

ASSOCIATION FOR CANADIAN STUDIES IN THE UNITED STATES 25TH BIENNIAL CONFERENCE GUIDELINES FOR ALL EXHIBITS/EXHIBITORS

We are grateful for exhibitor support of our 25th Biennial Conference. What follows are guidelines we hope will help you make the most of this conference.

1. Exhibitors are to complete their set-up/tear-down during the following times:
 - a. **Set-Up: Wednesday, November 13, 2019 between 1 and 8 pm**
 - b. **Tear-Down: Saturday, November 15, 2019: after 11:00 am**

If your representative's travel schedule cannot accommodate these set-up/tear-down times, please inform ACSUS by November 4. It is the sole responsibility of each exhibitor to install and dismantle their own exhibit.

2. All exhibit tables will be located either in the Foyer or the Atrium (located on the first floor of the Hotel Omni Mont-Royal). Each exhibit table is 6' x 30" and includes a brown tablecloth and one chair. Space assignment is dependent on a number of criteria, including the order of exhibitor registrations received, number of requested tables, etc. Please let ACSUS know of any special needs you may require.
3. Please let ACSUS know in advance if electrical service is required at your table as early as possible in advance. There may be an additional charge for this.
4. Exhibits are to be open during the following conference times:
 - Thursday, November 14, 2019: 8:45 am to 5:30 pm
 - Friday, November 15, 2019: 8:45 am to 5:45 pm
 - Saturday, November 16, 2019: 8:45 am to 11:00 am
5. To ship display and product materials, packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$3.00 per box, incoming and \$3.00 outgoing handling charge for all boxes processed by our Security Department. Each pallet or crate delivered to the Hotel is subject to a \$50.00 handling charge. Shipping and receiving hours are 7:00 am-4:30 pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$5.00 per box handling fee. Should special arrangements for delivery be necessary, please contact your Conference Services Manager.

The following information must be on all packages to ensure proper delivery:

ATTENTION: Christopher Kirkey, Vice President

Contact Phone: (518) 564-2394

Group: Association for Canadian Studies in the United States, 26th ACSUS Biennial Conference

Arrival: Wednesday, November 13, 2019;

Property Address: 1050 rue Sherbrooke ouest, Montréal, QC H3A 2R6

Convention services: Anca Stanescu, Convention Services Manager

Number of Boxes: _____

A storage fee of \$10.00 per box per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. ACSUS and the Hotel Omni Mont-Royal is not in any way liable for the contents of these packages.

6. Displays may not be higher than eight feet and fixtures over four feet high must be confined to behind the table so as not to interfere with adjacent exhibits.
7. Reassignment or subletting of all or any part of an exhibit table space without approval from ACSUS is prohibited. Solicitation and distribution of marketing materials must be confined to exhibit table space only. Aisles must be kept clear. Operation of any objectionable sound devices will not be allowed. Nothing shall be posted, tacked, nailed, taped, screwed, or otherwise attached to adjacent walls, floors, columns or other parts of the building/furniture. No food/beverages may be supplied from the exhibitor.
8. Exhibitors are solely responsible for the own exhibit material and should insure against loss or damage as there is no exhibit security. ACSUS shall not be liable for loss or damage of any article of equipment or property of the exhibitor that may suffer damages during installation, removal or during the conference due to robbery, fire, accident, or any other destructive cause. A certificate of insurance for exhibitor coverage during the ACSUS biennial conference shall be provided if requested by ACSUS.
9. Exhibitors must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitors undertake and agree to indemnify and hold harmless ACSUS and its officers, board, agents, and representatives from any and all claims for damages, suits, etc. (including attorney fees) by any person by reason of negligence of the exhibitor, its agents, representatives, or employees.
10. Exhibitor shall abide by all agreements made by, between and among ACSUS, the Hotel Omni Mont-Royal, and any unions/other labor groups with jurisdiction. Exhibitor recognizes and agrees that ACSUS retains the right to interpret and enforce all rules/regulations and make final decisions on all points not covered within these regulations.
11. Exhibitors must notify ACSUS and receive permission for any author signings that may take place at their table.
12. Exhibitors are permitted to make direct sales on the exhibit floor. Obtaining the appropriate licensing or permits as required by law, collecting and remitting sales taxes and any other legal business requirements are solely the responsibility of the exhibitor.
13. Cancellations/refunds must be made to ACSUS in writing. No refunds will be given for space canceled on or after October 1, 2019. Upon cancellation, exhibitor loses all rights to the exhibit space.

These exhibitor guidelines were updated in October 2019 and supersede previous exhibitor guidelines.