EXHIBITOR MANUAL

PALAIS DES CONGRÈS DE MONTRÉAL

July 8 – 18, 2019
Dear Exhibitors,

Thank you for participating in 27th IUGG General Assembly taking place July 8 – 18, 2019 in Montréal, Canada.

This special event will attract around 4,000 participants at Montreal’s convention center, Palais des congrès.

This is a special opportunity for participants from Canada and from around the world to come together and share their science and culture. 2019 marks the 100th anniversary of IUGG; we will look back on the accomplishments of the previous century of Earth and space science research, and forward to the next century of scientific advancement.

We invite you to read this manual carefully as it contains all the information and tools necessary for the success of your exhibit. We also recommend that you share this information from the manual to your suppliers.

If you have any questions, please do not hesitate to contact your exhibit coordinator:

Josée Dallaire  
Tel: (514) 287-9898, ext. 333  
Email: ExhibitIUGG2019@jpdl.com

The IUGG team! JPdL International
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1. CHECKLIST – DEADLINES

Use the following checklist to help you plan your IUGG 2019 participation. With this tool you will save time, money and worries. We also suggest that you print a copy to mark your order’s dates.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>June 7th, 2019</td>
<td></td>
</tr>
<tr>
<td>Exhibit decor rentals (carpet and furniture)</td>
<td>June 21st, 2019</td>
<td></td>
</tr>
<tr>
<td>Internet, telephone, material handling, banners, cleaning, security, electricity</td>
<td>June 28th, 2019</td>
<td></td>
</tr>
<tr>
<td>Advance Warehouse delivery</td>
<td>June 28th, 2019</td>
<td></td>
</tr>
<tr>
<td>On-site shipping by Official Carrier</td>
<td>July 8th, 2019</td>
<td></td>
</tr>
</tbody>
</table>
# 2. SERVICES, OFFICIAL SUPPLIERS AND OTHER FORMS

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>OFFICIALS SUPPLIERS</th>
<th>CONTACTS</th>
<th>DEADLINES FOR PREFERENTIAL RATES</th>
</tr>
</thead>
</table>
| Plumbing  
Security  
Telecommunications  
Booth cleaning  
Hanging Ceiling  
Internet  
Electricity | Palais des congrès  
159, rue Saint-Antoine Ouest  
Montréal (Québec)  
H2Z 1H2  
www.congresmtl.com | Ghislain Boucher  
Exhibitor service representative  
Tel: + 1 514 861-9694 #219  
Email: gboucher@ges.com  
To order online | June 28th, 2019 |
| Made to measure booths  
Turn-key booths  
Furniture Lighting  
Signs  
Plants and flowers  
Carrier  
Storage before the event / material handling | GES Official decorator and carrier | Stéphane Brunet  
Tel: + 1 514 631 1821 #314  
Email: Stephane.Brunet@freemanco.com | June 21st, 2019 |
| Audio-visual | Freeman AV  
2056, 32nd avenue  
Montréal (Québec)  
H8T 3H7  
www.freemanco.com |  |  |
| Food  
Beverages | Capital Traiteur  
159 rue St-Antoine West  
4th floor  
Montréal (Québec)  
H2Z 1H2 |  |  |
| Custom Broker  
International Carrier | ConsultExpo | Contact: John Santini  
Tel: 514 709-0781  
Email: johns@consultexpoinc.com |  |
3. GENERAL INFORMATION

3.1 EVENT PROMOTERS

The promoters of the 27th IUGG General Assembly 2019 are:

- Canadian Geophysical Union (CGU)
- Canadian Meteorological and Oceanographic Society (CMOS)

JPdL International - IUGG secretariat
1555 Peel Street
Montréal (Québec) H3A 3L8
Tel: 514 287-9898, poste 230
Toll free: 1 800 361-1070
Fax: 514 287-1248
Email: secretariatiugg2019@jpdl.com
www.iugg2019montreal.com

CONTACTS:

<table>
<thead>
<tr>
<th>Exhibit &amp; Sponsorship – Coordinator</th>
<th>Exhibit &amp; Sponsorship – Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josée Dallaire</td>
<td>Alain Carbonneau</td>
</tr>
<tr>
<td>Tel: 514 287-9898, ext. 333</td>
<td>Tel: 514 287-9898, ext. 261</td>
</tr>
<tr>
<td>Email: <a href="mailto:ExhibitIUGG2019@jpdl.com">ExhibitIUGG2019@jpdl.com</a></td>
<td>Email: <a href="mailto:salesiugg2019@jpdl.com">salesiugg2019@jpdl.com</a></td>
</tr>
</tbody>
</table>

3.2 OPENING HOURS OF THE EXHIBITION*

Please note that the exhibitors have access to the exhibition hall 30 minutes before the opening. Each booth must be opened and supervised during the official opening hours. See exhibit hall schedule in the Technical section.

* Opening hours are subject to changes.

3.3 LOCATION (CF. APPENDIX 5 FOR ACCESS PLAN)

Palais des congrès de Montréal. The exhibition will take place in exhibit hall 220CDE.
ADDRESSES:
DELIVERY / TRUCKS
Loading dock
163, Saint-Antoine street West
Montréal (Québec) H2Z 1H2 Canada

For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in, booth set-up, dismantling and move-out.

MAIN ENTRANCE FOR VISITORS
201, Viger av. West
Montréal (Québec) H2Z 1H2 Canada
Tel: 514 871-5871
Fax: 514 868-6622
Toll free: 1 888 871-5871

3.4 OFFICIAL LANGUAGE

The official languages at IUGG are English and French. You can use both languages (English and French) together on your exhibit displays.

3.5 SUSTAINABLE PRACTICES

JPdl International encourages green practices during this event.

You will find more information in appendix 4: How to conceive a green booth?

Furthermore, we encourage you to use the subway to get to IUGG 2019. The subway station “Place d’armes” (located on the orange line) is connected to the Montréal convention centre, Palais des congrès from its underground exits.

4. BOOTH STAFF REGISTRATION AND LODGING

4.1 BOOTH STAFF REGISTRATION

Your exhibit staff will need to go directly to the Exhibitor registration counter onsite and give their names and company name and the badge will be printed onsite; badges will not be printed in advance.

4.2 LODGING FOR EXHIBITORS

JPdl International (official Housing Bureau) has negotiated preferential rates for the participants of the IUGG General Assembly 2019. Accommodation should be booked through the IUGG Congress Housing Bureau – JPdl International. You can click here to see the complete list of hotels. If you require assistance, please contact us: secretariatIUGG2019@jpdl.com
5. TECHNICAL INFORMATION

5.1 EXHIBITION FLOOR PLAN

Please see the exhibition plan in appendix 1.

5.2 EXHIBIT HALL SCHEDULE (ROOMS 220CDE)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General move in</td>
<td>Monday, July 8th</td>
<td>12:00 pm to 7:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Tuesday, July 9th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Opening Ceremony</td>
<td>Wednesday, July 10th</td>
<td>4:00 pm to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Wednesday, July 10th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Thursday, July 11th</td>
<td>8:00 am to 8:00 pm</td>
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<tr>
<td>Exhibition hours</td>
<td>Friday, July 12th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Saturday, July 13th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Sunday, July 14th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Monday, July 15th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Tuesday, July 16th</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td>Exhibition hours</td>
<td>Wednesday, July 17th</td>
<td>8:00 am to 4:30 pm</td>
</tr>
<tr>
<td>General dismantling</td>
<td>Wednesday, July 17th</td>
<td>4:30 pm to 11:00 pm</td>
</tr>
</tbody>
</table>

5.3 SET-UP HOURS AND PROCEDURE

For exhibitors who will be present for the duration of the event:

The general move in will take place on:
  ➢ Monday, July 8th, from 12:00 pm to 7:00 pm.

The set-up of every booth must be completed on Monday, July 8th at 6:00 pm, at the latest.

For exhibitors who will not be present for the duration of the event:
  ➢ A personalized set-up schedule will be provided by the Exhibit Coordinator.

Any exhibitor wanting to expose heavy material or machinery must advise JPdL International in writing at least 2 weeks before the event, and must respect the security rules listed in the “Fire Safety Regulations Guide” (Cf. appendix 3)

No exhibitor can set-up a booth during the opening hours of the exhibition hall, or dismantle before the closing of the exhibition. Personalized move in and move out schedules will occur after 8:00 pm.

5.4 DISMANTLING HOURS AND PROCEDURE

For exhibitors who will be present until the end of the event on Wednesday July 17th, at 4:30 pm:
The disassembly will take place from 4:30 pm to 10:00 pm

IMPORTANT:
No carriers, other than GES, will be allowed to arrive before 4:30 pm for the disassembly on Wednesday July 17th. All materials must be out by 10:00 pm

For exhibitors who will not be present for the duration of the event:
  ➢ A personalized move out schedule will be provided by the Exhibit Coordinator

IMPORTANT:
On Wednesday, July 17th, for safety reasons and to be respectful to our visitors, all booths must stay set-up until the official closing of the exhibition, at 4:30 pm.
- Move out procedure and regulation will be distributed on-site. As soon as the exhibitor’s material will be completely transferred to the loading dock, the carrier, according to the space availability and the type of vehicle, will be allowed to the loading dock in order to load the vehicle.

If an exhibitor wishes to take his material back using his own vehicle, he must first get a ticket from the person in charge of the dock in order to be authorized to access the wharf with his vehicle. The allowed parking time at the loading dock is 15 minutes. Trolleys are prohibited in the room before the decorator removes the hallway carpet.

No material on a trolley or other transportation device can be taken out in the common and public area of the Palais des congrès.

IMPORTANT:
Any exhibit material that will remain after 10:00 pm will be taking over by the official carrier of the Palais des congrès, at your expense. The promoter is free from all responsibilities for any stolen or lost products in the exhibition hall. It is recommended that the exhibitors keep any articles of value at the beginning of the set-up and ensure the supervision of his stand and the objects exhibited.

5.5 FREIGHT FORWARDING AND DELIVERIES

Delivery address:
163 Saint-Antoine Street West
Daily schedule: 7:00 am to 11:00 pm

JPdL International and the Palais des congrès de Montréal will not accept any deliveries on the event site before Tuesday, July 8th, 2019, at 12:00 pm.

Advance Warehouse Delivery:
For advance deliveries, please contact the official carrier GES. You can find the contact information in section 2 of this document.
The loading dock has 15 docking stations and 2 approach ramps to the exhibition hall, as well as a lot of ground-level spaces.
Note that material handling services will be exclusively managed by GES Canada. Please notify your official carrier and exhibit house.
The exhibitors using a truck or another type of vehicle to carry their material will have a limited period of 15 minutes at the loading dock. GES Canada has the right to get any vehicle towed that does not respect the allowed 15 minutes.

5.6 DELIVERY TICKET (See sample in appendix 2)

Any letter/parcel intended for your event should be worded the following way:

27th IUGG General Assembly  
Dates: July 8th – 18th, 2019  
Exhibitor’s name:  
Booth number:  
**Exhibit period:** From July ____ to July ____  
Palais des congrès de Montréal  
Loading dock 163, Saint-Antoine street West  
Montréal (Québec) H2Z 1H2 Canada

5.7 OFFICIAL CARRIER

JPdL International recommends that you use the official carrier, GES, to facilitate the shipment of your exhibition material.

**Contact:**  
Alexander Chavez  
Logistics coordinator  
Tel: + 1 514 861-9694 #210  
Email: achavez@ges.com  
**To order online**

5.8 CUSTOMS BROKER AND INTERNATIONAL CARRIER

Goods imported into Canada by exhibitors for the purpose of display will be admitted temporarily free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them. ConsultExpo has been appointed the official customs broker and can take care of these formalities on your behalf. Should you be shipping goods to this event and require customs clearance assistance please contact:

John Santini  
Tel.: 514 482.8886 Ext. 1  
Email: johns@consultexpoinc.com
5.9 DELIVERY DURING THE EVENT

Delivery of smaller packages that can be easily carried by hand is accepted during the opening hours of the exhibition. Other types of delivery packages are forbidden during the opening hours of the exhibition.

5.10 EXIT PROCEDURE AT THE END OF THE EVENT

Please read the following procedure carefully. You must strictly comply to ensure the safe and orderly removal and transport of your material during dismantling:

- The doors between level 2 (Exhibition) and the loading docks will be closed until the carpeting in the aisles is completely removed.
- The blue dollies will be available at the loading docks when the doors open.
- Empty boxes or cases will be brought to the booth by the handling personnel of the Palais as soon as possible once the carpeting has been removed, or in the absence of carpeting, once visitors have left the room. In no case shall exhibitors access the storage area.
- When all of your material or merchandise has been brought to the loading dock, an operations manager there will issue you a pass so that you may park your vehicle at an available space at the loading dock.
- If your material can be transported without a dolly, you may leave the premises by the Exit doors of the exhibition. Blue dollies or other heavy transport equipment will not be admitted to common or public areas of the Palais des congrès. These areas include the public elevators and escalators.
- You may access the parking lot of the Quartier international via the west end of the loading dock area on level 2.

5.11 BOOTH SPACE REGULATION

Exhibitors may bring their own booth or rent one from our official partner, GES. The booths cannot exceed a height of 2.5 meters (8 feet) unless an agreement with the promoter is made prior to the event. In addition, the booths need to be in accordance with the exhibition plan regarding the entrance and the side separator. Each exhibitor must respect a right of view of 3 feet near the aisle.

Sublease:
It is strictly forbidden to sublease, give or share a booth or a part of it. It is also forbidden to represent, advertise or distribute promotional material for another firm’s products and services or another person.

5.12 ATTENDANCE AT THE BOOTH

The exhibitor must make sure a person on duty is present at the booths at all times during the opening hours of the salon.
5.13 EMERGENCY EXITS AND FIRE-EXTINGUISHERS

The doors and signs of emergency exits must stay visible at all times. The access to portable fire-extinguishers and cabinet fire must be possible at any moment, without obstruction, including during the setting-up and disassembly hours. Material related to the Fire and rescue service must never be removed or moved.

5.14 RENTED SPACE PRESERVATION

Nothing can be fixed on the walls, columns or other elements without permission by the Palais des congrès. The exhibitor must ensure that the rented space stays in good condition, and must not allow the use of nail, screw, hook or any other fixing system.

It is forbidden to paint the floor or install anything without the appropriate protection, approved by the management of the Palais des congrès.

5.15 ADHESIVE TAPE

The allowed adhesive tapes on the exhibition room floor are the following:
Floor surface: Polyken 105c LPDE
Scapa 274004 or dc-W002a
Any exhibitor using a type of adhesive tape that is not allowed will be charged the clean-up fee.

5.16 MOTORIZED VEHICLES

All vehicles with an internal combustion engine cannot contain more than half of the capacity of the gas tank or 38 liters (10 gallons) inside the exhibition. Their batteries and starting systems must be unplugged and the keys left in a safe place. Their cap must be locked or stuck with adhesive tape, except for tanks that never contained fuel. No vehicle must enter inside the exhibition room without a special authorization by the Palais des congrès and JPdL International.

Waterproof protection must be placed under all vehicles as well as plates under the wheels.

5.17 SECURITY AND WATCH

The promoter is responsible for general security required to maintain order during the exhibition. The exhibitor will not have access to the exhibition room after the closing of the exhibition. Personal objects must be removed before closing.

During the exhibition, it will not be possible to move any merchandise.
5.18 SOLLICITATION AND ADVERTISING MATERIALS

Distributing samples, souvenirs, advertising materials as well as commercial solicitation must be done only inside the exhibitor’s booth area.

IMPORTANT:
These activities are forbidden in the aisles, restaurants areas, principal hall and other booths. No food or beverages can be distributed without a written permission by the management of the Palais des congrès.

Any request for sampling must be submitted and approved by Capital Traiteur before the event. Complete the attached form in the appendix 6.

6. SERVICES OFFERED TO THE EXHIBITOR

6.1 STORAGE DURING THE EVENT

A limited storage space is available for the duration of the exhibition. To avoid boxes being thrown out, it is the exhibitor’s responsibility to clearly identify all packages or boxes with labels that will be distributed. It will be possible to store the packages in a designed area and they will be returned to the booth after the closing of the salon. The labels will be available at the loading dock service counter. Stocking is exclusively handled by GES, and the exhibitors do not have access to this area. Please contact GES for storage.

6.2 ELECTRICITY

IMPORTANT:
There is one (1) 1500 W/ 15 amperes/ 120 volts electrical outlet included in each booth.
If you need more, please proceed to the service order through the Palais des congrès’ website: https://congresmtl.com/en/client-portal/
It is strictly forbidden to share electricity outlets with other exhibitors.

6.3 HANDLING

BEFORE THE EVENT
GES, the official transporter, offers a complete solution to answer your needs in the matter of transportation. You can complete a booking form by clicking here, or by contacting Alexander Chavez by phone at 514 861-9694, ext. 210.

ON-SITE
Inside the building, only GES can manage the handling of merchandise, whether it is for the receiving, shipping or storage. Fork-lifts trucks, operated by GES, are available at the expense of the exhibitor. Free manual trolleys are available (in a limited number) to move material from the delivery area to the exhibition hall. Please order your material handling services from GES.

Exhibitors who chose to unload their material by themselves have a limited time of 15 minutes.
6.4 AUDIO-VISUAL SERVICES

Freeman Audiovisual offers a broad range of services for the rental of audiovisual and computing equipment.

To order these services please consult the “Services to Exhibitors” page or contact Stéphane Brunet
Tel: + 1 514 631 1821 #314
Email: Stephane.Brunet@freemanco.com

6.5 TELECOMMUNICATIONS

IMPORTANT :

The Palais des congrès is in charge of internet and phone services. Access the Palais des congrès' website: https://congresmtl.com/portail-client/ and order these services. Basic WIFI access is included.

6.6 FOOD SERVICES

Capital Traiteur has the exclusive rights to sell and distribute food and beverages inside the Palais des congrès.

No food or beverage can be distributed, sold or given without a written authorization of the Palais des congrès management.

Exhibitors who wish to order food or beverages must complete the order form available on the “Services to Exhibitors” or by phone at 514 871-3111.

6.7 HANDLING CEILING

Signs, banners or other objects hanging over your booth require an authorization by JPdL International. To order the service for hanging banners that weigh less than 50 pounds, access the “Services to Exhibitors”. For exhibitors that need to hang light/projection structures or banners that weight more than 50 pounds, please contact Yves Guertin: yves.guertin@congresmtl.com.

IMPORTANT:
The Palais des congrès has the exclusive right for hanging signs, banners or other objects from the ceiling.

6.8 BEARING CAPACITY OF THE FLOOR

Bearing capacity of the floor: Exhibit Hall 220:
1464 kg / m² or 300 lbs. / pi²

The exhibitor must respect the carrying in the ground, except with permission by the Palais des congrès and JPdL International. Any damage caused by the overload, the fitting, the use, the display, or moving of any objects exceeding these norms will be fixed at the charge of the exhibitor.
6.9 SERVICES PROVIDED BY THE PALAIS DES CONGRÈS

In order to fulfill last-minute requests, a counter of services will be operated in the exhibition room during the set-up time. Orders must be paid on-site, according to the list of rates of the moment (rates increase by 20% during the set up and the event).

The Palais des congrès is the exclusive provider of the following services:

- Hanging
- Additional security
- Telecommunications (phone/ internet)
- Booth cleaning
- Plumbing
- Electricity

Note: For all services provided by the Palais des congrès, please consult the Palais des congrès' website: https://congresmtl.com/en/client-portal/ by June 24th, 2019, in order to benefit from a better rate. Additional charges will apply after that date.

6.10 PARKING

Clearance Hall Viger - Palais des Congrès 400 spaces
1025, Chenneville Street Free height: 1, 81 m / 5' 11"

Payment method: Cash, Visa, MasterCard only

Quartier International parking 1 200 spaces
249, saint-Antoine street West Free height: 2 m / 6' 7"

6.11 BARCODE READER

More information will be provided later.

6.12 CLEANING

During the day, cleaning of public areas is maintained. If the cleaning of the booth is insured by the exhibitors themselves, they must place their waste basket in the aisle in front of their stand every night at closing time. Waste baskets left inside the booths will not be emptied.

If an exhibitor wishes to have their booth cleaned, an online request form must be completed on the Services to Exhibitors page.

The exhibitor must use the equipment available for recycling (paper, cardboard, glass, plastic) during the setting-up and disassembly but also during the exhibition. Other selective collects can be added to those.
7. TERMS AND CONDITIONS

7.1 EXHIBIT LAYOUT

The Exhibitor agrees that the Management has the right to rearrange the floor plan and relocate any booth. A relocation notice shall be given to the exhibitor. In case of relocation of the booth, the exhibitor agrees that it has no right to cancel its participation in the Event or claim damages from the Management.

7.2 BOOTH SHARING

The Exhibitor shall not lease, assign or share any or all of the rented space, or represent, advertise or distribute literature for the products or services of any other firm or individual except if approved in writing by the Management.

7.3 ADMISSION ON THE EVENT’S PREMISES

No person shall be allowed entrance to the event’s premises without a pass issued or recognized by the Management. The Management reserves the right to deny entrance to any person, with valid reason. The Management also reserves the right to expel any and all persons whose action would justify such measure, as judged by Management. All visitors must respect security guidelines, order and decisions made by authorities.

7.4 ACCESS TO THE EXHIBITION

The show management reserves the right to refuse access to the exhibition to any visitor, exhibitor or exhibitor’s employee who, in his opinion, is undesirable or may impede the proper functioning of the exhibition.

7.5 INSURANCES

As stipulated in the “exhibit booking form”, exhibitors are responsible for protecting themselves with an appropriate insurance to cover their staff member(s), their material(s) as well as their equipment for the whole duration of the salon, which includes the setting-up, the exhibition and the disassembly. The promoters and the Palais des congrès or its agents, do not assume responsibility for physical damages or damages to any exhibitor’s material, products, booths, equipment or decoration whether it is by fire, water, stealing during the occupancy of the site, resulting from any cause that could be.

Exhibitors must possess and be able to provide on demand to JPdL International, an insurance certificate showing their insurance coverage for any loss or damages to goods, as well as any civil responsibility (minimum 2 million dollars) resulting from the cause. This insurance certificate must specifically cover the Canadian Geophysical Union (CGU), the Canadian Meteorological and Oceanographic Society (CMOS), JPdL International and the Palais des congrès de Montréal.
7.6 RESTRICTIONS

STICKERS:
Stickers, whatever they are, are strictly forbidden. Any violator to this rule might have its material seized and will be charged the cleaning and fixing costs.

PETS:
Except for guide dogs, no pet or animal is allowed inside the Palais des congrès, unless a special authorization is given by the Palais des congrès’ management and JPdL International.

ALCOHOL:
No alcohol beverages or use/possessing of drugs will be tolerated.

NOISE AND ODORS:
If the functioning of equipment produces a noise or a smell that could disturb the exhibitors or their guests, it will be necessary to stop the functioning of that equipment. The intensity of the noise cannot exceed 70 decibels at a distance of 4 feet of the source. Any object, musical band or other exceeding that norm is strictly forbidden. The Palais des congrès and JPdL International are the only judges for that matter.

7.7 ANIMATIONS AND ACTIVITIES

No animation or activity that could cause accidents is allowed.

7.8 GAMES OF CHANCE

Exhibitors wishing to organize games of chance, contests or skill games must have the necessary license and notice to JPdL International.

7.9 OBSTRUCTION – COMMON AREA

The exhibitor must never block off the hallways, elevators, escalators, lobby, halls, stairs and emergency exits of the building, or those designed by the Palais des congrès and by the authorities governing the security of public buildings, nor use them for other purposes.
APPENDIX 2: DELIVERY TICKET

27TH IUGG GENERAL ASSEMBLY

Dates: July 8th – 18th, 2019

Exhibitor’s name: __________________________________

Exhibit period: From July ___ to July ____

Booth number: _________________________________

Palais des congrès de Montréal

Loading dock: 163, Saint-Antoine Street West
Montréal (Québec) H2Z 1X8 Canada
APPENDIX 3: FIRE SAFETY REGULATIONS GUIDE

Please note that this document relates to the main regulations of the City of Montréal Fire and Security Department. For any situation not presented in this document, please address your requests or questions to the Production Department.

A) Materials for booth decoration or display

1. Draperies, curtains, decorative materials including dried flowers, cotton, Styrofoam, paper and cardboard of less than 1/8 inch (3 mm), textiles, netting and plastic materials, must comply with the CAN/ULC-S109-M Standard for Flame Tests of Flame-Resistant Fabrics and Films, or be fireproofed by a company specializing in flame-retardant treatment.

2. It is not necessary to fireproof fabrics, paper and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed. Each sample must be in a different shade, texture and quality.

3. Cardboard boxes and crates empty of merchandise must be clearly identified and will be picked up only by employees of the Palais des congrès de Montréal, then stacked based on availability of storage space reserved for this purpose. It is forbidden to store these containers on the side, the back or inside the booth.

4. Natural trees are permitted if they are potted with their roots and watered on a daily basis.

5. Helium cylinders are permitted if they are firmly secured by chain to a cart.

B) Flame retardant treatments

The exhibitor or exhibitor’s supplier is responsible for renewing flame retardant treatments when needed to ensure that materials pass the match flame test NFPA-701, Fire Tests for Flame-resistant Textiles and Films. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure fire retardant efficiency.

C) Treating tents covering less than 300 sq. ft. for flame retardation

Each tent is required to comply with one of the following standards prior to being authorized for installation:

- Tent must be equipped with a label confirming the material is NFPA 701 certified (fabric) or
- Tent must be equipped with a label confirming the material is CPAI 84 certified (vinyl) or
- Tent must be accompanied by a certificate declaring the material to be flame retardant, otherwise the exhibitor shall be required to treat the tent onsite for flame retardation or bring it to a specialist and then present certifiable proof of flame retardation.
E) Construction and placement of booths

1. Booths and displays should be installed and operated without obstructing:
   - Access or visibility to any exit;
   - The width of any exit;
   - The visibility of any exit sign;
   - Access to firefighting equipment.

2. No part of an object displayed should extend to an aisle or corridor designated as such.

3. Booth constructed of wood should be a thickness of more than ¼ inch (6 mm) or be fireproofed by a company specializing in flame-retardant treatment.

4. The width of aisles surrounding public exhibits and displays is 10 feet (3 m).

5. The width of aisles surrounding booths and exhibit displays at trade shows is 8 feet (2.4 m).

6. Any installation with a ceiling, rigid roof, membrane, fabrics or any other material of which surface is more than 300 square feet must be equipped with automatic sprinklers for the duration of the event. Only the Smoke Out fabric type is accepted by the SSIM.

7. The stages for services, shows or speeches of more than 300 square feet cannot be used as shelter for a person or storage place of flammable material. Should this happen, the installation of sprinklers is mandatory.

8. A clearance of 18 inches (45 cm) is required under the sprinkler heads.

F) Ignition sources

1. Unless there is a means of prevention to eliminate risk of fire or explosion, it is forbidden to produce open flames, sparks or heat using an ignition device or during an activity. The proposed means of prevention must be submitted to the Security Department of the Palais des congrès de Montréal for approval.

2. Use of candles and paraffin lamps are subject to a request for approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder exceeding 1.5 inches (3.8 cm) the height of the flame, so that the flame does not accidentally enter into contact with combustible materials (tablecloths, etc.). It is forbidden to use vegetable oil as fuel.

3. Performances featuring fire-eaters or use of pyrotechnic devices are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.
G) Cooking equipment

Any request for cooking appliances must obtain the approval of the Production Department of the Palais des congrès de Montréal. An evaluation will be made according to the quantity involved and what other activities may be taking place at the same time.

1. Only electrical cooking appliances and sterno hot plates are permitted.

2. When cooking, a fire extinguisher must be readily available within the booth.

3. Maximum surface area for cooking equipment is limited to 288 square inches (0.19 m²).

4. Cooking equipment should be placed on a non-combustible surface.

5. Cooking equipment must be installed at a minimal distance of 4 feet (1.2 m) from visitors.

6. Cooking equipment must be at a minimum distance of 2 feet (0.6 m) from all combustible materials or any other cooking device.

7. Open fryers are not permitted, because it is impossible to recover the grease and oil vapours. Only fryers with an airtight cover are permitted. However, you are required to submit a model of the equipment in question for approval by the Production Department.

8. No portable cooking equipment using charcoal, wood charcoal, gas, propane or butane can be used inside the Palais des congrès de Montréal.

H) Meals and beverages: flambés

1. Meals and beverages may be flambés, but only in the area where they are served.

2. Combustible devices used to flambé meals or beverages or to reheat meals must be fueled outside the service area, away from all ignition sources and over a non-carpeted surface, such as concrete.

I) Vehicles and other internal combustion engines on display

1. All fuel tank openings of vehicles and other internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapours (except for tanks that have never contained fuel).

2. Fuel tanks of vehicles on display should not be more than half full or contain more than 10 gallons (38 liters) of fuel.
3. a) Starter batteries must be disconnected on gasoline-powered cars. Anti-theft devices and other accessories may not be powered via the regular battery but only through an outside source incapable of also powering the engine. Remove the spark plugs when a secondary battery is not required to start the engine.

b) On hybrid vehicles, the battery for starting the gasoline engine must also be disconnected.

No intervention is required on the electric engine and battery module.

c) No need to remove and/or disconnect batteries on electric vehicles.

4. Vehicle owners are responsible for ensuring their engines cannot be started during the exhibition. Motor vehicles may not be moved during exhibition hours unless authorized by the Security Department of the Palais des congrès de Montréal.

5. It is prohibited to fuel or defuel any vehicle inside the building or within the Palais des congrès de Montréal’s immediate surroundings.

6. Propane tanks, used in trailers, recreational and utility vehicles or any other form of equipment, must be emptied and sealed before entering the exhibition rooms.

J) Arrangement of furniture inside the exhibit

1. In each row of five seats or more, the seats must be attached together. The rows may have a maximum of 15 seats and should be separated by aisles with a minimum width of 44 inches (112 cm).

2. Any enclosed area that can hold 60 people or more must have two emergency exits, located opposite one another and a minimum of 60 inches wide. In closed rooms where periods of darkness are intended, the EXITS must be indicated by illuminated signs that are approved by the Security Department of the Palais des congrès de Montréal.

K) Fire Arms

1. Promoters or organizers whose exhibitions involve fire arms are subject to Canadian federal law respecting storage of fire arms. Your event manager will provide you with the appropriate document upon request.

The Security Department of the Palais des congrès de Montréal or the Montréal Fire and Security Department may, at any time, refuse any installation that does not correspond with their requirements.
APPENDIX 4: DESIGNING A SUSTAINABLE BOOTH

We understand that your exhibit stand is an important statement on your brand identity. And thankfully, nowadays, you can make a strong brand impact without the environmental footprint that is often generated by exhibitions. You will find below of few exhibit tips and tricks to help build a strong brand whilst sending a clear message about your commitment to sustainability.

You may use this as your checklist to designing a more sustainable booth and help the IUGG General Assembly attain our objectives as stated in our sustainability policy. Our exhibit solution providers will be happy to work with you on sourcing booth material and structure that are as sustainable as can be and they will be in touch within a few weeks to discuss your options.

1) Booth design and build

- Good practice: Your booth structure is rented locally for the event, or it's reusable for several events (it's not single-use).

☐ IF YOUR BOOTH IS CUSTOM-DESIGNED and reusable:
  - It is designed for mindful reuse and tight packing. For example, materials used are lighter weight (textile, cardboard, aluminium), contain a large proportion of recycled-content, or are themselves recycled (such as recycled wood), the design incorporate vegetation, and the structure and furnishings are constituted of a reduced number of small elements that can be compacted and transported in a small volume.
  - Booth materials are renewable and can be recycled or donated (you can find local not-for-profits or charities that could use them).
  - Furnishings are rented or made from recycled materials.
  - You avoid designs that result in waste trim. Building to standard sizes and avoiding excessive curves can help.
  - You favour serene designs that mimic nature and instill a feel of relaxation.

☐ IF YOUR BOOTH IS SINGLE-USE and custom-made especially for the event:
  - The materials used for its fabrication are easily recyclable and their origin is clearly identified to facilitate their recycling.
  - You have given careful thought as to how you could reduce the amount of materials used for the building of your booth and decrease the weight of waste generated.
  - You rent as many items as you possible can.

- The lighting of your stand is optimized in order to reduce the consumption of energy (low-energy bulbs, maximal use of ambient lighting, turned-off during the evening, etc.). Look for the Energy Star logo on product packaging to help you determine which are more environmentally conscious.

- All of your electronic and energy-consuming equipment can be turned-off when the show floor is off.
2) **Booth transportation and set-up**

- When transporting your exhibition material and hand-outs, you are careful to minimize what is transported and the distance traveled (Example: Renting a booth on-site, printing documents close to the event site, encouraging the carrier to turn off their engines, etc.).

- During the set-up of your booth, you will minimize the use of Household Hazardous Waste (HHW) like paint, batteries, aerosol, etc.
  - If you use these products, it’s important to make arrangements with our official exhibit suppliers to properly dispose of the product containers.

- The packing of your exhibition material is easily recyclable or reusable.

- During the set up and disassembly phases of the booth, your staff and contractors have been given sufficient instructions to sort the packing waste in order for the venue to be able to dispose of them accordingly.

- Once taken down, your material and booth structure are mainly flat or can be bundled tightly in order to reduce the volume of freight.

- You make sure to leave behind as little waste as possible when you leave the venue.

3) **Material and waste management**

- Instead of distributing promotional documents or hand-outs to all visitors, you are:
  - Only distributing them electronically either by collecting business cards/leads or making them downloadable through a link or QR code.
  - Only offering them to those who’ve asked.
  - Displaying information through digital means in your booth.

- You have carefully evaluated the number of promotional documents to print and bring according to the expected patronage for the event, and are avoiding bringing excess quantities.

- If you decide to bring some, your promotional documents are consistent with your sustainable values
  - They are printed on recycled paper.
  - They are printed on both sides.
  - They contain only the essential (avoid documents overloaded with information such as multi-page booklets).
  - They have been printed with vegetal inks, and you’ve limited the amount of inks used by using sustainable design practices.

- You have thought of alternate ways to attract visitors to your booth (video, animation, etc.) without having to distribute promotional items.
• If you decide to give away promotional items, they are:
  o Made of recycled material or content.
  o Easily reusable or can be donated.
  o If not, the item can be recycled as a whole.
  o Made in Quebec or in Canada.
  o Hand-made or made by a social enterprise.
  o Unwrapped.
  o Promote a healthy and sustainable lifestyle.
  o You are offering food that is easily consumable.
  o You avoid giving a bag with your promotional items.

• If you are left with excess quantities of your brochures or promotional items after the event, you will ship them back and reuse them in the future.

• In your booth, you have bins dedicated to the sorting of waste generated during the event.

Thank you for all of your efforts!
APPENDIX 5: ACCESS TO THE PALAIS DES CONGRÈS DE MONTRÉAL

SUBWAY ➔ Subway station: Place d’armes (orange line)

FROM DORVAL AIRPORT OR HIGHWAY 13

- Follow directions for Montréal
- Road 520 south
- Road 20 east
- Road 720 – Centre-ville (downtown)
- Ville-Marie tunnel
- Boulevard Saint-Laurent exit
- 1st traffic light, turn left on Viger av. and continue until our address: 201, Viger av. West

FROM HIGHWAY 20 TOWARDS WEST (by Jacques Cartier bridge)

- Follow directions for Montréal
- Road 132 west until Jacques-Cartier bridge
- Right exit for downtown (Centre-ville)
- De Lorimier street until Notre-Dame street
- Turn right and continue on Notre-Dame
- Take the direction towards Viger av. until our address: 201, Viger av. West

FROM HIGHWAY 10

- Follow directions for Montréal
- Continue until Champlain bridge
- Take the direction for Centre-ville/downtown (Bonaventure Highway-10West) until the end
- At the 3rd traffic light of Saint-Antoine street, turn right
- Continue on Saint-Antoine street until St-Urbain Street
- Turn left until Viger av. and continue until our address: 201, Viger av. West

FROM HIGHWAY 40 TOWARDS EAST

- Follow the direction for Montréal
- Take Décarie exit South
- Continue until exit 20 East
- Enter the Ville-Marie tunnel
- Take exit Boulevard Saint-Laurent
- 1st traffic light, turn left on Viger av. and continue until our address: 201, Viger av. West
FROM HIGHWAY 40 TOWARDS WEST

- Follow directions for Montréal
- Take the exit for Saint-Laurent boulevard South
- Hook at De Castelneau street
- Take Clark street on the left and go straight ahead to end up on St-Urbain street
- Continue on that street until Viger av. and continue until our address: 201, Viger av. West

FROM LAURENTIDES HIGHWAY (HIGHWAY 15)

- Follow directions for Montréal
- Exit Métropolitain boulevard West
- Exit Décarie boulevard South
- Continue until exit 20 East
- Enter the Ville-Marie tunnel
- Take exit Boulevard Saint-Laurent
- At the 1st traffic light, turn left on Viger av. and continue until our address: 201, Viger Avenue West
APPENDIX 6 : CAPITAL TRAITEUR

EXHIBITOR FOOD SERVICES

These items have been selected from our current Catering offer. Prices valid from January 1st to December 31st 2019.

Questions? Contact info@capitaltraiteur.com

THE EDIBLES

- Mini viennese pastries ...........................................$31 per dozen
  Assortment from the Pastry Chef
- Loaves (slices) .....................................................$30 per dozen
  Banana, raspberry-white chocolate, lemon-poppyseed, nut
- Mini savory bistro pastries ................................$31 per dozen
  Tomato, spinach, bacon
- Granola bars .....................................................$3.75 per unit
  Honey and oats, trail mix
- Cookies .............................................................$21.50 per dozen
  Chocolate chip, oatmeal-raisin, white chocolate-macadamia nuts
- Almond biscottis ..................................................$23 per dozen
- Brownies ...........................................................$51.50 per dozen
- French pastries ..................................................$47 per dozen
  Assortment from the Pastry Chef
- Mini cupcakes ...................................................$47 per dozen
  Vanilla, chocolate, Red Velvet
- “Sucre à la crème” or fudge ...................................$47 per dozen
- Macarons ...........................................................$47 per dozen
  Assortment from the Pastry Chef
- Truffles or chocolate lollipops ................................$47 per dozen
  Assortment from the Pastry Chef
- Whole fresh fruits ..............................................$2.50 per unit
  Banana, apple, orange
- Sliced fresh fruits ..............................................$6.85 per person
  Seasonal availability
- Raw vegetables and Ranch dip ................................$6 per person
- Greek pita and hummus .......................................$5.35 per person
- Pretzels or chips ...............................................$10 per basket 240-255 g
- Mixed nuts .........................................................$30 per bowl 500 g
- Québec cheeses with crackers .............................$9 per person (2 oz)
  Assortment: minimum 10 portions
- Assortment of sandwiches .................................$13.25 per person
  Chef’s selection, includes a vegetarian option
- Cold hors d’œuvres ..........................................$43.50 per dozen
  From the Quartier du Musée category, Chef’s selection
  Minimum 3 dozen
- Cold hors d’œuvres – deluxe .............................$56.50 per dozen
  From the Quartier Latin category, Chef’s selection
  Minimum 3 dozen
THE PACKAGES AND GOURMET STATIONS

- Smoothies .............................................. $4 per person (4 oz)
  Fruit, yogurt, maple syrup and soy milk smoothies
  Minimum 30 portions

- Popcorn stand ........................................... $775
  Popcorn for 500 guests
  Includes carnival-style popcorn machine, paper bags and an
  operator for a block of 3 consecutive hours.
  Extra hours billed separately.

- Ice cream cart ........................................... $5 per unit
  An assortment of frozen ice cream bars and sandwiches,
  including rental of a chest freezer.
  Minimum 30 units

- Sushi ..................................................... $267 for 80 pieces
  Four varieties of makis; pickled ginger, wasabi and soya sauce

- Compostable lunch boxes ......................... $26.50 per person
  Includes a choice of composed salad, choice of sandwich, herb
  havarti cheese and choice of dessert.
  Get the available options from a Capital Traiteur consultant.

- Espresso – Caffitaly ................................ $100/day +
  Espresso and cappuccino pods .................... $4.50 each
  Rental includes milk frother, milk and sugar, stirrers,
  compostable cups.

- Espresso – Saeco Royal One Touch ........... $500/day
  Rental includes incorporated milk frother and grinder, coffee
  beans (1 kg/day), milk and sugar, stirrers, compostable cups.
  Additional kilo of coffee at $65.00/kg
  Staff operator if required : $58/hour minimum 3 consecutive
  hours

- Espresso – coffee bar with barista
  Price upon request. Inquire with a Capital Traiteur consultant.

THE REFRESHMENTS

- Coffee .................................................. $22.50 per liter
- Tea/herbal tea ....................................... $22.50 per liter
- Fruit juices ........................................... $5 unit 300 ml
  Apple, orange, cranberry, vegetable
- Soft drink ............................................. $5 unit 355 ml
  Pepsi, Diet Pepsi, 7Up, Diet 7Up, Nestea iced tea
- Naya, source water ................................. $5 unit 600 ml
- Perrier, sparkling water ............................. $5 unit 330 ml
- Water urn (10 litres) ............................... $32
- Flavoured water urn (10 litres) ................. $54
  Citrus, cucumber or cranberry
- Domestic beer ....................................... $8.75 unit 341 ml
  Molson Dry, Coors Light
- Imported beer ....................................... $9.50 unit 341 ml
  Heineken
- House wine .......................................... $35 bottle 750 ml
  Red: Vittori Montepulciano d’Abruzzo
  White: Vittori Trebbiano
- Ice ..................................................... $18 per bin 10 lbs
- Bar service
  Several options are available. Inquire with a Capital Traiteur consultant.
ORDER FORM

Please complete the sections below and return this Order Form at least three (3) weeks before the event. Questions? Contact info@capitaltraiteur.com

IDENTIFICATION

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Amount
Administration 16%
Subtotal
GST 5%
QST 9.975%

TOTAL
ORDER FORM

TERMS AND CONDITIONS

Exclusivity
- Capital Traiteur Montréal Inc. is the exclusive supplier of food services at the Palais des congrès de Montréal. It is strictly forbidden to bring food, drinks, sweets or any other articles of a similar nature to the premises. THIS INCLUDES BOTTLED WATER.
- For sample distribution, kindly fill and submit the "Exclusivity of Food Services" request form available from a Capital Traiteur consultant at least 3 weeks prior to the event.

Labor and equipment
- Unless indicated otherwise, prices include delivery and pick-up of orders, with no service staff.
- It is possible to hire Capital Traiteur staff in order to provide service at your booth. Hourly rate is $58.00/hour, with a minimum of 3 consecutive hours.
- Capital Traiteur does not supply furniture or electrical outlets in your space (booth or meeting room). If required, please order directly with the Palais des congrès de Montréal. Fees will apply for any damage to Capital Traiteur material or for equipment not returned/lost.

Billing and payment
- Prices are in Canadian dollars and subject to change without notice.
- Administration fee of 16% and applicable taxes are extra.
- Full prepayment required upon receipt of the Order Form.
- No reimbursement should the order be cancelled 48 hours or less prior to the event.

METHOD OF PAYMENT (Visa or Mastercard accepted)

By signing below, the customer agrees to pay total charges as specified on the catering contract as well as any applicable charges for additional items ordered on-site. Capital Traiteur Montréal Inc. will also use this authorization for any additional charge(s) incurred as a result of on-site order modifications by the representative.

Cardholder (printed)                                      Card number                                      Security Number
                                                          (3 digits numbers)

Cardholder’s signature                                      Expiration date

PLEASE RETURN THIS FORM BY E-MAIL TO info@capitaltraiteur.com

You will receive an email notification within three working days of the request.
Capital Traiteur Montréal Inc., 325 St-Antoine Street West, 4th floor, Montréal, Quebec H2Z 2A7 – Telephone: 514 871-3111