

BIENNALE

CINARS

35^{ans}
yrs

INTERNATIONAL CONFERENCE
AND NETWORKING ORGANIZATION
FOR THE PERFORMING ARTS

12 – 17 NOV. 2018

MONTRÉAL QUÉBEC / CANADA



18TH
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GUIDEBOOK FOR EXHIBITORS

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COORDINATION ASSISTANT

TECHNICAL GUIDEBOOK FOR EXHIBITORS

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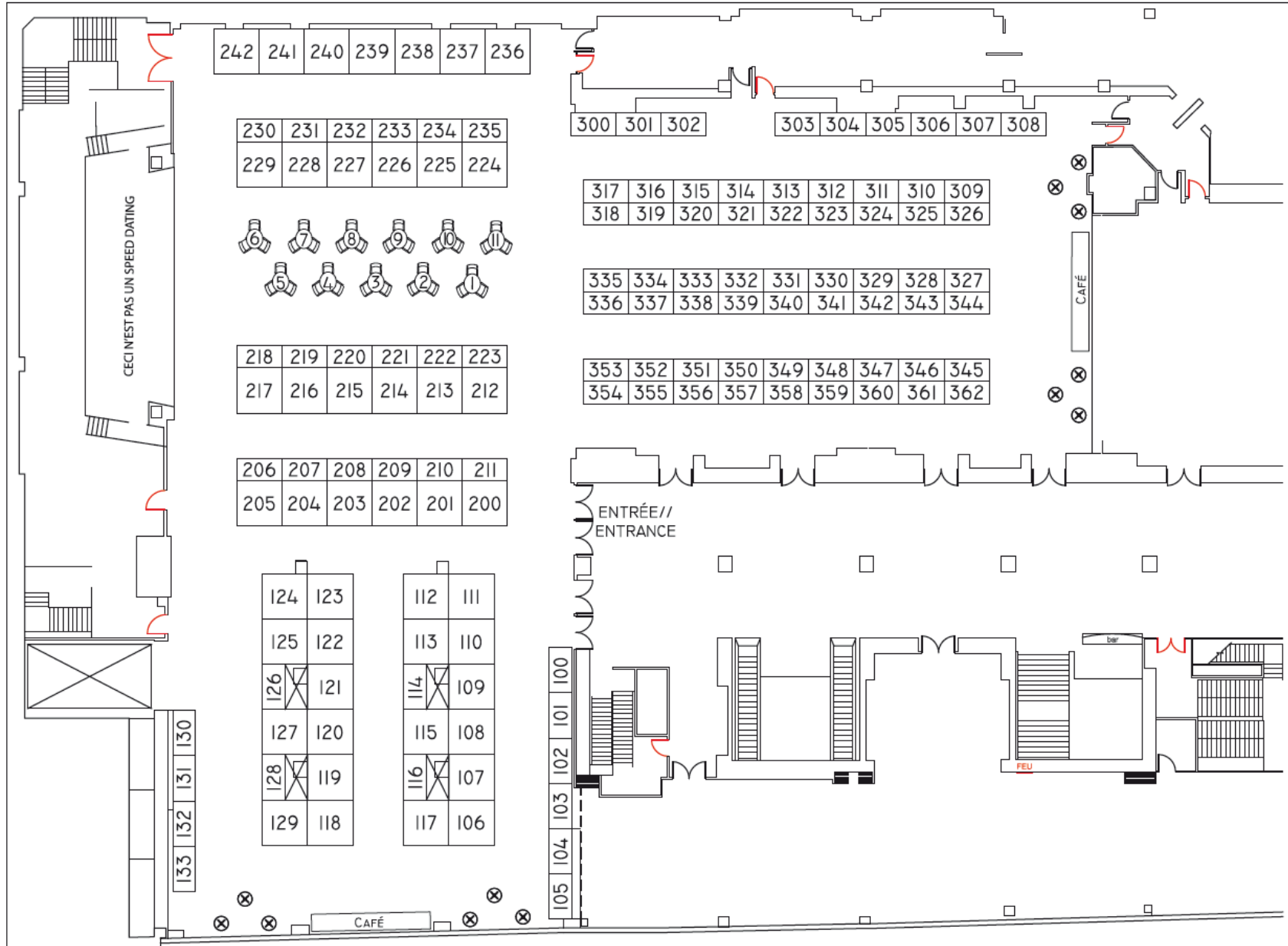
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EXHIBITION ROOM



GENERAL INFORMATION

VENUE

Fairmont The Queen Elizabeth
Place du Canada/
Square Dorchester :
900, René-Lévesque blvd. West
Montréal, Québec
H3B 4A5
Phone : 514-861-3511

Metro station :
Square Victoria (orange line)



Did you think about renting
your **electricity**?

Are you ready for the
installation of your
posters?

BOOTH SET-UP

Exhibitors may set up their displays on Wednesday, November 14, between 9 a.m. and 4 p.m. Should an exhibitor fail to set-up his/her display within the period of time allowed for that purpose, the exhibitor's goods and equipment might be removed and stored at his/her own expense. No exhibit items other than hand-carried material may be moved about in the Exhibition Room after Thursday, November 15 at 9:00 a.m.

TAKE DOWN PERIOD

Exhibitors will take down their exhibits on Saturday, November 17, from 12:00 p.m. to 1:00 p.m. No displays are to be dismantled before that time, and take down period shall be finished by 1:00 p.m. at the latest.

HORAIRE D'OUVERTURE DE LA SALLE D'EXPOSITION

Thursday, November 15, 2018: from 9:00 a.m. to 12:00 p.m.
Friday, November 16, 2018: from 9:00 a.m. to 12:00 p.m.
Saturday November 17, 2018: from 9:00 a.m. to 12:00 p.m.

Please note: A continental breakfast will be served in the exhibition room in the morning.

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REGISTRATION

PRE REGISTRATION

All exhibitors must pre-register their personnel before the opening of CINARS by writing to:

CINARS, 69 Sherbrooke street, 3rd floor, Montréal,
Québec, Canada, H2X 1X2, phone : 1-514-842-5866,
#29 – Fax.: 1-514-843-3168

A/S Jessica Taillefer, coordination assistant, e-mail :
adjcoordo@cinars.org

- Authorized maximum per booth is six (6) participants, three (3) participants per half-booth and one (1) participant per table.
- No changes in the names of participants will be accepted after October 7, 2018.
- No reservation for exhibition space will be confirmed until the rental fees and participation fees have been paid in full.

BOOTH ASSIGNMENT

The booths will be assigned on a "first come, first served" basis according to the exhibitor's date of registration or rental. CINARS reserves the right to accept or reject a request and to assign booths as it deems appropriate. CINARS may change the layout plan of the Exhibition Room and relocate a booth. It is, however, understood that if an exhibitor does not agree to such a change or relocation within at least five (5) working days after receiving the notice to that effect, the amount paid for the exhibitor's space shall be reimbursed in full, without prejudice or right of further recourse.



In the event of a cancellation made before August 12, 2018, rental fees and participation fees will be reimbursed in full, less a 50\$ administrative fee. For cancellations made before September 16, 2018, fifty percent (50%) of the total fees as per contract shall be reimbursed. No reimbursement shall be made for cancellations made after September 16, 2018.

Notification of all cancellations shall be made in writing to the CINARS office. The postmark shall be used as proof of the date on which the notice was sent. Spaces abandoned or left vacant at the time of the opening of CINARS may be repossessed without compensation and reassigned by CINARS for exhibit or other purposes.

REGISTRATION

Upon arrival and before setting up their booth, exhibitors must check in at the registration tables to receive their identification badge and information kit, on the « Mezzanine » floor of Fairmont The Queen Elizabeth.

The ID badges must be worn at all times during CINARS, and any change in registration made during CINARS 2018 must be certified by authorized CINARS personnel.

The right to exhibit is limited to individuals and/or companies who have signed a contract for the rental of exhibit space, been accepted and paid their rental fee in full.

Only registered personnel may take part in setting up, staffing and dismantling of the booth.

Additional staff will be allowed to help setting up and dismantling the booth.

Additional staff must go to the registration tables to receive a temporary access badge.

Badge must be returned to the registration table by the end of the setting period.

The same system applies to the take down period.

Any violation of this regulation, registration under false pretenses or transfer of ID badges, shall automatically and immediately cancel the exhibitor's right to participate in the Biennale without further notice, in which event, CINARS shall not be required to reimburse exhibition fees or be held liable for damages of any sort.

SUBLETTING

No exhibitor shall, without written permission from CINARS, assign, sublet or apportion the whole or any part of his/her allotted space, or exhibit therein any product other than those manufactured or handled by the exhibitor in the course of his/her normal operations, or take orders for any such products in his/her allotted space.

SALE OF PRODUCT

Agents, solicitors or representatives of firms selling commercial products related or not to the CINARS 2018 will not be permitted to use the Exhibition Room, the venues or any other space used by CINARS for the purpose of displaying their products. Advertisement, solicitation or distribution of promotional literature on commercial products will be permitted in the exhibition booths only. Exhibitors may receive orders for products or services, but are prohibited from making any sale involving payment in cash, by check or by any other means inside the Exhibition Room.

REGISTRATION SCHEDULE



Monday November 12, 2018:	from 12 pm to 5 pm
Tuesday November 13, 2018:	from 8 am to 5 pm
Wednesday November 14, 2018:	from 8 am to 5 pm
Thursday November 15, 2018:	from 8:30 am to 5 pm
Friday November 16, 2018:	from 8:30 am to 5 pm
Saturday November 17, 2018:	from 8:30 am to 12 pm

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SHIPPING AND RECEIVING OF MATERIAL

The Fairmont Queen Elizabeth has no storage space available, therefore, exhibitors must arrange to have their material shipped no sooner than November 14, 2018. Any material delivered before this date will be shipped back to the sender. Also, be sure to identify your material as follows:

Fairmont The Queen Elizabeth
900, René-Lévesque blvd. West
Montréal (Québec) H3B 4A5, Canada
Biennale CINARS 2018 (Novembre 12 au 17 2018)
A/S : Jennifer Desrosiers,
Manager, Conference Services Catering
Name of the company :
Place du Canada / Square Dorchester (Booth number :)

For the delivery of the equipment, the exhibitors must go to the loading dock of the Fairmont Queen Elizabeth, which is accessible starting from the Belmont Street, in between Mansfield Street and University. Access to the loading dock is reserved to trucks with a maximum clearance of 11' / 3,35 m (empty) and 26' of length. No truck exceeding this clearance will have access to this entrance. Exhibitors will then use the freight elevator to transport their material to the exhibitor's room.

Be aware that the loading dock is 3' high and no crawl is available. No carriage is available.



FREIGHT ELEVATOR AND UNLOADING PLATFORM



Freight elevator
Door height: 8' or 2,44 m
Door width: 9'8" or 2,89 m
Elevator depth: 21'6" or 6,64 m
Interior height of the elevator: 8' or 2,44 m
Admissible load: 3,6 tons

The loading dock is open from 7 a.m to 11 p.m. You must be equipped of a carriage to transport your material. Please note that The Fairmont Queen Elizabeth has no handling service. If you want a carriage, you must present yourself to the main entrance of the hotel or to the loading dock and ask the assistance of the Bell Captain. (Paying service – 6 to 9\$) At all time, no material on carriage or other transportation devices can leave the common and public area of The Fairmont Queen Elizabeth.



CUSTOM PROCESSING

All advertising materials must be labeled "Printed in...", according to the country of origin. Exhibitors must prepare, before leaving their country, a pro-forma invoice indicating the value of their advertising material.

IMPORTANT: Due to new customs regulations, please note that when utilizing a ground carrier other than the official, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

Catalogues, brochures and posters for specific performances are duty-free; however, a federal tax of 5% of the value of the materials applies and can be collected upon arrival in Canada. For further information please refer to the next sub-section entitled "Official customs broker".

OFFICIAL CUSTOMS BROKER

For all information or services for customs processing of your material, we recommend the following customs broker:

CARGOLUTION

800 Stuart Graham Blvd., Suite 360
Dorval, Québec H4Y 1J6, Canada

Phone. : 514-636-2576

Fax : 514-636-8799

E-mail : cbaribeau@cargolution.com

Contact : Ms. Carole Baribeau

CANADA BORDER SERVICES AGENCY

400, Place d'Youville, Long Room
Montréal, Québec H2Y 2C2, Canada

Phone. 1-514-283-2949

Fax: 1-514-283-0384

Email: IECSP-PSEIC_MTL@cbsa-asfc.gc.ca

Contact: Ms. Francine Picard

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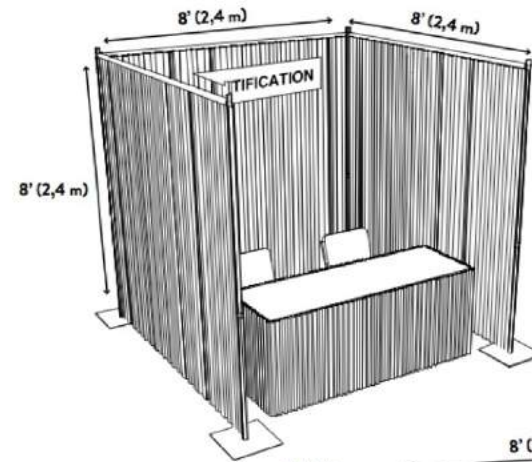
EXHIBITION ROOM

DESCRIPTION OF BOOTHS AND A HALF BOOTH

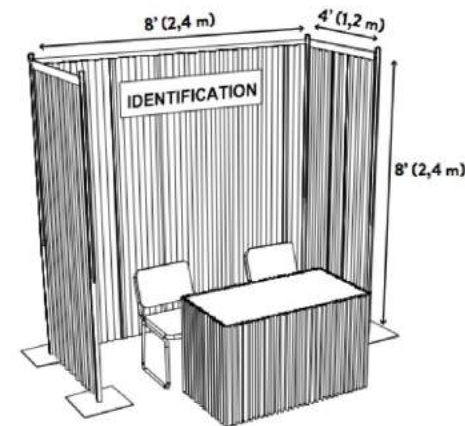
The booths are made of curtains and attached to metallic tubes. Please note that you can only use pins or clips to attach things to the curtains.

IMPORTANT: No sound or video equipment may be used without earphones or any other equipment causing noise that may disturb other participants will be tolerated in the Exhibition Room.

	Booth	Half Booth
Width	8' (2,4 m)	8' (2,4 m)
Depth	8' (2,4 m)	4' (1,2 m)
Height	8' (2,4 m)	8' (2,4 m)



BOOTH



HALF BOOTH

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STANDS



FURNITURE INCLUDED

Booth	Half booth
1 table (6'x2')	1 table (4'x2')
2 chairs	2 chairs
1 identification panel	1 identification panel
1 wastepaper basket	1 wastepaper basket
1 tablecloth	1 tablecloth

Table
1 bistro table
3 high chairs
1 identification panel



SERVICES NOT INCLUDED

Renting and registration fees do not include:

- * Additional lighting other than general lighting provided
- * Audiovisual equipment
- * Transportation and storage of material
- * Custom brokerage fees
- * Material or special furniture other than that included in the rental cost of booth or half booth
- * Moving, transporting, setting-up or dismantling equipment

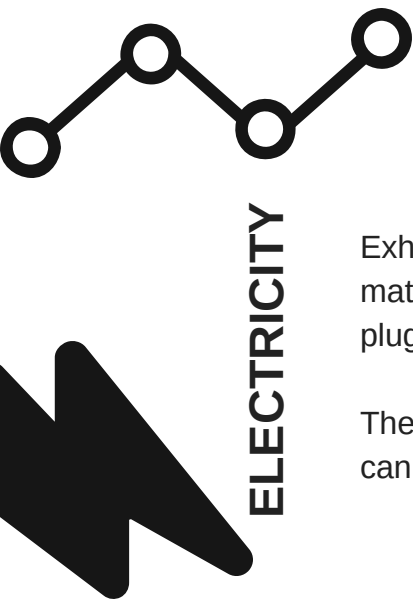


General lighting will be provided throughout the Exhibition Room.



Maintenance staff will clean the Exhibition Room daily. However, it is the responsibility of the exhibitors to keep their booths and the materials contained in them tidy throughout CINARS. Any damage to equipment rented by an exhibitor will be his/her responsibility.

OPTIONAL SERVICES FAIRMONT THE QUEEN ELIZABETH



ELECTRICITY

Exhibitors may bring their own lighting equipment and install it to the tubular structure of the booth. The exhibitors' material must be consistent with the C.S.A. security code and must be installed according to the rule of art. The plug should be grounded and of North-American standard.

The electrical outlet necessary for the extra lighting is not included with the rental of an exhibit space. Exhibitors can order electricity for their booth by filling out the "PSAV Exhibitor form" form and returning it by fax or by email.

INTERNET



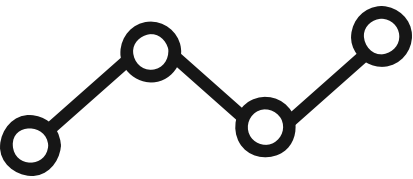
Wi-Fi will be available in the exhibition room and in other venues of the hotel.
Access codes will be indicated on sight.

Exhibitors have access to office services such as photocopies, sending and receiving faxes, at Fairmont The Queen Elizabeth.



OFFICE SERVICES

Staples – Office supplies
The Central Station - 895 rue de la
Gauchetiere – Ph. : 514-879-1515
Direct Access from Fairmont The Queen
Elizabeth



OTHER OPTIONAL SERVICES

PSAV PRESENTATION SERVICES - audiovisual equipment -

Exhibitors may bring their own audiovisual equipment; if so, he/she must fill in the appropriate form and give it to the personnel at registration. Exhibitors will be entirely responsible for their equipment. Exhibitors coming from outside Canada must be sure to fill in an export form before leaving their home country, in order to avoid customs problems upon their return. CINARS has signed an exclusive agreement with a company that rents audiovisual equipment. This company will be the sole supplier authorized to provide audiovisual equipment at the site. During the Biennale CINARS 2018, a representative of the official supplier will replace or repair defective equipment they have supplied. In case of breakdown of exhibitor-supplied equipment, exhibitors are solely responsible for its repair or replacement.

To avoid disturbing other participants in the exhibition room, take note that earphones are mandatory with sound or video equipments.

For any requests for audio-visual equipment rental (NTSC, PAL, or SECAM), fill in the enclosed rental form "PSAV Audiovisual Form" and return it to:

PSAV PRESENTATION SERVICES
Contact : M. Dirk Bohns
Fairmont The Queen Elizabeth, 900 blvd.
René-Lévesque West,
Montréal (Québec), H3B 4A5, Canada



Phone : 514-395-0303
Fax : 514-395-0302
Website : www.ps-av.ca
Email : dbohns@psav.com

DEE- FURNITURE SERVICE -

Décor Experts Expo offers an additional furniture service for exhibitors who want more than 1 table and 2 chairs given by CINARS.

Fill in the appropriate enclosed form "DEE -DÉCOR EXPERT EXPO 2018" and send it to:

Décor Experts Expo (DEE)
778 Trans-Canada Place Longueuil
(Québec) J4G 1P1, Canada
Phone: 450-646-2251
Fax: 450-646-6342

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THE EXHIBITION ROOM REGULATIONS

1. No background may be placed in such a way as to obstruct, block or interfere with the lighting or visibility of an adjacent booth.
2. The maximum height for all booths is eight (8) feet (2,4 m). No signs exceeding this maximum height will be allowed. CINARS reserves the right to take down or have removed any sign it considers objectionable.
3. Aisles may under no circumstances be used for the purposes of exhibiting or soliciting. The distribution of material of any nature outside of the booth is strictly prohibited.
4. The distribution of samples is permitted provided it does not indispose the adjoining exhibitors in any way and is conducted in a dignified manner. No activities involving undue noise, flashing or blinking lights or any other actions which may, in the opinion of CINARS, be a cause of annoyance or represent a danger for the health and safety of others will be permitted.
5. The exhibitor must keep his booth or half booth open and properly staffed during the exhibition hours and may not close or vacate the booth before the end of the Conference unless otherwise directed by CINARS.
6. Prize-giving activities, raffles or other contests other than those conducted under the auspices of CINARS are expressly forbidden.
7. The distribution of refreshments or any other product for consumers that are not related to the exhibitor's activities shall be subject to Fairmont The Queen Elisabeth's general food and beverage regulations.



THE EXHIBITION ROOM REGULATIONS

8. No self-adhesive or other type of sign may be affixed in any way to the walls, ceiling or curtains. However, exhibitors may fix their posters on the panels of their booth but only with pins or clips. Paper items only will be accepted due to weight restrictions.
9. The exhibitor will be held responsible for any damage to structures, furnishings, etc. which may be caused by his/her representatives, employees or guests. Failure to take all due precautions will result in any necessary repairs and cleaning being carried out at the cost of the offending party.
10. No sound or video equipment may be used without earphones or any other equipment causing noise that may disturb other participants will be tolerated in the Exhibition Room.
11. No electrical equipment, other than that required for purposes of presenting the exhibitor's products may be installed by the exhibitor. This includes any heating equipment, such as coffeemakers, etc.
12. Exhibitors shall maintain their booths acceptably clean.
13. CINARS will hold exhibitors responsible of any damage to the place and furniture of the Fairmont Queen Elizabeth, including floors, rugs, walls and ceilings.
14. CINARS reserves the right to prohibit the installation or require the dismantling of any booth which, in the opinion of CINARS could be prejudicial to the Conference or to cancel the agreement at any time during the Conference if one of its clauses is disregarded.



GENERAL REGULATIONS

1. Fire Department Regulations

The Montreal Fire Department regulations are vigorously enforced. Fire hoses cabinets must be left accessible and in full view at all times. All aisles must be kept clear and all exits to fire stairs unobstructed. All drapes, table coverings, display materials and papers used for decorating purposes must be flame proof and are subject to inspection by the Montreal Fire Department. No inflammable fluids or substances may be used or shown in booths. Dust covers, if required, must be supplied by the exhibitor and must be flame proof.

2. Insurance

FAIRMONT THE QUEEN ELIZABETH and CINARS will take all reasonable precautions to prevent any loss of the equipment and property of the exhibitor, but shall under no circumstances assume any responsibility for loss or damage occurring in connection with the transfer, installation, maintenance or removal of exhibits, whatever the cause may be. Neither FAIRMONT THE QUEEN ELIZABETH nor CINARS shall be held in any way responsible for goods being exhibited or in storage. Security staff will be on duty, but neither nor CINARS will assume responsibility for loss or damages sustained by exhibitors through fire, theft, damage, bodily injury or otherwise.

Exhibitors are strongly advised to take and maintain normal precautionary measures to protect their display and equipment, and to take out adequate property and personal insurance.

3. Limited liability

In the event that the premises are destroyed by fire or the elements, or by any other cause, or that any other circumstance, including a strike, prevents the CINARS from authorizing an exhibitor or exhibitors to occupy the premises, the exhibitor(s) shall only pay rental fees for the period during which the space was actually or could have been occupied by the said exhibitor(s). CINARS is hereby released from any and all claims for damages in consequence thereof. If, for any reason, the Conference cannot be held as intended, or if CINARS fails to comply with the present contract or appended clauses, CINARS shall, upon reimbursement of all sums received from the exhibitor(s), be released from any and all claims for damages.

4. Compliance with regulations

CINARS reserves the right to take any action and effect any changes it deems necessary to ensure the efficient and proper management and conduct of the exhibition. CINARS reserves the right to restrict exhibits which, because of noise or for any other reason, are considered objectionable. Non-compliance with regulations established by CINARS may result in the expulsion of the exhibitor and/or closure of his booth without any indemnity.



GENERAL REGULATIONS

5. Governing law

The terms and conditions stipulated in the contract between FAIRMONT THE QUEEN ELIZABETH and CINARS and each and every one of the provisions of the said Rules and Regulations shall be considered as being an integral part of the exhibition space rental contract, with the same force and effect as if they were expressly stated in the said contract. The law governing the interpretation and application of the present contract shall be the law of the Province of Québec.

6. General provisions

All matters not covered in the present Regulations shall be subject to the decision and control of CINARS notwithstanding any of the provisions of the application for exhibition space of the present Regulations. CINARS expressly reserves the right to change the dates but not the overall length of the Conference, to transfer the Conference to another building if, for any reason, FAIRMONT THE QUEEN ELIZABETH should cease to be available, to change the floor plan or location of booths and/or diminish the space allotted to the exhibitor if, in the opinion of the CINARS, such steps are necessary.

7. Modifications of the terms and conditions

The present agreement constitutes the understanding and full agreement between the contracting parties and supercedes any other previous agreement, whether written or verbal; no modification of the terms and conditions contained herein may be modified or understood as having been modified without the subsequent written and signed consent of the parties.

8. OFF-CINARS

Companies registered with CINARS 2018 and presenting OFF-CINARS performances out of authorized OFF schedule may be excluded from the exhibition room and barred from the next CINARS.



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INQUIRIES

Jessica Taillefer, CINARS
Coordination assistant
69, Sherbrooke Street West, 3rd floor
Montreal, (Quebec), H2X 1X2, Canada
Phone: 1-514-842-5866, #29
Fax: 1-514-843-3168
E-mail : adjcoordo@cinars.org
Website : www.cinars.org