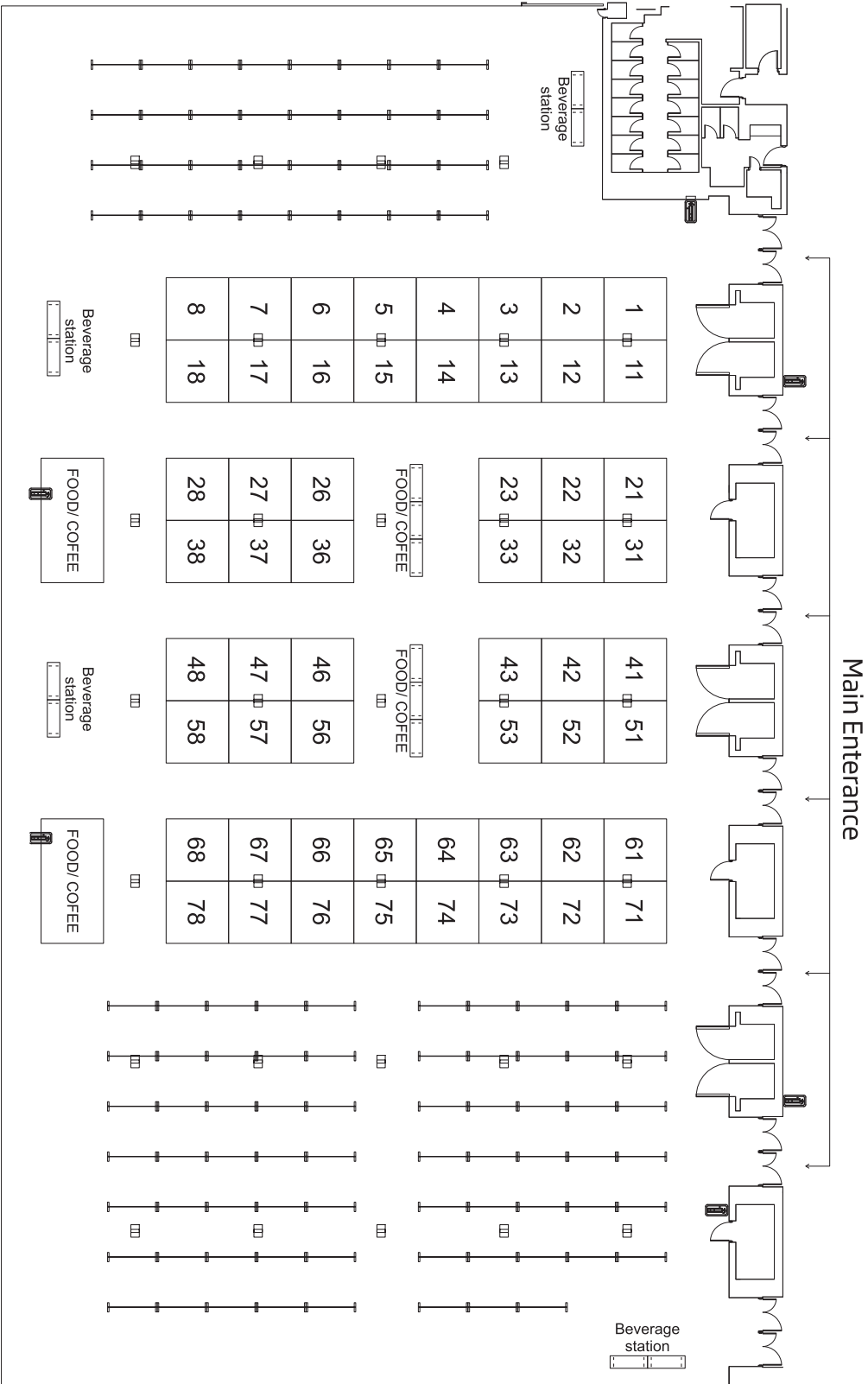
Bernadette Dacey, Marketing Manager

bdacey@cheminst.ca

613-232-6252 ext. 228



Exhibit Floor Plan



Application for Exhibit Space and Contract

96th Canadian Chemistry Conference and Exhibition • (Exhibition Dates: May 26–28, 2013)

EXHIBIT SPACE

The exhibit space rental fee is \$2,500.00 + 9.5% QST / 5% GST. Rate includes one 10ft x 10ft (width x depth) booth space, one 6' table and 2 chairs, four exhibit booth representative badges, lunch for the exhibit booth personnel, wireless internet and 24 hour security in the exhibit area.

Number of exhibit spaces requested _____. Booth location (s) requested: 1st choice _____ 2nd choice _____

Names of exhibit booth representatives for badges (to a maximum of four)

1. _____ 2. _____
3. _____ 4. _____

Indicate by Monday, April 02, 2013 if you wish to have these items provided for your booth:

One 6' table Yes No

Two chairs Yes No

I wish to rent _____ (quantity) Lead Retrieval Unit (s).

Lead retrieval units will be rented and invoiced from the conference registration company Meeting Management Services (MMS). If you indicate that you would like to rent a lead retrieval unit on your exhibit booth application, you will be contacted and invoiced for this unit separately by MMS.

Company name (to appear in the program book)

Name and title of officer authorized to sign (please print)

Address

City Province/State Country Postal/ZIP code

Telephone () Fax () E-mail*

* please provide the email of the main contact for Exhibition

Company Website URL (to appear in the program book)

PAYMENT METHOD (GST no. 108076431)

Cheque (Payable to: The Chemical Institute of Canada re: CSC 2013 exhibition)

Credit Card payments must be processed online at www.cheminst.ca/csc2013exhibition

Exhibit Space \$ _____
+ 9.5% QST and 5% GST _____
Total \$ _____

AGREEMENT AND SIGNATURE

In making this application we agree to conform to the exhibit regulations of the **96th Canadian Chemistry Conference and Exhibition**, which are hereby made a part of this application. It is mutually agreed that all of said regulations shall be interpreted by the **96th Canadian Chemistry Conference and Exhibition** and the parties hereto shall be bound by such interpretation.

Scan and email, fax or mail your completed form to:

Christina Ghazal
Canadian Society for Chemistry
130 Slater Street, Suite 550
Ottawa, ON K1P 6E2
T. 613-232-6252 ext. 224 / F. 613-232-5862 / E. cghazal@cheminst.ca

The CSC requests that each exhibitor submit their company logo for the Program Book no later than Monday, April 02, 2013. Kindly e-mail the logo in a vector.eps format to landersson@cheminst.ca.

| FOR CSC OFFICE USE ONLY | | | | |
|-------------------------|-------------------|---------------------------|-------------------|---------------|
| Date received | Booth(s) Assigned | Date Invoice/Receipt Sent | Confirmation Sent | Logo Received |

Exhibitor Contractual Agreement

PURPOSE

All exhibits shall be to serve the scientific interests of the conference and the conference reserves the right to require the immediate withdrawal of an exhibit if the conference organizer believes it may be injurious to the purposes of the conference. Only professional equipment and services of professional interest to participants may be displayed.

RULES AND REGULATIONS–EXHIBIT

1. The exhibitor shall be bound by the Rules and Regulations as established by the Canadian Society for Chemistry (CSC) for the 96th Canadian Chemistry Conference and Exhibition, by the sponsoring organizations and any duly authorized representative, agents, or employees of the foregoing conference. Each exhibitor is charged with knowledge and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety.
2. The 96th Canadian Chemistry Conference and Exhibition Organizing Committee shall determine the eligibility of any company, product, service, or application for exhibit space. The Committee may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that, in its opinion, is not in keeping with the character or purpose of the conference.
3. All space cancellations must be received in writing prior to Monday, March 25, 2013; an administrative fee of \$300.00 will be charged. There will be no refund for space cancelled after this date.
4. FIRE PREVENTION: Exhibitors shall not encroach on aisle space and must remain within the space assigned. All materials used for decorating must be fire resistant. Cartons, boxes, and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored, and returned to each booth at the close of the exhibition. All hazardous exhibits, regardless of type, are prohibited without the written consent from the fire department of Quebec. The prohibition covers but is not limited to, open flames, coal, liquid propane gas, liquid propane gas tanks, toxic liquids or gases, dangerous and/or toxic products, etc.
5. CARE OF BUILDING AND EQUIPMENT: Nothing should be posted on, attached, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. All heavy pieces of equipment must be placed on skids to avoid damage to flooring.
6. LIABILITY INSURANCE: Every reasonable precaution will be taken to protect each exhibitor's property during installation, conference period, and removal. However, the 96th Canadian Chemistry Conference and Exhibition Organizing Committee or the CSC will not accept responsibility for injury to persons or loss of or damage to products, exhibits, equipment, or decorations by fire, accident, theft, or any other cause while in the Quebec City Convention Centre. Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss as well as public liability against injury to the person and property of others.
7. AUTHORIZED REPRESENTATIVES: Each exhibitor shall provide to the CSC in advance, the name of the person(s) who will be in attendance at the display and the name and the title of the person who will be responsible for the installation, operation, and removal of the exhibit. Said representative(s) shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.

