

NACUFS[®] 2019

MID-ATLANTIC—NORTHEAST CONFERENCE
MARCH 20-22 | MONTRÉAL, QUÉBEC

Dear Exhibitor,

NACUFS and McGill University are excited to welcome you to the NACUFS 2019 Mid-Atlantic/Northeast Conference in Montreal, Quebec! Please take a few moments to carefully review the information in the following pages. In this Exhibitor kit you'll find: Showcase information, booth assignments, a floor plan, and other useful information.

If you have any questions after reviewing this Exhibitor Kit, please contact Francisco Tabicas, Vendor Showcase Chair at Francisco.tabicas@mcgill.ca.



NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase

Wednesday, March 21, 2019

Palais des congrès de Montréal

201, Viger West

Room 220 E

Montréal, QC , H2Z 1H2

(The Palais is located directly across the street from the Westin Hotel and accessible underground.)

Show Date & Time

Thursday, March 21, 2019

12:30 PM – 3:30 PM

Move In Dates & Times

Wednesday, March 20, 2019

12:00 PM - 6:00 PM

Thursday, March 21, 2019

8:00 AM – 11:00 AM

Move Out Dates & Times

Thursday, March 21, 2019

3:30 PM – 6:00 PM

Official Contractor

GES Canada Ltd.

2345 rue Lapierre

LaSalle, Québec, H8N 1B7

Customer Services :(514) 367-4848

Palais Exhibitor Kit Web Portal:

<https://congresmtl.com/en/client-portal/>

Hotel

Le Westin Montreal

270 St. Antoine West

Montreal, QC, H2Y 0A3

(877) 961-8111

Group Code: CUD10

<https://www.nacufs.org/regions-northeast/ne-regional-conference/hotel-travel/>

Parking

Parking is available for a fee at Le Westin Montreal, or the Palais.

Showcase Contact

Francisco Tabicas, Vendor Showcase Chair

McGill University

E-Mail: Francisco.tabicas@mcgill.ca

(514) 398-2675

Show Management

Karen Ciaramella, Regional Manager

NACUFS

1515 Turf Ln. Suite 100

East Lansing, MI 48872

(517) 908-4530

Customs Broker

Mike Patterson

ConsultExpo

(514) 482-8886 x4

www.consultexpoinc.com

Catering

Capital Traiteur Montreal Inc.

Sarine Lebrun

info@capitaltraiteur.com

Exhibitor Services

Services are provided by the Palais and GES. Please use the online portal for orders. Early booking price deadline is March 10th, 2019. <https://congresmtl.com/en/client-portal/>

Palais = Plumbing, telecommunications services, security and banners hanging.

GES = Electricity, material handling and booth cleaning.

Storage

Large boxes or crates may not be stored in the Exhibit Hall (City of Montréal Fire Prevention Department Regulation). A storage area for the exhibition will be assigned but only authorized personnel of the Palais des congrès de Montréal have access to the storage area during set up.

Move Out Procedures

Please read the following procedure carefully. You must follow it to the letter to ensure the safe and orderly removal and transport of your material during dismantling.

- The doors between level 2 (Exhibition) and the loading docks will be closed until the carpeting in the aisles is completely removed.
- The blue dollies will be available at the loading docks when the doors open.
- Empty boxes or cases will be brought to the booth by the handling personnel of the Palais as soon as possible once the carpeting has been removed, or in the absence of carpeting, once visitors have left the room. In no case shall exhibitors access the storage area.
- When all of your material or merchandise has been brought to the loading dock, an operations manager there will issue you a pass so that you may park your vehicle at an available space at the loading dock.
- If your material can be transported without a dolly, you may leave the premises by the exit doors of the exhibition. Blue dollies or other heavy transport equipment will not be admitted to common or public areas of the Palais. These areas include the public elevators and escalators.
- You may access the parking lot of the Quartier international via service elevators 4 and 5, located at the southwest end of room 517a, on level 5 (Convention) or at the west end of the loading dock area on level 2.

Donations

Food donations will be accepted after the show. Instructions will be provided in your booth onsite.

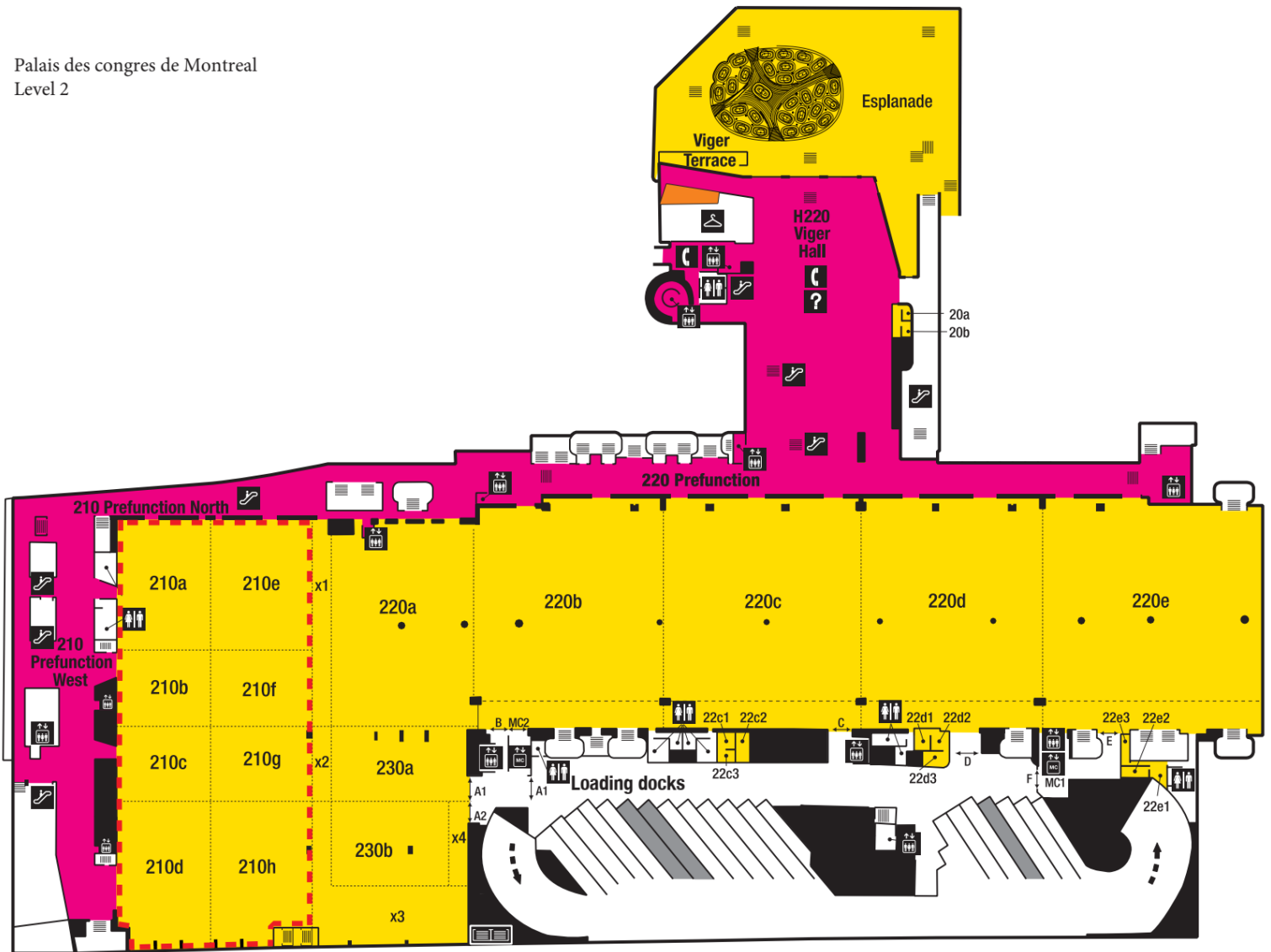
Exhibitor Personnel

Please email any updates to your list of representatives working the showcase booth to info@nacufs.org Only individuals with a name badge will be admitted into the Showcase. Name badge substitutions or replacements will be available on the day of the show; however, to avoid any on-site delays, please email any updates as soon as possible. Please remember that the Showcase booth registration does not include registration for the conference.

There is a limit of 5 representatives per booth.

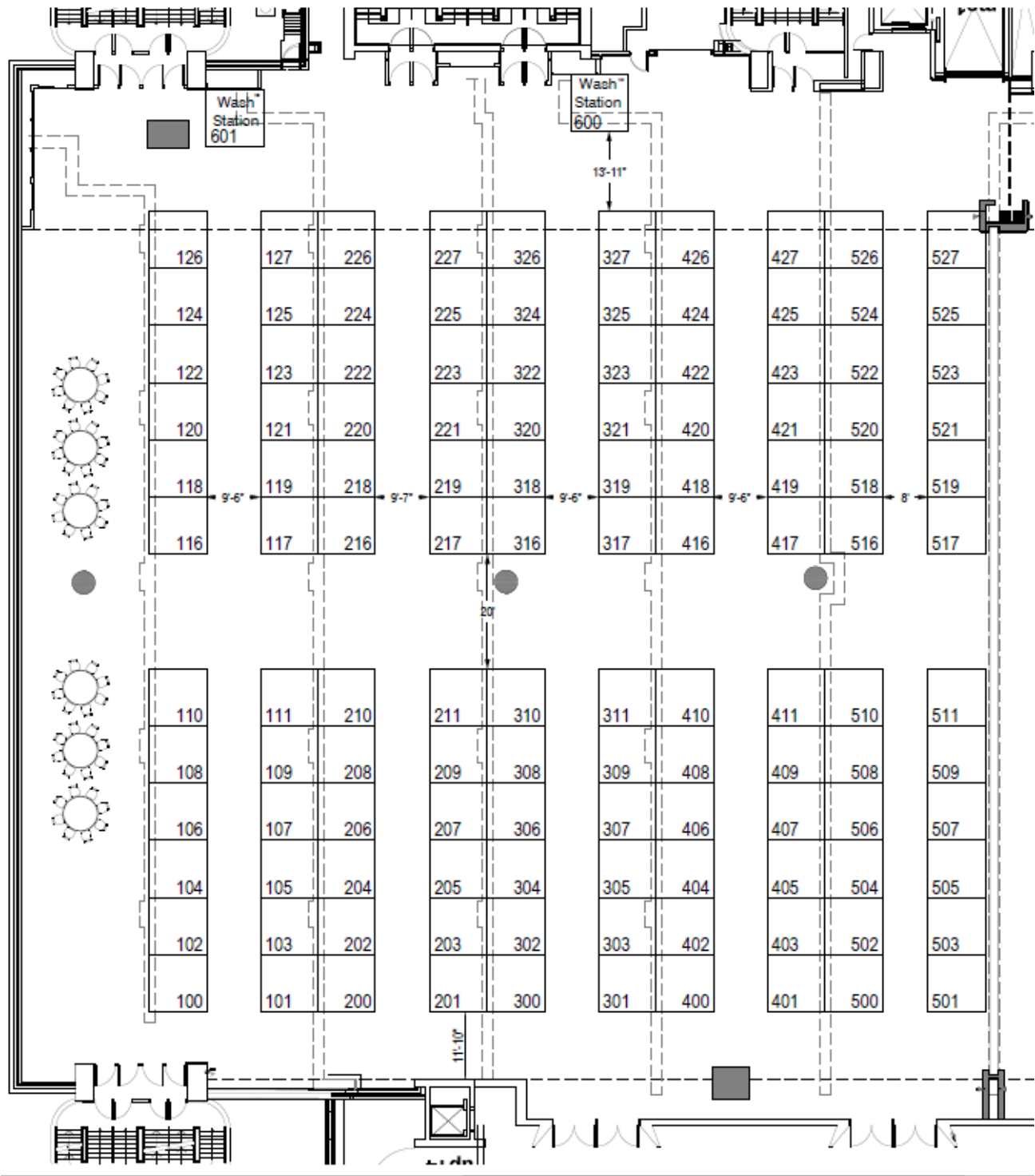
Palais des congrès de Montréal

Palais des congrès de Montreal
Level 2



Floor Plan

ROOM 220E



ENTRANCE

Regional Conference Showcase Guidelines

The guidelines governing this Showcase, under the auspices of NACUFS, are part of each exhibitor's Exhibit Space Contract. Please read them carefully. All exhibitor personnel and contractors are responsible to know and to comply with these guidelines.

Permissible Products

The NACUFS Showcase is for firms offering products, equipment, and services which are related to the foodservice industry. NACUFS reserves the right to decline any application and to refuse to install or cause to be removed or altered any products or services that are unrelated to NACUFS purposes.

Installation and Dismantling

Exhibits must be installed during the times specified by NACUFS on the show information page of the exhibit services kit.

No exhibit may be dismantled prior to the official closing of Showcase. Exhibits must be dismantled during the times specified by NACUFS. Empty product containers are returned first upon show closing before display crates and other empties. Exhibitors who dismantle or remove their products early may lose the priority points earned by their participation, resulting in being assigned last at future NACUFS shows.

Responsibilities for Loss/Insurance

NACUFS will not be responsible for losses due to theft nor held responsible for causes or conditions beyond its control, such as war, panic, mobilization, strikes, fire, flood, earthquake, disease, weather, or other similar conditions that might prevent the Showcase from opening on time, continuing through its scheduled dates, or opening at all.

NACUFS carries public liability insurance for liabilities potentially arising from common areas of the exhibition area including entrance, aisles, and washrooms used in conjunction with the installation, dismantling, and operation of the Showcase.

Each exhibitor shall provide certification of own liability insurance regarding the individual exhibit area. Certification shall indicate "Comprehensive General Liability". Such insurance should name NACUFS as an additional insured and should be set at a minimum of one million dollars (\$1,000,000); this should be evidenced on the insurance certification. Each exhibitor must also provide itself with workers' compensation insurance acceptable to Quebec.

Exhibitors shall carry their own fire, pilferage, vandalism, or other insurance coverage, if such coverage is desired. The Association management will take all reasonable precautions to deter losses and protect the interests of exhibitors, but under no circumstance will NACUFS be liable for losses, except under its public liability insurance provisions. Exhibitor has agreed to protect, save, and keep NACUFS and its agents and employees forever harmless from any damages, losses, or expenses of any nature caused by or arising out of any accident or other occurrence to any person or property, including the person and property of the exhibitor, its agents, employees and invitees, in connection with the exhibitor's occupancy or use of any part of the exhibition premises, whether or not any such damage, loss, or expense is the result of the negligence or other fault of the Association. Exhibitor has also agreed that it and those holding under the exhibitor shall strictly comply with the applicable terms and conditions of the agreement between the Association and the University regarding use of the exhibition facilities.

Exhibitor has further agreed that it has waived, on behalf of itself and its insurance carriers, all rights of subrogation against the Association for any and all damages, losses, or expenses to any person or property. In the event the exhibitor's policies of insurance do not authorize the exhibitor to unilaterally waive these rights of subrogation, exhibitor has covenanted and agreed that prior to delivery of its exhibits, it shall obtain the written consent of its insurance company to such a waiver of subrogation, or it shall name NACUFS as an additional insured

under such policies. Exhibitor agrees that in the event exhibitor fails to obtain such a waiver of subrogation or to add the Association as an additional insured, it is contractually liable to the Association for all damages, losses, and expenses, including reasonable actual attorney's fees incurred in enforcing this contract, defending any subrogation suit, and in payment of any judgement or reasonable settlement to the insurance carrier.

Demonstrations and Use of Models

All demonstrations or the use of living models or mascots connected with your participation must be conducted within the area of the exhibitor's own space. Exhibitors will not be permitted to use strolling entertainment nor to distribute samples or souvenirs except from within their spaces. Exhibitors who use costumed models should be certain that their manner of appearance and dress are such as not to offend even the most critical. Any question of propriety should be cleared with NACUFS prior to the regional conference. NACUFS reserves the right to request modification of any questionable exhibit.

Sound-making/Audiovisual Equipment

Use of sound-making and amplification devices is a privilege that can be withdrawn by NACUFS Show Management if presentation noise levels or content become objectionable. Speakers must be placed in such a way that sound is not directed into the aisles or at other exhibits. NACUFS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

If your firm is contemplating use of live musicians in your exhibit, you must obtain written permission from the NACUFS well in advance of show move-in. Extraordinary licensing costs from ASCAP and/or BMI may be apportioned among exhibitors whose presentations include live music.

Cooking Equipment

Please click here to view the Simplified Guide to Fire Prevention, and to read more about allowable cooking devices. <http://congresmtl.com/pdf/iebms/Fire-safety-regulations-exhibition.pdf>

Space Use Guidelines

All demonstrations and exhibits must be confined to the exhibit space assigned. Promotional efforts are not allowed to take place in the Showcase aisles, lounges, or other public space.

No selling of products or services is permitted at Showcase.

No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of NACUFS. Sharing of a single space is allowable only when there is a direct ownership relationship between the companies (i.e. parent and subsidiary, sister companies, etc.). There is one listing on the exhibitor list and within the show program per exhibit space as indicated on the Exhibit Space Contract. Distributing companies may exhibit any of the brands that they represent within their contracted space but they may not offer sublet opportunities to other companies. Only the contracted firm will be listed on all applicable lists and exhibitor personnel badges will note the exhibiting firm of record.

Display Guidelines

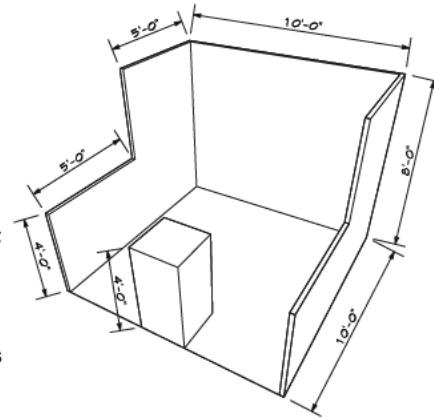
Display Guidelines have been requested by exhibitors to promote fair competition and mutual courtesy among all Showcase participants. The Guidelines are a part of each exhibitor's Exhibit Space Contract. Exhibitors are responsible to ensure that all of their staff, designers, and contractors read and comply with all restrictions. In fairness to all, Guidelines will be enforced.

Standard Booths

Standard Booths, shown at right, have only one side exposed to an aisle and are general arranged in a series along a straight line. They are also called "in-line" booths.

Standard Booths are 10' wide by 10' deep. A maximum backwall height limitation of 8' is specified.

Regardless of the number of Standard Booths utilized (e.g. 10'x20', 10'x30', 10'x40', etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Standard Booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.)



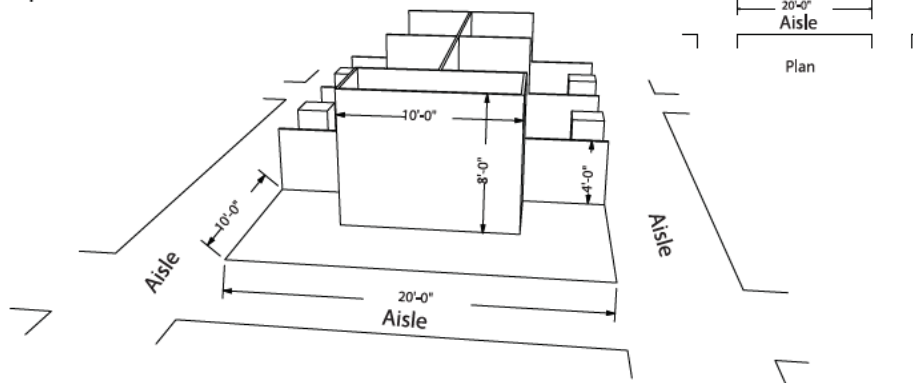
Standard 10' x 10' Booth

Corner Booths

A Corner Booth is a Standard Booth exposed to aisles on two sides. All other guidelines for Standard Booths apply.

End-cap Booths

An End-cap Booth is exposed to aisles on three sides and composed of two booths. End-cap Booths are generally 20' wide by 10' deep. The maximum backwall height limitation of 8' is allowed only in the rear half of the booth space and within 5' of the two aisles with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.



Shipping for NACUFS 2019 at the Palais des congrès de Montréal

For shipping directly on-site, please address your packages as follow:

Name of event : NACUFS 2019

Date of event : March 21, 2019

Name of contact for delivery (company / main contact name) :

_____ / _____

Room number: 220E

PALAIS DES CONGRÈS DE MONTRÉAL

Loading docks

163 Saint-Antoine Street West

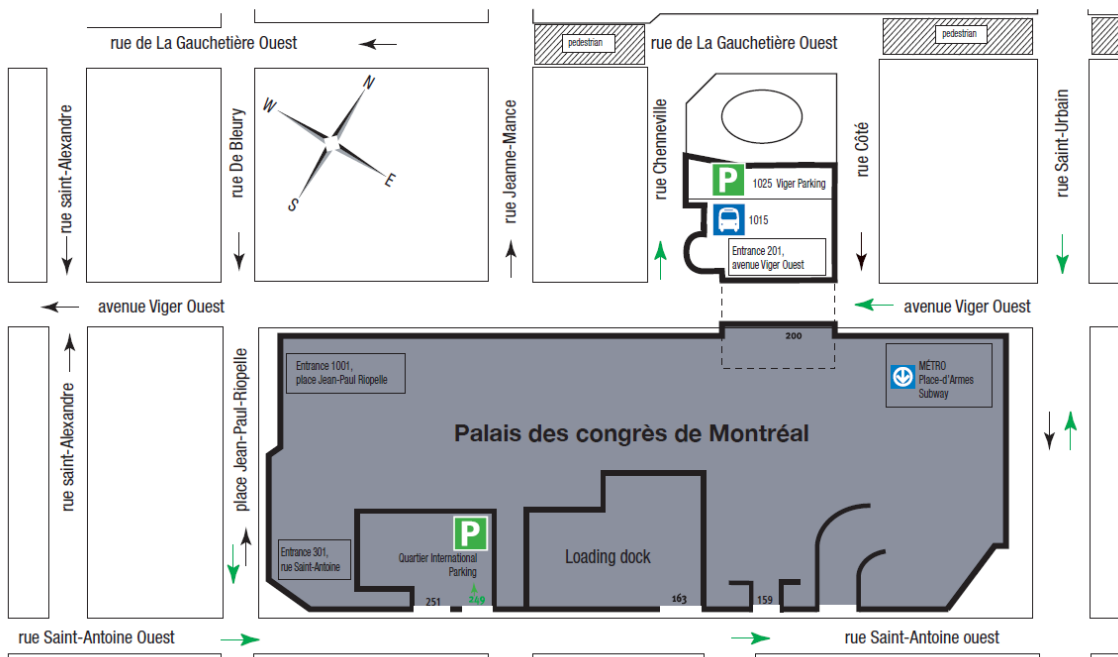
Montréal (Québec) H2Z 1X8

CANADA

Additional information about the LOADING DOCKS

- Deliveries will be accepted for your event on **Wednesday, March 20** and **Thursday, March 21**
- The regular hours of operation are 7am to 11pm.
- Please note that no vehicle is authorized to park at the loading docks. You are allowed 15 minutes to unload your material. Once this operation completed, you need to move your vehicle to a nearby parking lot.

Accessibility Plan - Palais des congrès de Montréal



FOOD AND BEVERAGE SAMPLING

Food Sampling Food/non-alcoholic beverage sampling in conjunction with specified food distribution exhibits may be permitted. All sample sizes for non- alcoholic beverage and food (either pre-packaged or single consumption) items have been waived due to the nature of the NACUFS event. All Samples are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to the purpose of the show. Items are to be intended as samples in order to make them known by visitors ; no cash sales permitted.

For insurance and liability purposes, Capital Traiteur Montréal Inc. requires that each exhibitor serving food or beverage items at their booth fills and submits the **'Authorization for Distribution of Samples'** no later than February 28th.

Note that all products brought in and served on-site must be compliant with the laws applicable in Québec. Exhibitors must also adhere to the Montreal Food Safety and Hygiene in Temporary Food Stands regulations. Please review the document :

http://ville.montreal.qc.ca/pls/portal/docs/PAGE/ALIMENTS_FR/MEDIA/DOCUMENTS/29%20-%20TEMPORARY%20FOOD%20STANDS.PDF

Québec governance prohibits anyone other than the alcohol license holder to distribute, give away or bring in the licensed establishment (Palais des congrès de Montréal) any alcoholic beverages.

In the event of non-conformity or if a party brings unauthorized food and/or beverage into the Palais des congrès de Montréal and does not subsequently meet one of the conditions above, the party must immediately remove the unauthorized item(s) from their booth.

FOOD PREPARATION REQUESTS

Please note that the Palais des congrès de Montréal kitchen facilities access/use is strictly limited to Capital Traiteur Montréal Inc.

Exhibitors who wish to have food preparation handled by Capital Traiteur Montréal Inc. are responsible for making sure their product has arrived to location, is clearly identified and have been properly stored. We do not assume responsibility of missing products.

For food preparation, Capital Traiteur Montréal Inc. may request that a representative speaks with the Executive Chef to ensure that the recipe will be made to the exhibitor's expectation. Please refer to the **'Products and Services Form for Exhibitors'** and **'Food Prep Request Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.

PRODUCTS AND SERVICES REQUESTS

Capital Traiteur Montréal Inc. does not lend/rent any material or equipment. Exhibitors must therefore arrived prepared with their own refrigeration, cooking and service equipment, presentation platters, service utensils, etc...

Some compostable ware and miscellaneous small items are available for purchase and staffing is available for hire. Please refer to the **'Products and Services Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.