



JUNE 26-30
29th International Congress
of Applied Psychology
MONTREAL

Palais de congrès de Montréal, Québec

Exhibitor Manual

May 2018



Congress Contact Information

Meeting Name: 29th International Congress of Applied Psychology (ICAP18)
Meeting Dates: Sunday June 25 – Saturday June 30th, 2018
Meeting Location: Palais de congrès de Montréal, Québec
201 Viger Street, West, Montréal, QC H2Z 1H5
General Phone Number: +1 514.871.8122
Website: <http://congresmtl.com/en/>

**Congress and Exhibit
Management:**

MCI Group Canada Inc.
1444 Alberni Street – Suite 200
BC, Canada, V6G 2Z4



mci

Conference Secretariat – Sponsor & Exhibitor Management
Alan Lee
Email: alan.lee@mci-group.com
Phone: +1 604.909.1288

Exhibitor Services:
Material Handling
Furniture & Accessories
Electrical & Lighting
Lounge Furnishings
Advanced Warehousing

FREEMAN CO
Email: freemanmontreales@freemanco.com
Phone: + 1-514-866-6666 x. 2

Customs & Shipping:
Shipping & Customs

ConsultExpo
Contact: John Santini
Email: johns@consultexpoinc.com
Phone: +1 514.482.8886 Ext. 1

Audio & Visual Services:
Audio Visual equipment
Lighting

FREEMAN AV
Contact: Kevin McGee
Email: Kevin.McGee@freemanco.com
Phone: +1 604.675.2077

Venue Exclusive Services:
Booth Cleaning
Security
Telecommunications / Internet

Palais de congrès de Montréal, Québec
[CLIENT PORTAL](#)

Food & Beverage:

Capital Traiteur
Contact: Sarine Lebrun
Email: sarine.lebrun@capitaltraiteur.com
Phone: +1 514.871.3111



Introduction:

Welcome to ICAP 2018!

In order to make the exhibition a success all exhibitors who occupy booth space agree to conform to the full rules and regulations outlined in the previously issued Sponsors and/or Exhibit invitation as well as in this document. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors/sponsors.

General Sessions, Exhibit Space and Poster Sessions will be held at the Palais des congrès, Montréal, Quebec, Canada.

Furniture, carpet, electricity, rigging and material handling, and other accessories must be rented from the exposition service company (Freeman) using the appropriate order forms in this Exhibitor Service Kit.

If you have any questions regarding the Regulations and Policies or any other matters relating to the exhibit, please contact:

Conference Secretariat

Alan Lee

Email: alan.lee@mci-group.com

Phone: 604-909-1288

Exhibitor Registration

All exhibitor registrations must be completed online by **June 1, 2018**. To register, please [CLICK HERE](#). No exhibitor registrations will be accepted on-site. All exhibitor special registration codes have already been distributed to your company/ organization. If you have any questions regarding registration, please contact our registration team at registration@icap2018.com.

Accommodations

MCI Group Canada has been designated as the official housing bureau for ICAP 2018. Special room rates have been negotiated exclusively for congress delegates, guests, sponsors and exhibitors with numerous official congress hotels. Booking at an official congress hotel means you'll be staying near ICAP 2018 attendees, giving you more opportunities to network and connect.

Congress attendees are highly encouraged to book during the online registration process. The congress is bookended by two major holidays in Quebec, so accommodations in the city of Montreal will be limited.

Reservations are processed on a first-come, first-served basis, and availability may be limited at some hotels. A one night non-refundable deposit will be required at time of booking. If you have any questions regarding accommodations, please contact our housing team at housing@icap2018.com.



Dates to Remember

The following list outlines all important deliveries date for exhibitors. To provide an efficient and professional service to all exhibitors, all order forms, or arrangements must be completed by the dates listed below.

All onsite orders will be subject to additional fees and are subject to availability.

	Item	Due Date
<input type="checkbox"/>	High-res Logo & Corporate Description (<i>max 50 words</i>)	Upon Receipt
<input type="checkbox"/>	Pocket Program Advertising – per sponsorship agreement or if purchased separately	May 23
<input type="checkbox"/>	Deadline for Hotel Booking	June 1
<input type="checkbox"/>	Booth Furnishings, Electrical, Exhibit Rentals, Additional Carpeting, Graphic Design, Rigging, Advanced Warehousing, Material Handling - Freeman	June 4
<input type="checkbox"/>	<i>Delegate bag inserts – sponsors per your agreement or purchased only</i>	June 8
<input type="checkbox"/>	Food & Beverage - Palais de congrès de Montréal	June 11
<input type="checkbox"/>	Internet & Telecommunications, Booth Cleaning - Palais de congrès de Montréal <ul style="list-style-type: none"> • June 12th – Early Bird Pricing • June 13th – 24th – Regular Rates • June 25th – Onsite Rates 	June 12
<input type="checkbox"/>	Submit a copy of your Liability Insurance Certificate (<i>Please refer to insurance section below for requirements</i>)	June 15
<input type="checkbox"/>	Deadline for Exhibitor Registration	June 15
<input type="checkbox"/>	Shipping & Customs – ConsultExpo	June 20
<input type="checkbox"/>	Audio Visual – Freeman AV	June 20



Exhibit Hall Hours

Level 500	Date	Time
Exhibitor Move In / Installation	Monday June 25	12pm – 6pm
Exhibit Area Open	Tuesday June 26	10am – 5pm
	Wednesday June 27	9am – 4pm
	Thursday June 28	9am – 4pm
	Friday June 29	9am – 4pm
Exhibitor Move Out / Dismantle	Friday June 29	4pm – 10pm

* Hours are subject to change

Items Included in the Exhibit Space (per 10' x 10' space):

- 6' x 2' skirted table with (2) side chairs, (1) waste basket
- Draped 8' high back wall and 3' high side walls
- Exhibit hall is carpeted
- Exhibit area only passes (codes provided via email)
- Exhibitor rates for any additional congress registrations
- Access to refreshment breaks
- Company listing in the congress program and Logo on website
- Overnight security in the exhibit area for the duration of the move-in/move-out
- Daily vacuuming of aisles and general housekeeping of the exhibit common areas
- General show lighting for all the event areas

Exhibitor Move-In

Exhibitor move-in for the Congress is **Monday, June 25th, 2018**. All exhibitors will have access to the show floor on this day. Please note the Palais de congrès de Montréal does not handle exhibitor goods. Boxes and displays are to be shipped to Freeman, not the hotel/venue.

Move-in Day: Monday, June 25th, 2018

Move-in Hours: 12:00pm – 6:00pm

Exhibitor Move-Out

Exhibitor move-out for the Congress is **Friday, June 29, 2018**. **All exhibition materials must be clear from the exhibit hall by 10:00pm**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, **please have all carriers' check-in with Freeman by Friday, June 29, 2018 at 10:00 pm**. Material not picked-up by your carrier will be redirected according to your instructions by Freeman. Any leftover items will be discarded or recycled by the venue.

Move-out Day: Friday, June 29th, 2018

Move-out Hours: 4:00pm – 10:00pm

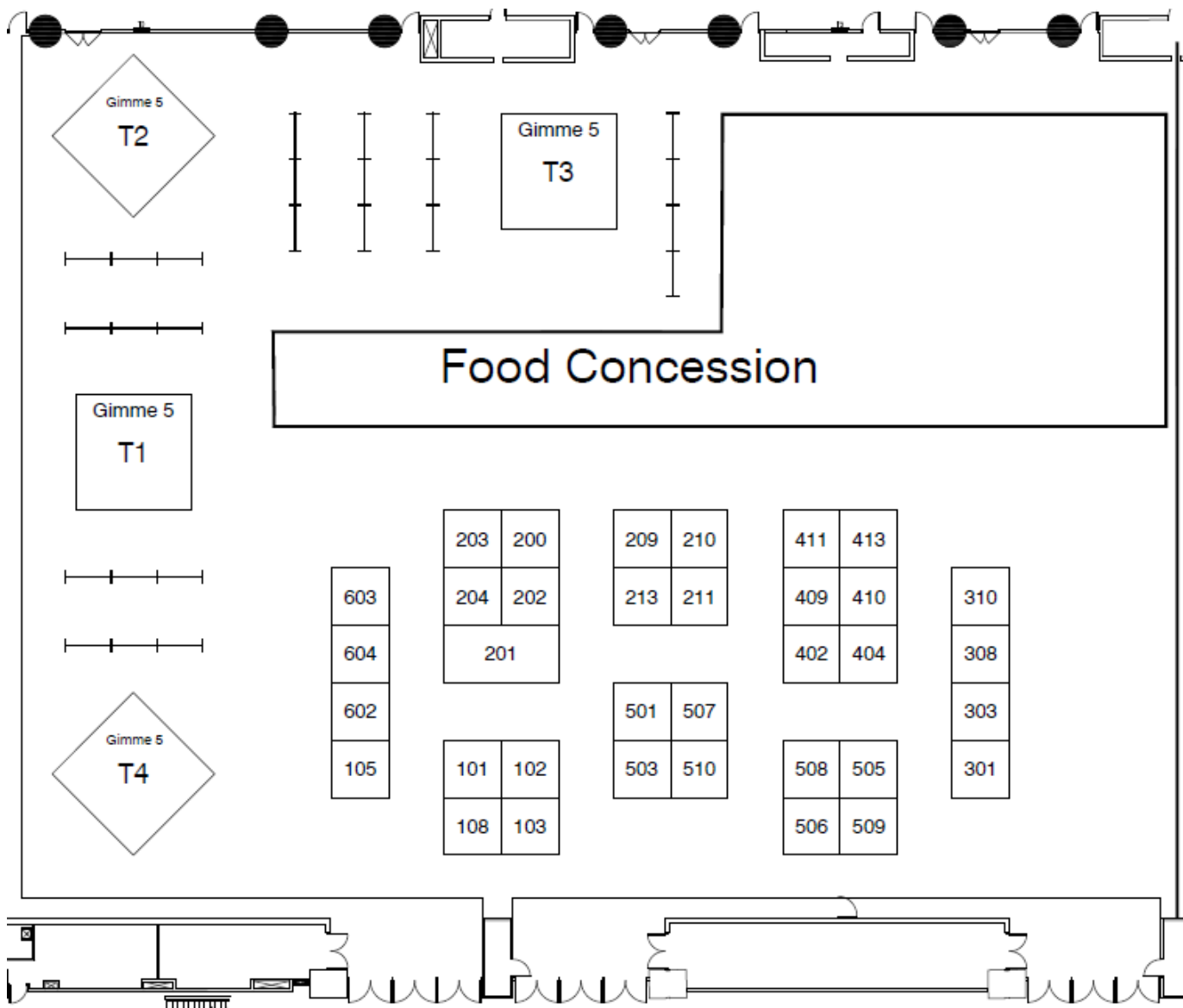


Exhibit Hall Location

The exhibition area will be set up on the 500 level (517BCD) of the Palais de congrès de Montréal. The area will incorporate the exhibition, poster displays, and food & beverage concessions to maximize face time with delegates.

You must have at least one representative at your exhibit space throughout the Congress during the exhibit area hours listed above.

The Congress Secretariat reserves the right to alter the floor plan and reassign booth space at any time if deemed in the best interests of the exhibition.





Advance Warehouse

Exhibitors who require advance warehousing should complete the Freeman "Advanced Receiving Form" and address their shipment as follows:

Advance Warehouse
Exhibitor Name/Booth Number/ ICAP 2018
C/O FREEMAN
1725 CH. ST-FRANCOIS
DORVAL, QC H9P2S1

Customs Brokerage

Prior to shipping your exhibit material please ensure to complete ConsultExpo's customs and shipping documentation. Return your completed forms to the ConsultExpo office for their review. ConsultExpo will email you their forms or you can download them at: www.consultexpoinc.com. All shipments entering Canada must be accompanied by a completed Canada customs invoice.

We highly recommend you plan to have your exhibit material arrive in Montreal **3** business days, by June 20th, before the ICAP move-in.

Direct Shipments to Show Site using your own Freight Carrier or Courier

Exhibitor Move In for this conference is Monday June 25 from 12:00pm to 6:00pm EST, this is also a Statutory Holiday in Montreal and most couriers and transport companies will not make deliveries and as such we recommend the use of the Advance Warehouse services offered by Freeman outlined above. The Palais de congrès de Montréal does not offer advance receiving. Shipments delivered prior to Monday June 25, will be refused.

Material Handling

Exhibitors are responsible for the shipment of their exhibits, furniture and materials. Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading on to your outbound carrier. **This is not to be confused with the cost to transport your exhibitor material to and from the congress.** Refer to the material handling form in the Freeman exhibitor package. **Note: Exhibitors or exhibit contractors with specialized or dedicated equipment needs should contact Freeman Show Services.**

The use of dollies, pump trucks and other mechanical equipment to unload your vehicle is **not allowed**.

MATERIAL HANDLING EXCEPTIONS:

- Hand-carry - one trip only - at No Charge (freight on wheels is not considered hand carry)
- Cart services intended for "Private Own Vehicle" will be billed a fixed rate. Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling Order Form contained in the Freeman service manual for charges.



Exhibit Booth Regulations and Policies - The International Association of Applied Psychology (IAAP), and The Canadian Psychological Association (CPA) in conjunction with MCI-Group Canada here in after will be referred to as the ICAP 2018 Congress Secretariat.

1. The exhibitor's booth and any related AV, display and/or promotional material shall be fully set-up, tested and ready to go by the end of the official move-in times as stipulated in the Exhibitor Manual. The booth(s) must be staffed from at least 15 minutes prior to, and throughout the designated "show hours" on each of the ICAP 2018 tradeshow, unless otherwise agreed to (in writing) by the ICAP 2018 Congress Secretariat.
2. Only exhibitor personnel wearing official show badges may enter the exhibit hall up to one hour prior to the opening of the exhibition and may remain in the exhibit hall up to one hour after the close of the exhibition each day. If extra access is required, exhibitor personnel will need to receive prior written approval from the ICAP 2018 Congress Secretariat.
3. The Exhibitor shall not close or remove the exhibit until the official conclusion of the entire Trade Show, unless otherwise directed/permitted in writing by the ICAP 2018 Congress Secretariat.
4. No background may be placed to obstruct, block or interfere with the lighting or visibility of an adjacent booth. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business. Sidewalls of a single "inline" or corner booth may be no higher than 3 feet to ensure there is no obstruction of an adjacent booth. The height of the back wall or middle structure should be no more than 12' feet high.
5. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. The use of thumbtacks, scotch or double sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote control devices, should be limited only to the Exhibitor's own space. If you have any such devices that may not fit in your assigned space, please contact the ICAP 2018 Congress Secretariat prior to the trade show and we will try to accommodate your needs.
6. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to the ICAP 2018 Congress Secretariat for written approval prior to May 18, 2018.
7. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for/by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for/by an exhibitor is for the sole use of that exhibitor.
8. Exhibitors wishing to make special security arrangements for their exhibit are required, at their own expense, to utilize the services of the official security firm for this event. Please notify the ICAP 2018 Congress Secretariat of any special requirements.
9. Distribution of materials outside the booth is expressly forbidden.
10. Distribution of samples, etc. is permitted providing it does not interfere with an adjoining Exhibitor and is conducted in a dignified manner. Noisemakers, blinking lights or any action which, in the opinion of the ICAP 2018 Congress Secretariat, may be a source of annoyance or danger to the health or safety of others will not be permitted. A list of samples should be submitted to the ICAP 2018 Congress Secretariat, prior to the commencements of the Congress/Exhibit.
11. Capital Traiteur Montréal Inc. ("Capital Traiteur") is the exclusive supplier of food services at the Palais des congrès de Montréal. It is strictly forbidden to bring food, drinks, sweets, bottled water or any other articles of a similar nature to the premises without prior authorization. Products offered and distributed free of charge as samples must not compete or limit the sales of Capital Traiteur. To be recognized as a sample, these products must be part of the nature of the trade involved and therefore distributed in order to make them known to the public.
12. Prizes, drawings and contests are permitted, in accordance with Québec lottery guidelines. Exhibitors are responsible to ensure that entries to their contests are by individuals they define as qualified. ICAP 2018 Congress Secretariat will not take responsibility for winners who are not qualified to enter according to exhibitor company rules.
13. The recording, either audio or video, of any event is not permitted without prior written authorization by the ICAP 2018 Congress Secretariat.



Terms and Conditions

Exhibit Hall Access / Floor Capacity

All freight entering the exhibit hall must enter through the appropriate loading bays as determined by the Palais des congrès Montréal. It is strictly prohibited to utilize the public entrance for the movement of furniture, equipment or materials. The right to exhibit is limited to those individuals, partnerships, and corporations who have submitted a duly completed and executed Sponsor/Exhibitor Commitment Form, which has been accepted by the ICAP 2018 Congress Secretariat and who have paid in full for their exhibit or display space by March 22, 2018. Only personnel authorized by the ICAP 2018 Congress Secretariat shall participate in the set-up, operation and dismantling of booths. Any violation of this ruling, false certification, or misuse of Exhibitor's badges will result in the expulsion of the violator from the exposition hall and Congress without obligation by the ICAP 2018 Congress Secretariat to refund exhibit fees or honor claims for damage.

Quality of Display

Agents, solicitors, and representatives of firms promoting commercial products in connection with the Congress will not be permitted to use rooms and space elsewhere at the Palais des congrès Montréal for display of their products, without the permission of the ICAP 2018 Congress Secretariat. Advertising, solicitation and distribution of literature for commercial products will not be permitted except in the booth space assigned in the Exhibit Hall and then only with the prior written approval and in accordance with such rules, regulations or conditions as the ICAP 2018 Congress Secretariat may impose in that regard.

Exhibitor Advertising and Promotion

Advertising and promotion must be limited to the confines of the assigned exhibit booth. The ICAP 2018 Congress Secretariat reserves the right to ban what it may consider objectionable premiums or novelties, and to prevent the sale or distribution of any article or product which it believes might endanger the health and safety of those attending the trade show. Handouts and/or brochures may only be distributed within the Exhibitor's assigned booth space inside the Trade Show. Handouts and/or brochures must not be placed on the Congress meeting chairs or anywhere else without prior written special permission from the ICAP 2018 Congress Secretariat. The distribution by non-exhibitors of advertising material, magazines and brochures on the Congress site is strictly forbidden.

Lighting and Electrical Requirements

Adequate general lighting as determined by the ICAP 2018 Congress Secretariat will be furnished in the exhibit hall. Special lighting and electrical requirements can be arranged in advance directly through Freeman at the users cost. NOTE: Any additional wiring, installation and connections shall be made at the Exhibitor's expense and solely by personnel designated by the ICAP 2018 Congress Secretariat. Power conditioning and spike protection is the responsibility of the exhibitor. All electrical equipment in use at the event and lighting used in display booths must conform to the rules of the Canadian Electrical Code. The ICAP 2018 Congress Secretariat shall not be held liable either for damage or loss caused by technical faults resulting from fluctuations in electrical supply, or from Acts of God, or for interruptions in supply ordered by the public electricity utility.

Security

Security personnel will be on duty during move-in, show hours, and move-out, but neither the Conference Secretariat, The Palais des congrès Montréal nor any official Suppliers will assume any responsibility for loss or damage caused to Exhibitors by fire, theft, damage, personal injury or otherwise.



Fire Safety and Use of Hazardous Materials

The Montréal Fire Department and the Palais des congrès Montréal fire regulations are rigorously enforced. Fire hose cabinets must be left accessible and in full view at all times. All aisles must be kept clear and all emergency exits unobstructed. All drapes, table coverings, display materials and papers used for decorating purposes must be flameproof and subject to inspection by the Montréal Fire Department and the Palais des congrès Montréal. No flammable fluids or substances may be used or shown in booths. Dust covers, if required, must be supplied by the exhibitor and must be flameproof. It is the responsibility of each Exhibitor to ensure that all parties providing services to the Exhibitors in respect of drapes, table coverings, display materials and papers used for decorating purposes or otherwise comply with the regulations in this paragraph.

Insurance

Exhibitors must maintain and enforce at all times during the Congress, policies of fire, theft, or other insurance to cover all risks.

The ICAP 2018 Congress Secretariat will take every reasonable precaution to prevent loss to Exhibitor's goods, but under no circumstances will either the ICAP 2018 Congress Secretariat, The Palais des congrès Montréal or the Official Suppliers assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither the ICAP 2018 Congress Secretariat, The Palais des congrès Montréal, nor the Official Suppliers will be responsible, in any way, for goods while on exhibit or in storage.

EXHIBITOR GENERAL LIABILITY INSURANCE

Exhibitors are responsible, at their own expense, to maintain Commercial General Liability Insurance on an occurrence basis for a minimum amount of \$5,000,000 per occurrence and such other forms of insurance as may be appropriate to cover obligations in connection with exhibiting at ICAP 2018.

The Commercial General Liability insurance policy must name The International Association of Applied Psychology (IAAP), The Canadian Psychological Association (CPA), MCI Group Canada Inc, and the Palais des congrès Montréal, as additional insured. A copy of the certificate of insurance must be received by the Congress Secretariat no later than June 15, 2018. Exhibitors will not be allowed to setup their booth without a completed Certificate of Insurance.

The International Association of Applied Psychology (IAAP)

8365 Keystone Crossing, Suite 107
Indianapolis, Indiana, 46240, USA

The Canadian Psychological Association (CPA)

141 Laurier Avenue, West, Suite 702
Ottawa, ON K1P 5J3

MCI Group Canada Inc.

1444 Alberni Street – Suite 200
Vancouver, British Columbia V6G 2Z4

Palais des congrès Montréal

201 Viger Street West
Montreal (Quebec) H2Z 1X7
CANADA



Limitation of Liability

Should the premises be destroyed or damaged by fire or the elements, Acts of God or by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the ICAP 2018 Congress Secretariat to permit any Exhibitor(s) to occupy the premises, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor(s). The ICAP 2018 Congress Secretariat is released from any and all claims for damage that might arise in consequence thereof.

If for any reason the event is not held as proposed, or the event is interrupted, or an Exhibitor is, without being in breach or any provision of these Conditions and Regulations or otherwise in breach under its agreement with the ICAP 2018 Congress Secretariat, unable for whatever reason to display its Exhibit in the manner contemplated hereby the Exhibitor shall be entitled to full and final compensation, for any loss, cost, damage or expense, direct or indirect, that it may incur, to be refunded all monies paid by the Exhibitor to the ICAP 2018 Congress Secretariat.

Upon repayment of all monies paid to the Exhibitor, the ICAP 2018 Congress Secretariat shall be released from all claims for damage, loss, cost or expense, direct or indirect, in the present or future. The Exhibitor shall indemnify and save the ICAP 2018 Congress Secretariat and hold harmless in respect of any and all claims for loss, costs, damage or expense by the Exposition or anyone claiming under, by or through the Exhibitor.

Compliance with Rules & Regulations

The ICAP 2018 Congress Secretariat reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the Trade Show. The ICAP 2018 Congress Secretariat reserves the right to restrict exhibits or terminate the contracts of Exhibitors which, because of noise or any other reason, becomes objectionable. The ICAP 2018 Congress Secretariat is released from any and all claims for damage, which might result in consequence thereof.

All matters not covered in these regulations are subject to the decision and control of the ICAP 2018 Congress Secretariat notwithstanding anything in the application for space or contained in these regulations.

No verbal arrangements or any variation of the Agreement or its conditions is binding on the ICAP 2018 Congress Secretariat unless confirmed to the Exhibitor in writing by the ICAP 2018 Congress Secretariat.



Appendix A

Show Services



Online Order Forms

Palais de congrès de Montréal [CLIENT PORTAL](#):

- Booth Layout Forms
- Food and Beverage Menus
- Telecommunication/Internet, Booth cleaning, Additional security
- FAQ

Freeman Show Services & Audio Visual [CLIENT PORTAL](#):

- Material Handling
- Furniture & Accessories
- Electrical & Lighting
- Lounge Furnishings
- Advanced Warehousing
- Audio Visual Equipment
- Lighting

ConsultExpo [FORMS](#):

- Shipping & Customs