



WELCOME EXHIBITORS !

We are delighted to welcome you to in Canada for the 14th edition of the *Advanced Infrared Technology and Applications, AITA 2017*. We trust you'll find this to be an excellent opportunity to meet new people and market your products and services, especially since the 14th edition of this Workshop comes to North America for the first time! Below is some information to help with your preparations for this event.

The **AITA 2017** Workshop will be held at the Pavillon Desjardins on Université Laval's campus in Quebec City, Quebec, Canada. The Workshop runs from Sept. 27th to the 29th. Multiple exhibitor tables are available. The Exhibitor room is located close the meeting rooms and it is where coffee breaks will take place. It is locked after exhibition hours. Exhibitors are expected to set up on Wednesday morning Sept. 27th, between 7:30 am and 10:00am (in time for the first coffee break). Exhibits are to be dismantled Friday Sept 29th, between Noon and 4:00pm.

NEW: A «vendor session» will be organized during the conference, this will be an opportunity for the Exhibitors to briefly present their products.

Exhibitor Fee: \$Cnd 1800 (plus taxes*)

◆ Only one person per table is included in the Exhibitor fee. Additional people are required to register for the Workshop.

◆ Exhibitors receive the following benefits (for 1 person) :

- Full access to **AITA 2017** Workshop, including 3 Workshop lunches, 1 banquet participation, 1 cocktail participation, 6 coffee breaks.
- Direct contact with attendees during dedicated time periods.
- Free on-site parking (one car permit will be provided for the period of the Workshop, to be displayed on the dash).
- Time is carefully scheduled to allow exhibitors to participate in Workshop activities along with attendees.
- Participation to the vendor session.

◆ Booth details:

- 60" x 30" table
- Linen table cover
- One electrical outlet per table
- Two chairs

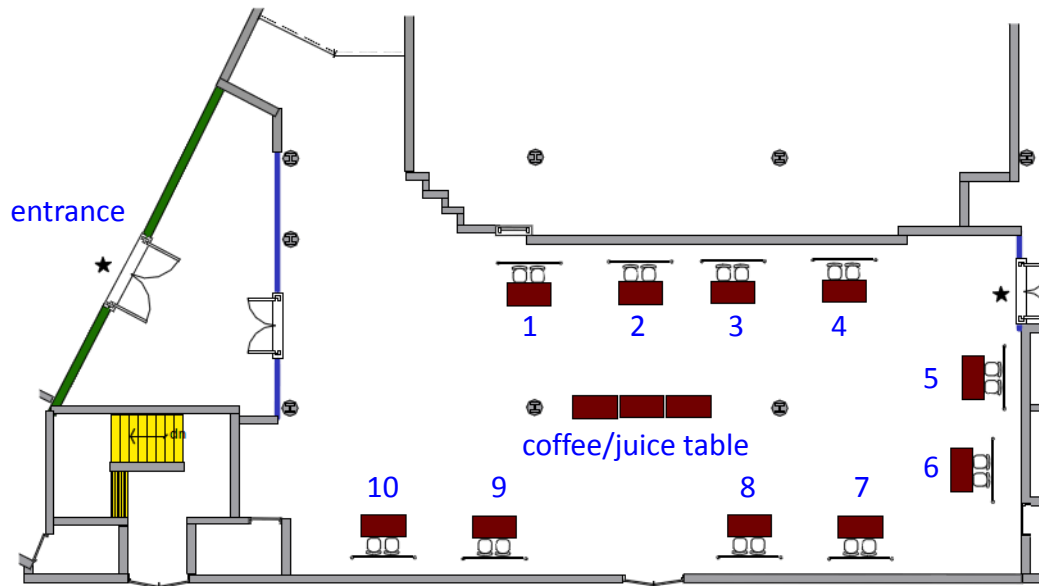
Please notice that Shipping services are not provided. Several shipping companies service the Quebec City area, among them, PUROLATOR comes daily to the Pavillon Desjardins: www.purolator.com/ Please ensure all shipments are properly labelled as to content and owner/company. Shipping address:

Centre de Services Desjardins-Pollack
AITA 2017 (Sept. 27-29, 2017)
2305, rue de l'Université
Local 3244, pavillon Maurice-Pollack
Québec (Québec) CANADA
G1V 0A6
shipping/receiving phone: 418 953-5899

Important, shipping material is accepted only 48 hours before the event and material should be shipped back on the last day. We can not be taken for responsible for losses and damages. The [EXHIBITOR CONTRACT](#) and [EXHIBITOR TERMS AND CONDITIONS](#) sheet are provided as separate documents, see our web site.

(*) Amount in CAD\$ plus the taxes to be added: Québec's Provincial Tax (9.975 %) and GST (Canada) tax (5%).

- ◆ Exhibit plan floor in «Espace-jardin» (Garden-space), where coffee breaks will take place:



Pavillon Desjardins
(where the event will take place)



University entrance



EXHIBITOR CONTRACT

Exhibitor:

The "Exhibitor" agrees to pay **\$Cnd 1800 (+ taxes)** in exchange of the services listed on the sheet:
 " AITA 2017 Québec WELCOME EXHIBITORS ! " (*)

and also to follow the rules listed on the sheet:

"Exhibitor Terms and Conditions" (*)

Responsibility of AITA 2017 Organizers is only limited to the services listed on the sheet:

" AITA 2017 Québec WELCOME EXHIBITORS ! "

In case of cancellation of the event due to unforeseen conditions, AITA 2017 Organizing Committee responsibility will ONLY be limited to a refund of the sum received from the Exhibitor up to a maximum of \$Cnd 1800 (+taxes), NO OTHER responsibility is accepted.

By signing this sheet, the Exhibitor agrees with all its content.

Name:

Name:

Title:

Title:

Date:

Date:

Signed in:

Signed in: *Quebec City*

Officially representing:

Officially representing:

*AITA 2017 Organizing
 Committee*

(*): available on the website: AITA2017.gel.ulaval.ca



EXHIBITOR TERMS AND CONDITIONS

We at **AITA 2017** look forward to an amazing AITA 2017 Workshop! With your help we can make this a reality. Here are our rules and regulations as given to us by the "**Centre de services Desjardins-Pollack**," Université Laval, where the exhibition will take place.

All exhibits must be brought into the Pavillon Desjardins-Pollack via the designated Shipping/Receiving doors at the back side of the building.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, elevators, stairs or doors.

◆ Deliveries

The Centre de services Desjardins-Pollack cannot accept deliveries more than 48 hours prior to move-in day.

*Perishable items must be delivered **ONLY** on the morning of the event.

* Deliveries arriving before that time will be shipped back or stored at the exhibitors' expense. All deliveries should be clearly labelled on the outside, indicating deliveries for the ISEM2013 Workshop: "**AITA 2017 - Centre de services Desjardins-Pollack - 27 septembre 2017**" (see full address at the end).

Centre de services Desjardins-Pollack is not equipped with ladders, brooms, dollies or other required items. All exhibitors are to bring their own tools to erect their exhibits. All labour requirements for the set up and tear down of an event are the responsibility of the exhibitors and their service contractors.

◆ Set Up/Tear Down

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls or painted surfaces except by special arrangements made with Centre de services Desjardins-Pollack. Tape to mark exhibit floor must be removed at the conclusion of the show. Tape leaving glue residue on carpet and flooring is not permitted. All expenses for cleaning of tape will be charged to the exhibitor.

Exhibits must be removed immediately as per contract when Workshop is finished.

◆ Electrical Equipment & Connection

The Electrical Safety Code, Québec Regulation requires that all electrical equipment be approved before it may lawfully be advertised, displayed, offered for sale or sold or otherwise disposed of or used in the Province of Québec.

Exhibitors may not store materials on or around any electrical equipment of connections of any kind.

Equipment that trips or quits due to overload may not be restarted until the exclusive electrical contractor has found the source and corrected the problem.

◆ Combustion Engines

- Vehicles or other flammable-fuelled engines displayed shall conform to the following requirements: Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than 1/4 full. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut. Battery must be disconnected and a plastic sheet to be placed underneath to avoid stains on carpet.

- Garden tractors, chainsaws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Centre de services Desjardins-Pollack Engineering Department and have written authorization.

- The electrical system shall be de-energized by either:

- removing the battery, or

- disconnecting both battery cables and covering them with electrical tape or other similar insulating material.

- Tanks containing propane shall be maintained less than 1/4 full. Vehicles may be driven in and positioned. Turn ignition off. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

◆ **Garbage/Boxes Removal**

The official contractor at the licensee's expense will remove garbage from the show floor and the building. If the contractor has not taken care of this during move-in and move-out of Workshop premises, a labour charge will apply and charge to master account for Workshop to clean up and remove boxes left on show floor & building.

◆ **Food & Beverage Restrictions**

All food and beverage is the sole exclusive responsibility of the Centre de services Desjardins-Pollack. Allowances will be made for "Give Aways" such as candies or chocolates. Any other requirements must be received in advance for approval by AITA 2017 Organizers and also have written authorization.

◆ **Security**

Portable Spotlights

All clamps on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder clamps. Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords): may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three-conductor cord used with power bars.

Fire Regulations

All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to C.S.A of UC specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility of ensuring that exhibits meet these standards.

Prohibited Materials

Use of the following materials, process or equipment is strictly prohibited:

- Acetate fabrics, corrugated paper box board, no-steam 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" area;
- 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 Québec Electrical Code or CSA (Canadian Standards Association);
- Animals, birds or pets of any description, plus pyrotechnics of any kind are not allowed on the premises.

◆ Custom Brokers

Exhibitors who are shipping goods to the event from outside Canada are responsible for their own Custom Brokers. The AITA 2017 - Université Laval will not accept any charges nor arrange for any shipments to be cleared at Customs to be further shipped to the Pavillon Desjardins. We recommend PUROLATOR for your shipments.

◆ Miscellaneous

- You should contact us in case of particular needs PRIOR to shipping (see below).
- Parcels should be shipped to Centre de services Desjardins-Pollack no more than 48 hours before the event. Shipments should be labelled to: **"AITA 2017 - Centre de services Desjardins-Pollack - 27 septembre 2017"**
- Upon delivery, the person responsible of the delivery must contact the **"Centre de services Desjardins-Pollack"**, phone 418-953-5899 (there is a phone in the receiving area).
- Modalities to return the shipment after the Workshop should have been done already and shipment should take place the last day of the event (29 September, 2017). To ship back the material, please call 418-953-5899 to access your material in the shipping area.

◆ PENALTIES for unclaimed parcels:

- After the event, you will be charged 50 \$ per day per parcel for all parcels left in Pavillon Desjardins.
- Case of parcels left after the event:
- If we need to ship back your material, all shipping fees including administrative fees will be charged to you.

◆ **IMPORTANT**

AITA 2017 ORGANIZERS, IN NAME OF THE UNIVERSITÉ LAVAL WILL NOT ACCEPT ANY RESPONSABILITY FOR ANY DAMAGES, LOSSES, STOLEN GOODS THAT COULD HAPPEN DURING THE Workshop AND STORAGE PERIOD. THE SIGNING OF THE SHIPPING SLIP BY UNIVERSITÉ LAVAL'S PERSONEL DOES NOT INCLUDE ANY RESPONSABILITY FOR THE RECEIVED MATERIAL STATUS AND COULD NOT SERVE AS PROOF IN CASE OF DIFFERENT WITH YOUR SHIPPING COMPANY.

Centre de services Desjardins-Pollack's address:

Centre de Services Desjardins-Pollack
2305, rue de l'Université
Local 3244, pavillon Maurice-Pollack,
Québec (Québec) CANADA
G1V 0A6

Should you have any further questions or concerns, please do not hesitate to contact us by email at quebec@gel.ulaval.ca, phone: **418-656-2962**.

AITA2017.gel.ulaval.ca