

MOVE IN: Room is available from 6AM to 5PM. All equipment is to be unloaded at the loading dock located at the rear of the hotel. Booth location will be determined by Ms. Donna Turner

MOVE OUT: Room to be cleared no later than Saturday, June 21, 2008 at 8PM. Penalty charges for additional labor may be applicable.

EXHIBIT LOCATION:

Room Name:	Richelieu A
Ceiling height:	15'
Floor:	Carpeted
Exhibit type:	Space only – No pipe and draping
Exhibit size:	Table Top
Provided equipment:	1 electrical outlet 15amp
Available equipment:	See attached list

PRICE INCLUDES:

- 1 – 6' skirted table, 2 chairs and Table Top identification sign
- Location of Table Top will be allocated on a first-come, first-serve basis.

PRODUCTS TO BE DISPLAYED:

- The space contracted for us is to be used solely for the Exhibitor whose name appears on the contract and it is agreed that the exhibitor will not sublet or assign any portion of same without the consent of the Canadian Association of Recycling Industries.

EXHIBIT RULES:

The following are not permitted without prior written approval from your hotel contact:

- Excessive load equipment (excess of 110 pounds per square foot)
- Exhibits using flame producing devices, pyrotechnics or open flames
- Use of compressed gases
- Exhibits requiring water
- Distribution of food products or beverages

OBSTRUCTION OF COMMON AREAS:

The Exhibitors shall not at any time obstruct the corridors, elevators, foyers, halls, stairways and emergency exits of the property, neither utilize them for purposes other than the ones conformed to the Hotel and the public safety commission.

Sound presentation, slides or movies will be permitted if tuned to conversation level and if not objectionable to neighboring exhibitors.

No exhibits will be permitted which interfere with the use of other exhibitors or impede access to them or impede the free use of the aisle. Both personnel, including demonstrators, receptionist and models, are required to confine their sales activities within the exhibitor's booth space.

LABOUR

It is necessary for exhibitors to provide their own labour for the unloading of trucks and movement of exhibits or displays to and from the exhibit area. Should you require assistance in this area, a recognized display company can be contracted for this purpose. The spotting and erecting of the booths is also the responsibility of the exhibitor or the contracted supplier.

Requests for labour supplied by the hotel are strictly subject to availability, and will be subject to an hourly labour charge based on rates in effect during the date of the exhibition.

DELIVERIES & STORAGE

Deliveries and storage of materials **of limited size** will be accepted prior to set up day and will be handled by the receiving department of *Fairmont Le Manoir Richelieu*. All Conference materials are to be shipped to the hotel directly and **must** be clearly labeled as to conference/function name, date and hotel contact name.

INTERNATIONAL SHIPMENTS

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving to late or not at all to the hotel. The suggested customs broker to Fairmont Le Manoir Richelieu is Mendelssohn-Commercial Ltd.

SECURITY

It is the responsibility of the Convenor to provide an overnight security guard for the evenings of [June 20th](#) and [21st](#).

SIGNAGE

- No signs or other articles are to be fastened to wall brackets or other electrical fixtures. The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws bolts, hand spikes or any tool or material which could damage the floor or walls is **prohibited** by *Fairmont Le Manoir Richelieu*. Only masking tape or a material that can be easily removed without damage to walls or surfaces can be used for affixing signs, banners, etc.
- Location of signage is to be pre-approved by the Hotel contact.
- No adhesive backed (stick-on) decals or similar promotional items are permitted in the hotel.
- No signage is to obstruct fire exit signs or doors.
- No signage is permitted in the main lobby of the hotel.

ELECTRICAL SERVICE:

All electrical/mechanical requirements are the responsibility of the exhibitor. Each exhibit will be provided with one dedicated 110 volt plug. If additional electricity is required prior arrangements are to be made with your hotel contact and relevant charges will apply.

TELEPHONE SERVICES:

Exhibitors are asked to contact Bell Canada directly to install dedicated phone lines. Telephone: 1-800-472-5113 or fax: 1-800-473-7299.

AUDIO VISUAL:

The suggested audiovisual supplier for *Fairmont Le Manoir Richelieu* is TelAV Audio-Visual, should you require any rental equipment for your booth. The TelAV contact at *Fairmont Le Manoir Richelieu* is Hue Le who can be reached at 418-665-9921.

ACCOMODATION:

Conference rates starting at 249.00 single / double have been arranged with *Fairmont Le Manoir Richelieu*. To make your reservation, call 1-800-441-1414 or the hotel directly and make sure that you mention the [Canadian Association of Recycling Industries](#) in order to receive the conference rate. We suggest you book your room early to avoid disappointment. Reservations not made by [May 20, 2008](#) will be accepted on a space availability basis.

TRANSPORT:

For any transport of merchandise, arrangements can be made with the company Transport Roch Bouchard Inc. at (418) 435-5160.

MOTOR VEHICLE EXHIBITS RULES:

The following requests are a must at all time while inside the hotel:

- To have the gasoline tank locked
- Minimum amount of gasoline in the tank
- To have the battery disconnected
- To provide a protective floor covering under the vehicle

CARI OR THE FAIRMONT LE MANOIR RICHELIEU, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGED

I, acknowledge reading the Rules and Regulations of the CARI 2008 Exhibitor's Manual and agree to comply with the said rules.

Company:

Signature:

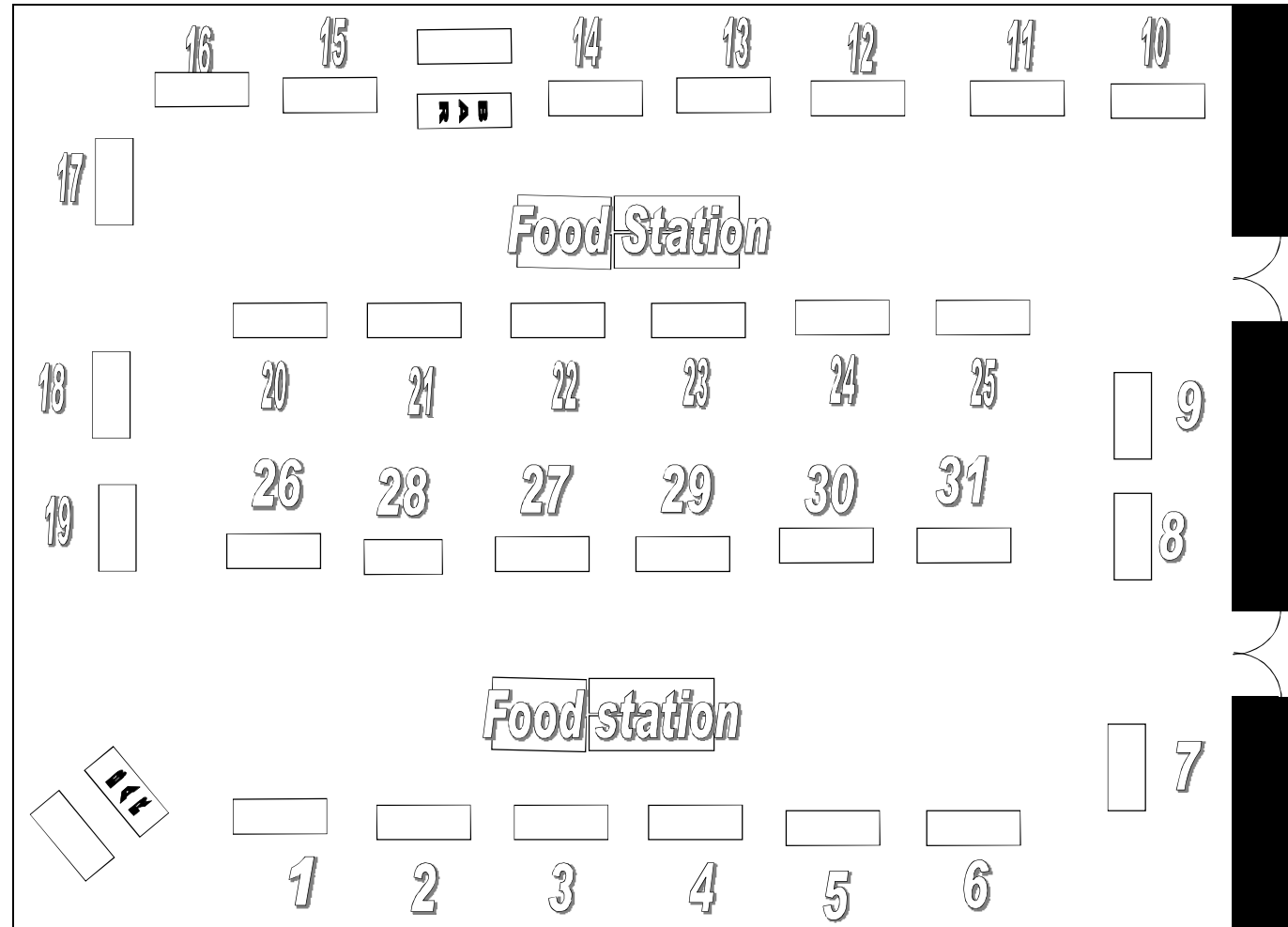
Date:

Please sign and return to CARI, 682 Monarch Ave., Unit 1, Ajax, On L1S 2Z9 or fax 905-426-9314

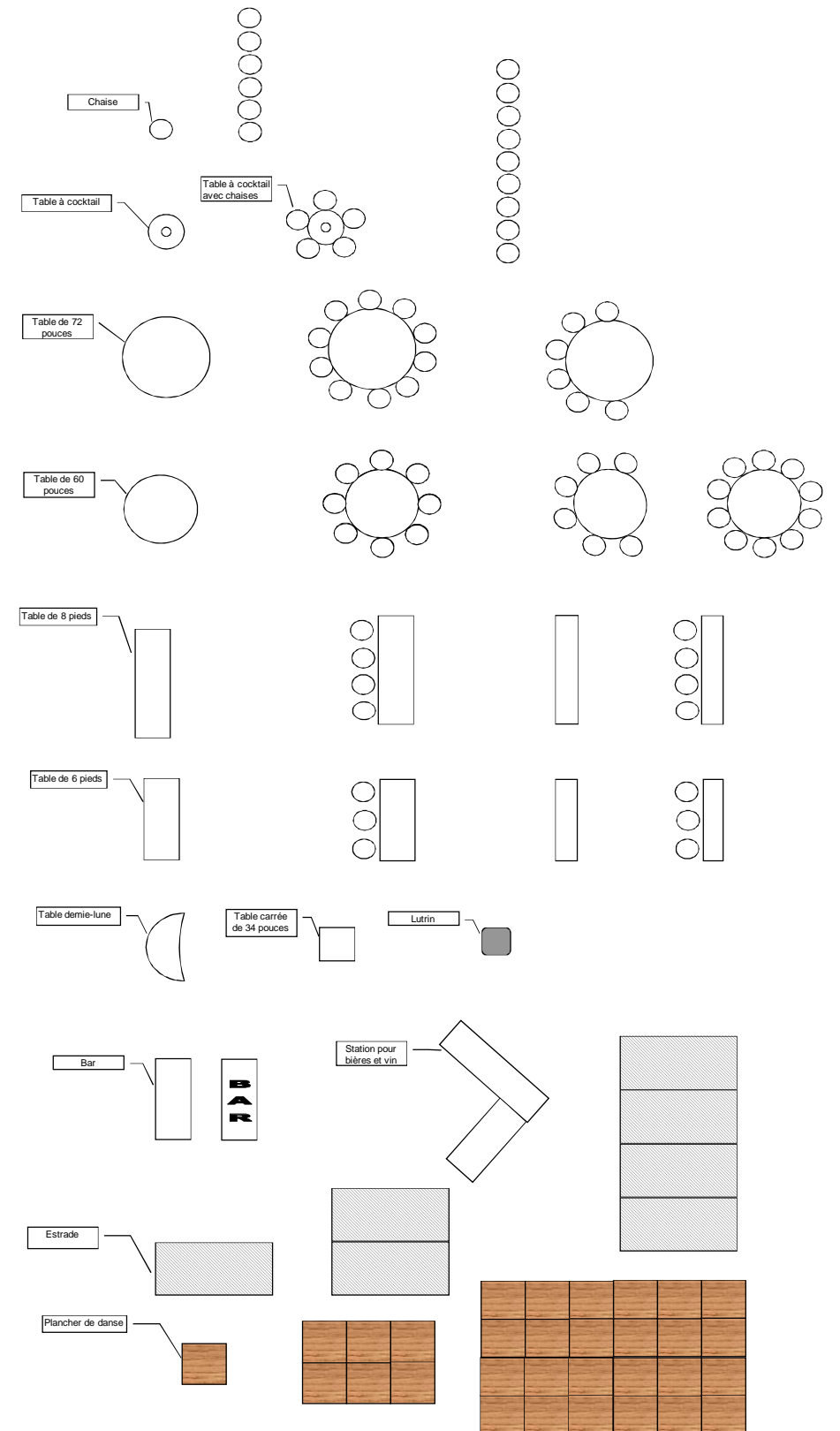
Fairmont

LE MANOIR RICHELIEU

SALLE RICHELIEU A



DIMENSIONS					AMÉNAGEMENT						
Largeur (pi)	Longueur (pi)	Hauteur (pi)	pi.ca.	m2	Banquet	Réception	École	Théâtre	Style U	Carré ouvert	Conférence
78.1	64.3	15	5021	466	400	500	280	500	90	110	110



Groupe:
Date: