



XXVIII | Québec City, Canada

IMPC 2016

28th International Mineral Processing Congress

September 11–15, Québec City Convention Center

EXHIBITOR MANUAL

TRADE SHOW HOURS:

Sunday Sept. 11th 17:00 to 20:00

Monday Sept. 12th 10:00 to 17:00

Tuesday Sept. 13th 10:00 to 17:00

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1. Purchase Order Checklist

Please use this checklist to ensure you have ordered / made arrangements for all your vital products/services before the required deadlines. Keep this checklist and mark your ordering date.

PRODUCTS/SERVICES TO ORDER	EARLY DEADLINE	DATE ORDERED
Hotel Reservation	August 9, 2016	
Exhibit Badges for exhibitors staff	August 12, 2016	
Show Decorator (Furnishings, plants, etc...)	August 28, 2016	
Electrical Services (QCCC)	Friday August 26, 2016	
Plumbing Forms (QCCC)	Friday August 26, 2016	
Booth Cleaning and Temporary Staff (QCCC)	Friday August 26, 2016	
Drayage / Material Handling and Storage (GES)	Please contact GES	
Sign / Banner Installation (QCCC)	Friday August 26, 2016 16:00	
Communication and Security Services (QCCC)	Friday August 26, 2016 16:00	
Internet services & computer rental (Miro Location)	Sunday August 28, 2016	

2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the IMPC 2016. If you are planning on using a non-official service contractor, please be advised that there are certain requirements that your appointed contractor must comply with before being allowed access to the floor. In addition, the Québec City Convention Center is the exclusive supplier for food and beverage, Internet and telecommunications, cleaning services.

CIM Sales Manager	CIM Exhibition: Sales Manager Martin Bell - mbell@cim.org 514-939-2710 x 1311
Registration	CIM Registration Coordinator – Nadia Bakka - registration@cim.org 514-939-2710 x 1343 Online: http://www.impc2016.org/en/IMPC/2016/Register.aspx
Show Decorator, Furnishings, plants, drayage/material handling, onsite storage Logistics & Transportation Services	GES 418-877-2727 / 1-877-877-2744 extension 222 Louise-Myriam Dallaire ldallaire@ges.com
Official Custom Broker	Mendelssohn Commerce - Philip Lopresti Telephone: 514 987-2700, ext. 2126; Direct line: 1 800 665-4628 Fax:514 849-3446 Email : plopresti@mend.com
Electrical Services, Banner Hanging, Booth Cleaning, Plumbing, Security, Temporary staff and Telephony	Québec City Convention Center 1-888-679-4000 or 418-649-7711 extension 4066 Line Laliberté services@convention.qc.ca
Food & Beverage	Capital HRS 418-649-5212 mwalters@convention.qc.ca
Audiovisual Services	Freeman AV 418-649-5219 eric.delafontaine@freemanco.com
Lead Retrieval	Streampoint Solutions Inc. 416-743-7690 support@spsLeads.biz

Internet Services & Computer
Rental

Miro Informatique
418-649-5219
support@miroinformatique.com

3. Event Promoter

Founded in 1898, CIM is the leading technical society of professionals in the Canadian minerals, metals, materials and energy industries. With over 13 000 national and international members, CIM strives to be the association of choice for professionals in the minerals industries.

For more information, contact:

Martin Bell
Sales Manager
Phone: (514) 939-2710, ext.1311
Cellular: (514) 606-9549
E-mail: mbell@cim.org

CIM National Office
Toll Free: 1-800-667-1246

SHOW DATES / HOURS

Sunday Sept. 11th 17:00 to 20:00

Monday Sept. 12th 10:00 to 17:00

Tuesday Sept. 13th 10:00 to 17:00

Québec City Convention Center Loading Dock

Loading Dock Level 4, 855 rue Jean-Jacques-Bertrand, Québec (QC) G1R 5V3

Trailers must not exceed 13 ft. 5 in. in height and 53 ft. in length.

Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owners expense.

Public Main Entrance ([map](#))

1000, boul. René-Lévesque Est
Québec, (Québec) G1R 5T8

Note: Parking, delivery and pickup are not allowed at this address. Please use the loading dock above.

4. Exhibit Space Fees

Booth spaces are 10ft x 10ft at a cost of \$2000.00 + applicable taxes. There is also a \$200 open corner charge if applicable. These spaces are draped in but have NO amenities. You may register up to 6 booth staff and all will have complete access to the technical presentations and plenary session, a value of over \$1200 each. Beyond 6 exhibitor registrations, a fee of \$300 CDN each will apply.

If you are considering an equipment display, please contact [Martin Bell](#) for pricing and details.

5. General Terms and Conditions

The IMPC Contract is a binding document that incorporates the following terms and conditions:

The Exhibitor agrees to pay for the contracted booth space and furnishings whether actually occupied by a display or not, and which is subject to the rules outlined herewith and in the CIM Booth Space rental contract.

The booth space rental must be paid in full prior to the move-in date or the Exhibitor's crews will not be permitted to erect the display booth.

Should the Exhibitor relinquish his participation or be unable to participate in the exhibition, he will lose all entitlement to the reimbursement of the amounts paid no matter the impediment to his participation.

The Exhibitor agrees to abide by all the rules described herewith to which reference is made and which forms a part of the booth space contract, including local union and labor laws, provincial laws, and specific regulations and requirements issued by the venue.

Exhibitors may share with other companies but cannot sublet their space to others.

6. Show Policies

Disabilities Act

All exhibiting companies are required to be in compliance with the Canadian Disabilities Act and are encouraged to be sensitive to attendees with disabilities.

Exhibitors' Demonstrations

Demonstration areas must be organized within the Exhibitor's space and must not interfere with aisle traffic. Demonstration tables must be placed at a minimum of 2'0" (60 cm) from the aisle line. Interference with normal aisle traffic flow or overflow into neighboring booths is prohibited. Each Exhibitor is responsible for ensuring proper traffic flow, and aisles should not be obstructed at any time.

Safety Precaution: Demonstrations involving potentially hazardous machines, displays or parts must incorporate hazard barriers to prevent accidental injury to visitors. Exhibitors must conform to any directive given by the Québec City Convention Center's Management.

Exhibitors are not permitted to place any type of materials outside their booth space area.

CIM Publications and printed matters produced by CIM are the only authorized publications to be distributed to Exhibitors' booths and designated areas of the show floor.

Solicitations

Exhibitor surveys must be confined to the Exhibitor's booth space. Floor solicitation and distribution of printed materials to other Exhibitors are not permitted unless authorized by CIM.

Removal of Show Items during Move-in or after Official Show Hours

Prior to removing any show item from the attended booths during show time or after show closing, the Exhibitors are required to inform the security and obtain a Materials Show Exit Voucher.

Show Security

CIM and the Québec City Convention Center provide peripheral security on a 24-hour basis and are not responsible for exhibitors' goods.

Note: It is the responsibility of each Exhibitor to protect his materials from loss or damages. Exhibitors are urged to take every possible precaution to secure the easy-to-carry items at all times. All incidents should be reported to security and show management. If appropriate, law enforcement agencies will be called upon. Exhibitors should keep a copy of all documentation and inform their insurance companies in case claims are filed.

Exhibitor attendance to conference

All exhibiting staff can attend the conference sessions at no charge. Workshops and Field Trips are not included in this offer.

7. Move-In / Booth set-up schedule

GES will manage an "Exhibitor's Move-in Log" regarding the move-in details of exhibitors' goods. This log will specify the date and time of receiving, number of pieces, gross weight, name of carrier and the handling method. As required, other specific information will be compiled. Material handling/Drayage charges will be applied in accordance to the actual weight of a shipment. Any discrepancies between measured value and shipped value should be reported to the CIM Sales Manager.

Move-In Schedule:

Saturday,	Sept. 10 2016:	14:00 – 17:00
Sunday,	Sept. 11, 2016:	8:00 – 16:00

IMPORTANT

The freight address for direct shipping to the Québec City Convention Center from September 9 - 11, 2016 is:

Québec City Convention Center
855 rue Jean-Jacques-Bertrand,
Québec (QC) G1R 5V3
Canada

Note: For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in, booth set-up, dismantling and move-out.

8. Freight Forwarding (Transport)

CIM Show Management recommends the use of its official supplier GES Show Services for all shipments to the show.

Exhibitors using other carriers must ensure that these carriers coordinate their shipments with GES to ensure optimal movement of goods on the truck access route during move-in and move-out.

Exhibitors using GES Logistics will benefit from possible warehousing of their show materials for up to **30 days in advance** of the show move-in date (**August 16, 2016**). Show materials should be shipped to arrive at the warehouse no later than **September 6, 2016** at 3:30 pm. The Exhibitor's shipments will be delivered to Québec City Convention Center dock.



IMPC 2016

NAME OF EXHIBITING COMPANY - BOOTH #: _____

C/O GES GLOBAL EXPERIENCE SPECIALIST

DEMARK

1550 avenue Diesel, Québec, QC, G2E 5E9

Prior to the move-in date, the Québec City Convention Center will not accept advanced shipments.

Note: Regular transport companies do not deliver on Saturday or Sunday.

Cross-border Shipments and Customs Clearance

Please note that the official customs broker is Mendelssohn Commerce.

Inbound and outbound shipments will be transported door-to-door. Imported displays and/or promotional items belonging to foreign exhibitors will be bonded by the show organizers as per the show provisions of Canada Customs Memorandum # D8-1-2.

Non-palletized Shipments

Loose show material must be placed on wood pallets for forklift handling. Otherwise, the Exhibitors will be charged per 100lb weight.

Pallet Shipments

Skid and pallet shipments are the best way to handle your display material. Exhibit shipments must be sent "prepaid". Find out about the charges from the Official Transport Company for your inbound/outbound shipments.

The Québec City Convention Center does not have onsite storage and cannot accept freight shipments before scheduled move-in times. NO EXCEPTIONS.

Small Show Deliveries

Exhibitors sending small parcel deliveries can courier their shipments to the Québec City Convention Center receiving dock address (not to the office) - Deliveries will be accepted at the receiving dock only during the move-in days. Shipments arriving before move-in date will be returned to its owner. Again, to avoid any parcel loss, untimely deliveries, show management strongly recommends the Exhibitors use the official carrier.

For best handling, please coordinate your requirements with show officials as described on the GES Show Service Suppliers & Order forms.

QUÉBEC CITY CONVENTION CENTERSHIPPING LABEL

Please find hereafter a pre-addressed mailing label for the Québec City Convention Center. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially your **EXHIBITOR COMPANY NAME, CONTACT & PHONE NUMBER**.

Please note that every event at the Québec City Convention Center has an official move-in date. **The Québec City Convention Center is unable to store exhibitor freight prior to any event due to the limited storage facilities. They reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date.** Please consult with GES SHOW SERVICES if you require more details regarding move-in dates or official freight storage.

Québec City Convention Center
855 rue Jean-Jacques-Bertrand, Québec (QC) G1R 5V3

Attn: GES SHOW SERVICES

Details: Event Name: IMPC 2016

Event Date: SEPTEMBER 11, 2016

Contact: Louise-Myriam Dallaire, Exhibitors Services

Booth Number: _____

Exhibiting Company: _____

Contact Name: _____

Contact Cell Phone Number: _____

Use at your own risk.

We strongly recommend that you make your arrangements with GES Show Services. **Avoid lost freight and obtain free warehousing for up to 30 days plus crate storage when you use GES for shipping. Call GES at 1-877-877-2744 for a quotation.**

Exhibitor Restrictions

Exhibitor's employees are prohibited to drive forklifts, carts, power tools and other show equipment. For safety purposes only the official contractor, GES, is permitted to such work. Hand carry is allowed and 4-wheel dollies will be available free of charge.

Booth ID Numbers

Booth ID numbers will be temporarily displayed and clearly visible during move-in and during the show. Appropriate signage will be placed by GES.

Storage of Empty Containers & Crates

GES is the exclusive supplier for on-site storage. All display containers and crates must be stored by GES. The Exhibitor must establish plans to remove his crates and containers for storage. It is recommended that prior to move-in, the Exhibitors arrange through commercial agreement with GES for the storage of their goods. Labels will be provided by GES for proper identification of items. It is the Exhibitors responsibility to ensure his goods are properly identified with the appropriate labels. The containers and crates will be returned by GES for move-out at the show closing time. It will take at least two hours to deliver all the empties. All arrangements must be made via GES show services.

Storage within the Booth Space

Fire regulations in most Exhibit Facilities prohibit storing empty carton containers or packing materials behind back drapes. In most cases, however, Exhibitors may store a limited supply of literature or small display containers within their booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Exhibitors Contractors

Exhibitors may elect to perform the following show services themselves or outsource it to specialized show contractors of their choice:

- Freight shipments
- Assembly and dismantling of Exhibitors' large Exhibit display
 - Note that hauling and lifting of oversized parts and machinery is an exclusive service performed ONLY by the Québec City Convention Center.

The Exhibitors sub-contractors must coordinate their work with Show management to ensure timely execution as not to interfere with the show logistics. **It is the Exhibitors responsibility to inform his contractors of all show rules and regulations, and ensure that they adhere to them as well as to the venue's policies and all applicable laws.**

Exhibitors' sub-contractors are required to submit proof of workers' compensation. In addition, they must have property damage and liability insurance coverage. They must submit the Certificate of Insurance for a combined single limit of \$1 million bodily injury and property damage and/or \$1 million general aggregate with a \$ 1 million per occurrence limit.

- The Exhibitors' appointed show contractors:
 - a. Will coordinate the Exhibitors' show work with CIM management.
 - b. Will not solicit business on the show floor.
 - c. Will comply fully with the IMPC move-in and move-out schedule.
 - d. Will work harmoniously with CIM's official show decorator. Any issues should be immediately brought to the attention of show management.
- Show contractors' work staff must pick-up their Work Badge from security.

Aisle Carpeting

Installation of aisle carpeting will commence at 5:00PM (17h00) on Saturday. Exhibitors who are still assembling their booths must have made arrangements for removal of their empty crates from the aisles before this time. Any additional labor costs incurred due to this negligence will be charged to the exhibitor in default.

9. Material Handling & Drayage

The handling of exhibit materials is one of the most misunderstood procedures in the show industry. Every venue provides unique challenges and instructions to ensure proper and timely flow of materials while minimizing risk and maximizing safety for all concerned.

Drayage or material handling is the physical displacement of show materials from point of receipt at the venues docks or off-loading material from a vehicle, moving and storing empty crates, taking materials to the booth and re-loading at the end of the show.

GES Show Services has been mandated as the official material handling contractor. These services at the exhibitor's expense are charged per hundred weight with a minimum handling fee.



Strategies to keep your costs down & our event greener!

Don't bring more brochures than you need. Brochures are very expensive to produce and their weight often represents a few hundred dollars in transportation and material drayage.

Due to limited space and availability of loading docks, we strongly encourage exhibitors to arrange all their logistic requirements ahead of time, with GES Show Services

10. Furnishing, Drayage and Material Handling

GES Global Experience Specialist

Louise-Myriam Dallaire, Exhibitors Services

Email: ldallaire@ges.com

Toll Free: 1-877-877-2744 or 418-877-2727 extension 222

Fax: 418-877-2828

GES Global Experience Specialist is responsible for the following services:

Furnishings, plants, drayage and material handling - GES will have its service desk in the Exhibition Hall throughout the entire event. Orders must be submitted **before August 28, 2016**.

11. Outbound Operations' Instructions

Show Closure Announcement

Exhibits must remain staffed and intact during the show and may not be dismantled or removed before the show officially ends. **Exhibitors failing to abide by this rule will lose all accrued priority points and may be disqualified from exhibiting at future CIM Exhibitions.**

Aisle Carpeting Removal

At the announcement of show closure at 5:00 PM (17h00) on Tuesday, the show decorators will be removing the aisle carpeting. Exhibitors must ensure that no materials from their booths impede this activity.

Booth Dismantling

Exhibitors are requested not to leave their booth unattended during move-out operations. Dismantling and packing should start immediately after aisle carpeting removal. Exhibitors using GES's show services to move out show material, should check with the material-handling supervisor for labeling and shipping waybills prior to departure from the exhibit hall.

Move-out Priority Schedule on Tuesday September 13, 2016 17:00 - 21:00

The move-out schedule is a reverse order of the move-in schedule.

1. Exhibitors with hand-carried display are the first group to move out, provided they do not use the truck dock facilities.
2. Exhibitors with light displays are the second group to move out, provided they are ready to move within the assigned period.
3. Exhibitors with heavy displays are the third group to move out, provided they are ready to move within the assigned period.

Forced Freight

Take note that any material left on the show floor, at 9:00PM (21h00) LT, on Tuesday, will be picked up by the official transporter, GES, and charged by same to the exhibitor. Significant weights can be back charged.

Move-out Waste

The official contractor will dispose of all garbage at the Exhibitor's expense. The Québec City Convention Center has instituted an aggressive waste reduction program to reduce landfill and to recycle whenever possible.

Move-out Dock Procedures

Trucks as well as all other vehicles will be staged in the truck holding area. **NO TRUCK WILL BE ALLOWED TO BE PARKED IN THE LOADING DOCK AREA UNTIL THE OUTBOUND SHIPMENT IS ON THE DOCK AND READY TO BE MOVED.** During move-out, no vehicle will be called to the dock until the Exhibitor's materials are packed and ready for loading. Exhibitors must first report to the QCCC dock master at the loading dock during move-out hours for positioning and instructions before proceeding to the loading docks.

Outbound Freight

Once again, CIM show management strongly encourages Exhibitors to use the official customs broker, Mendelsohn Commerce, to facilitate the move-out.

Exhibitors using GES will receive move-out instructions on Tuesday morning.

Exhibitors making their own arrangements should contact their designated carriers to coordinate the pick-up of their materials from the Québec City Convention Center.

The following documents and services can be obtained from the GES Exhibitor service counter: bills of lading, shipping labels, assistance in dismantling and forklift services.

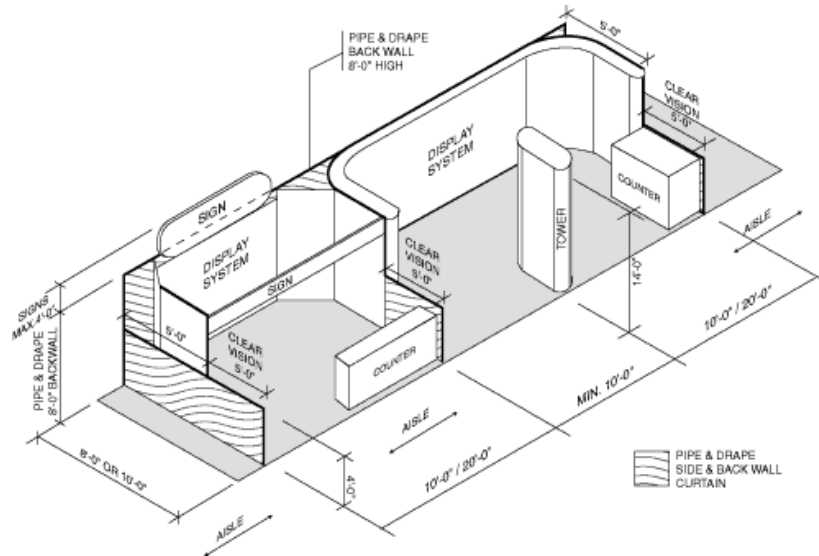
Late Booth Dismantling

Booths left unattended after the 4-hour move-out period (17:00 – 21:00 on Tuesday September 13) will be dismantled by CIM's display contractor, removed from show site and stored at the exhibitor's expense.

12. Display Guidelines

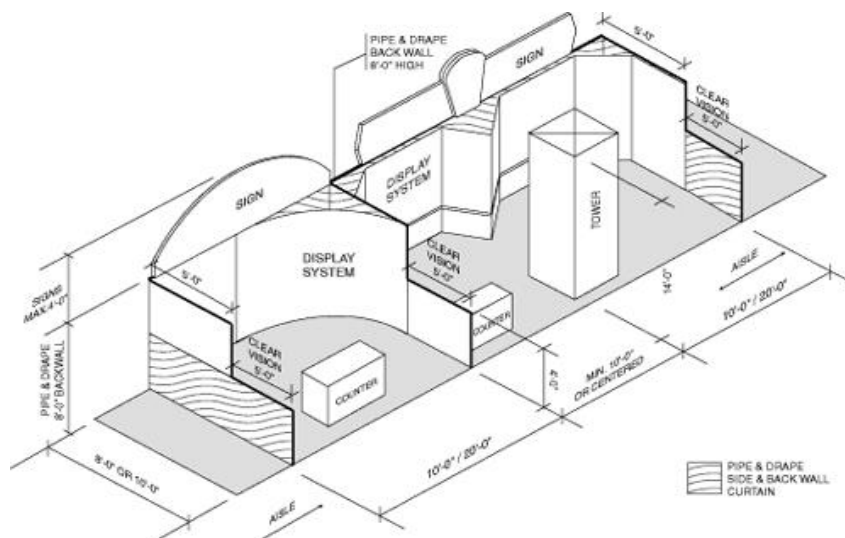
TYPE "A" - STANDARD IN-LINE BOOTHS

One or more standard units in a straight line, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be required to mask the display edge.



TYPE "B" - CORNER BOOTHS

One or more spaces back-to-back with two aisles, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, 2'0" (60 cm) of masking drape sidewall may be required for esthetics.



13. Floor Loading Capacity

Floor Loading

The floor loading capacity throughout the Exhibition Hall is as follows:

QUÉBEC CITY CONVENTION CENTER:

400B = 300 lbs/sq.ft.

N.B. : The QCCC must be informed about any vehicle or heavy machine to be displayed in the Exhibit Hall. ([Work Authorization form](#))

14. Accommodations /

For hotel reservations, please contact the hotels directly. CIM has negotiated a preferred rate for conference participants.

Hilton Québec

1100 René Lévesque E
Québec, Québec, G1R 4P3 Canada
Phone: 1-418-647-2411
Fax: 1-418-647-6488
Toll-free: 1-800-447-2411

[Click here to reserve online](#)

Downtown and parliament view: \$239
Old-Quebec and the River view: \$259

Delta Québec

690 René Lévesque E
Québec, Québec G1R 5A8 Canada
Phone : 1-418-647-1717
Fax : 1-418-647-2146
Toll-free in North America: 1-888-890-3222
Outside of North America: 00 1-506-443-3401

[Click here to reserve online](#)

15. Registration / Lead Retrieval System

Exhibitor Badges

Online registration is available:

<http://www.impc2016.org/en/IMPC/2016/Register.aspx>

Badges will be available onsite at the Exhibitor Registration Desk.

Onsite Registration Dates and Hours:

Saturday, Sept 10, 2016:	12:00 – 17:00
Sunday, Sept 11, 2016:	8:00 – 20:00
Monday, Sept 12, 2016:	7:00 – 17:00
Tuesday, Sept 13, 2016:	7:00 – 14:00

Lead Retrieval System

Streampoint Solutions Inc.
91 Skyway Ave. Unit 200
Etobicoke, Ontario, M9W 6R5
(416) 743-7690
Fax: (866) 873-9073
support@spsLeads.biz

16. Electrical Power, Sign Hanging Requirements

Electrical Services

The Québec City Convention Center is the sole provider of power. For information, please contact:

Québec City Convention Center
1-888-679-4000 or 418-649-7711 extension 4066
Contact: Line Laliberté
services@convention.qc.ca

Hanging Requirements

Suspending a sign over an exhibition space is permitted on the condition that the sign is considered acceptable by the CIM Sales Manager and the Québec City Convention Center. Please contact:

Québec City Convention Center

1-888-679-4000

services@convention.qc.ca

- The bottom of a suspended sign must be at least 16 feet above the floor.
- An exhibitor's suspended sign must be above his booth - and not above the aisle.
- The height and size of banners, signs, and other postings must be pre-approved by the Sales Manager and by the Québec City Convention Center.
- The anchorage of elements to the structure is the exclusive service of the Québec City Convention Center. Only the Québec City Convention Center personnel are authorized to operate the equipment required for these installations. During this operation, security perimeters are required. Proper planning is essential not to disrupt the move-in & move-out schedule.
- The Exhibitor must supply all cables, chains, pipes or other materials needed to hang his or her materials.

17. Telecommunications and Food & Beverage Services

Telecommunications & Technology

Internet Access, wired or wireless and computers may be installed in booths. **Miro Informatique** is the exclusive provider of these services.

For information, please contact:

Miro Informatique

418-649-5219

support@miroinformatique.com

Food & Beverage Service

The Québec City Convention Center (QCCC) is the exclusive provider of food and beverage and must be used for all food/beverage orders and/or functions. **Under no circumstances** are exhibitors permitted to supply their own food and beverages within the building. The menus provide you with an exceptional range of offerings, all inspired by international tastes and a passion for excellence.

For information, please contact:

Capital HRS

418-649-5212

mwalters@convention.qc.ca

18. Audio-Visual / Computer Services

Freeman Audio Visual is the **official** contractor for audio-visual (A/V) and computer equipment. All order forms are available on the IMPC Website. For additional A/V information, please contact:

Freeman AV
418-649-5219
eric.delafontaine@freemanco.com



19. Regulations

Degradation of the Premises

The exhibitors by their own fault or their contractor's, will be held liable for any harm or damages to the building or its components caused during the transportation, installation or removal of materials.

Booth Inspections

The Fire and Safety Officer and the CIM Sales Manager (or their appointees), will conduct booth inspections prior to opening the show and ensure that Exhibitors have complied with the show rules and regulations. Exhibitors in default will be requested to promptly comply. **Note: Serious infractions of the show rules and regulations can result in Exhibitor's expulsion from the show.** In these instances, all fees will be forfeited and the Exhibitor may be barred from participating in future CIM Exhibitions.

Equipment

Access to portable extinguishers and fire cabinets shall be maintained free of obstruction at all times, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must remain accessible at all times.

Note: The Fire and Safety Officer may limit or restrict use of any of the above items.

Fire Protection

In brief, the regulations of the Fire Department, Prevention Bureau state the following:

All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered regularly. Any dry vegetation or dried-up tree shall be prohibited. Open flame or pyrotechnic devices are not permitted.

The Fire Safety Officer of the Québec City Convention Center has full discretionary power to apply additional rulings to ensure conformity with local fire codes and to maintain an acceptable level of fire safety within the Québec City Convention Center.

Lighted Signs

Lighted signs are permitted. However, under no circumstances can they be projecting, revolving or flashing. The Exhibition Manager reserves the right to determine at all times what constitutes a nuisance for other exhibitors.

Mandatory Insurance Coverage

All Exhibitors must take out an insurance policy that includes a minimum coverage of \$1,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods and must show the Canadian Institute of Mining, Metallurgy and Petroleum as the CERTIFICATE HOLDER.

The exhibitor is responsible for and is held to sending a copy of his/or her Certificate of Liability Coverage to the organizer. A copy of this proof of insurance should be available at all times during the show. Exhibitors who cannot provide a copy of the insurance certificate at site, will be requested to complete and sign a waiver form.

Please send your insurance certificate to:

Martin Bell

Sales Manager

Fax: 514-939-2714 / Email: mbell@cim.org

Note: Aisles and exit must be kept free of obstructions, easels, signs, etc. If the setup does not comply, show management and the Fire & Safety Officer can request modification to your arrangements. Failure to abide will result in eviction.

Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or sprinkler heads. Ceiling decorations must never impede the operation of the sprinkler system. All exit doors shall remain operable and unobstructed at all times. Exit signs, manual pull stations; fire department handsets; fire hose cabinets and portable fire extinguisher shall not be obstructed in any manner. If a fire hose standpipe is located in an exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

Safety Procedures

- Open flame devices and burning or smoke-emitting materials are prohibited.
- No display or exhibit shall be installed or operated in a way which could interfere with the visibility of an exit sign or access to any exit, nor shall any display block access to fire-fighting equipment.
- If necessary, the Fire and Safety Officer may request fire-extinguishing apparatus, which will be at the Exhibitors expense. All such equipment must remain visible and accessible at all times.
- The use of welding and cutting equipment for demonstration purposes may be allowed only with a permit from the Fire and Safety Office.
- Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives are prohibited in the Exhibit hall.

Security of the premises

The Québec City Convention Center and CIM ensure the general security of the perimeter of the exhibition 24 hours a day. Exhibitors must take the necessary measures to protect their goods, materials, equipment, and exhibition components at all times. **Never leave a handbag, portable computer or other portable item unattended in your stand.** If you wish to have additional security for your stand, you can order the service by completing the order form in the Exhibitor Information Section.

We remind you that CIM and the Québec City Convention Center cannot be held liable for losses and/or damages to products and goods. The exhibitor is solely responsible for the security inside the confines of his booth.

Work delays may be caused by interruption of service due to breakage of machinery, apparatus, equipment, power failure or any other source outside CIM's control. However, it is mutually understood and agreed that CIM will use proper and reasonable care to prevent work delays.

Exhibition Management will not tolerate abusive argumentation over show rules and regulations. Abusers may be expelled. Exhibitors are responsible for their staff and contractors behaviors.

Show Management reserves the right to relocate or re-number any exhibit space at any time.

Sales & Promotional Activities

The distribution of samples and promotional materials as well as any solicitation activities are prohibited outside the rented exhibition space. These activities are also prohibited at the entrances of the exhibition hall, in the concourse or any other area on the Québec City Convention Center property.

Selling on the Show Floor

On-site selling of samples or actual display products, as well as open solicitation of business must be confined to the Exhibitor's booth space. IMPC management encourages Exhibitor's staff to network on the exhibition floor and to invite clients to their booths.

Trade Show Attendance

Children and teenagers are permitted to visit the trade exhibition provided that they are escorted by their parents, teachers or tutors. The exhibition attendance is free!

Conference delegates have free access to all trade exhibition activities.

20. Management Reserves the right to:

- Approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- Prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in the booth, halls, corridors or approaches thereof. CIM Insists that exhibits must be in good taste. Degrading side show antics and/or other undignified promotional methods (scantly clad models) will not be permitted.
- Maintain the events professionalism and high caliber by applying the “Good Neighbor Policy” at all times. Loud or obtrusive audio-visuals, presentations or other activities distracting to neighboring booths will not be permitted.
- Prohibit signs or lighting which causes distractions or interferes with other exhibitors.
- Close exhibitors’ who serve or distribute alcoholic beverages from their booth.

21. Québec City Convention Center Maps

[View Exhibition Floor Plan](#)

[View map of Downtown Québec City](#)