



Canadian Association for
Interventional Radiology
Association canadienne pour
la radiologie d'intervention

CAIR ANNUAL SCIENTIFIC MEETING

May 26 - 28

Montreal, QC

**EXHIBITOR
INFORMATION
& SERVICES KIT**

2022

EXHIBITOR INFORMATION & SERVICES KIT

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EXHIBITOR INFORMATION & SERVICES KIT



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As the contact for your firm, you are the **only person** who will be receiving this service guide. The success of your exhibit will be increased if your booth personnel are totally informed of all aspects pertaining to the enclosed material. Please convey this information to all company personnel who will be on-site in Montreal.

Please review the following information and sign and return page 6 via email to cairservice@cairweb.ca no later than **Monday, April 4, 2022**.

PART OF CONTRACT

The policies stated herein constitute a bona fide part of the contract for exhibit space. The Canadian Association for Interventional Radiology (CAIR) reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. All matters and questions not covered in these policies are subject to the final judgement and decision of CAIR.

MEETING DATES

Thursday, May 26, 2022 – Saturday, May 28, 2022

EXHIBIT DATES

Thursday, May 26, 2022 – Saturday, May 28, 2022

EXHIBIT LOCATION

Hôtel Bonaventure Montréal, 900, de La Gauchetiere West Street, Montréal, Québec H5A 1E4

MOVE-IN AND SET-UP

Wednesday, May 25, 2022 4:00 pm – 7:00 pm

GES - EXHIBITOR SERVICES

GES has been appointed as the Trade Show Services Provider for this event. GES Services Include:

- Carpeting
- Booth Cleaning
- Furnishings
- Custom Booth Draping
- Specialty Furniture
- Exhibit Systems
- Exhibit Accessories
- Graphics for signage, banners, ad boards
- Plants and Florals
- Installation and Dismantle Services
- In-booth Forklift Services
- Material Handling: Including Shipping label information
- Shipping
- Customs & Logistics

Order Online <https://ordering.ges.com/CA-00060945>

EXHIBITOR INFORMATION & SERVICES KIT

SHIPPING

Please note shipments cannot be sent to Hôtel Bonaventure Montréal more than 48 hours in advance of the meeting. All shipments must be sent to GES as outlined on page 1 of the GES Exhibitor Kit. Please refer to the GES Order Forms PDF for information on shipping, material handling, and to print off your shipping label. **Shipments must be received by GES no later than May 20, 2022.**

ADVANCE SHIP TO: CAIR 2022 ASM
GES C/O
(BOOTH NAME & NUMBER)
TRANSKID
1785, 55IEME AVENUE
DORVAL, QC H9P 2W3

**For advance shipment6s arriving between April 25 – May 20, 2022*

DIRECT TO SHOW SITE: GES / CAIR 2022 ASM
(BOOTH NAME & NUMBER)
HÔTEL BONAVENTURE MONTRÉAL
1 PLACE BONAVENTURE
MONTRÉAL, QUÉBEC, H5A 1G1

**Receiving date May 25, 2022 - 8:00 a.m. to 7:00 p.m.*

EXHIBIT HOURS

Delegates will participate in the exhibit hall during dedicated exhibit hall times as listed below. This format is designed to ensure a steady and manageable flow of participants at your booth over the exhibit hours each day.

Unopposed Exhibit Hours: Thursday, May 26, 2022

Breakfast in Exhibit Hall	7:00 a.m. – 7:50 a.m.
Networking Break in Exhibit Hall	9:00 am. – 9:30 a.m.
Networking Break in Exhibit Hall	10:30 a.m. – 10:45 a.m.
Networking Break in Exhibit Hall	3:20 p.m. – 3:40 p.m.

EXHIBITOR INFORMATION & SERVICES KIT



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Unopposed Exhibit Hours: Friday, May 27, 2022

Breakfast in Exhibit Hall	7:00 a.m. – 8:00 a.m.
Networking Break in Exhibit Hall	9:00 a.m. – 9:15 a.m.
Networking Break in Exhibit Hall	10:30 a.m. – 10:40 a.m.
Networking Break in Exhibit Hall	3:40 p.m. – 3:50 p.m.

Unopposed Exhibit Hours: Saturday, May 28, 2022

Breakfast in Exhibit Hall	7:00 a.m. – 7:50 a.m.
Networking Break in Exhibit Hall	9:00 a.m. – 9:20 a.m.
Networking Break in Exhibit Hall	10:30 a.m. – 10:40 a.m.
Networking Break in Exhibit Hall	2:30 p.m. – 2:50 p.m.

DISMANTLE AND MOVE-OUT

Saturday, May 28, 2022 - 4:05 p.m. – 6:00 p.m.

Exhibitors are asked not to dismantle their booths before 4:05 p.m. as a courtesy to delegates and other exhibitors who are still conducting business. At the end of the time allowed for teardown and move-out of the show, GES will automatically oversee any remaining material. Material and or freight left on the trade show floor will be removed and kept in storage for up to 30 days with applicable fees charged to the exhibitor.

BOOTH SPECIFICATION

Each single booth will measure 10' deep x 10' wide. Each booth will be provided with draped 8' high back wall and 3' high side wings, a 6' skirted table, 2 chairs, 1 trash can, and one (1) identification poster measuring 8" x 44" (height x length) . The floor of the Exhibit Hall **is carpeted**.

DRONE USAGE

The Centre prohibits the operation or use of unmanned aerial systems (UAS), or drones, by anyone – including recreational users and hobbyists – without prior written authorization from the Centre. This prohibition includes drones used for any purpose whatsoever, whether filming or videotaping, for commercial or personal purposes, or by media or journalists.

EXHIBITOR INFORMATION & SERVICES KIT

SAFETY REGULATIONS – AUDIENCE PARTICIPATION BOOTHS

Exhibits or attractions which include as part of their activities target shooting, ball throwing, or any similar activity, must provide adequate safeguards to protect patrons, equipment and the Centre from injury and damage. Equipment, location, and installation must be approved by the Hôtel Bonaventure Montréal's management before an attraction is open to the public. Any equipment used for the purpose of providing rides to the public must meet all requirements of the City of Montréal and the Hôtel Bonaventure Montréal's management. Equipment must be inspected prior to the time the attraction is open to the public.

BALLOONS

Helium-filled balloons are prohibited by the Centre.

ALCOHOL DRINKING DURING SETUP AND TEARDOWN

To minimize the risks of accidents, the Hôtel Bonaventure Montréal's caterer will not be selling any alcohol during the setup and teardown activities. The consumption of alcohol is prohibited during the setup and teardown activities.

ANIMALS

With the exception of guide dogs, the client must not bring in or allow to be brought in any animals into the Centre without prior written authorization.

WIFI

CAIR is pleased to provide complimentary WiFi in the exhibit hall and throughout the convention centre during the conference and exhibition. WiFi passcodes will be provided onsite.

ELECTRICAL

All electrical requirements for exhibition booths are supplied exclusively by GES. You may contact Mrs. Danielle Lachapelle at GES at 514-861-8656 or email dlachapelle@ges.com for an estimate.

AUDIO VISUAL

(See attachment: Exhibitor Order Form_CAIR 2022.xls / Formulaire exposant_CAIR 2022.xls)

Audio Visual equipment in your booth may be ordered from Encore Global. Please refer to the order form provided or contact André Levert, Director – Event Technology by phone at 514-444-0434 or email andre.levert@encoreglobal.com.

All additional requirements, including material handling, AV, and electrical services are the responsibility of the Exhibitor.

EXHIBITOR INFORMATION & SERVICES KIT

INSURANCE

Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, CAIR and the Hôtel Bonaventure Montréal and their representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

Please submit your proof of insurance to cairservice@cairweb.ca at the CAIR office by **Monday, April 25, 2022**.

BOOTH PERSONNEL AND COMPANY DESCRIPTION

(See Appendix C - Company Description & Booth Personnel Form)

Exhibit registration for five (5) company representatives is included in each booth fee. Please use the attached digital form to provide the **names, email and cell phone numbers for each** of these representatives to the CAIR office by **Monday, April 25, 2022**.

Badges are required during set-up. All booth personnel must pick their badges up from the Registration desk located in the Hôtel Bonaventure Montréal. Please use the same digital form to provide us with a 50-word company description. This description will be included in the CAIR Mobi Guide, the conference app provided to all conference delegates. Please provide your description in the form of a paragraph. Please do NOT use bullet points. Please also provide us with your company logo (supported file types are *.jpeg, *.jpg, and *.png; the maximum file size is 24 MB).

EXHIBITOR ACKNOWLEDGEMENT

Having read and understanding the information, rules, and regulations as outlined within this document, **please sign indicating your acknowledgement below and return this page no later than April 4, 2022** to Siri Boulom at cairservice@cairweb.ca.

Company Name:

Contact Name:

Signature:

Date:

APPENDIX A - Loading Dock Access

PLACE
BONAVENTURE

ACCÈS AU DÉBARCADÈRE

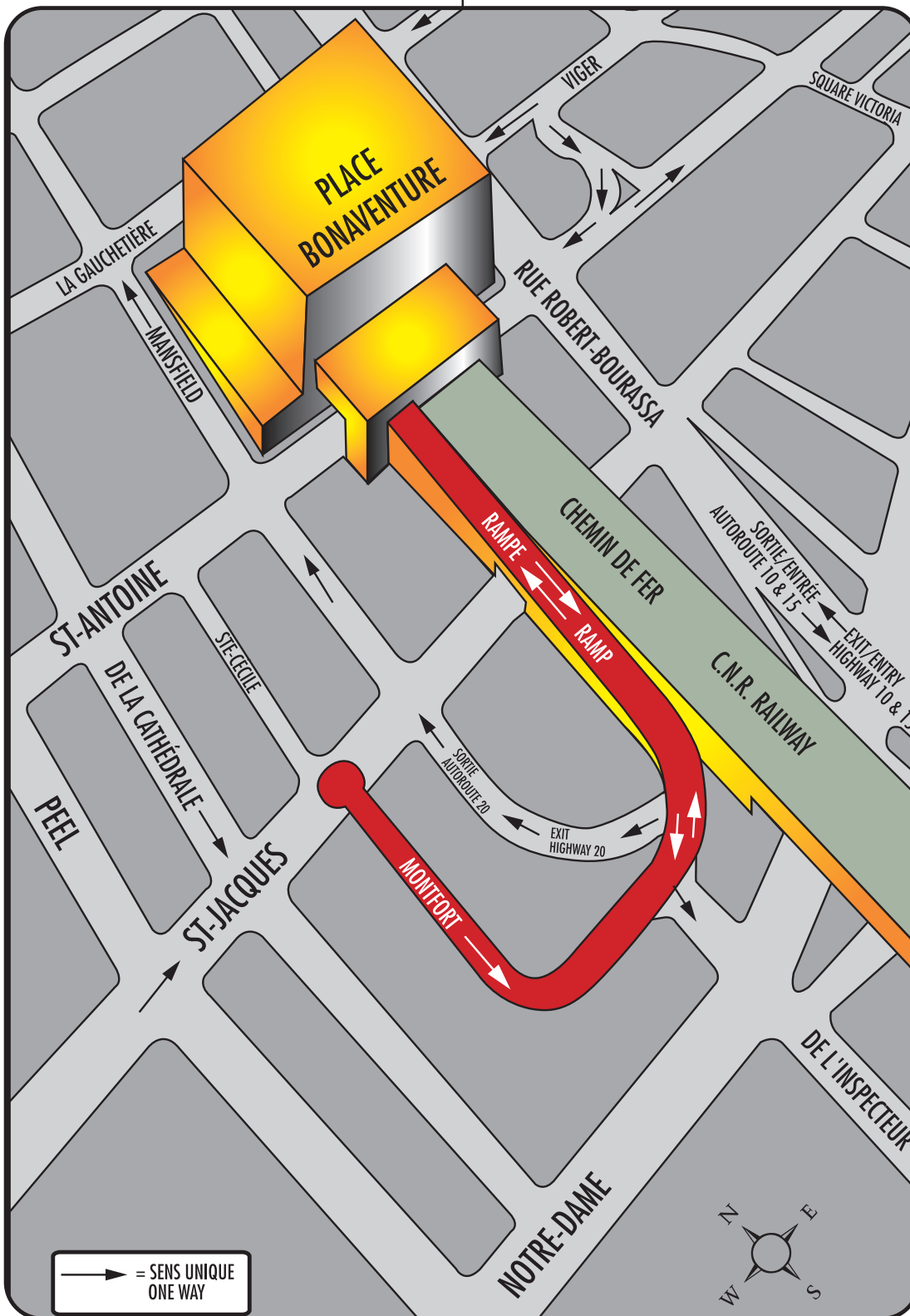
Angle des rues St-Jacques et Montfort
Montréal QC

Aucune marchandise ne sera acceptée avant la date officielle de montage

LOADING DOCK ACCESS

Corner of St-Jacques & Montfort Streets
Montreal QC

No merchandise will be accepted prior to official move-in date.



APPENDIX C - Company Description & Booth Personnel Form



Canadian Association for Interventional Radiology
2022 Annual Scientific Meeting
May 26 – 28, 2022
Montréal, Quebec

EXHIBITION: Company Description & Booth Personnel

Please utilize **this form** to provide your 50-word **Company Description**, by typing same in the space provided here, for inclusion in the Mobi Guide. CAIR reserves the right to edit descriptions exceeding the 50-word limit. Please provide your description in the form of a paragraph; please do NOT use bullet points.

Please also provide “**Company Contact**” information, for publication in the Mobi Guide:

Booth #: _____

Company Name: _____

Contact Name: _____

Title: _____

Mailing Address: _____

Telephone: _____

Email address: _____

Website address: _____

Facebook: _____

Twitter: _____

Instagram: _____

*Please send hi-res company logo to cairservice@cairweb.ca Supported file types are *.jpeg, *.jpg, and *.png; the maximum file size is 24 MB

Booth Personnel

Exhibit registration for five (5) company representatives is included in each booth fee. Please print the names of your company representatives, as they are to appear on the name badge **AND provide email and cell phone information so that we can share important onsite information with your representatives:**

1. _____
2. _____
3. _____
4. _____
5. _____

Please complete and return by fax or e-mail on or before **Monday, April 25, 2022** to:
Siri Boulom, Executive Assistant to BOD/Events & Membership Mgr.