



**CANSEC**

**CANADA'S  
GLOBAL  
DEFENCE  
& SECURITY  
TRADE SHOW**

**MAY 31 - JUNE 1, 2017 | EY CENTRE, OTTAWA**



Produced by:



CANADIAN ASSOCIATION  
OF DEFENCE AND  
SECURITY INDUSTRIES

 [#CANSEC2017](https://twitter.com/CANSEC2017)  
[defenceandsecurity.ca](http://defenceandsecurity.ca)  
[canseccanada.ca](http://canseccanada.ca)

# MESSAGE FROM THE PRESIDENT AND CEO

## Canadian Association of Defence and Security Industries

---

On behalf of the Canadian Association of Defence and Security Industries (CADSI) and our more than 800 member companies, I am pleased to welcome you as an exhibitor at CANSEC 2017. Your participation not only helps to increase your own visibility and build relationships but also lends a vital voice to our industry as a whole. We thank you for joining us on this year's show floor.

It has been 20 years since our inaugural CANSEC and in that time this show has grown to unprecedented proportions. From our over 11,000 participants to our foreign delegations coming from over 60 countries across the world, CANSEC is the premier event on Canada's defence and security calendar. Throughout CANSEC's two days of activities, you will have the opportunity to network with other member companies that could become strong partners and with key decision makers from governments at home and abroad that could become your customers if they are not already. In this highly competitive marketplace, this is your moment to shine.

When you step into the EY Centre, you may also notice an added feature unique to CANSEC 2017. In addition to our own anniversary, we are also commemorating 100 years of innovation in defence and security from the Battle of Vimy Ridge to today. We are seeking to bring added life to your successes by showcasing some of the exciting achievement that have come before, that our industries is currently working on, and what lies ahead.

I look forward to seeing you out on the show floor, for the opportunity to reconnect, interact with exciting new technological on display, and take in the innovative environment that are the hallmarks of the Canadian defence and security industries.

Wishing you every success.



Christyn Cianfarani  
**President of CADSI**





**Jim Watson**  
Mayor/Maire

**Office of the Mayor**  
**City of Ottawa**

110 Laurier Avenue West  
Ottawa, Ontario K1P 1J1  
Tel.: 613-580-2496  
Fax: 613-580-2509  
E-mail: [Jim.Watson@ottawa.ca](mailto:Jim.Watson@ottawa.ca)

**Bureau du Maire**  
**Ville d'Ottawa**

110, avenue Laurier Ouest  
Ottawa (Ontario) K1P 1J1  
Tél. : 613-580-2496  
Télééc. : 613-580-2509  
Courriel : [Jim.Watson@ottawa.ca](mailto:Jim.Watson@ottawa.ca)

On behalf of Members of Ottawa City Council, it is my distinct pleasure to extend a warm welcome to all those participating in **CANSEC 2017**, Canada's Global Defence and Security Trade Show, hosted by the **Canadian Association of Defence and Security Industries (CADSI)**, and taking place at the EY Centre, in our nation's capital, from May 31<sup>st</sup> to June 1<sup>st</sup> 2017.

CANSEC provides a valuable forum for decision-makers from Canada and abroad, as well as industry stakeholders, to network and learn more about the latest technology, products and services for land-based, naval, aerospace and joint forces military units. Delegates will also have the opportunity to partake in keynote addresses given by defence and security industry experts and leaders.

I want to acknowledge the CADSI, along with the exhibitors, guest speakers, and sponsors for dedicating efforts, expertise and resources to the successful planning of Canada's largest defence and security industry trade show. In addition, I offer my congratulations to the Paddy O'Donnell Mentorship Award recipient.

As Mayor of the host city, I invite visitors to explore the Ottawa Sports Hall of Fame and the Barbara Ann Scott Gallery at City Hall, as well as the revitalized Lansdowne park, its heritage pavilions, and new TD Place, home of the Ottawa REDBLACKS CFL team, and Ottawa Fury FC North American Soccer League team.

Canada celebrates its 150<sup>th</sup> birthday in 2017 and the grandest festivities will be unfolding in Ottawa. I hope that you will join us in our nation's capital for the sesquicentennial anniversary.

Allow me to convey my best wishes to everyone in attendance for a productive and rewarding gathering, as well as to the visitors for a most enjoyable stay in Ottawa.

Sincerely,

Au nom des membres du Conseil municipal d'Ottawa, j'ai le grand plaisir de souhaiter la plus cordiale bienvenue à toutes les personnes qui participent à **CANSEC 2017**, le salon professionnel canadien consacré à la défense et à la sécurité mondiales, organisé par l'**Association des industries canadiennes de défense et de sécurité (AICDS)**, et qui a lieu au Centre EY, dans notre capitale nationale, du 31 mai au 1<sup>er</sup> juin 2017.

CANSEC donne aux décideurs canadiens et étrangers ainsi qu'aux acteurs de l'industrie une occasion précieuse de réseauter et d'en apprendre plus sur les technologies, les produits et les services les plus récents destinés aux unités militaires terrestres, navales, aérospatiales et mixtes. Les délégués pourront également assister à des discours thèmes prononcés par des experts et des chefs de file de l'industrie de la défense et de la sécurité.

Je tiens à saluer l'AICDS ainsi que les exposants, les conférenciers et les commanditaires pour avoir consacré efforts, expertise et ressources afin de planifier avec succès le plus grand salon canadien consacré à l'industrie de la défense et de la sécurité. Je félicite également le lauréat du prix du mentorat Paddy O'Donnell.

En tant que maire de la ville hôte, j'invite les visiteurs à explorer le Temple de la renommée des sports d'Ottawa et la Galerie Barbara-Ann-Scott, tous deux situés à l'hôtel de ville, ainsi que le parc Lansdowne, qui a récemment fait peau neuve, ses édifices patrimoniaux, de même que la nouvelle Place TD, domicile du ROUGE et NOIR d'Ottawa, équipe de la Ligue canadienne de football, et du Fury FC d'Ottawa, équipe de la Ligue nord-américaine de soccer.

Le Canada célèbre son 150<sup>e</sup> anniversaire en 2017 et des festivités grandioses auront lieu à Ottawa. J'espère que vous vous joindrez à nous à cette occasion.

Je souhaite à tous les participants de connaître une rencontre productive et enrichissante, et aux visiteurs de faire un agréable séjour à Ottawa.

Meilleures salutations.

Jim Watson, Mayor/Maire





## WELCOME TO OTTAWA!

On behalf of Ottawa Tourism, we extend to you a warm welcome to our beautiful city. Ottawa is incredibly proud to host CANSEC 2017.

As Canada's capital, Ottawa is home to Parliament Hill, the Rideau Canal (a UNESCO World Heritage Site) and many national museums. Whether it's taking part in outdoor activities, learning more about Canada's history and culture, shopping, indulging in local culinary offerings or participating in one of our many vibrant festivals, you'll never be at a loss of things to do here.

To find out what's on while you're here—or to plan your next visit—be sure to check out [www.ottawatourism.ca](http://www.ottawatourism.ca) and be sure to share your experiences with us on social media using the hashtag **#MyOttawa**. We hope that your time in Ottawa is productive and fulfilling.

Enjoy your visit to Ottawa and we sincerely hope we have the pleasure of welcoming you back soon!

**Michael Crockett**  
President & CEO - Président-directeur général

## BIENVENUE À OTTAWA!

Au nom de Tourisme Ottawa, nous tenons à vous souhaiter la bienvenue dans notre belle ville. Ottawa est très fière d'être l'hôte de CANSEC 2017.

À Ottawa, la capitale du Canada, vous trouverez la Colline du Parlement, le canal Rideau (un lieu historique du patrimoine mondial de l'UNESCO) et de nombreux musées nationaux. Durant votre séjour, vous aurez l'embarras du choix, que vous souhaitiez vous adonner à des activités de plein air, découvrir la culture et l'histoire du Canada, faire du magasinage, découvrir la cuisine locale ou assister à des festivals animés.

Découvrez les événements qui se déroulent à Ottawa pendant votre séjour ou préparez votre prochaine visite en consultant [www.tourismeottawa.ca](http://www.tourismeottawa.ca). Et n'oubliez pas de partager vos expériences avec nous sur les médias sociaux avec **#MonOttawa**. Nous espérons que vous passerez à Ottawa des moments productifs et enrichissants.

Nous vous souhaitons un excellent séjour à Ottawa et espérons vous accueillir de nouveau très bientôt!

@Ottawa\_Tourism | @TourismeOttawa

@OttawaTourism

VisitOttawa



## TABLE OF CONTENTS

<b>EXHIBITING AT CANSEC: THE BASICS</b>	<b>1</b>
Who Can Exhibit.....	1
What is Included.....	1
What is Excluded.....	2
Hotel Accommodations .....	2
<b>FINANCIAL POLICIES</b>	<b>3</b>
Outstanding Payments .....	3
Cancellation Policy .....	3
No-Show Policy.....	3
Insurance .....	3
<b>BOOTH POLICIES</b>	<b>4</b>
Allocation of Space.....	4
Submitting Booth Plans.....	4
Use of Space.....	4
Booth Sharing .....	5
<b>STAFFING POLICIES</b>	<b>6</b>
Exhibitor Primary Contact (EPC) .....	6
Exhibitor Appointed Contractors (EAC).....	6
Registering Exhibit Staff .....	7
Exhibitor and Contractor Badges .....	7
<b>MARKETING YOUR BOOTH</b>	<b>8</b>
E-Communications.....	8
Advertising .....	9
Social Media.....	9
Telemarketing .....	9
<b>EXHIBITOR PARKING</b>	<b>10</b>
Move-In Days (May 28 <sup>th</sup> to May 30 <sup>th</sup> ) .....	10
Trade Show Days (May 31 <sup>st</sup> to June 1 <sup>st</sup> ).....	10



## TABLE OF CONTENTS CONT'D

<b>SET-UP AND TEAR-DOWN</b>	<b>11</b>
Staffing for Set-Up and Tear-Down .....	11
Loading Docks .....	11
Freight Delivery and Pick-Up .....	12
Exhibitor Set-Up and Tear-Down Schedule.....	12
<b>SAFETY AND SECURITY</b>	<b>13</b>
Security .....	13
Exhibit Safety Manager.....	13
Footwear .....	13
<b>EQUIPMENT POLICIES</b>	<b>14</b>
Indoor Motorized Vehicles .....	14
Equipment Storage and Return .....	14
Export Controls .....	14
<b>FACILITIES POLICIES</b>	<b>15</b>
Care of Buildings .....	15
Damage to Property .....	15
Electrical Safety Code .....	15
Booth Lighting.....	15
Hanging Signs and Banners.....	16
Balloons .....	16
Storage .....	16
Rigging.....	16
Inspection.....	16
Drone Policy .....	17
<b>EXHIBIT BOOTH SPECIFICATIONS</b>	<b>18</b>
Outdoor Static Display.....	18
Island Booth .....	19
Linear Booths.....	20
Perimeter Booths.....	22
Peninsula Booths.....	23
Double-Decker Booths.....	24



## TABLE OF CONTENTS CONT'D

<b>CONDUCT POLICIES</b>	<b>25</b>
Conduct During Opening Hours .....	<b>25</b>
Food and Non-Alcoholic Beverages .....	<b>25</b>
Alcoholic Beverages .....	<b>25</b>
Sound and Music .....	<b>26</b>
Non-Exhibiting Suppliers .....	<b>26</b>
Samples and Giveaways .....	<b>26</b>
Advertising .....	<b>27</b>
Photography and Videography .....	<b>27</b>
<b>GENERAL TRADE-SHOW POLICIES</b>	<b>28</b>
Labour Laws .....	<b>28</b>
<i>The Ontario Health and Safety Act</i> .....	<b>28</b>
Age Policy .....	<b>28</b>
No-Smoking Policy .....	<b>28</b>
Force Majeure .....	<b>29</b>
Liability .....	<b>29</b>
Enforcement of Policies .....	<b>29</b>
<b>EXHIBITOR SCHEDULE INFORMATION</b>	<b>30</b>
Exhibitor Freight Receiving Schedule.....	<b>30</b>
Exhibitor Set-Up and Tear-Down Schedule.....	<b>30</b>
Set-Up: Over 500 Ft. <sup>2</sup> of Indoor Exhibit Space Holders.....	<b>31</b>
Set-Up: 300-500 Ft. <sup>2</sup> of Indoor Exhibit Space Holders.....	<b>31</b>
Set-Up: 300 Ft. <sup>2</sup> or Less of Indoor Exhibit Space Holders.....	<b>31</b>
Set-Up: Outdoor Static Display.....	<b>32</b>
Tear-Down Schedule .....	<b>32</b>
<b>EVENT SCHEDULE</b>	<b>33</b>
Pre-Event Activity – Tuesday, May 30 <sup>th</sup> , 2017 (TBC).....	<b>33</b>
CANSEC Day 1 – Wednesday, May 31 <sup>st</sup> , 2017 .....	<b>33</b>
CANSEC Day 2 – Thursday, June 1 <sup>st</sup> , 2017 .....	<b>34</b>



**CANSEC**

## **TABLE OF CONTENTS** CONT'D

<b>CANSEC 2017 KEY CONTACT INFORMATION</b>	<b>36</b>
Freeman Online® .....	<b>37</b>
EAC Request Form .....	<b>38</b>
Safe Room Show of Interest Form.....	<b>39</b>
EYC Catering Order Form.....	<b>40</b>
DESystems Order Form.....	<b>45</b>
Duoson Order Form .....	<b>48</b>
CANSEC Contractor Staff Policies and Procedures.....	<b>50</b>



# CANSEC

## EXHIBITING AT CANSEC: THE BASICS

### Who Can Exhibit

Exhibiting at CANSEC is open to corporate members of the Canadian Association of Defence and Security Industries (CADSI), the Government of Canada and official international delegations. Any company or organization wishing to exhibit its products and/or services at CANSEC can do so, on the condition that it holds a current calendar-year corporate membership with CADSI.

### What Is Included

- » 10ft. x 10ft. booth space
- » 1ft. x 6ft. foot draped table
- » 2 chairs
- » 1ft. x 8ft. foot back wall / 2ft. x 3ft. foot side wall(s) exhibit space carpeting

Each official exhibiting company will be listed on the exhibitor list on the event's mobile web-based app. A 100-word company profile on the event app can be provided free of charge.

Standard internet connection is available at CANSEC. Please note, if you use the internet for any demonstrations or functions other than email/web access, please contact DE Systems for information on upgrading your service.

### Value Added Extra

---

The complimentary CANSEC Business Development (B2B/B2G) Program will permit you to connect with other show participants by pre-booking 15-minute meetings that will take place at CANSEC 2017. These meetings can take place at your booth (if you are an exhibitor), in the BD Program meeting area, at your reserved on-site meeting space or at a location of your choice. You will book your meetings using the online tool, which will be opened in April 2017.

For more information on booking your on-site Private Business Meeting Suites within the CANSEC Meeting Hall please contact **CADSI** at [exhibits@defenceandsecurity.ca](mailto:exhibits@defenceandsecurity.ca) or 613-235-5337 ext. 27.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## What Is Excluded

- » Material handling services
- » Electrical outlets
- » Furnishing/plants (other than the specific items listed in the package)
- » Set-up and tear-down services
- » Rigging and banner hanging

## Hotel Accommodations

CANSEC has a number of partner hotels offering special room rates for exhibitors. For information on how to book your accommodations with a CANSEC partner hotel please visit the CANSEC website. Special CANSEC rates are open for a designated time period only. Please note that during CANSEC many of the local hotels fill to capacity, so exhibitors are advised to book early.

As Canada celebrates it's 150 years, excessive city wide volume is expected during the spring of 2017, CADSI recommends you book your accommodations at your earliest convenience.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## FINANCIAL POLICIES

### Outstanding Payments

CANSEC exhibitors with outstanding balances due to CADSI, whether for event meal tickets, expired memberships or outstanding invoices, will not be granted access to the show. Any exhibitors with payment-related issues will be directed to the CANSEC Show Office on-site.

### Cancellation Policy

As outlined in the CANSEC Exhibit Space Contract, all requests for cancellation of space must be received in writing. There are no refunds for cancellations received after January 15<sup>th</sup>, 2017. Booth downsizing is treated as a booth cancellation.

### No-Show Policy

An exhibitor will be considered a no-show if its exhibit space is unoccupied by 08:00 on Wednesday, May 31<sup>st</sup>, 2017. The exhibitor shall be deemed to have cancelled their Exhibit Space Application/Contract for the show. A no-show may result in a loss of exhibiting privileges at future CADSI tradeshows and/or showcases, and no refunds will be issued. CADSI will require a written explanation of the failure to exhibit before allowing future participation in CADSI tradeshows and/or showcases. The exhibit space may be assigned to another Exhibitor and CADSI will not provide a refund to the original exhibitor. CADSI is not obligated to relocate an exhibitor if they arrive after the deadline.

### Insurance

As outlined in the CANSEC Exhibit Space Contract, each exhibitor is required to take out an insurance policy covering its third party liability as part of its presence at and participation in CANSEC. This insurance is to cover both the exhibitor's own liability and that of its staff and contractors. The insurance policy must also cover displayed equipment against theft, breakage, loss and/or damage during live and static demonstrations. The certificate of insurance must be received by CADSI 30 days prior to the event. Exhibitors who do not provide CADSI with their proof of insurance by the deadline will not be permitted to set up their booth.

Please send a copy of your insurance coverage to: [exhibits@defenceandsecurity.ca](mailto:exhibits@defenceandsecurity.ca)  
Fax: 613-235-0784

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## BOOTH POLICIES

### Allocation of Space

CADSI remains free to determine the allocation of spaces and reserves the right to change the initial distribution and location of spaces at any time. Notice of relocations will be given to each exhibiting company in advance of the event. Contracted exhibitors cannot assign or sublet all or any part of their allocated space (except to their co-exhibitors).

### Submitting Booth Plans

Due to health and safety concerns, all exhibitors are required to submit a diagram of booth layout plans, including measurements, signage and items to be displayed, to CADSI by April 28, 2017. Exhibitors who have not been approved will not be provided access to the show floor during setup.

Send booth plans to: [exhibits@defenceandsecurity.ca](mailto:exhibits@defenceandsecurity.ca) Fax: 613-235-0784

### Use of Space

Exhibitors must show only goods that they manufacture and/or sell in the regular course of business. Should an article from a non-exhibiting company be required in an exhibitor's display, identification of the article shall be limited to the usual nameplate, import or trade-marked under which same is sold in the general course of business.

CADSI maintains final approval on all products and services to be displayed by exhibitors. We reserve the right to withhold approval of the exhibitor's product or services if it does not conform to the objectives of CANSEC. At the request of CADSI, an exhibitor shall immediately remove any products or services included in an exhibit for which approval has not been granted.

Exhibitors may use space to exhibit any eligible products:

- » Manufactured or sold in its own name;
- » Manufactured or sold by a joint venture in which the exhibitor participates;
- » Produced or sold pursuant to a manufacturing, distribution, or sales license/agreement.

The representatives staffing the exhibit space on show days must be employees or contractors from the exhibiting company, and be a member in good standing,, except with the prior written consent of CADSI. To apply for non-employee exhibit staffing approvals please contact **CADSI** at 613-235-5337 ext. 27.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Booth Sharing

An exhibitor is allowed to have another exhibitor (“share company”) within its booth if the following criteria are met:

- » The share company is a corporate member of CADSI;
- » The primary exhibitor is present in an exhibiting capacity;
- » The share company has not exhibited on their own in the last three years at CANSEC; and

One of the following relationships exists:

- » The share company is a subsidiary or division of the primary exhibitor;
- » The share company has a distributor relationship with the primary exhibitor; or
- » There is an equity relationship between the share company and the primary exhibitor.

Each share company must complete an Exhibitor Space Contract and Share Agreement Addendum and pay the \$650 share fee due in full at the time of contract submission. CADSI must receive notification from the exhibitor, on company letterhead, indicating approval for the share company’s presence at the exhibitor’s booth.

It is at CADSI’s discretion to approve and accept share contracts based on the criteria above. In addition, if CADSI has evidence or knowledge that any of the facts presented by an exhibitor or share company are not true, CADSI will not accept the share contract and the share company will not be permitted to exhibit at CANSEC in a share capacity.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## STAFFING POLICIES

**Please note:** All exhibitor forms are available on the CANSEC website or via Freeman Exhibit Services.

### Exhibitor Primary Contact (EPC)

Each exhibitor must name one primary contact to be responsible for CANSEC and the installation, operation and removal of the company's exhibit. This representative must be a company employee. The exhibitor shall assume responsibility for the representative being in attendance throughout the move-in, show days and move-out.

### Exhibitor Appointed Contractors (EAC)

An exhibitor appointed contractor (EAC) is any contractor providing a service to an exhibitor within his exhibit space that is not otherwise provided by an exclusive contractor. Exhibitors wishing to get approval to use an EAC must fill out an **EAC Request Form** and return it to CADSI along with an original certificate of insurance prior to the event.

EACs must abide by the rules set forth in this document. Exhibitors must notify their EACs of the rules and procedures in this manual, including the deadlines for filing. To use the services of an EAC, exhibitors and EACs must adhere to all rules governing the show and all provincial laws. All EAC notifications must be submitted by May 2<sup>nd</sup>, 2017.

CADSI reserves the right to remove an EAC whose actions jeopardize the on-time opening of the exposition or whose employees fail to observe the regulations and procedures in this document.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Registering Exhibit Staff

Registration to CANSEC is restricted to CADSI corporate members, government employees/contractors, and international delegations. Anyone wishing to access the event for any duration must be registered. Attendees will be required to show valid photo identification and official business cards in order to receive their access badges for the event. Duplicated/photocopied business cards will not be accepted. Exhibitors are not permitted to register individuals who are not employees of their company.

All exhibitors must be registered by name to enter the facility, tradeshow or meal events. If you are registering colleagues or guests, please ensure you input their names. If you require any assistance with your registration please contact 613-235-5337 ext. 31.

## Exhibitor and Contractor Badges

Admission to CANSEC is by official show registration badge. Badges must be worn at all times, including move-in and move-out times. Exhibitor and contractor badges are non-transferable.

All stand personnel, visitors, guests, stand contractors and services acknowledge that only the Organiser's official admission badge, worn by the person named on it, will permit admission (as the Organiser's licensee) into EY Center/CANSEC 2017. The badge remains the property of the Organiser and has a notional value of \$0.05.

No person named on the badge or the company, firm or business, which that person represents, may permit the badge to be worn by another person. The wearing of a badge under these circumstances will constitute appropriation, an automatic termination of such licence and will be sufficient grounds for the unauthorised individual to be removed from the exhibition. It may also lead to prosecution. Identity checks will be conducted as a condition of entry.

All persons attending the exhibition should carry and produce on request a supporting personal photographic identity document - passport, photo- ID, military ID, driving licence, national identity document or similar.

Any person found to be registering to attend CANSEC using false information or credentials or deliberately with-holding information will have their application automatically denied and may be liable to prosecution.

Without prejudice, the Organisers reserve the right to exclude any person(s).

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## MARKETING YOUR BOOTH

Below is a list of easy-to-implement ideas to help spread the word about your participation in CANSEC this year.

By creating and following a trade show strategy prior to the show, you can generate tremendous ROI on your exhibition experience.

### E-Communications

#### **Attendee Invitations**

---

Customize an attendee invitation that includes your company name and booth number. Ask your staff, strategic partners, distributors and international agents to distribute the invitation to clients and prospects on your company's behalf.

#### **E-Blast**

---

Send an e-blast to your customers and prospects that contains your booth number, floor plan link, products and services you will be showing, and/or any show specials or new product announcements.

#### **Email Signature Button**

---

Add a registration button under your email signature to encourage your customers to register for the show.

#### **Website Page**

---

Create a special page on your website dedicated to your booth at the show. Include your booth's location on the floor plan, products and services you will be showing, and any show specials or new product announcements you will be making at the show. If you are presenting a workshop, clinic or demo, include the title, date, time, description and benefits.

#### **Web Banner**

---

Place a web banner on your website. Also add to your LinkedIn and Facebook profile pages.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Advertising

Purchase an ad in a trade publication that promotes your booth and provides a link to registration.

## Social Media

### Twitter

---

Promote your booth by making numerous tweets on your company's Twitter page using the hashtag #CANSEC2017.

### LinkedIn

---

Post about your booth on LinkedIn.

## Telemarketing

### Hold Message

---

Mention exhibiting at the show and your booth number in your telephone on-hold message.

### Direct Call

---

Call your best clients and prospects to personally invite them to the show and your booth.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## EXHIBITOR PARKING

### Move-In Days (May 28<sup>th</sup> to May 30<sup>th</sup>)

Exhibitors will have access to free parking at the Ernst and Young (EY) Centre, the venue where CANSEC is hosted.

**See also:** [CANSEC Contractor Staff Policies and Procedures](#) document.

### Trade Show Days (May 31<sup>st</sup> to June 1<sup>st</sup>)

During CANSEC, exhibitors must park their vehicles at the NRC parking lot located directly across Uplands Drive from the EY Centre. Please ensure all those entering the parking lot have a business card and photo identification upon arrival at the parking security gates.

CADSI's top priority is to ensure sufficient parking for your customers at the EY Centre during CANSEC 2017. We encourage exhibitors to use alternate modes of transportation such as taxis, buses or the complimentary CANSEC Shuttle Service to get to and from the venue. For further information on the complimentary CANSEC Shuttle Service, please visit the CANSEC website for pick-up times and locations.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## SET-UP AND TEAR-DOWN

### Staffing for Set-Up And Tear-Down

Exhibitors may set up their own exhibits, using their own employees or contractors. If exhibitors use contractors other than the official show contractor, they must provide CADSI with proof of liability insurance. All display materials, including pre-fabricated booths must be pre-fitted and ready for installation prior to shipment to the building. Exhibitors requiring additional assistance in the movement and set-up of their display should contact and use the services of the official show services contractor. In addition, exhibitors using their own employees or show service contractors are responsible for any and all damages, caused by such personnel and/or equipment.

### Loading Docks

The loading areas for the buildings at the EY Centre are as follows:

- » 8 Loading docks (7' 11"H X 8'W)
- » 2 Drive-in docks (not dock level) (14'H X 15' 11"W)

Access to the inside of the loading dock is not permitted without a Freeman escort or a specific Freeman dock pass. Any violations of this safety policy will result in the removal of the violator(s) by CANSEC security.

**Please note:** Exhibitors are not permitted to bring large freight, in hand or carted, through any of the front doors of the EY Centre.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Freight Delivery and Pick-Up

Exhibitors will need to fill out the access form provided by Freeman to schedule their targeted freight times. Freight delivery and pick-ups are restricted to the designated move-in and move-out dates, which are set in accordance with your exhibit space footprint.

- » Stopping or parking on Uplands Drive is prohibited by the City of Ottawa and will be subject to fines to the carrier.
- » All indoor exhibits that include vehicles must be coordinated with Freeman.
- » Carriers (trailers, trucks or deliveries) will not be allowed on show site between 21:00 May 30<sup>th</sup>, 2017 and 18:00 May 31<sup>st</sup>, 2017. Carriers arriving during this time will be turned away at the gate by CANSEC security.

**Please note:** Hand pulled rolling cases are not permitted through the front doors of the EY Centre. These cases will need to enter the building through the rear loading dock. Vehicles can only enter this area by prior arrangement with Freeman, the official CANSEC freight handler who controls the dock, and with CANSEC security.

## Exhibitor Set-up and Tear-down Schedule

Sunday, May 28 <sup>th</sup> , 2017	Set-up for exhibitors with 500 square feet of indoor exhibit space
Monday, May 29 <sup>th</sup> , 2017	Set-up for exhibitors with over 300 square feet of indoor exhibit space and outdoor exhibitors
Tuesday, May 30 <sup>th</sup> , 2017	Set-up for all exhibitors
Wednesday, May 31 <sup>st</sup> , 2017	<b>CANSEC Day 1</b> 08:30 all exhibit spaces ready for 9:00 opening
Thursday, June 1 <sup>st</sup> , 2017	<b>CANSEC Day 2</b> 08:30 all exhibit spaces ready for 9:00 opening 16:00-23:00 Exhibitor tear-down for booths 300 square feet or less <b>Please note:</b> No exhibitors shall dismantle prior to 17:00 as per contractual regulations Exhibitors of 300 square feet or less must be dismantled by 23:00
Friday, June 2 <sup>nd</sup> , 2017	Exhibitor tear-down for booths over 300 square feet. Access to the trade show floor June 2, 2017 begins at 08:00 <b>Please note:</b> CADSI reserves the right to revoke the exhibitor's right of first refusal on space and location of exhibit booth for the following year should tear-down commence prior to the allotted time.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## SAFETY AND SECURITY

### Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment, and exhibit at all times during the show. CADSI provides 24-hour security guard service for the perimeter of the exhibit hall and outdoor static display, but neither the guard service nor CADSI are responsible for loss of or damage to any property. Exhibitors are encouraged to make use of the free overnight lock-up service provided in the CANSEC safe room. CADSI recommends that you do not leave valuables in your booth unsupervised at any time.

**Safe Room Show of Interest forms** are available on the CANSEC website.

If you would like additional security for your booth, Capital Security has an exclusivity contract with EYC to provide any uniformed security service. Any extra service for closed hour protection at an individual booth must go from the individual exhibitor directly to Capital Security. 613 744-1194. The exhibitor can make arrangements with Capital security staff for the times required, supply the guard(s) and billed directly to the exhibitor.

### Exhibit Safety Manager

An exhibit safety manager will be on site during the move-in and move-out periods to ensure that health and safety regulations are being observed. All exhibitors will be required to conform to the requirements outlined by the exhibit safety manager. The exhibit safety manager will have the right to remove any individual who is not complying with the rules and regulations of the event and/or standard health and safety practices.

### Footwear

Individuals accessing the exhibit hall or trade show floor during the move-in and move-out periods will be required to wear closed-toed flat shoes. This policy is being implemented to ensure the safety of all of those on the show floor during this period.

Bare or stocking-covered feet, sandals, high heels, or any other type of footwear that is not a closed-toed flat shoe are not permitted in the exhibit hall by CANSEC security during these times. Anyone in violation of this policy will be escorted off the show floor.

It is the responsibility of the exhibitor primary contact to ensure that all those associated with the exhibit space comply with this policy.

Footwear Policy in effect from:

**Move In:** Sunday, May 28<sup>th</sup> to Tuesday, May 30<sup>th</sup>, 2017

**Move Out:** 16:00, Thursday, June 1<sup>st</sup> to Friday, June 2<sup>nd</sup>, 2017

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## EQUIPMENT POLICIES

### Indoor Motorized Vehicles

- » All arrivals and departures of heavy motorized vehicles for CANSEC must be coordinated in advance with Freeman. No vehicles are permitted to arrive or depart prior to timings provided.
- » Exhibitors must provide exact weights and measurements of the vehicle (and diagrams where possible) should there be a floor load-bearing issue to Freeman.
- » No vehicle that is wet or muddy will be allowed on the exhibit floor until clean and dry.
- » The vehicle's battery must be disconnected while on static display and gas caps must be locked or secured against tampering.
- » The vehicle must have minimal amounts of fuel. Only enough to move the vehicle in and out of the building is permitted.
- » While on display, the vehicle must have an oil/fluid pan collecting leaking fluids to protect the show floor surface. This must be monitored and cleaned.
- » A set of keys and the emergency telephone numbers for contact person(s) responsible for the vehicle must be left with CANSEC security.

### Equipment Storage and Return

Empty crates or boxes for display materials will be returned as promptly as possible to each booth after the official closing time. CADSI, CANSEC official contractors and the EY Centre do not assume any responsibility for loss or damage to exhibits, equipment or personal belongings during the dismantling period.

All exhibits must be removed by Friday, June 2<sup>nd</sup>, 2017 at 17:00. Any storage and handling charges for failure to remove exhibit materials by the allotted time shall be the responsibility of the exhibitor. CADSI reserves the right to remove any exhibit, any excess garbage, materials, packaging, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

### Export Controls

CANSEC exhibitors must respect Canada's export and import controls. The breach of any aspect of Canadian trade controls will be treated as breach of CANSEC's terms and conditions regarding Compliance and Eligibility to Exhibit. For more information on Canada's export and import controls, please consult:

<http://www.international.gc.ca/controls-controles/index.aspx?lang=eng>

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## FACILITIES POLICIES

### Care of Buildings

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

### Damage to Property

Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or other exhibitors' property and shall indemnify the EY Centre, CADSI, and Freeman against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of exhibit space.

### Electrical Safety Code

All exhibitors must meet the electrical requirements of the EY Centre and all electrical equipment to be operated must be CSA approved. If you are planning to exhibit any electrical equipment that does not bear a CSA-approval sticker, please contact CADSI. Failure to comply could result in the revocation of show privileges. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

### Booth Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- » No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to CADSI for pre-show approval.
- » Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibit booths or show aisles.
- » Lighting which is potentially harmful, such as lasers or ultraviolet lighting must be approved in writing by CADSI prior to the show.
- » Lighting that spins, rotates, or pulsates, and other specialized lighting, must be pre-approved by CADSI.
- » CADSI reserves the right to extinguish any lighting on site which does not follow the above guidelines.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Hanging Signs and Banners

Professionally designed banners may be displayed on the back drape of the booth. Hanging signs and graphics are permitted and perimeter booths, as long as the top of the sign is at or below 12 feet, and in peninsula island booths, as long as the top of the sign is at or below 16 feet. All hanging signs and graphics must be set back 10 feet from adjacent booths. No booth that shares a back wall with another booth will be permitted to have a hanging sign.

## Balloons

Balloons, of any kind, as part of the exhibit or as a giveaway, are strictly prohibited. CADSI reserves the right to confiscate any balloons on the exhibit floor. If balloons get loose in the exhibit hall, it is the exhibitor's responsibility to retrieve them. Any costs incurred to retrieve balloons in the exhibit hall are the exhibitor's responsibility.

## Storage

Storage of all sales literature and catalogs must be accommodated on or under the tables provided. No crates, fibre cases, cardboard boxes, or reserve supplies may be stored behind the booth back walls. Additional storage is available through Freeman.

## Rigging

Rigging is allowed over peninsula and Island booths to a 16-foot maximum from the top of the sign, and over perimeter booths to a 12-foot maximum. Rigging is not permitted over any in-line booth that shares a back wall with another booth. All rigging MUST be completed by Freeman.

## Inspection

All displays will be inspected during move-in days and any exhibitor deviating from the regulations must make modifications to its exhibit at the exhibitor's expense prior to show opening. If modifications are not made by the exhibitor, CADSI will instruct Freeman to make any necessary adjustments, at the exhibitor's expense. Moreover, the exhibitor shall be responsible for all costs associated with ensuring any activities and displays outside, if applicable, are deemed safe under any and all conditions. CADSI will not be subject to any damages whatsoever should an activity or display be required to be terminated or removed.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## For drone use:

### **Outdoor**

---

Transport Canada has a stated policy they will not allow any flying drone use, commercial or personal, in any airspace within 9 kms of any airport property lines. The EY Centre is within 50 meters of the fence line of the Macdonald Cartier International Airport (CYOW). Any violation will result in penalties from Transport Canada and may involve other legal challenges to the operator.

### **Indoor:**

---

CADSI will not permit the unauthorized flight of a drone within the confines of any building or structure that is a part of the CANSEC exhibition event. Anyone requesting to do so must satisfy CADSI in advance on safety and hold insurance with a two million dollar policy, naming CADSI and CANSEC as an insured third party. Prior to any flight, neighbouring exhibitors must be consulted and give written permission to CADSI before any permission is forthcoming from CADSI. Additionally, Ottawa Fire Services will also be involved and may recommend a non use.



# CANSEC

## EXHIBIT BOOTH SPECIFICATIONS

### Outdoor Static Display

- » The perimeter of the display area will be enclosed in fencing and a security check-point will be in place at the entrance of the display area. Only delegates with badges will be permitted into the outdoor static display area during show days. CANSEC will provide 24-hour perimeter security coverage beginning Saturday, May 27<sup>th</sup>, 2017, and continuing through the end of the move-out period.
- » If you wish to order additional security for your outdoor booth, this must be done through Kirkland Strategies. Contact information for Kirkland Strategies is available in the CANSEC 2017 Key Contact Information section (page 36).
- » There will be no compressed air, water or drainage services available outdoors.
- » Running auxiliary power units or vehicles during show days is not permitted.
- » Generator rentals are exclusive to Freeman. Exhibitors are not permitted to run their own generators due to liability and insurance concerns.
- » Once you have your outdoor space confirmed, please contact Freeman to arrange your move-in time. A time will be assigned on a first come first served basis.
- » If you choose to have a tent over your outdoor display area, it must be installed by Freeman at the end of move-in.
- » At the end of CANSEC, outdoor power will be shut off promptly at 16:00 on Thursday, June 1<sup>st</sup>, 2017. All exhibitor material must be removed from the Outdoor Static Display by 17:00, Friday, June 2<sup>nd</sup>, 2017.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



## Island Booth

**Island booths** are 20ft. by 20ft. or larger. The entire cubic content of the space may be used up to the maximum allowable height of 16ft. Hanging signs are allowed with the restriction that the top of the sign is permitted at 16ft.

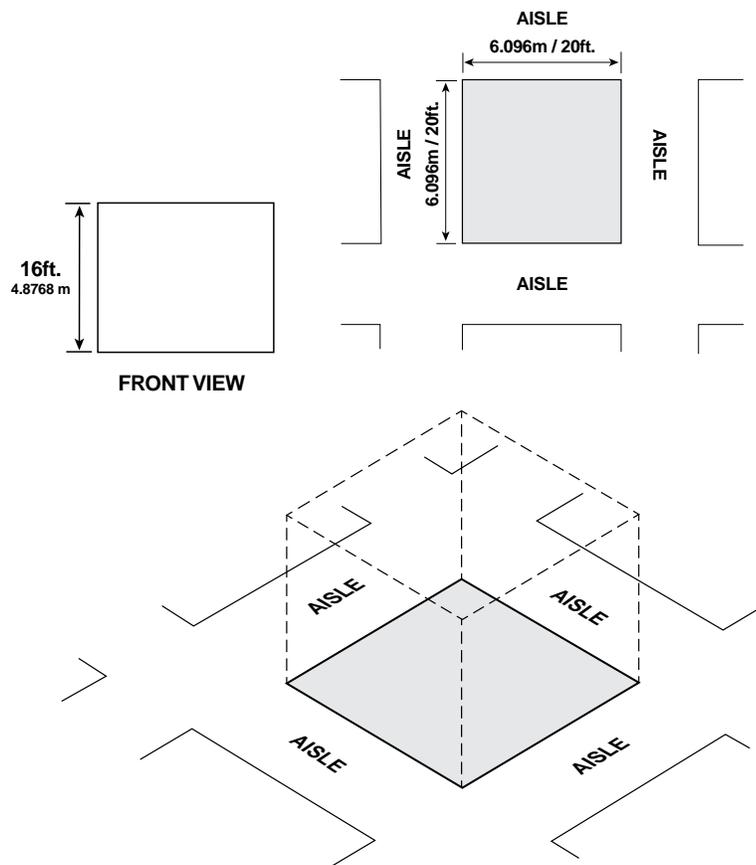
An island booth is any size booth exposed to aisles on all four sides.

### Dimensions

An island booth is typically 20 feet by 20 feet or larger, although it may be configured differently.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16ft.), including signage.



Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



## Linear Booths

**Linear booths** are sold in increments of 10ft. wide and 10ft. deep (i.e., 10ft. by 10ft.). The back wall height may be a maximum of 8ft. Regardless of the number of linear booths utilized (e.g., 10ft. by 20ft., 10ft. by 30ft., 10ft. by 40ft., etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

For 10ft. by 10ft. or 10ft. by 20ft. booths, the maximum height of 8ft. is allowed only in the rear half of the booth space, with a 4ft. height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more linear booths are used in combination as a single exhibit space, the forward space 4ft. height limitation is applied only to that portion of exhibit space which is within 10ft. of an adjoining booth.) linear booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle; however, they can offer two sides exposed to an aisle when they are at the end of a straight line of booths. They are on the “corner” of that line, and all of the above rules apply to these booths.

Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft. (3.05m) has become the defacto standard in Canada. Therefore, unless constricted by space or other limitations, linear booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep, i.e. 10ft. by 10ft. (3.05m by 3.05m). A maximum back wall height limitation of 8 ft. (2.44m) is generally specified.

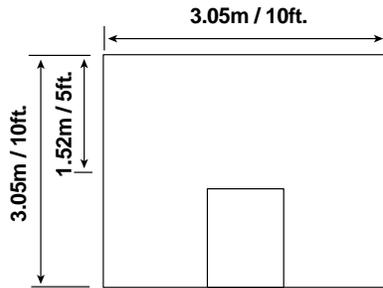
### Use of Space

Regardless of the number of linear booths utilized, e.g. 10ft. by 20ft. (3.05m by 6.10m), 10ft. by 30ft. (3.05m by 9.14m), 10ft. by 40ft. (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sightlines of neighbouring exhibitors. The maximum height of 8ft. (2.44m) is allowed only in the rear half of the booth space, with a 4ft. (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

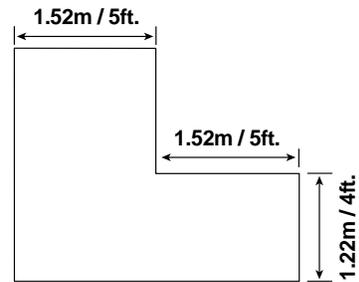
**Please note:** When three or more linear booths are used in combination as a single exhibit space, the 4ft. (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft. (3.05 m) of an adjoining booth.



## Linear Booth



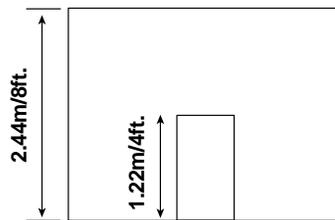
PLAN VIEW



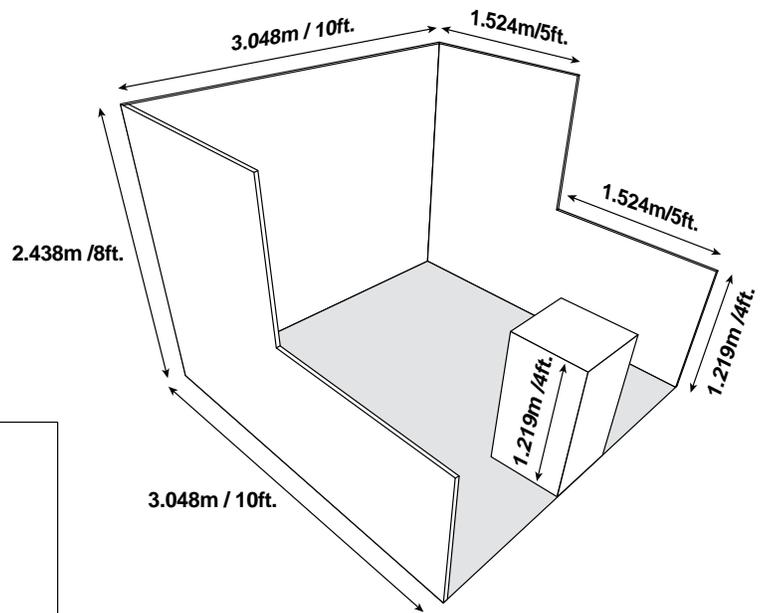
LEFT SIDE VIEW

### Corner Booth

A **corner booth** is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.



FRONT VIEW



10' X 10' LINEAR BOOTH

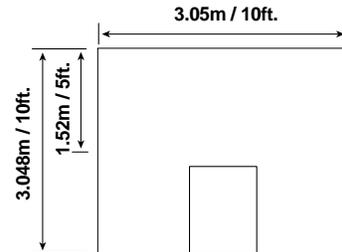
Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Perimeter Booths

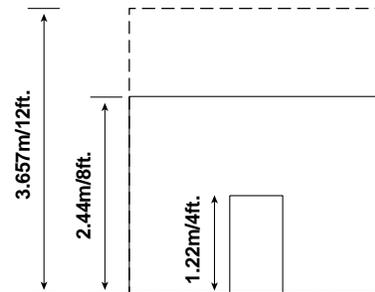
**Perimeter booths** are linear booths that back to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for linear booths apply to perimeter booths except that the maximum back wall height is 12ft. In addition, a hanging sign is allowed with the restriction that the top of the sign is permitted at 12ft.



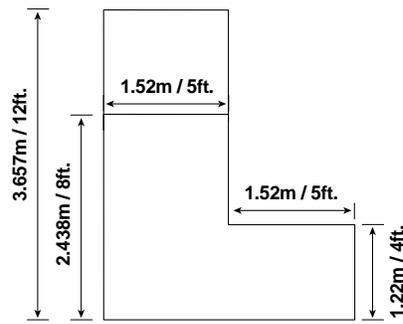
PLAN VIEW

### Dimensions and Use of Space

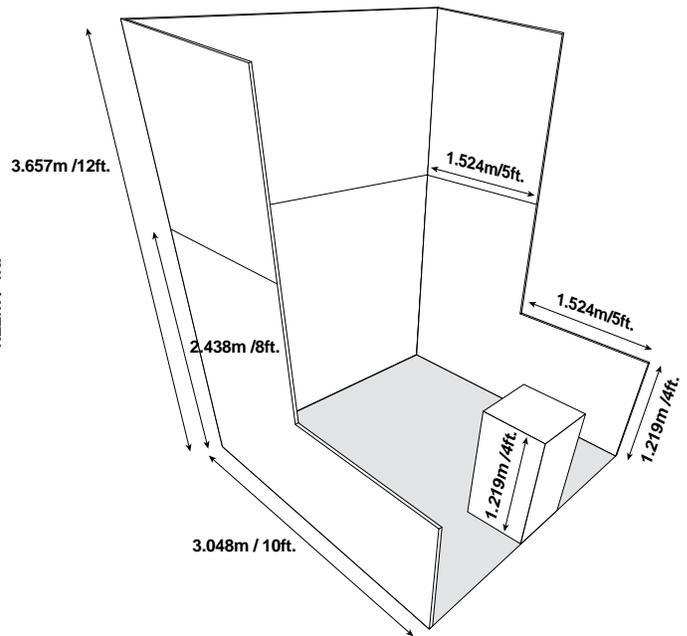
All guidelines for linear booths apply to perimeter booths except that the typical maximum back wall height is 12ft. (3.66m).



FRONT VIEW



LEFT SIDE VIEW



10' X 10' PERIMETER BOOTH

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.

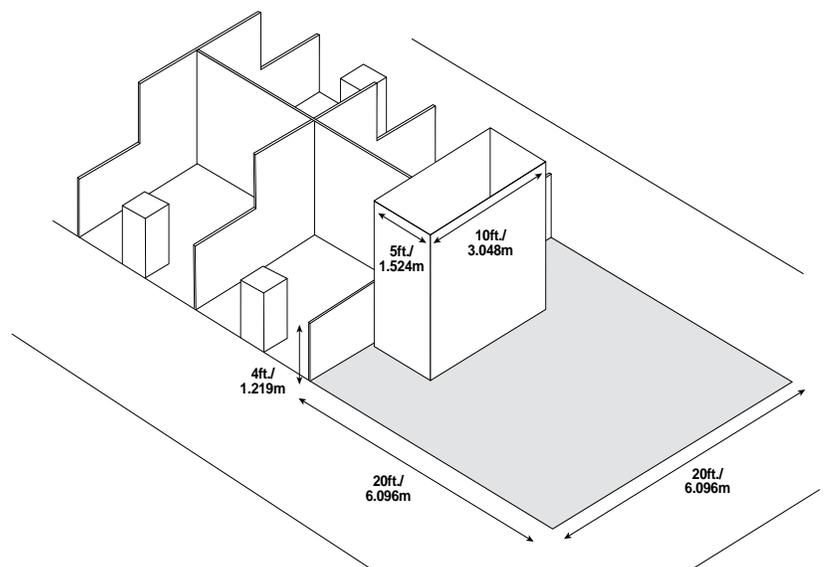
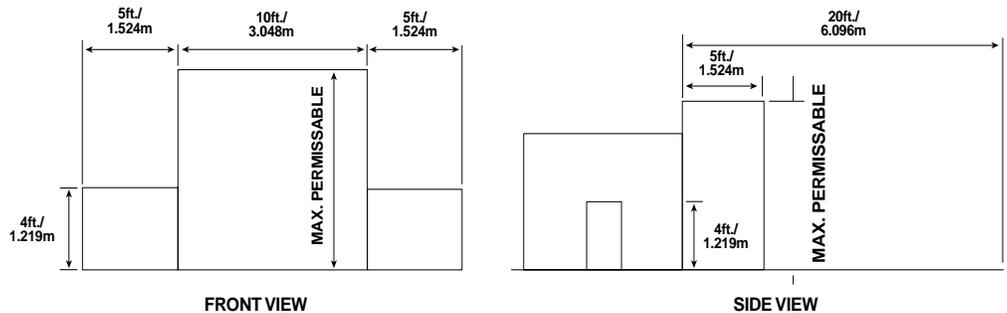
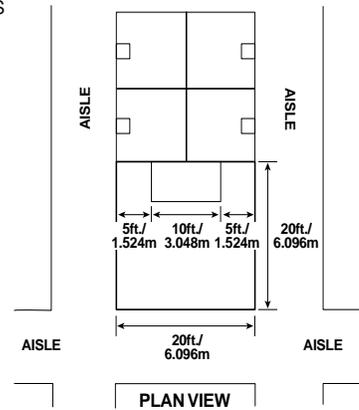


## Peninsula Booths

A peninsula booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of peninsula booths: a) one which backs up to linear booths, and b) one which backs to another peninsula booth and is referred to as a “split island booth”.

### Dimensions

A peninsula booth is usually 20ft. x 20ft. or larger. When a peninsula booth backs up to two linear booths, the backwall is restricted to four feet (4ft.) high within five feet (5ft.) of each aisle, permitting adequate line of sight for the adjoining linear booths. Sixteen feet (16ft.) is a typical maximum height allowance, including signage for the centre portion of the backwall.



Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Double-Decker Booths

A double-decker exhibit is a two-story structure where the second story is functional and may be occupied by people. Double-decker exhibits will be permitted in island and peninsula booths only. For further information on plans and requirements regarding double-decker booths please visit the CANSEC website or contact **CADSI** at [exhibits@defenceandsecurity.ca](mailto:exhibits@defenceandsecurity.ca) or 613-235-5337 ext. 27.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## CONDUCT POLICIES

### Conduct During Opening Hours

During open hours of CANSEC, exhibitors must have at least one person at their exhibit space at all times.

Exhibitors are not permitted to:

- » Close down an exhibit space or remove any exhibits before the exhibition closes on June 1<sup>st</sup>, 2017, at 16:00.
- » Cover exhibits during show open hours. CADSI reserves the right to remove any covers and cannot be held liable in any way should damage or loss result.
- » Use noisy advertising, or run loud equipment that may impede other exhibitors or the experience of delegates at the show.
- » Distribute catalogues, leaflets, circulars, prospectuses, or put up advertisements outside their own booth.
- » Use lighting that negatively affects neighbouring exhibitors or imposes on the experience of delegates at the event.

### Food and Non-Alcoholic Beverages

Distribution of food and beverages – including bottled water and coffee – from the exhibitor's booth for hospitality is permitted. All food and beverages must be purchased through the EY Centre. **Catering order forms** are available in the exhibitor section of the CANSEC website or via Freeman.

### Alcoholic Beverages

The Alcohol Policy allows exhibitors to have alcohol served within the confines of their exhibit spaces. All alcoholic beverages must be **purchased from the EY Centre** (official licensee). Bringing alcoholic beverages into the building is strictly prohibited. Exhibitors who wish to serve alcohol must submit notification in advance of the show to CADSI and the EY Centre. Exhibitors serving alcohol within their exhibits assume all responsibility, liability and expense for such alcoholic beverage distribution. Alcohol distribution and consumption is restricted to the contracted booth space and must not take place within the aisles of CANSEC. At no time will alcohol be permitted to be consumed on the show floor during move-in, pre-show or post-show hours or during tear-down – no exceptions. Exhibitors serving alcohol will be held responsible for the conduct of their personnel and guests. Any exhibitor personnel or attendees deemed to be intoxicated shall be removed from the show at CADSI's sole discretion.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

All alcoholic beverages will be provided by EY Centre's exclusive food and beverage provider. Alcoholic beverages will be served in accordance with the regulations of the Alcohol and Gaming Commission of Ontario.

## Sound and Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Exhibitors should remember that using sound equipment is a privilege and not a right. CADSI reserves the right to determine at what point sound constitutes interference and must be discontinued. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle and may not obstruct the view of neighbouring exhibitors. There will be one warning issued about objectionable sound levels. Any further objectionable sound levels will result in the exhibitor being required to discontinue the activities responsible for the sound levels.

## Non-Exhibiting Suppliers

Non-exhibiting suppliers are prohibited from selling products and services or distributing items in the aisle, food and seating areas of the exhibit floor. Any non-exhibiting supplier selling products or services or distributing items in these areas will be escorted from the venue by CANSEC security, and an incident report will be sent to CADSI for further action. Any exhibitors observing such activity should communicate these infractions to CADSI staff or CANSEC security monitoring the exhibit floor.

## Samples and Giveaways

Customary descriptive product literature, note pads, pens, and pencils may be distributed from your exhibit. CADSI does not require a sample of the giveaway in advance of the event. However, CADSI does reserve the right to have a giveaway removed from the exhibit area should the give-away not be useful to and in keeping with the professional activities of the participants. Adhesive-backed promotional materials are not permitted. Exhibitors will be charged for removal of this material from the walls and floors of the building. Giveaways may only be provided within the confines of the contracted exhibit space. Draws must be conducted by the exhibitor within the confines of their contracted exhibit space. CADSI will not conduct or announce draw results.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Advertising

Exhibitors shall not, without the written consent of CADSI, distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except in its own allotted exhibit space. Exhibitors shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the venue, except within the exhibitor's booth space and in such space as is made available for such purposes by the venue. Nothing can be affixed to the walls, columns, carpet, concrete or pavement, nor can anything be projected on space or areas beyond exhibitor's booth space without written permission.

## Photography and Videography

This policy governs the visual and audio capturing of activities during CANSEC by all participants. For the purposes of this policy, participants means any delegates, exhibitors, media, and persons employed by CADSI. This policy is in addition to and complements Canada's Copyright Act. This policy is meant to ensure a successful and productive event while respecting the values, integrity and privacy of CANSEC participants. CADSI reserves the right to remove any individual found to be violating this policy from the event.

CADSI welcomes the use of photography and video for sharing and capturing moments throughout CANSEC. However, we remind all participants that due to the sensitive and competitive nature of the industry, not all participants will welcome having their faces or products recorded or photographed. It is CADSI's policy that, prior to recording or photographing a person or product, participants must ensure they have express consent from the person or persons responsible.

CADSI will also have an official CANSEC photographer and/or videographer capturing memories throughout the event, and we may share a selection of these photos with participants after the event. The official photographer and/or videographer may conduct interviews or take photographs which may be streamed during the event or during future CADSI events and activities. Copyright for these photos and recordings is owned by CADSI and their use is subject to the Creative Commons Attribution 4.0 International License (<http://creativecommons.org/licenses/by/4.0/>).

By attending CANSEC, participants are granting CADSI consent to have photographs and recordings taken by the official CANSEC photographer. Additional consent at the moment the photograph or recording is taken will not be required of the official CANSEC photographer and/or videographer.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## GENERAL TRADE SHOW POLICIES

### Labour Laws

Exhibitors must agree to observe all union contracts and labour relations in force, agreements between CADSI, the official exhibition contractors and venue. Exhibitor must act accordance to the labour laws of the jurisdiction in which the venue is located (Ottawa, Ontario, Canada). Exhibitors must observe the provisions of the provincial *Human Rights Code* and the *Labour Standards Act* in the hiring and treatment of exhibit booth staff.

### *The Ontario Health and Safety Act*

Workplace safety is everyone's responsibility and as such, all participants must comply with the *Occupational Health and Safety Act*, which is governed by the Province of Ontario. All persons active in the on-site activities should be properly trained in and aware of the appropriate safety responsibilities pertinent to the tasks they are performing. All equipment should be inspected and in proper working condition. It is advised that all persons involved in the move-in and tear-down process wear proper protective footwear. In areas designated as construction zones, and where overhead work is being done, hardhats and proper protective footwear are mandatory per the *Occupational Health & Safety Act*.

As an employer, it is your responsibility to ensure staff and third-party contractors comply with the legislation.

### Age Policy

Due to insurance coverage requirements, persons under the age of 18 years of age are not permitted on the show site at any time. This policy pertains to the outdoor and indoor facilities, on set-up/tear-down and show days. This policy will be strictly enforced and there will be no exceptions. Please ensure that all exhibit staff, including EAC staff, come to the event with valid photo identification.

### No-Smoking Policy

CANSEC policy strictly prohibits the use of tobacco products in all indoor and outdoor areas of the show (including during set-up and tear-down) unless in designated smoking areas. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company comply with this policy. Individuals who do not comply with this policy will be escorted from show premises by CANSEC security.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Force Majeure

In the case that the contracted venue is not available due to war, acts of international or domestic terrorism, government action or order, acts of God, fire, strikes, labour disputes, or any other cause beyond the control of CADSI, the exhibitor agreement shall immediately terminate. In such an event, the exhibitor waives any claim to damages or any other recovery except the return of the amounts paid as rental for the exhibit space, less the prorated share allocable to the exhibit of the actual expenses incurred by CADSI in connection with the event. Should CADSI, in its sole discretion, consider it inadvisable to hold the event at the time and place herein provided, CADSI may, at its option, terminate this agreement and return the sums paid by the exhibitor for the exhibit space, and there shall be no further liability on the part of either party to the other. Upon written notice to the exhibitor, CADSI shall also have the right to change the date and the place where the event is to be held.

## Liability

As outlined in the CANSEC Exhibit Space Contract, neither CADSI nor any of their officers, directors, employees or agents, nor the owners, employees, or representatives of the EY Centre will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property due to fire, theft, acts of violence, accidents, or from any cause whatsoever prior, during or subsequent to the period covered by the CANSEC Exhibit Space Contract.

The exhibitor, on signing the CANSEC Exhibit Space Contract agrees to indemnify and hold harmless CADSI, the EY Centre and its employees against any and all claims of any person whomsoever, arising out of acts of omission of exhibitors or their employees. Exhibitors shall furnish their own public liability insurance. CADSI assumes no liability for damages or losses resulting from, or related to, the failure of the exhibitor to comply with the provisions of this contractual exhibiting agreement. If, due to unforeseen circumstances beyond the control of CADSI, the exhibitor's materials do not arrive in time for display during the entire period of the event, or any portion thereof, CADSI assumes no liability for damages or losses to the exhibitor and is under no obligation to refund the exhibitor's fees.

## Enforcement of Policies

In purchasing an exhibit space, each exhibitor agrees to adhere to all conditions and regulations outlined in this document. Any violations shall subject the exhibiting company to a suspension from exhibiting at the current trade show and loss of all exhibiting privileges at future CADSI events.

If CADSI determines that any exhibitor has failed to comply with any rule herein or any directive issued to the exhibitor, CADSI may terminate the contract and close that exhibitor's exhibit at any time. If this occurs, the exhibitor will be notified in writing. In all interpretations of the CANSEC Rules and Regulations, CADSI's decision is final.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## EXHIBITOR SCHEDULE INFORMATION

### Exhibitor Freight Receiving Schedule

#### Friday, May 26<sup>th</sup>, 2017

---

- » Freight receiving for indoor booths 300 ft<sup>2</sup> to 500 ft<sup>2</sup> and over. Only targeted shipments approved by Freeman. Contact Freeman for information and associated forms.

#### Monday, May 29<sup>th</sup>, 2017

---

- » Freight receiving for indoor booths 300 ft<sup>2</sup> or less. Call Freeman to schedule your time.
- » Receiving for static outdoor displays. Only targeted shipments approved by Freeman. Contact Freeman for information and associated forms.

### Exhibitor Set-Up and Tear-Down Schedule

**Safety and Security Note:** Access to the exhibit hall during set-up and tear-down will require a show badge and closed-toed flat shoes. There will be no exceptions to this policy. Picture ID and business card and/or government photo ID will be required to receive a badge at on-site registration.

All freight receiving areas and aisles must be cleared of materials by 20:00, May 30<sup>th</sup>, 2017.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Set-Up: Over 500 ft.<sup>2</sup> of Indoor Exhibit Space Holders

### **Sunday, May 28<sup>th</sup>, 2017**

---

08:00-17:00 Only targeted shipments – Approval required by Freeman.

### **Monday, May 29<sup>th</sup>, 2017**

---

08:00-21:00

### **Tuesday, May 30<sup>th</sup>, 2017**

---

07:00-21:00 Exhibitors not permitted on the tradeshow floor after 21:00 without prior approved arrangements.

## Set-Up: 300-500 ft.<sup>2</sup> of Indoor Exhibit Space Holders

### **Monday, May 29<sup>th</sup>, 2017**

---

08:00-21:00

### **Tuesday, May 30<sup>th</sup>, 2017**

---

07:00-21:00 Exhibitors not permitted on the trade show floor after 21:00 without prior approved arrangements.

## Set-Up: 300 ft.<sup>2</sup> or Less of Indoor Exhibit Space Holders

### **Tuesday, May 30<sup>th</sup>, 2017**

---

07:00-21:00 Exhibitors not permitted on the trade show floor after 21:00 without prior approved arrangements.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## Set-Up: Outdoor Static Display

### Monday, May 29<sup>th</sup>, 2017

---

08:00-17:00 Only targeted shipments – Approval required by Freeman.

### Tuesday, May 30<sup>th</sup>, 2017

---

07:00-17:00 Exhibitors are not permitted at the Static Outdoor Display after 17:00 unless prior arrangements are made with CADSI to extend your set-up time.

## Tear-Down Schedule

### Thursday, June 1<sup>st</sup>, 2017

---

17:00-21:00

- » Aisle carpet removal from 16:00 – 17:00\*\*
- » Freight returned from 17:00 – 21:00 hrs
- » Freeman will begin returning empty containers as soon as the aisle carpeting is removed.
- » Exhibitors (300 ft.<sup>2</sup> or less) must be moved out by 23:00
- » All empties will be returned on June 1<sup>st</sup> by the assigned colour coded booth number.  
Please review in the Freeman Exhibitor Service Manual

**\*\* Note:** Exhibitors will not be permitted to move out prior to 17:00 as per contractual guidelines.

### Friday, June 2<sup>nd</sup>, 2017

---

08:00-17:00 Remaining exhibitors (over 300 ft<sup>2</sup>) must be moved out by 17:00 June 2<sup>nd</sup>, 2017. Access to the facility on June 2<sup>nd</sup> will start at 08:00.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## EVENT SCHEDULE

### Pre-Event Activity – Tuesday, May 30<sup>th</sup>, 2017

The CANSEC WiDS/CADSI Golf Tournament is the main fundraising event in support of the WiDS Memorial Scholarships. It includes 18 holes of golf and a luncheon.

**Date:** Tuesday, May 30<sup>th</sup>, 2017

**Location:** Hylands Golf Club, 2101 Alert Road, Ottawa

### CANSEC Day 1 – Wednesday, May 31<sup>st</sup>, 2017

- 06:30 Breakfast Event and Exhibitor Registration open
- 07:00-09:00 Exhibitor access to Exhibit Hall and Outdoor Static Display open
  - \* For security reasons, only those with exhibitor badges will be permitted in the exhibit hall and outdoor static display during this period.
- 07:00-09:00 CANSEC 2017 Official Opening Breakfast – Hall 1
- 07:00-07:50 Pre-Breakfast Networking Coffee Service
- 08:00-08:30 Breakfast Event
- 08:00-16:00 Concessions Open
- 08:30-09:00 Breakfast Keynote Address (keynote speaker to be announced)
  - \* Pre-registration is required for this function.
  - \* Business attire or uniform equivalent.
- 08:00-17:00 Business Development B2B/G Meeting Program
- 08:30 CANSEC 2017 Trade Show registration opens
- 09:00-17:00 Exhibition Hall and Outdoor Static Display open
- 11:15-14:00 Networking Reception and Luncheon – Hall 1
- 11:15-11:50 Luncheon Networking Reception

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

- 11:50-14:00 Luncheon
- 12:45-13:10 Luncheon Keynote Address (keynote speaker to be announced)
- \* Pre-registration is required for this function.
  - \* Business attire or uniform equivalent.
  - \* For those exhibitors not attending any meal events on-site concessions are made available at various location points at the EY Centre.
- 17:00 Exhibition Halls and Outdoor Static Display closed for the day
- 17:00-19:00 CANSEC Evening Reception – Hall 1
- This event is designed to optimize your interactions with new contacts, clients and stakeholders. A host bar and wide selection of hors d'oeuvres will be provided.
- \* Pre-registration is required for this function.
  - \* Business attire or uniform equivalent.

## Cansec Day 2 – Thursday, June 1<sup>st</sup>, 2017

- 06:30 Breakfast Event and Exhibitor Registration open
- 07:00-09:00 Exhibitor access to Exhibit Hall and Outdoor Static Display open
- Please note:** For security reasons, only those with exhibitor badges will be permitted in the exhibit hall and outdoor static display during this period.
- 07:00-09:00 CANSEC Breakfast Event – Hall 1
- 07:00-07:50 Pre-Breakfast Networking Coffee Service
- 08:00-08:30 Breakfast Event
- 08:00-16:00 Concessions Open
- 08:30-09:00 Breakfast Keynote Address (keynote speaker to be announced)
- \* Pre-registration is required for this function.
  - \* Business attire or uniform equivalent.
- 08:00-15:45 Business Development B2B/G Meeting Program
- 09:00-16:00 Exhibition Hall and Outdoor Static Display open
- 11:15-14:00 Networking Reception and Luncheon – Hall 1

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

- 11:15-11:50 Luncheon Networking Reception
- 11:50-14:00 Luncheon
- 12:45-13:10 Luncheon Keynote Address (keynote speaker to be announced)
- \* Pre-registration is required for this function.
  - \* Business attire or uniform equivalent.
  - \* For those exhibitors not attending any meal events on-site concessions are made available at various location points at the EY Centre.
- 16:00 CANSEC 2017 Trade Show conclusion
- \* Exhibitors will not be permitted to move out prior to 17:00 as per contractual guidelines. Failure to do so may result in loss of exhibiting opportunities at future CADSI events.

Exhibitor policies contained within this manual for CANSEC 2017 are subject to change.



# CANSEC

## CANSEC 2017 KEY CONTACT INFORMATION

---

### THERESA ELLWOOD

Events Manager 613-235-5337 ext. 28 [theresa@defenceandsecurity.ca](mailto:theresa@defenceandsecurity.ca)

---

### LESLEY MUSKER

Event Planner 613-235-5337 ext. 33 [lesley@defenceandsecurity.ca](mailto:lesley@defenceandsecurity.ca)

---

### FRANCIS CALLANAN

Exhibitor Manager 613-235-5337 ext. 27 [exhibits@defenceandsecurity.ca](mailto:exhibits@defenceandsecurity.ca)

---

### LAURA ZANDBELT

Registration Assistant 613-235-5337 ext. 31 [support@defenceandsecurity.ca](mailto:support@defenceandsecurity.ca)

---

### NICOLAS TODD

Associate Vice President,  
Policy, Communications and  
Government Relations 613-235-5337 ext. 37 [nicolas@defenceandsecurity.ca](mailto:nicolas@defenceandsecurity.ca)

---

### ANN MARIE PAQUET

Communications Manager 613-235-5337 ext. 43 [annmarie@defenceandsecurity.ca](mailto:annmarie@defenceandsecurity.ca)

---

### STEVEN HILLIER

Associate Vice President,  
Business Development  
& Operations 613-235-5337 ext. 22 [steven@defenceandsecurity.ca](mailto:steven@defenceandsecurity.ca)

---

### CHRISTEL GALLANT

Membership and Marketing 613-235-5337 ext.23 [christel@defenceandsecurity.ca](mailto:christel@defenceandsecurity.ca)

---

### JAMIE HOLLAND

Business Development  
Manager 613-748-7180 ext. 243 [jamie.holland@freemanco.com](mailto:jamie.holland@freemanco.com)

---

### NICKY LAFRAMBOISE

Exhibitor Services Director 613-748-7180 ext 240 [freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com)

---

### DOUG KIRKLAND

Security: Kirkland Strategies 613-526-9900 [kirkstratinc@sympatico.ca](mailto:kirkstratinc@sympatico.ca)



# CANSEC

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by May 8, 2017.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect – **before, during and after** your show. Additionally, you can now access FreemanOnline from any device – **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique username and password. To access FreemanOnLine for **CANSEC** go to: <http://www.freemanco.com/store/show/showInformation.jsp?showID=433257&nav=02> Click on the "Login" link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Create an Account" link in the top right corner.** You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app. If you need assistance with FreemanOnLine please call our Customer Support Centre toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

**Freeman online manual:** <http://www.freemanco.com/store/show/showInformation.jsp?-showID=433257&nav=02>



# CANSEC

## EXHIBITOR APPOINTED CONTRACTOR (EAC) REQUEST FORM

An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space that is not otherwise provided by an Exclusive contractor. Exhibitors wishing to get approval to use an EAC must fill out an EAC Request Form and return it to CADSI along with an original certificate of insurance prior to the deadline date of Monday April 25, 2017.

Company Name: \_\_\_\_\_

Exhibit Booth Number: \_\_\_\_\_

Name of Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Person with Exhibitor Appointed Contractor: \_\_\_\_\_

Title: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Canadian Association of Defence and Security Industries  
251 Laurier Avenue West, Suite 300  
Ottawa, ON K1P 5J6  
Telephone: 613-235-5337 Fax: 613-235-0784  
exhibits@defenceandsecurity.ca



# CANSEC

## 2017 Safe Room Show of Interest Form

A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room would be available from 14h00 on Sunday, May 28<sup>th</sup> until 12 noon on Thursday June 1<sup>st</sup>. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.

If your company wishes to make use to this service, please complete this show of interest form and return by email to [kirkstratinc@sympatico.ca](mailto:kirkstratinc@sympatico.ca). A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

A Password or Pass code can also be added if desired.

Item(s) for Storage	Description	Size	Quantity

Kirkland Strategies Inc.  
Doug Kirkland  
[kirkstratinc@sympatico.ca](mailto:kirkstratinc@sympatico.ca)  
613-526-9900

# EXHIBITOR ORDER FORM

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Dates: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Payment: Cash

Cheque

Credit Card

## Catering Payment Policy

All food and beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals. (If you are paying by credit card, fill out the attached credit card authorization form.)

## Catering Rules and Regulations

The EY Centre has exclusive food and beverage distribution rights within the EY Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample food and/or beverage upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be requested via your Event Coordinator or our Food & Beverage Manager.

## Ordering Deadline

All catering orders should be received no later than seven (7) days prior to the start of the show. All food and beverage orders placed on site will be from a reduced menu.

### DAY 1

- Morning Delivery (7am - 8am)
- Lunch Time Delivery (11am - 11:30am)
- Afternoon Delivery (1pm - 2pm)
- Evening Delivery (5pm - 6pm)

### DAY 2

- Morning Delivery (7am - 8am)
- Lunch Time Delivery (11am - 11:30am)
- Afternoon Delivery (1pm - 2pm)
- Evening Delivery (5pm - 6pm)

# BAR LISTING

## CASH OR HOST BARS

In the event the net alcohol consumption exceeds \$400 per bartender per 4 hour shift, the bartender(s) labour charge is waived. Otherwise, per Bartender, a minimum of \$160.00 for a 4-hour shift is invoiced, after that a \$30 per hour additional charge. Service charge & taxes are additional.

## SPIRITS \$7

Pinnacle Vodka  
Bacardi Rum  
Damrak Gin  
Canadian Club Rye

## BEER

Molson Canadian \$6  
Coors Light \$6  
Alexander Keith's \$6  
Heineken \$7

4899 Uplands Dr. Ottawa,  
Ontario K1V 2N6  
Tel: 613-822-8800  
Fax: 613-688-4824  
catering@eycentre.ca  
www.eycentre.ca

## WHITE WINES

**JACKSON TRIGGS** **\$30/Bottle**  
**Black Reserve Chardonnay, Niagara VQA, 2010** (750ml)

Luminous gold in colour, this wine is beautifully structured and displays alluring aromas of butterscotch, cashew, ripe tropical sweet fruit, vanilla and toasted oak. Accentuated by a rich and creamy butter finish, the vibrant flavours of citrus, apple and pear perfectly integrate with clean refreshing acidity.

**INNISKILLIN** **\$32/Bottle**  
**Niagara Series Riesling, Niagara VQA** (750ml)

Quite a charming wine. Pale straw coloured, it offers expressive floral notes, peach, pear, and citrus zest. Just slightly off dry, it is well balanced with acidity and a crisp, lively finish.

**WOODBIDGE BY ROBERT MONDAVI** **\$36/Bottle**  
**Lightly Oaked Chardonnay, California** (750ml)

This light Chardonnay offers a fresh mélange of fruit, floral, and mineral nuances, with a touch of oak aging to enhance the silky texture

**KIM CRAWFORD** **\$42/Bottle**  
**Marlborough Sauvignon Blanc, New Zealand** (750ml)

A well balanced wine with intense aromas of gooseberry, passion fruit and citrus flavours.

## RED WINES

**JACKSON TRIGGS** **\$30/Bottle**  
**Black Reserve Cab Franc Cabernet Sauvignon, Niagara VQA** (750ml)

A light Cabernet Sauvignon profile, this wine is aromatic, exhibiting a core of ripe plum, blackcurrant and bell pepper. Dark fruit flavours supported by leather tannins and hint of spiced vanilla lead to a rich, extended finish.

**INNISKILLIN ESTATE SELECT** **\$34/Bottle**  
**Pinot Noir VQA Niagara Peninsula** (750ml)

Piquant spice, beet root and savory aromas provide segue for a balanced and beautiful river of tangy red cherry and racy, spice-laden pomegranate interwoven with ripe, juicy black plum.

**MARCUS JAMES MALBEC** **\$36/Bottle**  
**Argentina** (750ml)

A light Malbec style of wine. Medium deep ruby red; aromas and flavours of plum, ripe black berry, currant, violet, cherry and herb; dry, light bodied, with soft tannins; medium long finish, warm spicy notes; easy drinking style.

**WOODBIDGE BY ROBERT MONDAVI** **\$40/Bottle**  
**Cabernet Sauvignon** (750ml)

Deep garnet red; wild red berry & cassis aroma; fresh fruit flavour, balanced wine, soft tannins, good quality, easy drinking.

# ALCOHOL ORDER FORM

BASED ON AVAILABILITY

## BEER

TOTAL

_____	Bottle of <b>MOLSON CANADIAN</b>	\$6/Bottle = _____
_____	Bottle of <b>COORS LIGHT</b>	\$6/Bottle = _____
_____	Bottle of <b>ALEXANDER KEITH'S</b>	\$6/Bottle = _____
_____	Bottle of <b>HEINEKEN</b>	\$7/Bottle = _____

## WHITE WINES

_____	Bottle of <b>JACKSON TRIGGS</b> Black Reserve Chardonnay	\$30/Bottle = _____
_____	Bottle of <b>INNISKILLIN</b> Niagara Series Riesling	\$32/Bottle = _____
_____	Bottle of <b>WOODBIDGE BY ROBERT MONDAVI</b> Lightly Oaked Chardonnay,	\$36/Bottle = _____
_____	Bottle of <b>KIM CRAWFORD</b> Marlborough Sauvignon Blanc	\$42/Bottle = _____

## RED WINES

_____	Bottle of <b>JACKSON TRIGGS</b> Black Reserve Cab Franc Cabernet Sauvignon	\$30/Bottle = _____
_____	Bottle of <b>INNISKILLIN ESTATE SELECT</b> Pinot Noir VQA	\$34/Bottle = _____
_____	Bottle of <b>MARCUS JAMES MALBEC</b> Argentina	\$36/Bottle = _____
_____	Bottle of <b>WOODBIDGE BY ROBERT MONDAVI</b> Cabernet Sauvignon	\$40/Bottle = _____

GRAND **TOTAL**

Prices do not include  
tax or service charge. = \_\_\_\_\_

# FOOD & BEVERAGE ORDER FORM

<b>BEVERAGES</b>	(All Coffee Service includes Creamers, Sugar, Stir Sticks & Cups)	TOTAL
_____ Coffee or Tea <b>SMALL THERMOS</b> (64oz   8 Cups)		\$22.00 = _____
_____ Coffee or Tea <b>LARGE THERMOS</b> (160oz   20 Cups)		\$55.00 = _____
_____ Coffee <b>POD MACHINE RENTAL</b> (includes 12 pods)		\$120.00 = _____
_____ <b>ADDITIONAL PODS</b>		\$20.00/dz = _____
_____ <b>SOFT DRINKS</b> Assorted (355ml - Pepsi Products)		\$2.50 = _____
_____ <b>BY THE CASE</b>		\$48.00 = _____
_____ <b>BOTTLE WATER</b> (591ml - Aquafina)		\$3.00 = _____
_____ <b>BY THE CASE</b>		\$48.00 = _____
_____ <b>DOLE PREMIUM JUICES</b> (Apple, Orange, Cranberry, Strawberry Kiwi)		\$3.00 = _____
_____ <b>BY THE CASE</b>		\$48.00 = _____
<b>ICE DELIVERY</b> _____ 5lb Bag / <b>\$5.00</b> _____ 25lb Bag / <b>\$25.00</b>		= _____

## BAKERY ITEMS

<b>ASSORTED MUFFINS</b> _____ Each <b>\$2.25</b> _____ Dozen <b>\$25.00</b>	= _____
<b>ASSORTED COOKIES</b> _____ Each <b>\$2.00</b> _____ Dozen <b>\$16.00</b>	= _____
<b>ASSORTED PASTRIES</b> _____ Each <b>\$2.25</b> _____ Dozen <b>\$25.00</b>	= _____

## SNACK ITEMS

<b>INDIVIDUAL CHIPS</b> _____ Each <b>\$2.00</b>	= _____
<b>CHOCOLATE BARS</b> _____ Each <b>\$2.00</b>	= _____
<b>GRANOLA BARS</b> _____ Each <b>\$2.00</b>	= _____
<b>YOGURT PARFAIT</b> _____ Each <b>\$3.50</b>	= _____

## SNACK ITEMS

_____ <b>BUFFALO CHICKEN WRAP</b> (w/ Lays Plain Chips, Canned Pop)	\$9.00 = _____
_____ <b>EY TURKEY FOCOCCIA CLUB</b> (Lays Plain Chips, Canned Pop)	\$10.00 = _____
_____ <b>GRILLED CHICKEN CAESAR</b> (Lays Plain Chips, Canned Pop)	\$10.00 = _____
_____ <b>PERSONAL PIZZA</b> (All dressed, Cheese, Veggie or Combo w/ Canned Pop)	\$15.00 = _____

## HOSPITALITY ITEMS All platters come with Disposable Plates, Cutlery and Napkins. Based on 10 person minimum orders.

_____ <b>ASSORTED SANDWICHES</b> (Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	<b>\$6.00 pp =</b> _____
_____ <b>ASSORTED WRAPS</b> (Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	<b>\$6.00 pp =</b> _____
_____ <b>FRUIT PLATTERS</b>	<b>\$4.00 pp =</b> _____
_____ <b>CHIPS &amp; SALSA</b>	<b>\$6.00 pp =</b> _____
_____ <b>SUSHI PLATTERS</b>	<b>\$8.00 pp =</b> _____

## GRAND TOTAL

Prices do not include tax or service charge. = \_\_\_\_\_

# FOOD & BEVERAGE CREDIT CARD AUTHORIZATION FORM

**NAME OF EVENT:** \_\_\_\_\_

## TOTAL AMOUNT

FOOD & BEVERAGE Order Form Total	=	_____
ALCOHOL ORDER Form Total	+	_____
SERVICE CHARGE (15%)	+	_____
HST (13%)	+	_____
GRAND TOTAL	=	_____

CANADA

OTHER (USA and International)

I hereby authorize the **EY Centre** to place any charges I incur at the facility to my credit card account. To ensure the proper processing, please mark an **X** in the appropriate box below to indicate where your credit card was issued.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CREDIT CARD NUMBER

\_\_\_\_\_  
EXPIRY DATE

\_\_\_\_\_  
NAME OF THE CARD HOLDER

\_\_\_\_\_  
SIGNATURE OF CREDIT CARD HOLDER

### NOTE:

We require a photocopy of both the front and back of the signed credit card to be returned with this form.





**D.E. SYSTEMS**  
SIMPLIFYING THE COMPLEX

Email Form to [eycentre@desystems.com](mailto:eycentre@desystems.com)

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive  
Ottawa ON K1V 2N6

## Internet and Telecom Order Form

Service Start Date and Time \_\_\_\_\_

Service End Date and Time \_\_\_\_\_



Wireless Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wireless Internet Access One Day Rate - 1 User	\$95.00		\$95.00	
Wireless Internet Access Advanced* Full Show Period Rate - 1 User	\$175.00		N.A.	
Wireless Internet Access On-Site Full Show Period Rate - 1 User	N.A.		\$200.00	
Additional User	\$175.00		\$175.00	



Wired High Speed Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wired Internet w/ 1 User	\$450.00		\$570.00	
Wired Internet w/ Ext.Static IP 1 User	\$700.00		\$840.00	
5 Mbps Wired Internet w/ 1 User	\$750.00		\$900.00	
5 Mbps Wired Ethernet w/ 1 Ext.Static IP 1 User	\$900.00		\$1,080.00	
Wired Payment Terminal Connection only	\$175.00		\$225.00	
Additional Users	\$175.00		\$175.00	

\* Advanced Rates apply to orders placed prior to one week before show start date.

Prices do not include taxes.



Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	\$225.00	
Digital Phone Service With Wireless Handset	\$275.00	

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Booth # \_\_\_\_\_ Office # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
mm/yyyy

Visa  MasterCard  Amex  Confirmation Email or Fax: \_\_\_\_\_



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.



**Email forms to [tradeshows@desystems.com](mailto:tradeshows@desystems.com)**  
**Fax Form to (613) 723-8756**  
**D.E. SYSTEMS LTD.**  
**C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6**



4899 Uplands Drive  
 Ottawa ON K1V 2N6

## Lead Retrieval Order Form

Service Start Date and Time \_\_\_\_\_

Service End Date and Time \_\_\_\_\_



SNAPUP LEADS	IF ORDER BY:	IF ORDER AFTER:	ONSITE RENTAL	QTY	Total Price
<b>Lead Retrieval Web Application with Device Rental</b> Includes iPod Touch Mobile Input Device and Internet Service	May 10th, 2017	May 10th, 2017	\$350.00		
Add up to 5 Custom Qualifiers:	\$95.00	\$95.00	N.A.		
1 _____ 2 _____ 3 _____					
4 _____ 5 _____					
Standard qualifiers include: 1. Schedule Meeting 2. Call 3. Email Literature 4. Provide Quote 5. Immediate Need 6. Purchasing Power					
Leads available to exhibitor online at end of show .				HST: 13%	
				TOTAL	
Customer is responsible for the value of all lost or stolen equipment. All orders are subject to D.E. Systems Ltd. Blanket Rental Agreement. A company representative <b>MUST</b> be present upon pickup/delivery and return or additional fee may apply. 100% cancellation fee may apply for orders cancelled up to 5 days before the show . Any items cancelled on-site will be charged 100% cancellation fee.					

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Booth # \_\_\_\_\_ Office # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ mm/yyyy

Visa  MasterCard  Amex  Confirmation Email or Fax: \_\_\_\_\_



**On-Site service included for duration of the exhibition**



**D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.**





**D.E. SYSTEMS**  
SIMPLIFYING THE COMPLEX

Email Form to [eycentre@desystems.com](mailto:eycentre@desystems.com)

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive  
Ottawa ON K1V 2N6

## Equipment Rental Order Form

Service Start Date and Time \_\_\_\_\_

Service End Date and Time \_\_\_\_\_



**Desktop / Includes Windows 7 or 10 & MS Office 2016 Pro w/ 22" LCD Monitor**

Desktop Core i7 Processor, 8 GB RAM, 500 GB HDD, DVD-RW

\$200.00

**Quantity**

**Notebook / Includes Windows 7 or 10 & MS Office 2016 Pro**

Intel Core i7, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW

\$250.00

**Apple/Mac**

Macbook Pro, Core i7, 15" TFT, 8 GB RAM, 256 GB SSD Drive, DVD-RW

\$325.00

iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW

\$300.00

iPAD Air 16GB WI-FI (3G and data plan extra)

\$200.00

**Printers**

HP LaserJet CP3525n Colour Laser, 30 PPM, Network Ready

\$400.00

HP LaserJet M1536nf Monochrome Multifunction, Network Ready

\$230.00

**Monitor**

24" Wide Screen HD LED Display

\$90.00

32" Wide Screen HD LED Display

\$225.00

50" Wide Screen HD LED Display

\$450.00

Monitor Pole Stand for 40" to 60" displays

\$100.00

**Specialty Systems**

iQiosk 755 55" Touch Screen Interactive Display Kiosk

\$950.00

iPAD Kiosk Display Pillar or table mount with iPAD

\$375.00

Lenovo Yoga S5 - i5, 15.6" Touchscreen Laptop/Tablet w/ Office 2016

\$275.00

Equipment Delivery and Pickup

\$60.00

For a full range of available items please contact us.

Prices do not include taxes.

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info:

Onsite Contact:

Booth #  Office #  Cell #

Email Address:  Delivery Date:

Cardholder Name:

Card Number:  Expiry Date:  mm/yyyy

Visa  MasterCard  Amex  Confirmation Email or Fax:



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.





Audio-Visual Services - Simultaneous Interpretation  
1177 Newmarket St.  
Ottawa, ON K1B 3V1  
Tel: 613-742-7474  
[www.duoson.com](http://www.duoson.com)

[hprice@duoson.com](mailto:hprice@duoson.com)



**CANSEC**  
CANADA'S GLOBAL DEFENCE  
& SECURITY TRADE SHOW

May 31st, June 1st, 2017

produced by:



## AUDIO-VISUAL REQUEST for ESTIMATE

Please scan and return the completed form to [hprice@duoson.com](mailto:hprice@duoson.com)

Duoson Multimedia will send you a detailed written estimate that includes equipment, delivery, accessories, cables, labour and tax.

Name:	Event: <b>CANSEC 2017</b>
Company:	Location: <b>ERNST &amp; YOUNG CENTRE</b> 4899 Uplands Drive, Ottawa, ON - Canada
Address:	Event Dates: <b>May 31st, June 1st, 2017</b>
City, Province	Booth Number:
Phone:	Delivery Date:
Fax:	Preferred Delivery Time:
Cell:	On-Site Contact Person:
Email:	Cell Phone for On-Site Person:
CREDIT CARD INFORMATION: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX	CARD NUMBER
EXPIRY:	CARD HOLDER NAME:
NAME (Please Print): _____	SIGNATURE: _____



Audio-Visual Services - Simultaneous Interpretation  
 1177 Newmarket St.  
 Ottawa, ON K1B 3V1  
 Tel: 613-742-7474  
[www.duoson.com](http://www.duoson.com) [hprice@duoson.com](mailto:hprice@duoson.com)



May 31st, June 1st, 2017

produced by:



QUANTITY	DESCRIPTION	SHOW RATE	
		Before May 10, 2017	After May 10, 2017

**DISPLAY MONITORS:**

	32" HD Flat Screen with USB Media Player and Sound	\$350.00	\$420.00
	40" HD Flat Screen with USB Media Player and Sound	\$500.00	\$600.00
	46" HD Flat Screen with USB Media Player and Sound	\$550.00	\$660.00
	55" HD Flat Screen with USB Media Player and Sound	\$600.00	\$720.00
	60" HD Flat Screen with USB Media Player and Sound	\$650.00	\$780.00
	70" HD Flat Screen with USB Media Player and Sound	\$1,200.00	\$1,440.00
	80" HD Flat Screen with USB Media Player and Sound	\$2,000.00	\$2,400.00
	90" HD Flat Screen with USB Media Player and Sound (Limited Available)	\$2,500.00	\$3,000.00
	Tall Floor Stand for Monitor	\$100.00	\$120.00
	Wall Mount Assembly for Monitor	\$40.00	\$48.00

<i>If you are providing your own laptop/source please circle output type:</i>	VGA	HDMI	OTHER?
<i>How far will source be from monitor?</i>	6 feet	15 feet	Further?

**TOUCH SCREENS**

	46" MultiTouch Touch Screen	\$843.75	\$1,012.50
	55" MultiTouch Touch Screen	\$1,125.00	\$1,350.00

**COMPUTERS**

	Standard Laptop with MS Office/VLC Video Player VGA OUTPUT	\$300.00	\$360.00
	Standard Laptop with MS Office/VLC Video Player HDMI OUTPUT	\$300.00	\$360.00
	MacBook Pro	\$450.00	\$540.00

**PRESS CONFERENCE/ANNOUNCEMENT AUDIO KIT:**

<i>Podium and Mic, Mixer, EQ, 2 speakers and 16 output mediafeed</i>	\$385.00	\$462.00
--	----------	----------

**REQUEST FOR LABOUR**

DELIVERY TO BOOTH ONLY?	YES	NO
TECHNICIANS to INSTALL and DISMANTLE EQUIPMENT?	YES	NO

*Please note - booth company is responsible for installing mounts on temporary structures  
 Duoson will provide the mount but not the fasteners to attach to the temporary structures  
 Duoson will install monitor on mount once it is mounted by your booth company on your temporary structure*

**DUOSON Multimedia will send you a detailed written estimate that includes equipment, delivery, accessories cables, labour and taxes.**

FOR ASSISTANCE PLEASE CONTACT: HAL PRICE  
 613-742-7474 x 22  
[hprice@duoson.com](mailto:hprice@duoson.com)



# CANSEC

## Contractor Staff Policies and Procedures 2017

### PARKING – MOVE IN / MOVE-OUT

Parking will be available for contractor staff from Saturday May 27 to Tuesday May 30 inclusive on a complimentary basis on behalf of CADSI within the main parking lot of the EY Centre.

**Contractor staff ARE NOT PERMITTED to park at the EY Centre on show days (May 31 and June 1, 2017). Complimentary parking will be available as well as shuttle service from our overflow lots on uplands Dr.** Complimentary parking will be available for contractor/exhibitor staff on Friday, June 2 on a complimentary basis on behalf of CADSI within the main parking lot of the EY Centre for move out.

### PARKING – SHOW DAYS \*\*

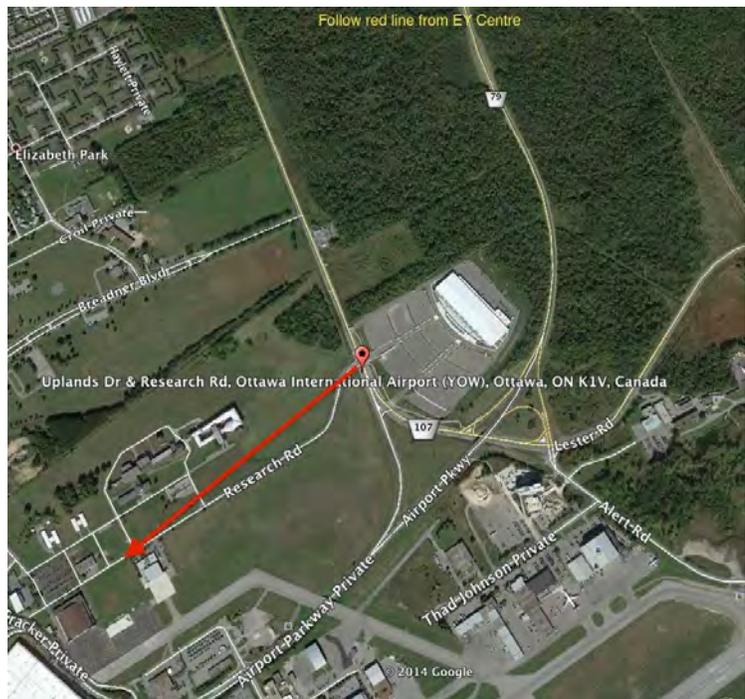
Parking within the EY Centre parking lot is prohibited to contractor staff. The lot is reserved for registered delegates only. Parking is available at the NRC Parking grounds located across the street from the EY Centre.

Prior to arrival into the contractor/exhibitor NRC parking grounds please ensure you have your photo id and registration proof in hand to avoid any traffic congestion and aid in ease of flow of vehicles into the lot.

### EVENT BADGES

CANSEC badges MUST be worn at all times while on EY Centre property.

You may be asked by Security to show your badge if it is not immediately visible. You will be required to show photo ID and your badge to enter the EY Centre. If you do not have your badge when you arrive starting Sunday, you will be required to prove employment with the contractor and proceed to our registration desk to pick up a badge.



**Please ensure all of your staff/contractors have been registered for CANSEC for smooth entry into the facilities.**

### AGE POLICY

Due to insurance coverage requirements, **persons under the age of 18 years of age are not permitted on the show site at any time**, which includes all of the outdoor and indoor facilities, on set-up/tear-down and show days. This policy will be strictly enforced and there will be no exceptions. Please ensure that all exhibit staff, including EAC staff, come to the event with valid photo identification.

### FOOTWEAR POLICY MOVE-IN AND MOVE OUT

Anyone wishing to access the Exhibit Hall area of the facility during the move-in or move-out will be required to wear closed toed flat shoes. This policy is being implemented to ensure the safety of all of those on the show floor during this period.

**Footwear Policy in effect from:**

**Move In: Sunday, May 28 - May 30, 2017**

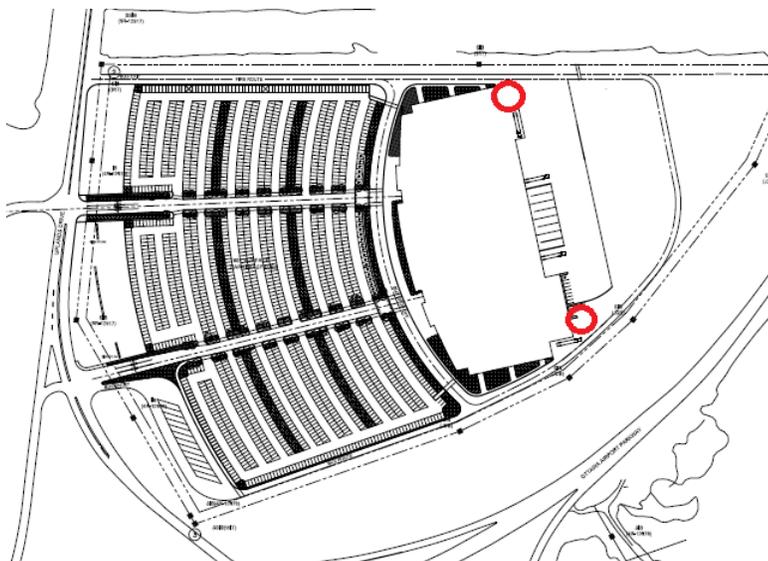
**Move Out: 17:00, June 2 –June3, 2017**

**Bare or stocking covered feet, sandals, and any heels over 1 inch, or any other type of footwear that is not a closed toed flat shoe will not be permitted access to the Exhibit Hall by CANSEC Security during these times and will be escorted off the show floor.**



### SMOKING

Staff is required to smoke at the locations identified on the enclosed facility map. Smoking is **ONLY** permitted at this location. Please use the provided ashtrays and keep the area clean of garbage and debris.



### SECURITY OFFICER

CADSI will have an appointed security officer onsite at the EY Centre during move in/move out and event days to provide assistance to our attendees and to ensure health and safety guidelines are adhered to.

Please ensure all contractor staff receive information contained within this document.





# CANSEC

CANADA'S GLOBAL DEFENCE & SECURITY TRADE SHOW



Canadian Association  
of Defence and  
Security Industries

[defenceandsecurity.ca](http://defenceandsecurity.ca) | [canseccanada.ca](http://canseccanada.ca) | [#CANSEC2017](https://twitter.com/CANSEC2017)