

SECTION 2 - RULES AND REGULATIONS

ADMISSION TO THE ICRA 2019 EXHIBIT

The ICRA 2019 Exhibit Office reserves the right to refuse admission to the exhibit to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

N.B. *Children under 16 years of age are not admitted during move-in, exhibit hours and move-out.*

ALLOCATION OF SPACE

The ICRA 2019 Exhibit Office reserves the right to allocate space to the exhibitor according to the total exhibit design and overall space constraints.

BOOTH DESIGN / CONSTRUCTION

The regulations listed below are presented to create and maintain an open atmosphere on the exhibit floor. In this regard, 100 percent occupancy of allowed exhibit space is discouraged. In designing your exhibit, good judgment and consideration of neighboring exhibitors and attendees should be included in your primary objectives.

Exposed parts of any display must be finished so as to not be objectionable to other exhibitors or to ICRA 2019. Exhibits must be equipped with appropriate display components, furniture & floor covering.

Any elevated floor structures within any exhibit, which are not ramped, must be marked or lighted appropriately around the perimeter.

The maximum building height of the exhibit hall is 24 ft. In some areas, there may be obstacles like air wall structures, security cameras etc.

The ICRA 2019 Exhibit Office must see scale drawings of all booth designs by April 8, 2019.

Island Exhibits (20'X20' or larger)

An island booth should have access from all 4 sides, and has a height restriction of 24 ft.

CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the ICRA 2019 Exhibit Office. Exhibitors may not put signs on the walls of the Palais des congrès without written permission from the Office.

CONDITIONS OF PARTICIPATION

The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the "Exhibitor Guide & Service Manual" issued by the ICRA 2019 Exhibit Office and

such other rules and regulations or operating procedures as the Office may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

ENTERTAINMENT OR SOCIAL FUNCTIONS

No entertainment or social functions may be scheduled to conflict with the official ICRA 2019 program or exhibit hours.

FIREPROOFING

The Montréal Fire Department regulations require that all objects or materials used for decoration are non-flammable. Please refer to the Fire Prevention Guide online for the listing of all measures to be respected at:

French:

https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26

English:

https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HA19TPS&oc=01&DICT=27

FLOORS - WEIGHT BEARING CAPACITY

Exhibitors may not place objects weighing more than 300 pounds per square foot (1464 kg per square meter) on the floor of the exhibit hall. Any damage caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

INSPECTION OF LEASED PREMISES

The ICRA 2019 Exhibit Office will inspect the leased areas with a representative of the Palais des congrès. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

INSURANCE

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times.

The ICRA 2019 Organizing Committee, Congress Secretariat and Exhibit Office, the Société du Palais des congrès de Montréal or its agents assume no responsibility for bodily loss of, or damage to products, booths, equipment or decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings. Therefore, the exhibitor shall secure and maintain, at their own expense, all insurance necessary to fulfill their respective obligations under their Sponsor/Exhibitor Contract. Such insurance shall be written by an insurance carrier rated "A" or better by A.M. Best. Such insurance shall include, at a minimum, insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, property damage, including coverage for personal injury, products and completed operations, and blanket contractual coverage, including, but not limited to, the liability assumed under the indemnification provision of this Agreement. The insurance policies, as applicable, shall be endorsed to name IEEE, its agents, officers, employees, and volunteers as additional insured. IEEE has the right, but not the obligation, to request evidence of such insurance.

KEEPING EXITS CLEAR

Display material may not block:

- Emergency Exits
- Fire-hose Cabinets
- Fire Alarms
- Fire Alarm Rooms
- Electrical Rooms
- Signs
- Cleaning Stations

PHOTOGRAPHY / VIDEOTAPING OF EXHIBIT

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

PRESENTATIONS / DEMONSTRATIONS

Exhibitors may conduct market research within their assigned exhibit space so long as it does not unduly impose on the time of an attendee.

Equipment for demonstrations must not pose a safety hazard. If the equipment has energy beams that are hazardous, such energy beams must be made non-operative before installation.

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted in the exhibit hall.

The ICRA 2019 exhibit office will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims.

The ICRA 2019 exhibit office reserves the right to order questionable presentations discontinued unless or until a mutually agreeable presentation may be developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

PROHIBITION OF STICKERS

Stickers of any kind are prohibited at the Palais des congrès because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

RESTRICTIONS

The following restrictions are applicable to exhibitors and helpers used during move-in and move-out of the exhibition.

Animals: with the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted without prior written approval of the ICRA 2019 Exhibit Office.

Escalators: are not to be used for transporting freight or equipment from level to level.

Elevators: *passenger elevators are not to be used for transporting freight. Service elevators are designed for this purpose. Ask the personnel on site for directions.*

General: no possession or usage of prohibited substances, no horseplay or other activities that can create accidents.

SOLICITING AND PROMOTIONAL ACTIVITIES

Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall.

SOUND TRANSMISSION

The prescribed standard is as follows: level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The ICRA 2019 Exhibit Office will be the sole judge in this matter.

SUBLETTING

It is strictly forbidden to sublet a booth (space) without prior written permission of the ICRA 2019 Exhibit Office.