



GENERAL INFORMATION

IMPORTANT DATES AND TIMES

Montreal Convention Centre – 517ABCD

Wednesday, September 17	12:00 PM – 4:00 PM	Exhibitor Move-In
Thursday, September 18	8:00 AM – 3:00 PM	Exhibitor Move-In
	4:00 PM – 6:00 PM	<i>Welcome Reception in Exhibit Hall</i>
Friday, September 19	9:30 AM – 12:00 PM	Exhibit Hall Open
	3:30 PM – 5:30 PM	
Saturday, September 20	9:00 AM – 10:00 AM	Exhibit Hall Open
	11:00 AM – 1:30 PM	
	3:30 PM – 4:30 PM	
	4:30 PM – 8:00 PM	Exhibitor Move-Out

*All exhibits must be opened and staffed during the show hours.

Exhibitors may begin to pack equipment, supplies, and literature when the show closes at 4:30 PM on Saturday, September 20 and must be completely out of the exhibit hall by 8:00pm. **Exhibitors may not dismantle any portion of their booth(s) prior to the official dismantle period. Penalties and/or loss of priority points will be determined at the sole discretion of show management.**

All exhibitor materials must be removed by 8:00 PM. If your freight remains in the exhibit hall (Hall 517) after 8:00 PM without approval of show management, it will go out via GES Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the GES Service Desk during Service Desk Hours or prior to arriving in Montreal.

IMPORTANT: Please note the facility is carpeted. Floor furnishings are not required for this event. Exhibitors can elect to rent furnishings through GES that aligns with their brand/colors.



Each Booth Purchase Includes:

- 8' High black back wall/3' high side rails
- 6' black draped table
- Two (2) plastic Contour Chairs
- One (1) wastebasket and one (1) company ID sign
- Complimentary Conference Wi-Fi
- Two (2) Exhibit Hall Badges
 - o Additional exhibitor badges can be purchased for \$300 each in advance, or \$350 onsite
 - o Each Exhibitor registration includes complimentary refreshment breaks, group meals, and access to the exhibit hall and the Welcome Reception. In order to attend education sessions, exhibitors will need to register as a full conference meeting attendee.

OFFICIAL GENERAL SERVICES CONTRACTOR

GES is the NCS 23rd Annual Meeting Official General Services Contractor. Other official show suppliers are listed in the "Exhibitor Services Directory" below. GES will maintain an Exhibitor Service Center located in Hall 517.

SECURITY

Understanding the value and importance of your equipment and exhibit material, security guards will be located in Hall 517 from the beginning of move-in to the end of move-out. Although NCS Show Management is providing this service, we are not responsible for any loss of material by an exhibitor.

EMPTY CRATES

It is important that crates are removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and "empty" stickers should be attached. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. "Empty" crate stickers must be obtained at the Exhibitor Service Center located in the Exhibit Hall.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

AMERICANS WITH DISABILITIES ACT CONFORMANCE

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions.