



International Polar Year Conference

Palais des congrès

Montréal, Canada

April 22 – 27, 2012

Exhibitor Prospectus

An Invitation to be Our Partner and Participate in our Exhibition

We invite you to join us in supporting this important conference, as we move from knowledge to action on the critical issues facing the Polar Regions. Partners will have the opportunity to have part of one of the largest gatherings of polar scientists and policy- and decision-makers ever undertaken, as well as the third and final conference of the historic IPY 2007-2008. Association with the IPY 2012 Conference will demonstrate the importance your organization places on the future of the Polar Regions and the planet, while providing you with an opportunity to present your message and to raise the profile of your organization with world leaders in polar science and policy. Come join us in Montréal and contribute to application of the new polar knowledge to action.

Partnership Benefits include:

- Enhanced company or organization profile
- Relationship development
- Direct access to an audience of current and potential clients
- Promotion through Conference media activities
- Promotion on the Conference website and support materials
- Exposure through signage and announcements
- Brand awareness and acceptance
- Product demonstrations
- Increased business potential

Sincerely,

Martin Fortier
Chair, Partnership and Fundraising Committee



Canada 



International Polar Year Conference

Palais des congrès

Montréal, Canada

Exhibition Dates: April 23 – 26, 2012

GUIDELINES FOR EXHIBITORS

Space Assignment and Rental

Booths will be assigned as requests are received on a first-come, first served basis and all applications are subject to approval.

The enclosed floor plan may change without notice. The standard booth fee has been established at \$2,500 CAD and includes:

- 10' x 10' (3 x 3 meters) booth space
- 8' high blue and white draped back wall
- 3' high side blue draped side walls
- a 7" x 44" sign

There is sufficient light for general illumination of the exhibit area.

The "Request for Exhibit Space" form must be fully completed – please include a detailed description of products/services being offered for the Exhibitors' Directory.

Booth selection relative to other exhibits

Exhibitors may use the "Request for Exhibit Space" to designate their preferred location near or away from designated companies.

The requests will be honoured to the greatest extent possible.

Presentation of Products or Services

The purpose of the Conference's exhibit program is to further the education of the registrants by providing an area for exhibitors to present information on products and services pertinent to the registrants' professional interests.

Companies with products not meeting these criteria will not be permitted to exhibit.

Booth Rental Rate

Booths are \$2,500 CAD each.

Installation of Exhibits

Decorator move-in

Saturday, April 21 8:00 a.m.- 8:00 p.m.

Exhibitor Move-In/Set-up

Sunday, April 22 8:00 a.m.- 5:00 p.m.

A labour crew will be available during the hours of installation in accordance with advance orders. Exhibitors are urged to order in advance all services required. A complete set of forms will be forwarded to each exhibiting company.

Exhibition open

Monday, April 23 9:30 a.m.-7:00p.m.

Tuesday, April 24 9:30 a.m.-7:00p.m.

Wednesday, April 25 9:30 a.m.-7:00p.m.

Thursday, April 26 9:30 a.m.-5:00p.m.

It is understood that all booths will be open and sufficiently staffed each day at the hours indicated above. Deliveries or removal of equipment may only be made before or after exhibit hours.

Move Out

Thursday, April 26 5:00 p.m.- midnight

No Shows: Any exhibit space not set-up by 5:00 p.m. Sunday, April 22 will be rescheduled to be set-up at a time to be determined by the organizers.

Dismantling: No packing of equipment, literature, etc... or dismantling of exhibits will be permitted until the official closing time. All exhibits must be removed from the exhibit area by midnight, Thursday, April 26.

Booth sizes

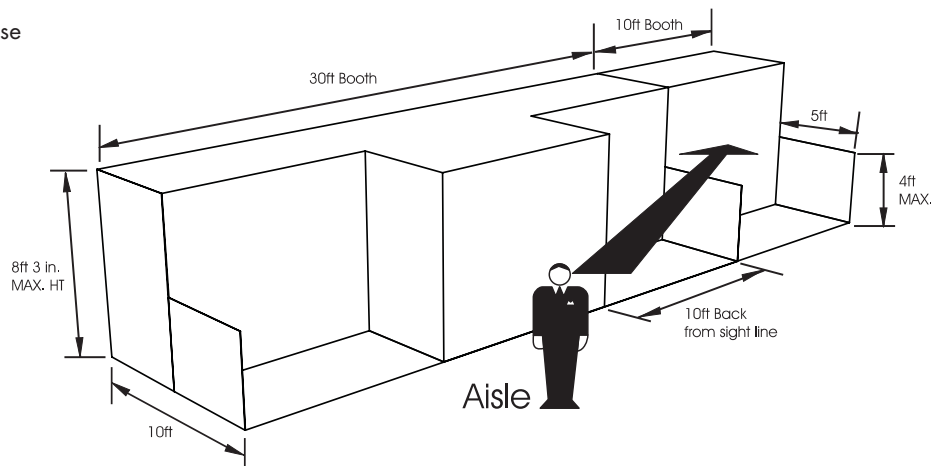
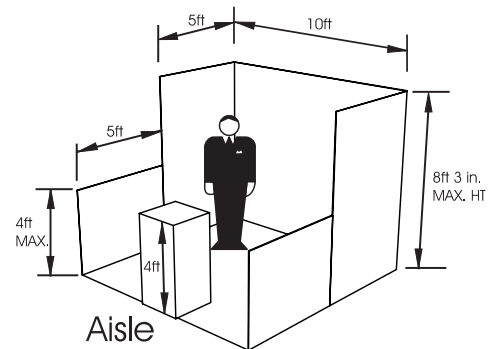
Booths are all 10' x 10' (3 x 3 meters) unless otherwise noted.

Booth Design and Use of Exhibit Space

Booths bordered by aisles on all four sides may not be more than 12' high, including company names and logos.

At least 50% of the island must be see-through space allowing unobstructed sight lines.

Exhibitors must submit scale drawings of all Island booths with the "Request for Exhibit Space" form.



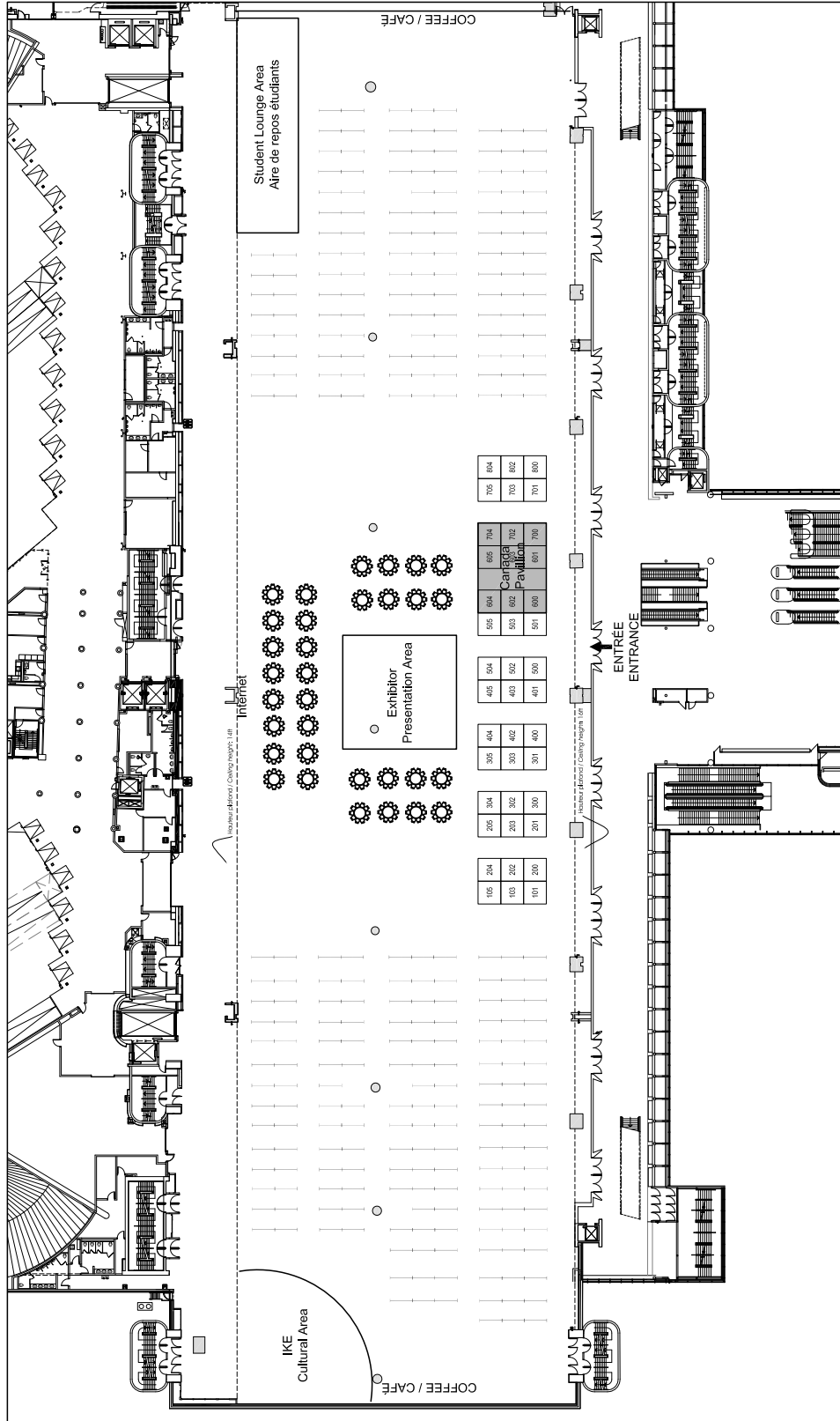


International Polar Year Conference

Palais des congrès

Montréal, Canada

Room 220 B/C/D/E



Note:

No booth may have any roofing that prevents sprinklers from operating properly.

No exhibit may span an aisle with roofing or floor covering. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. In the event this is not done and the exhibitor is not available, the Exhibits Manager will order such draping which will be charged to the exhibitor.

No walls, partitions, decorations or other obstructions may be erected that in any way interfere with the view of another exhibitor.

Exhibitor Directory

A complete listing of all exhibitors, with a description of the products on display in their booth(s) will be distributed to all the Conference attendees. For inclusion in the Exhibitors' Directory, the 50-word description must be completed and returned by February 1, 2012.

Carpeting

The exhibit area is not carpeted. Order forms will be supplied by the Show Decorator.

Shipping Instructions**All freight charges must be PREPAID**

Exhibitors who ship by road or by air must send a Bill of Lading which shows the number of pieces, weight, classifications, carrier and routing along with two (2) copies of the Canada Customs invoice and photocopies of the shipper's export declaration to:

North American Logistics Service Inc.
205 Viger Avenue, Suite 208
Montréal, Québec, Canada H2Z 1G2

Robert Vieira
Tel: (514) 868-6650
Fax: (514) 868-6651
E-mail: rvieira@nalsi.com

TO: Company Name
Booth Number

FOR: International Polar Year Conference
c/o Palais des Congrès du Montréal
163 St-Antoine Ouest
Montréal, Québec, Canada H2Z 1H2

Shipping Instructions from outside Canada/Customs Broker

For the convenience of exhibitors who will ship materials from outside Canada, arrangements have been made with North American Logistics Service Inc. to provide the following services:

- Clear your materials through Canadian Customs
- Coordinate delivery to the Convention Centre
- Help you prepare export documentation and bill of lading
- Post required bonds and securities with Canadian Customs

- Provide on-site staff to advise and assist you from opening to closing time of the Conference.
- Coordinate outgoing transportation of exhibition materials back to your required destination
- Coordinate US Customs clearance

It is highly recommended that all shipments into Canada be sent through the Official Customs Broker, North American Logistics Service Inc.

Order forms will be provided in the service kit.

All shipments direct to the Palais des congrès must arrive on Saturday, April 21 ONLY. Shipments arriving before that date will be refused.

Customs Regulations for Exhibiting in Canada

Since the Committee on IPY is a non-profit organization, exhibitors at the meeting can ship their goods for display duty-free.

Advertising materials printed outside Canada, such as flyers, leaflets, catalogues, brochures, etc., must be marked: Printed in (_____).

For the duration of the show, the exhibit premises are a bonded area. Therefore, no display items should be removed from the show area without the knowledge and consent of North American Logistics Service Inc..

For further information regarding Customs arrangements, please contact:

North American Logistics Service Inc.
205 Viger Avenue, Suite 208
Montréal, Québec, Canada H2Z 1G2

Robert Vieira
Tel: (514) 868-6650
Fax: (514) 868-6651
E-mail: rvieira@nalsi.com

Accommodation

Rooms have been reserved on behalf of participants and exhibitors in hotels located in the vicinity of the Palais des congrès.

More information is available on the IPY Conference Website.

Material Handling

Material handling at the Palais des congrès can be arranged through the Show Decorator. Please contact:

Charles Rye
Clarkson-Conway Inc.
Place Bonaventure
800 de la Gauchetière Ouest,
Bureau 9230, Montréal, Québec
Canada H5A 1L4
Tel.: (514) 861-9694 ext. 13
Fax: (514) 392-1577

Crate Storage

Empty crates, boxes, cartons must be removed from the exhibit area by 5:00 p.m. Sunday, April 22. Empty stickers for these can be picked up at the decorator's service desk. Containers or skids without "empty" stickers will be considered refuse and disposed of.

Do not store anything of value in crates designated for storage.

Use of Outside Contractors

The use of outside contractors to unpack/pack, erect, assemble/dismantle is permitted but exhibitors must notify the Exhibits Manager, in writing, the name of the service contractor and full contact information by February 1, 2012. It is mandatory that the service contractor provide an insurance certificate to the Exhibits Manager, in the amount of no less than \$2,000,000 liability property damage, by February 1, 2012.

- * Service contractors may not solicit nonscheduled business on the exhibition floor at any time.

Furniture-Carpeting-Labor-Rental Displays

The official show decorator is:

Clarkson-Conway Inc.
Place Bonaventure
800 de la Gauchetière Ouest,
Bureau 9230, Montréal, Québec
Canada H5A 1L4
Tel.: (514) 861-9694 ext.13
Fax: (514) 392-1577

Rental order forms will be sent in the service kit after receipt of the "Request for Exhibit" form and 50% deposit of the total booth space requested. The service desk will be open during installation, show hours and dismantling. Labor must be used in accordance with local union regulations, which state in part that full time employees of exhibiting companies may set up their own booths without using union labor. Any labor services that may be required beyond what full time employees can provide must be rendered by the unionized labour.

Please use the Clarkson-Conway Inc. Labour Order Form to order required labour.

Booth Cleaning

Booth cleaning service can be ordered through the Palais des congrès and arrangements for nightly cleaning must be made by the individual exhibitor. Forms will be included in the Exhibitor Manual.

Electricity

Electrical Services will be provided by the Palais des congrès. Order forms will be provided to each exhibitor. Electrical current available is: 120 volt AC Three Phase, 20 amp; 208 volt AC 20 amp Three Phase; and 347/600 volt 20 amp Three Phase. All orders must be returned no later than March 1, 2012.

Floor load and general lighting

The exhibit floor has a 100 lbs/square foot weight bearing capacity. The metal halide lighting in the exhibit area is 110 foot candles.

Telephones

Telephones and high-speed Internet may be ordered through the Palais des congrès. Order forms will be provided in the Exhibitor Manual.

Flammable Materials

No volatile or flammable fluids, substances or materials prohibited by the Montréal Fire Department may be used.

Insurance

Exhibitors are urged to take out a portal-to-portal rider on their own insurance policy, usually at nominal cost, to protect against loss through theft, fire, damage, etc. Exhibitors are responsible for their equipment and property. Security guards will patrol the area, but the International Polar Year Conference, its agents, its contractors and the Palais des congrès do not guarantee nor protect exhibitors against loss of any kind. Each party agrees to be responsible for its own property through insurance or self insurance and shall hold harmless each of the other parties for any and all damages or loss caused by theft and those perils normally covered by fire and extended coverage policy.

Liability

The Exhibiting company assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the organizers of the International Polar Year Conference, Clarkson-Conway Inc., the National Research Council of Canada and the Palais des congrès and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

In addition, the Exhibitor acknowledges that the organizers of the International Polar Year Conference, Clarkson-Conway Inc., the National Research Council of Canada and the Palais des congrès do not maintain insurance

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

Registration of Exhibitors

Badge registration forms will be forwarded to the technical exhibitors who may register up to four members of their firm for each single booth space reserved.

Exhibitor badges only allow access to the Exhibit Hall. It does not allow admittance to any of the scientific sessions.

Distribution of Giveaways

All giveaways must be in the professional interests of the registrants. Samples must be sent to the Exhibits Manager's office at least 1 month prior to the Conference for approval.

General Conduct of Exhibits

The following practices are prohibited:

- Noisy apparatus interfering with adjacent exhibitors.
- Canvassing or distributing any material outside an exhibitor's own booth.
- Sub-leasing, sharing or transferring of exhibit space.
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations or displays away from the exhibit area during official meeting and exhibit hours.
- The use of magicians, fortune tellers, dancers, puppets or other entertainment of this nature.
- Use of x-ray equipment.
- Contests, lotteries, raffles, games of chance.
- The wearing of buttons, company name plates, etc. which obscure the official Conference badge.
- Entry into another exhibitor's booth without their permission.
- Photographing or examining another exhibitor's equipment or booth without their permission.
- Use of helium-filled balloons.
- Use of the name, logos and identifying marks of the International Polar Year Conference is strictly forbidden. However, reference to the Conference and particulars such as dates, location, venue on the exhibitor's advertising is permitted.
- Smoking in the Exhibit Hall or within the Palais des congrès.
- Dismantling of exhibits prior to the official closing of the Exhibit Hall.
- Relevant portions of the foregoing prohibited practices are applicable to nonexhibitors at all times.

- The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Exhibits Manager and the exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent exhibitors.
- Character of exhibits is subject to approval by the Exhibits Manager. The right is reserved to refuse applications of companies and institutions that do not meet standards required or expected, as well as the right to curtail or close exhibits, or parts of exhibits, which reflect unfavorably on the character of the meeting.
- All booths must be staffed with persons knowledgeable about the products and policies of the company or institution during the posted hours of the exhibition and attired in a manner consistent with the decorum of the meeting.

Booth Space Cancellations

It is agreed that:

- If a company cancels its space, or a portion of its space, prior to January 20, 2012, the entire deposit will be forfeited.
- If a company cancels its space between January 20 and March 16, 2012, and the exhibition is not sold out, 100% of the booth cost shall be forfeited.
- If a company cancels its space between January 20 and March 16, 2012, and the exhibit area is sold out, 25% of the cost of the booth (s) ordered shall be forfeited as an administrative fee.

No refunds will be made until after the Conference.

Please address all communications pertaining to the exhibits to:

Contact: Pierre Lamoureux

Tel: (613) 993-9431

Fax: (613) 993-7250

E-mail: IPY2012Montreal@nrc-cnrc.gc.ca

Partnership Opportunities

There are several excellent opportunities for organizations to promote themselves and their products. To discuss sponsorship opportunities, please contact:

Martin Fortier

Chair, Partnership & Fundraising Committee

Pavillon Alexandre-Vachon, Pièce 4081

1045, avenue de la Médecine

Université Laval

Québec, Québec G1V 0A6

Tel: (418) 656-5830

Fax: (418) 656-2334

E-mail: martinfortier@arcticnet.ulaval.ca



International Polar Year Conference

April 22-27, 2012 Palais des congrès Montréal, Canada

Request for Exhibit Space

A. Exhibit Booth

- All booths will be 10' x 10' (3 x 3 meters) and equipped with an 8' high blue and white back drape and 3' high blue side drape. The fixed booth rate is:
All booths are \$2,500 CAD and includes general lighting, ventilation, air conditioning, a 30" x 72" draped table and a 7" x 44" two-line identification sign, if required.

Please check one:

- We do _____
Do not _____ need a booth sign listing company name, City, Country and Booth number

- Principal Products to be displayed:

(Please include a sample brochure with your application)

- Number of booths requested _____

Please list your 4 top choices by providing the booth number in the spaces below.

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

We wish to be/avoid being assigned next to or across from the following company(s):

- 1) _____
- 2) _____
- 3) _____

The Exhibit Committee reserves the right to rearrange the floor plan or to relocate booths.

B. Exhibit Description

A 50-word description of products and services to be exhibited must be submitted with this application for inclusion in the Exhibitor Directory. Descriptions may be edited for conformity.

Our product description is:

C. Program Advertising

Full Page (8.5" x 11") colour \$1,500 CAD _____ Black & White - \$1,000 CAD _____

Half Page \$ 500 CAD _____

Quarter Page \$ 300 CAD _____

Back Cover (inside) \$2,000 CAD _____

Back Cover (outside) \$2,500 CAD _____

* Program advertising is on a first receipt basis. Camera-ready artwork must be received by February 17, 2012.

D. Payment

Payment of \$ _____ for booth(s) reservation is enclosed.
Applications received prior to October 14, 2011: 50% with the application and balance due by January 20, 2012. Applications received after October 14, 2011; 100% with application.

Advertising

Payment of \$ _____ for advertising is enclosed.

E. Agreement and Signature

In making this application, we agree to conform to the exhibit regulations of the International Polar Year Conference, which are hereby made part of this application (see over). It is mutually agreed that all said regulations shall be interpreted by the Exhibit Manager of the International Polar Year Conference and the parties hereto shall be bound by such interpretation.

Name of company applying _____

Name of officer authorized to sign (please print) _____

Title _____

Signature _____

Address _____

City/Prov./State/Country _____ Postal/Zip Code _____

Tel: () _____ Fax () _____

Email _____ Date _____

Payment by credit card: Visa MasterCard American Express

Card Number _____

Expires Month/Year _____ CVV No. _____

Card Holder's Name _____

Please print Company Name as you wish it to appear in the Exhibitor Directory and on your Conference badge.

COMPANY NAME _____

ADDRESS _____

CITY/PROV/STATE _____

POSTAL/ZIP CODE _____ COUNTRY _____

TELEPHONE: () _____ FAX: () _____

EMAIL _____

WEBSITE _____

Contractual Agreement (see following page)

The assignment of space is on a first-come, first-served basis.

Contractual Agreement

The assignment of space is on a first-come, first-served basis.

Purpose

All exhibits will serve the scientific interests of the Conference and the Conference reserves the right to require the immediate withdrawal of an exhibit if the Exhibit Manager believes it may be injurious to the purposes of the Conference. Only professional equipment and services of interest to the scientists may be displayed.

RULES AND REGULATIONS – EXHIBIT

1. The exhibitor shall be bound by the Rules and Regulations as established for the 2012 Exhibit of the IPY 2012 Conference, 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 Conference Organizers shall determine the eligibility of any company, product, service or application for exhibit space. The Committee may forbid installation or request removal, 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. **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 closing of the exhibition. All hazardous exhibits regardless of type, are prohibited in the Exhibition area without the written consent from the City of Montréal Fire Department and the Palais des congrès.. The prohibition covers open flame, coal, liquid propane, gas, liquid propane gas tank, toxic liquid or gas, dangerous toxic products, etc.
4. **CARE OF BUILDING AND EQUIPMENT:** Nothing shall be permitted to be 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.
5. **LIABILITY INSURANCE:** Every reasonable precaution will be taken to protect the exhibitor's property during installation, Conference period and dismantling/removal. However, the International Polar Year Conference Partnerships and Exhibition Committee, the Department of Indian and Northern Affairs, the National Research Council of Canada, Palais des congrès, Clarkson-Conway Inc. and all other officials agents to the Conference 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 Palais des congrès. Exhibitors are advised to carry appropriate insurance to cover display material against damage and loss, and public liability against injury to the person and property of others.
6. **AUTHORIZED REPRESENTATIVES:** Each exhibitor shall provide to the International Polar Year Conference Organizers in advance, the name, titles of the person(s) who will be in attendance at the display and 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.
7. **SECURITY:** The Palais des congrès has security personnel who monitor their facilities at all times. The Conference Exhibits Committee will employ a security service during the hours that the exhibit area is closed. Booths are to be staffed by exhibitor's personnel at all times during the hours the exhibition is open.