



NACE INTERNATIONAL **NORTHERN AREA EASTERN CONFERENCE**

Welcome to Northern Area Eastern Conference (NAE) being held **October 29-31** at the Hyatt Regency Montreal in Montreal, Canada.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley (david.briley@nace.org).

Additional information can be found on the **NAE 17 Website**:

<http://nae.nace.org/>



****Please read Table Top Rules and Regulations on page 6****

CONFERENCE LOCATION

Hyatt Regency Montreal
1255 Jeanne-Mance
Montreal, QB, H5B 1E5
CA
Phone: 800-361-8234

EXHIBIT HOURS & EVENTS

Sunday, October 29th

Exhibitor Set-Up 2:00pm – 5:00pm

Monday, October 30th

Exhibits Open 8:00am – 5:00pm

Tuesday, October 31st

Exhibits Open 8:00am – 3:00pm

Exhibitor Tear Down 3:00pm – 5:00pm

BOOTH INFORMATION

Tabletop Spaces (6') - \$500 USD*

Additional booth attendant(s) may register for the fee of \$250 USD**.

**Please note that there is an additional charge for electrical.*

****Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered**

Electricity and Audio Visual:

Electrical and AV is available through PSAV. Please see forms starting on page 4. Power drops will be provided at \$67.50++

Material Handling and Shipping: Shipments will not be accepted before Tuesday, October 24th.

Shipping Address:

Hyatt Regency Montreal

Attn.: Sandrine Torrani

1251 Jeanne-Mance St.

Docks #16-17

Montreal, QB, H5B 1E5

CA

Hold for: "NACE 2017 Northern Area Eastern Conference"

Show Dates: 10/29–31/17

Guest Name: _____

Guest Arrival Date: _____

Guest Cell Number: _____

Exhibitor company name: _____

Booth number: _____

Box(es): _____ of _____ (for multiple boxes)

Please note:

The receiving dock is open from 8.30 a.m. to 4 p.m. Monday to Friday.

IMPORTANT: Carriers other than Fedex/UPS must supply the necessary workers and equipment (transpalette to move the palettes from the truck, metal bridge to reach from the truck to the loading dock) for unloading, handling, moving and re-loading materials during and after the conference.

Registration List:

After the conference, each exhibiting company will receive a final attendee list (excluding e-mail addresses). This list is provided to exhibiting companies only and is not for sale.

LODGING

Hyatt Regency Montreal
1255 Jeanne-Mance
Montreal, QB, H5B 1E5
CA
Phone: 800-361-8234

Reservations: 800-361-8234

Please reference "NACE International" when booking over the phone.

[Book Hotel Room](#)

Deadline for hotel registration is October 7, 2017

EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



If you have a special request or need additional equipment, please call. All pricing includes labour, service charge and taxes

Video or Equipment						Customer Information			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
BluRay DVD player		\$105.00	\$150.00			Group Name:			
HDMI cable 50ft		\$35.00	\$45.00			Firm Name:			
VGA Video cable 50ft		\$25.00	\$35.00			Address:			
42" Rolling Cart w/Black Drape		\$30.00	\$45.00			City:			
42" Rolling Cart w/Black Drape		\$30.00	\$45.00			State:		Zipcode:	
						Ordered By:		E-Mail	
						Telephone #:		Fax #:	
Audio Equipment						Ordering Instructions			
	Qty	DAILY RATE		Days Used	Total	Orders received less than 48 hrs. prior to event will be subject to the ON-SITE DAILY RATE			
		Advanced	On Site						
Small PC speakers		\$52.50	\$75.00			⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. ⇨ To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. ⇨ No extra charge for equipment rental one day prior to show opening.			
Wired Microphone: Handheld		\$70.00	\$90.00						
Wireless Microphone: Handheld or Lavalier		\$165.00	\$210.00						
Powered Speaker with stand and mixer		\$150.00	\$225.00						
Computer Equipment						⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. ⇨ To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. ⇨ No extra charge for equipment rental one day prior to show opening.			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
PC Laptop Computer		\$280.00	NA						
24" Flat Screen Computer Data Monitor		\$140.00	\$215.00						
27" Fglat Screen Computer Data Monitor		\$225.00	\$300.00						
46" Plasma Screen Computer Data Monitor		\$415.00	NA						
55" Plasma Screen Computer Data Monitor		\$530.00	\$700.00						
Decor Equipement						⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. ⇨ To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. ⇨ No extra charge for equipment rental one day prior to show opening.			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
Led Decord Uplight		\$67.50	\$97.50						
Spotlight for B size Company Gobo		\$240.00	\$375.00						
10'x10' Pipe and Drape Hardware for Ground Support Banner Har		\$195.00	\$175.00						
Power Services						⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. ⇨ To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. ⇨ No extra charge for equipment rental one day prior to show opening.			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
7.5amp 120V shared circuit back of booth		\$67.50	\$87.50						
15amp 120V dedicated circuit back of booth		\$102.50	\$122.50						
20amp dedicated circuit back of booth		\$132.50	\$152.50						
Additional power bar with 6 outlets and extension		\$15.00	\$25.00						
Rental Totals						Delivery Information			
PRE-PAYMENT IS REQUIRED ON ALL ORDERS						On-Site Contact: _____ Booth #: _____ Room: _____ Delivery Date: _____ Time: _____ Show Start Date: _____ Time: _____ Pick-up Date: _____ Time: _____			
EQUIPMENT TOTAL				1					
SERVICE CHARGE 17%				2					
TAX T.P.S 5%				3					
TAX T.V.Q 9.975%				4					
TOTAL AMOUNT DUE				5					
Method of Payment						Return for Processing			
Payment is due prior to event. Credit Card processing is handled via phone / If you require any equipement or services not included in this form, Contact Karla de Regulez Rodriguez at kdrodriguez@psav.com or 514-841-2041 for details Basic Wifi Internet Service is included for this event. If specific internet requirements or larger badnwidth are needed please contact PSAV directly. THANK YOU!						 Hyatt regency Montréal 1255 rue Jeanne-Mance Office:514-841-2041 or 514-284-7728 E-Mail to - kdrodriguez@psav.com			



Formulaire d'autorisation caret de crédit - Credit Card Authorisation Form



PSAV	HYATT REGENCY
Événement / Event	
Date	
Nom du titulaire / Name on card*	
Numéro de carte / Card number*	
Date d'expiration / expiration date*	
Code Postal / Postal Code*	
Code de sécurité / Security code*	
Signature*	
Montant / Amount \$	
Numéro de référence PSAV / PSAV reference number	

*Information obligatoire, mandatory fields

SVP veuillez renvoyer à, Please send back to
jnault@psav.com ou kdrodriguez@psav.com

Merci! Thank you!



TABLETOP DISPLAY RULES AND REGULATIONS

RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with NACE International rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- NACE International reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

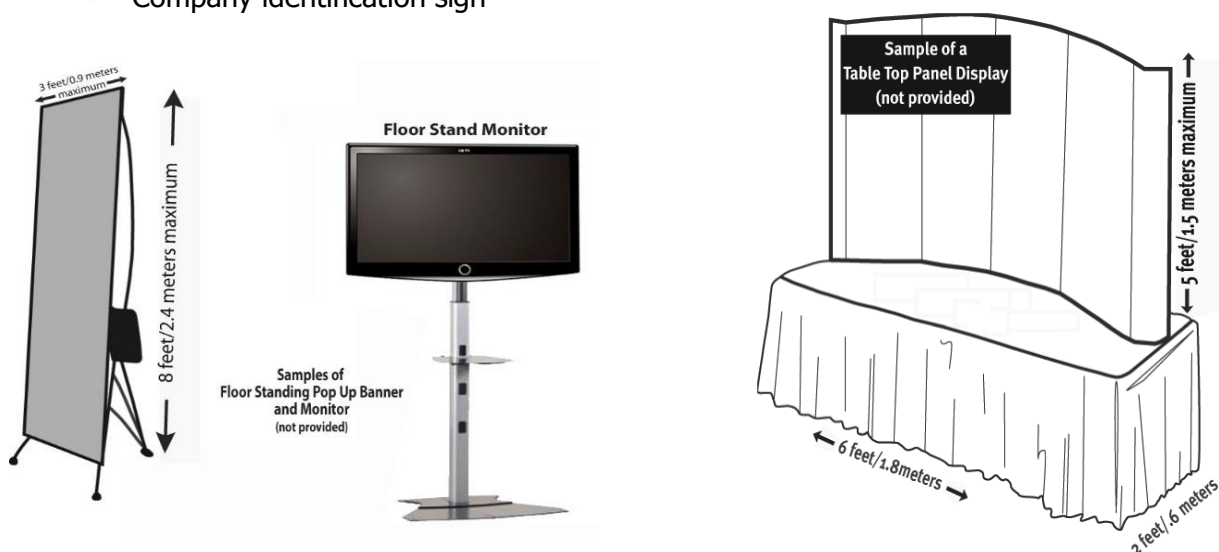
TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed

Included:

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign



Questions? Contact NACE at david.briley@nace.org or Tel: +1 281-228-6481

TABLETOP DISPLAY RULES AND REGULATIONS



Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

NACE International reserves the right to remove any display that does not conform to tabletop display regulations.