



2019 JOINT CONFERENCE & EXHIBITION

CANADA'S LARGEST TRANSPORTATION
CONFERENCE AND EXHIBITION

HALIFAX
SEPTEMBER
22 TO 25

EXHIBITOR GUIDE & REGULATIONS

WWW.TAC-ITS.CA

LOCATION AND SCHEDULE

LOCATION

The Transportation Association of Canada (TAC) and Intelligent Transportation Systems Society of Canada (ITS Canada) will host the **2019 TAC-ITS Canada Joint Conference & Exhibition in Halifax, Nova Scotia, September 22 to 25.**



**HALIFAX CONVENTION CENTRE
CONVENTION HALL (C1-C5)**
1650 Argyle Street
Halifax, NS B3J 0E6
www.halifaxconventioncentre.com
Click on the icon to view on a map.

SCHEDULE

DATE	TIME	EVENT
SUNDAY, SEPTEMBER 22	08:00-16:30	Set-up and exhibitor registration
	17:00-20:00	Welcome Reception (open to all)
MONDAY, SEPTEMBER 23	08:00-16:00	Exhibition hours
	09:00-11:00	Opening Plenary Session (open to all)
	11:00-12:00	Refreshment and exhibition break dedicated time and Showcase
	12:00-13:30	Monday Awards Lunch
	13:45-15:15 & 15:45-17:15	Technical programing
TUESDAY, SEPTEMBER 24	15:15-15:45	Refreshment and exhibition break dedicated time and Showcase
	08:00-16:00	Exhibition hours
	08:30-10:00 & 10:30-12:00	Technical programing
	10:00-10:30	Refreshment and exhibition break dedicated time and Showcase
	12:00-13:30	Tuesday Lunch
	13:45-15:15 & 15:45-17:15	Technical programing
	15:15-15:45	Refreshment and exhibition break dedicated time and Showcase
	16:00-20:00	Exhibition tear down

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KEY DATES

APRIL

Conference registration opens

▶ JUNE 14

Last day to cancel space with refund less 25% administrative fee

▶ AUGUST 13

Exhibit booth staff names due

▶ AUGUST 16

Certificate of Comprehensive General Liability Insurance due

▶ AUGUST 20

Conference hotel group rates ends

▶ AUGUST 22

Last day to cancel space with refund less 50% administrative fee

Global Convention Services advance warehouse begins receiving exhibitor shipments

▶ AUGUST 30

Last day to book exhibit space

▶ SEPTEMBER 6

Early bird prices end for furniture, exhibit rentals, audio visual and electricity with Global Convention Services

▶ SEPTEMBER 16

Last day for shipments to arrive at advance warehouse

▶ SEPTEMBER 22-25 2019 JOINT TAC-ITS CANADA CONFERENCE AND EXHIBITION

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REASONS FOR EXHIBITING

Participating as an exhibitor at the 2019 TAC-ITS Canada Joint Conference & Exhibition, your company can:

- ▶ **Raise your company's profile** in the transportation network and roadways sectors
- ▶ Forge new strategic **business alliances and partnerships**
- ▶ **Access senior transportation decision-makers and leaders** from the private and public sectors
- ▶ **Increase sales** of transportation or technology related products or services
- ▶ **Test a new transportation or technology** related product or service
- ▶ **Enhance your brand awareness** and gain more exposure in a targeted market
- ▶ **Network with investors, entrepreneurs and delegates**

TAC and ITS Canada attract influential decision-makers in the transportation network and roadways sectors from across Canada, US and abroad. Delegates attending the conference come from the following sectors:

- ▶ Private sector
- ▶ Federal, Provincial and Municipal Government
- ▶ Academia
- ▶ Industry Associations

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VISIBILITY IN THE CONFERENCE MOBILE APPLICATION

Each exhibitor will be featured on the Conference's mobile application. Exhibitors can include a 25-word company description along with a colour logo. Exhibitors must provide this information at time of booking in both official languages.

BECOME A SPONSOR

A WIDE RANGE OF CONFERENCE SPONSORSHIP OPPORTUNITIES AND PACKAGES ARE AVAILABLE.

For further information on Sponsorship:

- ▶ **Contact Erica Andersen**, Director, Member Services & Communications, TAC at eandersen@tac-atc.ca
- ▶ **or visit www.tac-its.ca**

EXHIBITION FEES

BOOTH CATEGORIES	EARLY-BIRD RENTAL ENDS JUNE 14		REGULAR RENTAL ENDS JULY 19		LATE RENTAL ENDS AUGUST 16	
	TAC/ITS CANADA MEMBER	NON-MEMBER	TAC/ITS CANADA MEMBER	NON-MEMBER	TAC/ITS CANADA MEMBER	NON-MEMBER
10' x 10'	\$2,595	\$2,795	\$2,795	\$2,995	\$2,995	\$3,295
10' x 20'	\$5,190	\$5,590	\$5,590	\$5,990	\$5,990	\$6,590
20' x 20'	\$10,380	\$11,180	\$11,180	\$11,980	\$11,980	\$13,180

Taxes are not included in the above prices.

WHAT'S INCLUDED

- ▶ Exhibit booth space
- ▶ 8' high beam along back wall to hang posters/banners; 3' high drape side walls in black
- ▶ Four (4) exhibitor booth badges per exhibit booth
- ▶ Access to Welcome Reception and Opening Plenary Session
- ▶ One (1) event ticket per exhibit booth for each networking event listed below. Additional tickets can be purchased.
 - Monday Awards Lunch
 - Monday Night Event
 - Tuesday Lunch
- ▶ Complimentary Wi-Fi access
- ▶ Exhibition security during closed hours
- ▶ Visibility in the conference mobile application and exhibition brochure
- ▶ Advance list of conference delegates (available on request, five weeks and two weeks before the event)

Lead retrieval options for exhibitors are being evaluated and more information will be available in early 2019.

NOTES:

- ▶ **Tables and chairs are NOT included with the exhibit booth space.**
- ▶ Furniture, electricity and all booth, displays, material handling or items not listed in the above are the responsibility of the exhibitors and shall be ordered at their expense.
- ▶ Carpeting is part of the exhibition floor. **No additional carpeting is allowed.**
- ▶ Conference staff will visit each booth during set-up to remove draping that is not required in order to streamline the exhibition layout.

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EXHIBITION FEES

ENHANCE YOUR VISIBILITY

PLATINUM PACKAGE

Purchase the Platinum Package which includes:

- ▶ a company logo listed in the Exhibition Brochure
- ▶ and a listing in the conference mobile app as a Featured Exhibitor.

PLATINUM EXHIBITOR PACKAGE	
ONLY 10 AVAILABLE	
TAC/ITS CANADA MEMBER	NON-MEMBER
+\$650	+\$750



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SHOWCASE

The 2019 TAC-ITS Canada Joint Conference & Exhibition Showcase is an opportunity for exhibitors to feature a new and innovative product or service through a live and/or interactive demonstration.

Companies will be given a maximum of 15 minutes of exclusive time to showcase their innovation to members of the transportation community. **This is an exceptional opportunity to present products and services to this exclusive community.**

▶ WHEN:

- Monday, September 23
11:00-12:00 – 4 slots available
15:15-15:45 – 2 slots available
- Tuesday, September 24
10:00-10:30 – 2 slots available
15:15-15:45 – 2 slots available

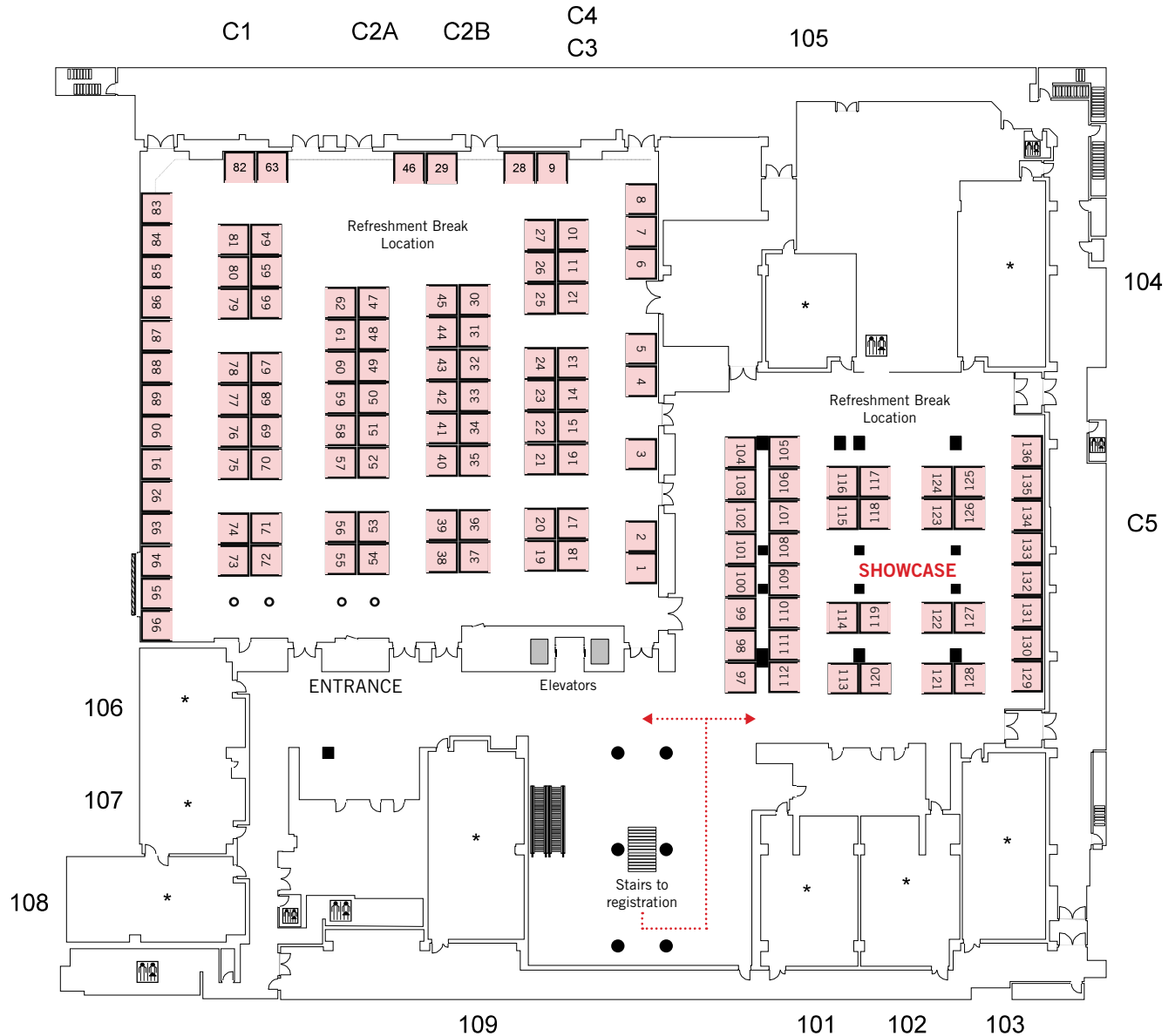
▶ WHERE: Exhibition floor, Convention Hall, C5

Showcase participants will be provided with a riser and audio visual equipment; seating for the audience will be arranged.

SHOWCASE	
TAC/ITS CANADA MEMBER	NON-MEMBER
+\$500	+\$600
Once registered, you will be contacted by Conference Secretariat for a brief (200 words) description of your innovation or new technology.	

FLOOR PLAN

REGISTRATION: MAIN LEVEL | EXHIBITION: LOWER LEVEL



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USEFUL INFORMATION

PAYMENT

Accounts must be paid in full by credit card, upon booking online, or at least 30 days prior to conference if paying by cheque. EFT and wire transfer options are available.

Contact Christina Ghazal at cghazal@tac-atc.ca for details.

MAIL CHEQUE TO: Transportation Association of Canada, 401-1111 Prince of Wales Drive, Ottawa, ON K2C 3T2.

OFFICIAL TRAVEL AND ACCOMMODATIONS

Exhibitors wishing to attend the conference should use the **suggested conference hotels** where negotiated rates and discounts are available.

BEWARE OF SCAMS

Hotel and travel companies are known to reach out to conference exhibitors to book hotel rooms without the consent from the conference organizers. For this reason, exhibitors will not be published on the TAC/ITSC conference website.

TAC/ITSC does not subcontract hotel blocks. All TAC/ITSC approved hotels are listed on the conference website. Please book directly with the hotel using the phone number or link provided to guarantee your reservation. Consult the Exhibitor Checklist for the full list of official conference contractors.

3rd PARTY MARKETING

By registering as a TAC/ITSC exhibitor, you are complying to receive third-party marketing and communications event information from official TAC/ITSC contractors.

TEAR DOWN

Exhibitors shall not remove any part of the display or product until the exhibition is officially closed. Exhibitors also agree to remove all of their belongings from the venue by the final move-out deadline. Any freight left behind will be forced off the floor and exhibitors will be responsible for any additional costs incurred. A \$500 penalty will be charged to exhibitors dismantling and/or leaving the exhibition before indicated tear-down times.

SHIPPING AND RECEIVING

The Halifax Convention Centre will not accept exhibitor shipments of any kind. All goods shipped to the exhibition must be shipped via **Global Convention Services**, the official show services provider.

Global Convention Services will begin accepting freight at their warehouse as of August 22 (30 days prior to show) until September 16. Goods must be clearly marked with the conference name, name of the exhibiting company and the booth number.

TAC/ITSC is not responsible for loss or damage to goods before, during, or after the exhibition.

SHIPMENTS ORIGINATING OUTSIDE OF CANADA

For the convenience of exhibitors shipping material from abroad, arrangements to handle customs clearance have been appointed to **ConsultExpo Event Services Inc.** Questions can be directed to Diane Labbé Deegan, Director of Sales dianel@consultexpoinc.com 514-482-8886 x2.

Inbound and outbound shipping arrangements are the responsibility of the exhibitor. Shipping forms, prices and deadlines are listed in the Exhibitor Checklist.

Receiving and storing display material and packing cases may be arranged with the appointed official exhibit contractor. Materials handling and storage fees will apply.

All exhibit materials must be removed from the exhibition venue within the time allotted for dismantling. Any materials not claimed before the deadline will be removed by the contractor at the exhibitor's expense.

Please ensure that proper outgoing shipping arrangements have been made before leaving the exhibition venue.

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USEFUL INFORMATION

CANCELLATION POLICY

Space cancellation requests must be received in writing. Refunds are provided as below.

- ▶ **On or before June 14:**
75% refund
- ▶ **Between June 15 and August 22:**
50% refund
- ▶ **On or after August 23:**
No refund



QUESTIONS

JACQUES A. MALTAIS, Sr. Events Manager, TAC: jamaltais@tac-atc.ca | 613-736-1350 x234

CHRISTINA GHAZAL, Meetings and Events Coordinator, TAC: cghazal@tac-atc.ca | 613-736-1350 x236

JANNEKE VAN DER ZEE, General Manager, ITS Canada: janneke@itscanada.ca | 905-593-0947

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EXHIBITOR RULES, RESPONSIBILITIES AND REGULATIONS

RULES

Exhibitors agree to abide by all regulations and rules adopted by TAC/ITSC in the best interests of the Conference & Exhibition. TAC/ITSC shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the exhibition. TAC/ITSC also reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights, or sound, and to expel exhibitors or their personnel if their conduct or presentation is objectionable to other participants. Exhibitors agree to confine their presentation within the contracted space only, and within the maximum height set by conference rules and regulations and to maintain a staff in their booth space during the conference hours.

TAC/ITSC reserves the right to alter or change the space assigned to exhibitors or the final floor plan as required.

RESTRICTIONS

TAC/ITSC reserves the right to restrict exhibits that do not comply with rules and regulations set forth by TAC/ITSC and the event venue(s). Exhibitors who refuse, after notice, to conform to rules and regulations will be asked to close their respective display(s) without reimbursement and liability to the Association.

VEHICLES

Vehicles will not be allowed in the exhibit hall.

SET-UP REQUIREMENTS

Exhibitors are solely responsible for setting up and dismantling their displays. However, the exhibit contractor can provide additional personnel for a fee. Once the exhibit is set up, all empty boxes and cases must be stored.

EXHIBITION HOURS

During exhibition hours, absolutely no shipments, equipment or material may be brought on the exhibition floor. All exhibitors are required to have their area completely set up before the exhibition opens and will have access to the exhibit hall early each morning on show days to carry in supplies or make minor display adjustments.

STANDARD EXHIBIT SPACES

Exhibits in standard booth spaces are not limited to the type of exhibit equipment installed. However, the approved maximum height for all regular exhibit spaces is **ten feet**.

To ensure that the display value of an adjoined booth is not reduced, sidewalls, fixtures and other display material must not exceed the maximum height of ten feet in the portion of the space extending not more than 48 inches from the back wall. From that point to the front of the space, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

Exhibitors wishing to display a banner above their booth must respect the size of their allocated booth space. Banners cannot overlap onto the aisles or other exhibitor's booth space.

Any booth covered by a ceiling over 300 sq. ft. will need to be protected by a sprinkler system installed in accordance with fire safety regulations.

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RESPONSIBILITIES

ADVERTISING, PROMOTION AND SALES

Exhibitor advertising and promotion must be limited to the confines of each exhibitor's space. TAC/ITSC reserves the right to ban any objectionable items and to prevent the distribution of any articles or products deemed unsuitable.

Sale of consumer goods is prohibited and will result in a fine to the exhibiting company.

LIABILITY AND INSURANCE

Exhibitors must carry their own fire, theft and applicable insurance. TAC/ITSC shall take reasonable precautions to prevent losses and to protect the interests of exhibitors. However, under no circumstances will TAC/ITSC be liable for such losses.

Exhibitors are required to obtain from their insurer a certificate of comprehensive general liability insurance, with a limit of **\$5,000,000 inclusive**, indicating that the TAC and ITSC has been added as an additional named insured for the confirmed exhibition dates. **This certificate must be emailed to Christina Ghazal, Meetings and Events Coordinator at cghazal@tac-atc.ca by August 16.**

Failure to provide proof of the certificate prior to the exhibition set-up date will result in **immediate termination of the application without reimbursement**. Refer to the **Exhibitor Checklist (page 13)** for a sample of the required form.

ACTS OF GOD (FORCE MAJEURE)

If an event, including but not limited to, acts of God or acts, regulations, or orders of governmental authorities; fire, flood, explosion, disaster, hurricane, tornado, civil disorder (including labour disputes or demonstrations of any kind); acts of terrorism or other violence; curtailment of transportation facilities, or other emergency, that make it impossible, illegal or otherwise inadvisable for TAC/ITSC to host its Conference & Exhibition, this contract shall terminate without further obligation on the part of any party hereto. In the event of a cancellation, postponement or disruption of the TAC/ITSC Conference & Exhibition for any cause beyond TAC/ITSC control, the host Convention Centre and/or hotel facilities, TAC/ITSC shall have no obligation whatsoever to the Exhibitor. To the extent that any Exhibitor benefits have not been completely or partially received at the date of such termination, the Exhibitor is entitled to obtain a partial refund as

reasonably calculated by TAC/ITSC (less any and all legitimate expenses incurred by TAC/ITSC for initial administration fees, design work, etc.)

The Exhibitor hereby waives any and all claims against TAC/ITSC for damages or compensation due to the cancellation or postponement of the Exhibition pursuant to this paragraph.

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FIRE PROTECTION

No portion of an exhibit booth shall obstruct any exit aisle or fire exit door. All display material must be flameproof and is subject to inspection by the local fire department. No flammable fluids or substances may be used or shown in booths. Exhibitors should check the nearest fire exits before the show begins.

SECURITY GUARDS

Security service will be provided during closing hours to guard the exhibition area. While precautions will be taken to prevent losses, TAC/ITSC cannot accept any liability for loss or damage of any kind. Exhibitors are strongly urged to remove any valuables from booths when they are not staffed.

ELECTRICAL REGULATIONS

Exhibit spaces do not include electrical outlets. Any electrical equipment used in exhibits must meet CSA standards, as well as the standards of the exhibition venue.

EXHIBITION VENUE

- ▶ During the set-up and tear down of the exhibition, children under the age of 16 are NOT allowed on the exhibition floor.
- ▶ Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, painted surfaces or columns. Any damage charges will apply to the exhibiting company.
- ▶ No holes may be drilled, cored or punched in the building.
- ▶ No adhesive back (stick-on) decals or similar items may be distributed or used in the building.
- ▶ Any damages incurred to the building will be charged at the expense of the exhibitor.
- ▶ No helium balloons are permitted in the building.
- ▶ No food samples may be distributed by exhibiting companies except upon written authorization from TAC/ITSC and the venue.
- ▶ Parking in loading dock areas, except for loading or unloading, is prohibited. Violators' vehicles will be towed at their own expense.
- ▶ Passenger elevators must not be used for moving goods or materials between floors; the loading docks and freight elevators must be used for this purpose.
- ▶ All tape and fastening material used on flooring must be removed after the event. If this is not done, the cost of removal will be charged to the exhibitor.
- ▶ Smoking in the venue is strictly forbidden. The venue policy states that smoking is not allowed anywhere within the facility including loading docks and parkades.
- ▶ Any photographs or video footage taken of the exhibitors or their booths during the exhibition remains TAC/ITSC's property and can be used for the purposes of promoting TAC/ITSC activities.

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EXHIBITOR CHECKLIST

	ACTION ITEM	CONTACT	REQUIRED ACTION	DEADLINE
	Application Form www.tac-its.ca	TAC/ ITS Canada	Complete exhibit space application form and pay in full.	August 30
	Mobile Application	TAC/ ITS Canada	25-word company description and company logo to be included in the mobile application.	Due upon submission of application form
	Name Badges	TAC/ ITS Canada	Complete form (available in late July). Booth staff name(s) must be received in order to have badge(s) ready at exhibitor move-in.	August 13
	Liability Insurance	TAC/ ITS Canada	Obtain mandatory certificate of comprehensive general liability insurance, with 5 million dollars inclusive limit, indicating TAC/ITS Canada as additional named insured from September 22 to September 24, 2019 inclusive.	August 16
	Booth Furniture Rentals and Accessories, Cleaning, Electricity, Lighting, Hard-wired Internet, Material Handling, Installation and Dismantling	Global Convention Services	Complete online order form.	Early Bird Prices ends September 6
	Shipments	Global Convention Services	Complete online order form. All shipments must arrive to Global Convention Services advance warehouse. Must indicate Company name and booth number.	Accepting shipments between August 22 and September 16
	Customs Brokerage (Shipment originating outside Canada)	ConsultExpo Event Services Inc.	Complete online order form. All shipments must arrive to Global Convention Services advance warehouse. Must indicate Company name and booth number.	Accepting shipments between August 22 and September 16
	Event Tickets	TAC/ ITS Canada	Purchase tickets for delegate breakfasts and lunches and Monday Night event; first-come, first-served – tickets are limited!	September 17 or on-site
	Conference Registration	TAC/ ITS Canada	Register as a delegate if you wish to attend sessions, panel discussions, workshops and technical tours. <i>Available Spring 2019</i>	September 17 or on-site