



International Polar Year Conference

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

Request for Exhibit Space

A. Exhibit Booth

1. 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

2. Principal Products to be displayed:

(Please include a sample brochure with your application)

3. 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 \$2,000 CAD _____ Black & White - \$1,000 CAD _____

Half Page \$1,500 CAD _____

Quarter Page \$ 500 CAD _____

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

Back Cover (outside) \$3,000 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.

**Send completed form to
ipy2012montreal@nrc-cnrc.gc.ca or by fax to
Pierre Lamoureux at (613) 993-7250**

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. All space cancellations must be received, in writing, on or before January 20, 2012. 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 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.
5. **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.
6. **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.
7. **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.
8. **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.