



EXHIBITOR GUIDE & SERVICE MANUAL

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SECTION 1 - GENERAL INFORMATION & SERVICES

Detailed information on the
2010 1st International Conference on Applied Robotics for the Power Industry
from October 5-7, 2010 is available at
www.carpi2010.org

In the Exhibitor Guide and Service Manual:

- the **2010 1st International Conference on Applied Robotics for the Power Industry** referred to as **CARPI 2010**
- the **Delta Centre-Ville** is referred to as the **Delta Centre-Ville**.

Should you not find the information you are looking for, please feel free to contact us at genevieve@iseventsolutions.com.

SUMMARY OF DEADLINES:

Exhibitor Description	August 30, 2010
Hotel Reservation	September 23, 2010
Registration	September 25, 2010
Proof of Liability Insurance	September 23, 2010

AUDIO-VISUAL, VIDEO SERVICES, COMPUTER RENTALS

The official supplier for audio-visual equipment and services for CARPI 2010 is:

AV Experience. There is no order form. Please contact John Simpson at jsimpson@avexperience.ca or by phone at 514-637-7575.

BOOTH

Deadline: August 30, 2010

A pipe and drape display booth is included in the exhibition fee. Please note that the exhibit area has wall-to-wall carpets. The response to this question should be indicated on the exhibitor reply form.

1. If you use the pipe and drape booth:

You must inform CARPI 2010 **by August 30, 2010**. Your booth will be installed prior to your arrival on site.

Each regular 8' X 8' booth package includes:

- 8' high background and 3' high side dividers in black flameproof drapes
- One (1) 6' x 30" display table skirted in black flameproof material
- Two (2) grey side chairs
- One (1) 7" x 44" identification sign, black block letters on white background
- One (1) wastebasket
- One (1) electrical outlet (15amps)

N.B. These furnishings are approved by show management and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

Last minute and on-site modifications or orders will be subject to additional fees.

2. If you bring your own booth:

The CARPI 2010 Exhibit Office must approve any booth built by an exhibitor or rented from a firm other than the official decorator. Please submit your sketches / plans **before August 30, 2010**.

Please be reminded that the maximum building height in the exhibit area is 8.8 feet. If you bring a pop-up booth, you still need to maintain the pipe & drape booth. If you build your own booth entirely, you must adhere to the dimensions of 8ft x 8ft and pay attention to the tight move-in schedule.

WE STRONGLY ENCOURAGE YOU TO USE THE EXISTING PIPE & DRAPE SET-UP DUE TO THE VERY SHORT INSTALLATION TIME (90MIN!).

CATERING

If you wish to serve food or beverages in your booth, you must contact the [Delta Centre-Ville](#) directly. Consumption or distribution of alcohol by exhibitors in their booth and in the exhibit hall is prohibited. Lunches and coffee breaks are served daily in the exhibit area.

CEILING HEIGHT & COLUMN DIMENSIONS

The maximum building height in the exhibit area is 8.8 feet.

CUSTOMS BROKER & SHIPPING

[North American Logistics Services](#) has been appointed official Customs Broker & Freight Forwarder for CARPI 2010.

Exhibitors who follow the instructions of North American Logistics Services will experience no difficulty exhibiting in Canada. North American Logistics Services will have a representative on site throughout the event for your convenience.

DECORATOR & DRAYAGE

[Clarkson - Conway, Inc.](#), a GES affiliated company, is the official decorator for CARPI 2010. Its services include the supplying of extra furniture, accessories, signs, labor, flowers & plants, and drayage.

[Detailed brochure and order forms](#) for additional services, and [order forms for drayage](#) are located in section 4.

ELECTRICAL SERVICES & INTERNET

One electrical outlet of 15amp is provided as part of the exhibitor package. You can plug in up to 2 pieces of equipment such as laptop computers. For additional electrical needs, please complete the order form [Delta Centre-Ville](#), who holds exclusive rights to provide this service in the exhibit area. High speed Internet access can be ordered on the same form. Wireless service is available at the conference for delegate's use but high speed capacity can not be guaranteed at all times. If you have a demonstration that requires online access, we strongly encourage you to order a wired Internet line.

[Order form for Electrical Services & Internet](#) is located in section 4.

EXHIBITOR LISTING

Deadline: August 30, 2010

All CARPI 2010 exhibiting organizations are entitled to a listing in the Exhibit Directory. The [Exhibitor Product and Service Description form](#) is included with the Exhibitor REPLY FORM (see section 4).

EXHIBIT TIMETABLE

Set-up :	Tuesday, October 5, 2010	08:00 - 09:45
	Tuesday, October 5, 2010	10:30 - 11:45
	(material set-up only; no equipment)	

All crates and boxes must be removed from the exhibit floor by 09:30 on Tuesday, October 5, 2010. If the booth space is not occupied by 11:30 on Tuesday, October 5, 2010, the CARPI 2010 Exhibit Office reserves the right to use such space as it deems appropriate. All exhibits must be completed by 11:45 on Tuesday, October 5, 2010.

Official opening hours:	Tuesday, October 5, 2010	09:50 - 18:00
	Wednesday, October 6, 2010	08:00 - 17:00

Exhibitors will be allowed in the exhibit hall 30 minutes before it opens, and may also leave 30 minutes after closing. Please check with the CARPI 2010 Exhibit Office if additional time is required. All exhibits must be opened and staffed during official opening hours.

Move-out:**Wednesday, October 6, 2010****17:00 - 20:00**

The cartons, followed by the crates will then begin to be returned. All equipment must be ready and assembled at the loading dock before carriers are permitted access to the area.

All display material must be cleared from the exhibit hall by **16:00, Thursday, October 7, 2010**. Should an exhibitor fail to remove his exhibit, the CARPI 2010 Exhibit Office reserves the right to remove such exhibit at the exhibitor's expense.

FLOOR PLAN

The floor plan shows the actual booth locations as of July 26, 2010. The [CARPI 2010 Exhibit Office](#), for the overall benefit of the exhibition, may modify general layout and booth allocations.

The [CARPI 2010 Exhibit Floor plan](#) is located in Section 3.

HOTEL ACCOMMODATION**Deadline: September 23, 2010**

CARPI 2010 participants may choose accommodations at the venue hotel the Delta Centre-Ville.

Contact information for the [Delta Centre-Ville](#) is located in section 4. We recommend that you reserve your rooms online at <http://www.deltacentreville.com/011004h> (Group/Convention Code: 011004H) or at the general hotel reservation number at 1-800-268-1133. **Please make sure to refer to CARPI (1st International Conference on Applied Robotics for the Power Industry) or to the Convention Code REF when reserving via telephone.**

LIABILITY

Neither CARPI 2010, the Congress Organizer, the Delta Centre-Ville, any suppliers, their employees or representatives, nor any member of the CARPI 2010 World Congress Organizing Committee is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

PUBLIC ACCESS

- The main entrance to the Delta Centre-Ville is at 777 University Street.
- The Square Victoria metro station and the Bonaventure metro station are a few minutes away.

REGISTRATION**Deadline: September 25, 2010**

CARPI 2010 exhibiting companies are permitted the following according to their sponsorship package:

- Innovator Sponsors: two (2) full complimentary registration to the meeting allowing access to all sessions including the exhibit and two (2) complete delegate bags (name or badge is company name)

- Explorer Sponsors: one (1) full complimentary registration to the meeting allowing access to all sessions including the exhibit and one (1) complete delegate bag (name or badge is company name)
- Exhibitors & Custom Booth Packages: two (2) exhibitor badges per regular booth (8' x 8') allowing access only to the exhibit.

Please fill out the [Reply Form](#) located in section 4 to reserve your badges.

SCIENTIFIC PROGRAM

The most recent scientific program details are available on our frequently updated website www.carpi2010.org.

SECURITY

General security will be provided from beginning of move-in to the end of move-out. Although the CARPI 2010 Exhibit Office provides general security, the Office, the Congress Organizer and the Delta Centre-Ville will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the CARPI 2010 Exhibitor Registration Counter, for these people to gain admittance to the exhibit hall.
- **Please keep your giveaways and other promotional material out of sight after exhibit hours.**
- **Do NOT leave laptop computers and other electronic devices UNATTENDED at ANY time.**
- Please do not schedule any meetings in your booth outside of exhibit hours.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

ALL VALUABLE ITEMS SUCH AS LAPTOPS, OTHER SMALL ELECTRONIC ITEMS AS WELL AS GIVE AWAYS SHOULD BE REMOVED FROM THE BOOTH DURING THE NIGHT.

TRANSPORTING YOUR OWN MATERIAL

The CARPI 2010 Exhibit Office strongly recommends the use of [Clarkson Conway, Inc.](#), the drayage contractor, to avoid long waits at the loading dock.

N.B. The Delta Centre-Ville will not accept shipments either prior to or after the assigned set-up hours. Do not ship materials earlier than 5 days before the event.

Address for deliveries:

CARPI 2010 | October 5-7, 2010
Name of the exhibitor / Booth Number
Salle Bonsecours – Delta Centre-ville
Att: Banquets
777 University Street
Montreal, QC, Canada
H3C 3Z7

Loading Dock: Corner Gauvin and Saint-Jacques