



CANSEC

CANADA'S GLOBAL DEFENCE & SECURITY TRADE SHOW

MAY 30-31, 2018

EY CENTRE, OTTAWA

2018 EXHIBITOR MANUAL

v5 - May 11, 2018

MESSAGE FROM THE PRESIDENT AND CEO

CANADIAN ASSOCIATION OF DEFENCE AND SECURITY INDUSTRIES



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 2018. 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 over 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 61 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. You will also have opportunities to engage 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.

It's an exciting time for defence and security in Canada. Last year the Government of Canada released their new defence policy Strong, Secure, Engaged, identifying an innovative defence sector as one of five domestic priorities for the Department of National Defence. Your own innovative products and services exhibited at CANSEC2018 will indeed prove that a strong partnership with industry will help achieve this priority.

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 is so fundamental to Canada's defence and security industries.

Wishing you every success.



A handwritten signature in black ink that reads 'Christyn Cianfarani'.

Christyn Cianfarani
President and CEO of CADSI



Jim Watson
Mayor/Maire

Office of the Mayor
City of Ottawa

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Courriel : 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 2018**, 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 30th to 31st 2018.

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 restored heritage pavilions, and new TD Place, home of the Ottawa REDBLACKS CFL team, and Ottawa Fury FC United Soccer League team.

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,

Jim Watson, Mayor/Maire

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 2018**, 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 30 au 31 mai 2018.

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 restaurés, 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 United Soccer League.

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.



WELCOME TO OTTAWA!

On behalf of the entire Ottawa Tourism team, I would like to take this opportunity to welcome you once again to Ottawa, your capital city, for CANSEC 2018. Ottawa is incredibly proud to be the host for the most important defence industry event in the country.

We invite you to live a truly unique Canadian experience by exploring our national museums, many of which have recently opened brand-new innovative galleries, or unveiled entirely new and reimagined spaces! From our excellent shopping boutiques, prominent national heritage sites including Parliament Hill and the Rideau Canal, award-winning restaurants, intimate sidewalk cafés and exciting nightlife, there is so much for you to discover!

Find out what's happening in Ottawa during your visit, or to plan your next visit by checking out www.ottawatourism.ca. Be sure to share your photos and experiences with us on social media using the hashtag **#MyOttawa**. We hope that your time here is productive, fulfilling, and above all memorable.

Enjoy your visit to Ottawa and we sincerely look forward to welcoming you back next year!

Michael Crockatt

President & CEO - Président-directeur général

BIENVENUE À OTTAWA!

Au nom de l'équipe entière de Tourisme Ottawa, j'aimerais prendre cette opportunité pour vous souhaiter la bienvenue à Ottawa, votre ville capitale pour la conférence CANSEC 2018. Ottawa est très fière d'être l'hôte pour l'événement le plus important de l'industrie de la défense du Canada.

Nous vous invitons à vivre une expérience uniquement canadienne en explorant nos musées nationaux, dont plusieurs ont ouvert de nouvelles galeries innovatrices, ou ont dévoilé de nouveaux espaces entièrement réinventés! Qu'il s'agisse de nos boutiques, de nos importants sites patrimoniaux tels que la Colline du Parlement ou le canal Rideau, de nos restaurants primés, de nos cafés-terrasses intimes, ou de la vie nocturne animée, nous avons tellement de choses à vous faire découvrir!

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

Passez un excellent séjour à Ottawa et nous espérons vous accueillir de nouveau l'année prochaine!

@Ottawa_Tourism | @TourismeOttawa

@OttawaTourism

VisitOttawa

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AT A GLANCE

IMPORTANT DATES/DEADLINES

ADVANCED DEADLINES

April 27, 2018	Deadline for Submission of Exhibit Plans to CADSI Deadline for Submission of Double Decker Plans to CADSI
May 4, 2018	Deadline for Submission of Certificates of Insurance to CADSI
May 11, 2018	Deadline for Submission of EAC Forms to CADSI Deadline for Ordering Tents from Freeman Deadline to Purchase Ads in IHS Janes Show Daily
May 18, 2018	Deadline for Sending Advanced Freight to Freeman Warehouse Deadline for Sending Hanging Signs/Banners to Freeman Warehouse
May 21, 2018	Deadline for Submission of F&B Orders to EY Centre

INSTALL

May 25, 2018	08:00 – 17:00 Freight Receiving for Indoor Exhibitors with 500 ft² and over
May 27, 2018	08:00 – 17:00 Install for Indoor Exhibitors with 500 ft² and over
May 28, 2018	08:00 – 21:00 Freight Receiving for Indoor Exhibitors with 300 ft² and over 08:00 – 21:00 Install for Indoor Exhibitors with 300 ft² and over 08:00 – 17:00 Install for Outdoor Exhibitors <i>NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.</i>
May 29, 2018	07:00 – 21:00 Install for all Indoor Exhibitors 07:00 – 17:00 Install for Outdoor Exhibitors <i>NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.</i>

EVENT SCHEDULE

May 30, 2018	09:00 – 17:00 DAY 1: Indoor and Outdoor Exhibits open
May 31, 2018	09:00 – 16:00 DAY 2: Indoor and Outdoor Exhibits open

DISMANTLE

May 31, 2018	17:00 – 21:00 Dismantle for all Exhibitors <i>NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.</i>
June 1, 2018	08:00 – 17:00 Dismantle for Indoor Exhibitors with 300 ft² and over

KEY CONTACTS

BUSINESS SUITES

Contact: Francis Callanan
Tel: 613.235.5337 x27
Email: exhibits@defenceandsecurity.ca

EXHIBIT MANAGER

Contact: Francis Callanan
Tel: 613.235.5337 x27
Email: exhibits@defenceandsecurity.ca

EXHIBIT SALES

Contact: Francis Callanan
Tel: 613.235.5337 x27
Email: exhibits@defenceandsecurity.ca

Contact: Steven Hillier
Tel: 613.235.5337 x22
Email: steven@defenceandsecurity.ca

EXHIBIT SERVICES

Contact: Exhibitor Services
Tel: 613.748.7180 x234
Email: freemanottawaes@freeman.com

GOVERNMENT RELATIONS

Contact: Nicolas Todd
Tel: 613.235.5337 x37
Email: nicolas@defenceandsecurity.ca

INTERNATIONAL DELEGATIONS

Contact: Amanda Molloy
Tel: 613.235.5337 x38
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MARKETING

Contact: Pinar Tunçer
Tel: 613.235.5337 x23
Email: pinar@defenceandsecurity.ca

MEALS

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Tel: 613.235.5337 ex31
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MEDIA

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MEMBERSHIP

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REGISTRATION ASSISTANCE

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SECURITY

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SHOW MANAGEMENT

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Contact: Lesley Musker
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SPONSORSHIP

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Tel: 613.235.5337 x33
Email: lesley@defenceandsecurity.ca

Contact: Steven Hillier
Tel: 613.235.5337 x22
Email: steven@defenceandsecurity.ca

OFFICIAL CANSEC SUPPLIERS

ADVANCED FREIGHT WAREHOUSING - EXCLUSIVE

Company: Freeman

Contact: [Exhibitor Services](#)

Tel: 613.748.7180 x234

Fax: 613.748.5977

Address: 940 Belfast Road, Ottawa, On, K1G 4A2

[FREEMAN ONLINE](#)

AUDIO VISUAL

Company: Duoson Multimedia

Contact: [Harold Price](#)

Tel: 613.742.7474 x22

Mob: 613.407.6146

Fax: 613.742v3434

Web: www.duoson.com

[A/V REQUEST FORM](#)

EXHIBIT DISPLAY FURNISHINGS / GRAPHICS

Company: Freeman

Contact: [Exhibitor Services](#)

Tel: 613.748.7180 x240

Fax: 613.748.5977

Address: 940 Belfast Road, Ottawa, On, K1G 4A2

[FREEMAN ONLINE](#)

ELECTRICAL SERVICES/RIGGING - EXCLUSIVE

Company: Freeman

Contact: [Exhibitor Services](#)

Tel: 613.748.7180 x234

Fax: 613.748.5977

Address: 940 Belfast Road, Ottawa, On, K1G 4A2

[FREEMAN ONLINE](#)

FOOD AND BEVERAGE/CATERING - EXCLUSIVE

Company: EY Centre

Contact: catering@eycentre.ca

[F&B/WINE](#) [ORDER FORMS](#)

INTERNET ACCESS - EXCLUSIVE

Company: DE Systems

Contact: [Laura Armitage](#)

Tel: 613.723.1166

Fax: 613.723.8756

[COMPUTER RENTAL/INTERNET ACCESS FORM](#)

LEAD RETRIEVAL - EXCLUSIVE

Company: TurnoutNow

Contact: Aimee McBride

Tel: 844.468.8766 x 707

MATERIAL HANDLING/STORAGE - EXCLUSIVE

Company: Freeman

Contact: [Exhibitor Services](#)

Tel: 613.748.7180 x234

Fax: 613.748.5977

Address: 940 Belfast Road, Ottawa, On, K1G 4A2

[FREEMAN ONLINE](#)

PHOTOGRAPHY

Company: Christopher Rossakis

Tel:

Fax:

[PHOTOGRAPHY ORDER FORMS](#)

SHIPPING / TRANSPORTATION / CUSTOMS CLEARANCE

Company: Freeman

Contact: [Exhibitor Services](#)

Tel: 613.748.7180 x234

Fax: 613.748.5977

Address: 940 Belfast Road, Ottawa, On, K1G 4A2

[FREEMAN ONLINE](#)

SHOW DAILY

Company: Janes Magazine

Contact: JanesAdSales@ihsmarkit.com

Tel: 202.572.0518

B2B/B2G PROGRAMME AND PRIVATE MEETING SUITES

The complimentary CANSEC Business Development (B2B/B2G) Programme will permit Exhibitors to connect with other event participants by pre-booking 15 minute meetings to take place at CANSEC 2018 in the BD Programme Meeting Area. Meetings can be booked using the **online tool** which will be open in April 2018.

Should Exhibitors be in need of a more versatile meeting alternative, CADSI will once again be offering Private Meeting Suites at CANSEC 2018. Designed as a unique and innovative option to compliment main exhibit spaces, they offer a comfortable private meeting space, with extended hours, adjacent to the Event floor. More information can be found on the CANSEC website.

CONDUCT

While attending CANSEC, CADSI Members and non-member guests are to conduct themselves professionally and act in the highest ethical standards of the Association and industry at all times. Dishonest, unethical or unruly behavior or actions causing a disturbance whether real, perceived, sponsored or endorsed will not be tolerated by any Member, non-member guest or affiliate/invitee of a participating Member and may result in the ejection from CANSEC.

More specifically, CADSI Members and CANSEC Exhibitors who invite attendees to CANSEC by way of pre-approved non-member guest passes are responsible for the behavior and conduct of their non-member guests. As a result, CADSI members and CANSEC Exhibitors/attendees will be subject to same or similar consequences taken with respect to their Non-Member Guests in the event of objectionable or unprofessional conduct.

In addition, CADSI and CANSEC are committed to providing a business environment in which all individuals supporting CADSI and CANSEC operating in the capacity of show employees/contractors are treated with respect and dignity at CANSEC which constitutes their workplace. Harassment, intimidation, abusive language and/or violent behavior towards employees and contractors of CADSI is unacceptable and will not be tolerated. Persons engaging in such behavior will be asked to cease such behavior and may be ejected from the Event solely at the discretion of CADSI.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. CADSI is committed to recycling excess materials in ways that have a minimal impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

EVENT APP

CANSEC 2018 will once again feature its popular mobile web-based event app, featuring dynamic agendas, exhibitor profiles, event highlights, floor plans, sponsor recognition, and more. It is continuously updated throughout the event. Please note this is a web-based app, no download required.

<http://cadsimobi/>



EVENT SCHEDULE

DAY 1 – WEDNESDAY MAY 30, 2018

06:30	Exhibitor Registration open	11:15 – 12:00	Networking Luncheon Reception – Hall 1
07:00 – 09:00	Exhibitor access to Exhibit Hall and Outdoor Static Display open	12:00 – 14:00	Luncheon Event – Hall 1 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.
07:00 – 09:00	Official Opening Breakfast – Hall 1 Networking Coffee Service Breakfast Keynote Address (keynote speaker to be announced) * Pre-registration is required for this function. * Business attire or uniform equivalent.	17:00	Exhibition Halls and Outdoor Static Display closed for the day
08:00 – 17:00	B2B/G Meeting Programme	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.
08:30	Attendee Registration open		
09:00	Exhibition Halls and Outdoor Static Display open		

EVENT SCHEDULE (CONTINUED)

DAY 2 – THURSDAY MAY 31, 2018

06:30	Exhibitor Registration open	11:15 – 12:00	Networking Luncheon Reception – Hall 1
07:00 – 09:00	Exhibitor access to Exhibit Hall and Outdoor Static Display open	12:00 – 14:00	Luncheon Event – Hall 1 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.
07:00 – 09:00	Breakfast Event – Hall 1 Networking Coffee Service Breakfast Keynote Address (keynote speaker to be announced) * Pre-registration is required for this function. * Business attire or uniform equivalent.	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.
08:00 – 16:00	B2B/G Meeting Programme		
08:30	Attendee Registration open		
09:00	Exhibition Halls and Outdoor Static Display open		

EXHIBIT GUIDELINES

LINEAR, CORNER AND PERIMETER BOOTHS

Linear Booths are generally arranged in a straight line and have neighbouring Exhibitors on their immediate right or left, leaving only one side open to the aisle.

Corner Booths must adhere to the same guidelines as Linear Booths, with the exception that two sides will be exposed to aisles.

Perimeter Booths are Linear Booths that back up against a wall of the facility, as opposed to another line of Exhibits.

Dimensions

Linear and Perimeter Booths are commonly 10' deep by multiples of 10' wide – 10'x10', 10'x20', 10'x30'.

Corner Booths are commonly 10' deep by a minimum of 20' wide – 10'x20'.

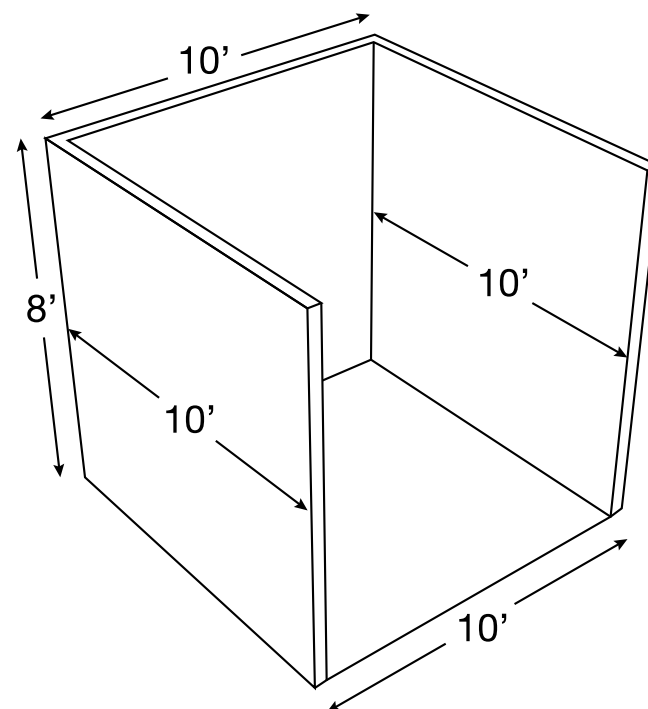
The maximum height limitation is 8' for Linear and Corner Booths, and 12' for Perimeter Booths.

Cubic Content Rule

Exhibitors may build their exhibits within the entire width and depth of their booth.

Cubic Content is permitted in ALL Linear, Corner and Perimeter Booths.

All exposed exhibit components extending above the 3' pipe and drape sidewall must be completely finished and/or painted, with no exposed wires or framing, and no decoration or branding. CADSI reserves the right to determine whether a wall is finished and may order the draping of exposed sides at the Exhibitor's expense.



MULTI-LEVEL EXHIBITS

A multi-level exhibit, or double-decker, is a booth which is made up of two levels. Multi-level exhibits are only permitted in Peninsula, Split Island and Island Booths. Multi-level exhibits require prior approval by CADSI and the relevant local government agency, as they are deemed to be “structures” for building purposes. Stamped engineer plans must be submitted to CADSI by April 27, 2018. Plans can be sent to:

exhibits@defenceandsecurity.ca, or by Fax: 613 235 0784.

EXHIBIT GUIDELINES (CONTINUED)

PENINSULA, SPLIT ISLAND AND ISLAND BOOTHS

Peninsula Booths are open to aisles on three sides and are commonly a minimum of 20'x20', and back on to Linear Booths.

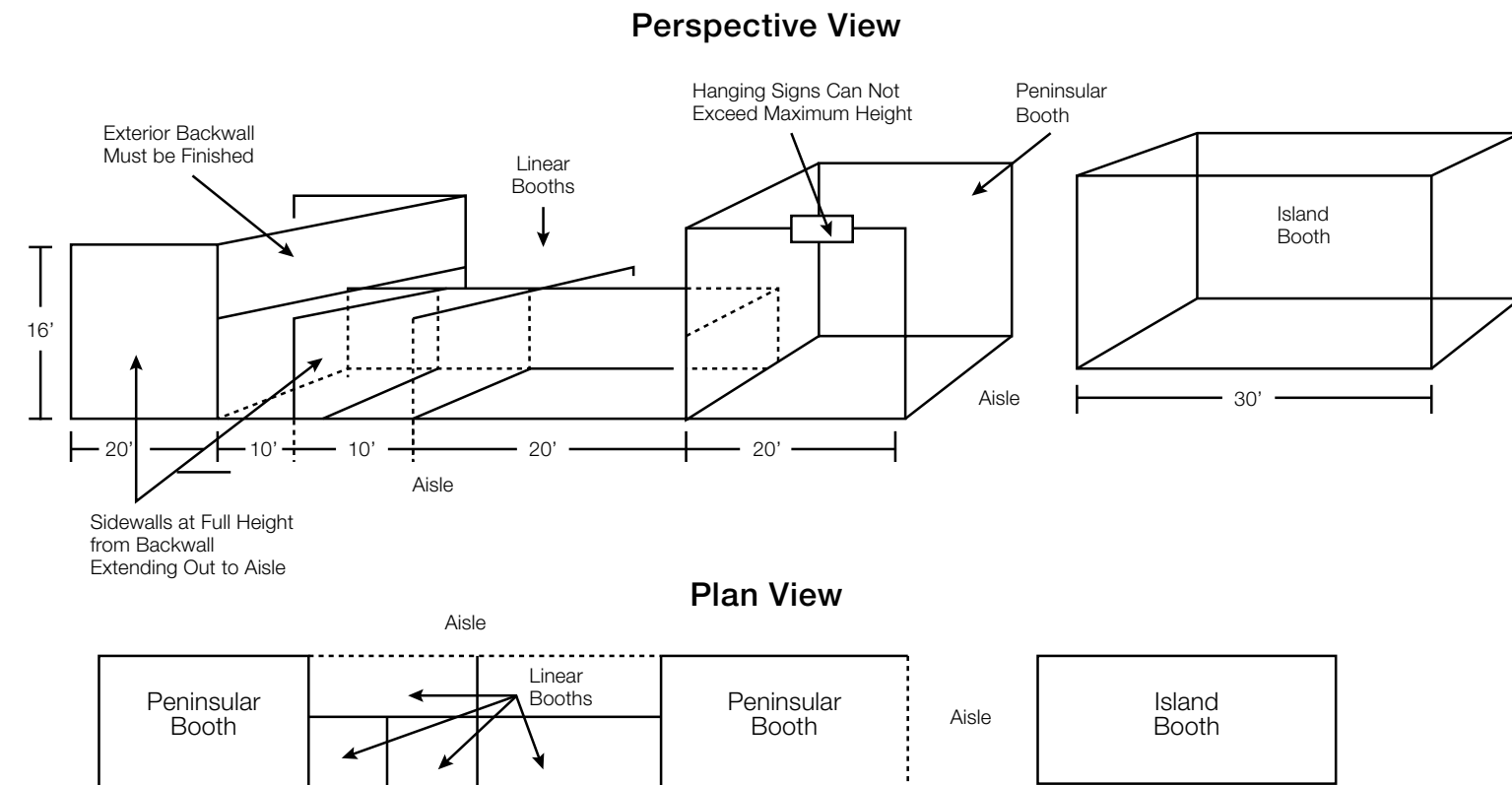
A Split Island Booth is a Peninsula Booth which shares a back wall with another Peninsula Booth.

Island Booths are open to aisles on all four sides, and can be any size.

All exposed exhibit components extending above the 3' pipe and drape sidewall must be completely finished and/or painted, with no exposed wires or framing, and no decoration or branding. CADSI reserves the right to determine whether a wall is finished and may order the draping of exposed sides at the Exhibitor's expense.

Dimensions

The entire cubic content of the space may be used up to the maximum allowable height of 16', including signage. All hanging signs and graphics must be set back 10' from adjacent exhibit spaces.



OUTDOOR EXHIBITS

The outdoor display area is within a secure perimeter and a security check-point will be in place at the entrance to the display area. Only delegates with badges will be permitted into the outdoor static display area during the event. CADSI will provide 24-hour perimeter security coverage beginning Saturday, May 26, 2017; and continuing through the end of the move-out period. Exhibitors wishing to order additional security for outdoor exhibits, can do so through Kirkland Strategies.

There will be no compressed air, water or drainage services available outdoors.

Generator rentals are exclusive to Freeman. Exhibitors are not permitted to run their own generators due to liability and insurance concerns. Running auxiliary power units or vehicles during show days is not permitted.

Once an outdoor space has been assigned, Exhibitors should contact Freeman to arrange a move-in time. Times will be assigned on a first come first served basis.

Exhibitors wishing to have a tent installed to add protection from the elements, should contact Freeman.

Outdoor power will be shut off promptly at 16:00 on Thursday, May 31, 2018. All exhibitor material must be removed from the Outdoor Static Display by 17:00, Friday, June 1, 2018.

EXHIBIT SPACE POLICIES

ALLOCATION OF SPACE

CADSI reserves the right to determine the allocation of exhibit spaces and/or change the distribution and location of spaces at any time. When possible, notice of relocations will be given in advance of the event.

BOOTH SHARING

Contracted exhibitors may not assign or sublet all or any part of their assigned space, unless the appropriate Booth Sharing Fees have been paid. Booth Sharing is allowed only if the following criteria are met:

- » The Sharing Company must be a Corporate Member of CADSI
- » The Sharing Company has not exhibited in their own right in the last three years
- » The Primary Exhibitor must be present at all times in an exhibiting capacity.

Furthermore, one of the following relationships must exist:

- » The Sharing Company must be a subsidiary or division of the Primary Exhibitor
- » The Sharing Company has a distributor relationship with the Primary Exhibitor
- » An equity relationship exists between the Sharing Company and the Primary Exhibitor.

The Sharing Company must submit an Exhibitor Space Contract and Share Addendum, along with the \$650 Sharing Fee. It is at CADSI's discretion to approve and accept Share Contracts.

Distributors showcasing non-member companies may only promote those companies via marketing collateral and or name-plate under which it is sold in the normal course of business.



EXHIBIT SPACE POLICIES (CONTINUED)

SUBMISSION OF BOOTH PLANS

Deadline: April 27, 2018

All Exhibitors are required to submit a colour rendering of intended booth plans, including measurements, signage and items to be displayed. If applicable, Exhibitors must also submit a line drawing indicating the height of any structures and/or hanging elements. Booth plans may be subject to revision based on compliance with CADSI's Policies. Exhibitors who have not been approved by CADSI risk being denied access to the Show Floor.

Booth plans should be submitted to:

exhibits@defenceandsecurity.ca or by Fax: 613 235 0784

USE OF SPACE

Exhibitors may use their space to exhibit any eligible products falling into one of the following categories:

- » Manufactured or sold in the Exhibitor's own name
- » Manufactured or sold by a joint venture in which the Exhibitor participates
- » Produced or sold pursuant to a manufacturing, distribution or sales agreement

Equipment, services, documentation and all other forms of visual promotion and display must comply with CADSI regulations. CADSI maintains, and reserves the right to withhold, final approval of any products or services that do not conform to the objectives of CADSI. At the request of CADSI, Exhibitors shall immediately remove from their exhibit any items for which approval has not been granted.

WHO CAN EXHIBIT?

Exhibiting at CANSEC is reserved for companies that are either Corporate Members in good standing with the Canadian Association of Defence and Security Industries (CADSI) or Departments from the Canadian Federal Government.

Any company or organization wishing to exhibit its products and/or services at CANSEC can contact **Francis Callanan** at exhibits@defenceandsecurity.ca

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **May 8, 2018.**

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. 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: <https://www.freemanco.com/store/show/landing.jsp?showID=433257&from=op>

GENERAL POLICIES

AGE

Due to insurance coverage requirements, persons under the age of 18 are not permitted on to the show site at any time. This policy relates to both indoor and outdoor areas, during install and dismantle and for the duration of the event. This policy will be strictly enforced and there will be no exceptions. Please ensure that all staff, exhibit and/or EAC, are in possession of valid photo identification.

CANCELLATION

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 12, 2018. Exhibit Space downsizing is treated as a booth cancellation.

ENFORCEMENT OF POLICIES

In purchasing an exhibit space, each exhibitor agrees to adhere to all conditions and regulations relating to CANSEC/CADSI, but not limited to those, 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.

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 will 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.

HEALTH AND SAFETY

All participants at CANSEC must comply with the [Occupational Health and Safety Act](#) of the Province of Ontario. All persons active on site should be properly trained in and aware of all relevant safety responsibilities. All equipment should be inspected and in full working order. It is advised that all persons involved in the install/dismantle process wear protective footwear. In any area designated as a construction zone, or where overhead work is being done, hardhats and protective footwear are mandatory, per the Health and Safety Act. It is the responsibility of all Exhibitors to ensure that staff and third-party contractors comply with the legislation.

LABOUR LAWS

Exhibitors must agree to observe all union contracts and labour relations in force; as well as agreements between CADSI, exclusive and official Contractors and the Venue. Exhibitors must also act in accordance with the [Ontario Human Rights Code](#) and the [Employment Standards Act](#).

GENERAL POLICIES (CONTINUED)

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.

NO-SHOW

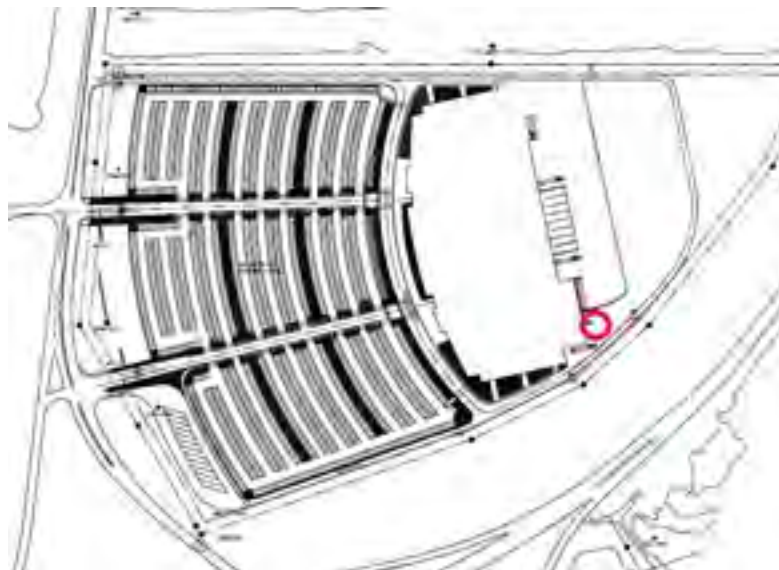
An Exhibitor will be considered a no-show if their Exhibit Space is unoccupied at 08:00 on Wednesday May 30, 2018. The Exhibitor shall be deemed to have voided their CANSEC Exhibit Space Contract. The Exhibit Space may be reassigned and no refunds will be issued. A no-show may result in the loss of Exhibiting privileges at future CADSI Events.

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.

SMOKING

CADSI/CANSEC policy strictly prohibits the use of tobacco products in all indoor and outdoor areas of the facility, unless in a designated smoking area. Exhibitors are responsible for ensuring that all individuals associated with an exhibiting company comply with this policy. Any individual not complying will be escorted from the facility by CANSEC Security.



HOTEL AND TRAVEL

CANSEC has a number of partner hotels offering special room rates to Exhibitors. As these rates are only available for a designated time period, and many local hotels fill to capacity during CANSEC, Exhibitors are advised to book early. For further information and a list of partner hotels, visit the [CANSEC website](#).



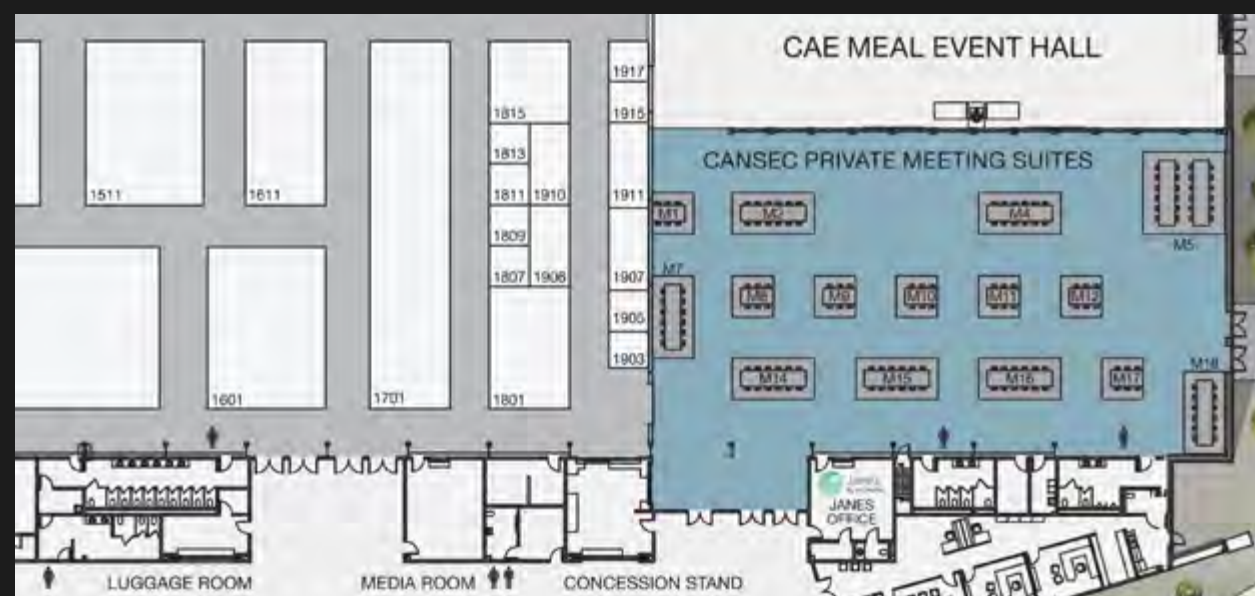
CADSI is delighted to confirm that in partnership with WestJet, we are able to offer 10% off Econo and 15% off Plus base fares* for travel between Ottawa, Ontario and anywhere WestJet flies in North America. To take advantage of this offer, you will need the discount code listed below. If you have questions about how to complete a booking with your discount codes, please read WestJet's frequently asked questions. Applicable for travel from: May 23, 2018 to June 6, 2018

COUPON CODE: 24DVTGF

PROMO CODE:* YOW02
(for call in only)



PRIVATE MEETING SUITES AT CANSEC 2018



MAY 30-31, 2018
EY CENTRE, OTTAWA

CADSI is pleased to offer Private Meeting Suites adjacent to the exhibit floor at CANSEC 2018. A Private Meeting Suite is a unique and innovative option designed to complement your main exhibit. Meeting Suites also achieve the business to business requirements for those companies who are looking for an exhibiting alternative.

BENEFITS:

- » Comfortable, private meeting space adjacent to the Exhibit Hall
- » Extended hours for meetings, breakfast, and receptions
- » Meeting suites to fit 8-10 people

** available at an additional cost through Freeman*

As part of CADSI's continuous efforts to increase privacy and improve the Meeting Suite experience, all meeting suites are now fully enclosed.

Additional suite equipment and amenities are available and will be quoted upon request.

Please note that catering, audio-visual services, and support personnel are available through separate vendors at additional cost. Electrical, furnishings, communications and labour will be billed through Freeman.

All Private Meeting Suites will be located in Exhibit Hall 1 at the EY Centre. All prices quoted are for exclusive use during two full show days for rental.

For more information, please contact:
Francis Callanan, Exhibit Manager at
exhibits@defenceandsecurity.ca or
613.235.5337 x 27

OPTIONAL UPGRADES:*

- » Sound resistant wall panels
- » Graphic insert panels
- » Graphic overlay panels
- » Upgrading furnishings to boardroom table and executive chairs
- » Mounted LED Monitor

**BACK BY POPULAR DEMAND
AND STARTING AT ONLY**

\$5,750
for a 10' x 10'

- OR -

\$9,750
for a 10' x 20'

INSTALL AND DISMANTLE

EXHIBITING VEHICLES

The arrival and departure of any vehicle being delivered as part of an indoor or outdoor exhibit must be scheduled in advance through Freeman. No vehicles are permitted to arrive or depart other than at scheduled timings.

The following guidelines must be adhered to for all vehicles displayed indoors:

- » No vehicle will be permitted onto the Exhibit Floor unless clean and dry.
- » The vehicle's battery must be disconnected once the vehicle is in place, and gas caps must be locked or secured against tampering.
- » The vehicle should have only enough fuel to get it in and out of the building.
- » In order to protect the Exhibit Floor surface there should be in place a pan to collect any leaking fluids. This must be monitored and cleaned as needed.
- » A set of keys and an emergency contact number must be left with CANSEC Security.

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 a 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>

FREIGHT

Freight access is located at the rear of the EY Centre via:

- » 8 truck-level loading docks 7'11"H x 8'W
- » 2 ground-level loading bays 14'H x 15'11"W

All freight scheduling is to be coordinated through Freeman, who have material handling exclusivity. Targeted deliveries and collections are scheduled based on specific dates and times which are set in accordance with exhibit space footprints.

NB: *Material Handling services and fees are NOT included and are the responsibility of the Exhibitor.*

Exhibitors are asked to note and communicate the following to their carriers:

- » No delivery vehicles will be allowed onto the site between 21:00 May 29, 2018 and 18:00 June 1, 2018. Carriers arriving during these times will be turned away by CANSEC Security.
- » Stopping or parking on Uplands Drive is prohibited by the City of Ottawa, and carriers will be fined for doing so.

NB: *Exhibitors are also asked to note that **NO** rolling cases or carts of any description are allowed through the front doors of the EY Centre. Any material that cannot be carried by hand must be scheduled for delivery through the rear loading area.*

SCHEDULE

May 27, 2018	08:00 – 17:00 Install for Indoor Exhibitors with 500 ft² and over
May 28, 2018	08:00 – 21:00 Install for Indoor Exhibitors with 300 ft² and over 08:00 – 17:00 Install for Outdoor Exhibitors
May 29, 2018	07:00 – 21:00 Install for all Indoor Exhibitors 07:00 – 17:00 Install for Outdoor Exhibitors
May 31, 2018	17:00 – 23:00 Dismantle for all Exhibitors Exhibitors less than 300 ft² must be off the Exhibit Floor by 23:00
June 1, 2018	08:00 – 17:00 Dismantle for Indoor Exhibitors with 300 ft² and over The venue must be vacated by 17:00

NB: *Exhibitors dismantling before the end of the event risk losing their First Right of Refusal for 2019.*

INSTALL AND DISMANTLE (CONTINUED)

STAFFING

Exhibitors are expected to set up their own exhibits, using their own employees or contractors. If using contractors other than the Official Show Contractor, Exhibitors must provide CADSI with an Exhibitor Appointed Contractor (EAC) form (link) and a valid Certificate of Insurance covering the entire Installation/Dismantle period. Exhibitors requiring additional assistance in the movement and installation of their exhibit should contact the Official Show Contractor.

STORAGE

All empty cartons, crates, flight cases and other storage containers should be labelled with colour coded “Empty” stickers, which will be available from Freeman. Empties will be stored during the event and returned on **May 31, 2018**, according to a Freeman assigned colour coded floor plan:

- » **Green:** 200 ft2 and less will be returned between 17:00 – 20:00
- » **Purple:** 800 ft2 and less, designated on the floor plan will be returned between 20:00 – 21:00
- » **Blue:** 800 ft2 and less, designated on the floor plan will be returned between 17:00 – 22:00
- » **Red:** 801 ft2 and larger will be returned between 22:00pm and midnight
- » **Silver:** Outdoor exhibits will be returned between 17:00pm – 20:00

NB: Please do not store valuables in empty cartons or crates, and ensure that all containers are empty before sending them to storage.

INSURANCE

Deadline: May 4, 2018

As stated in the Terms and Conditions of the CANSEC Exhibit Space Contract, Exhibitors are required to provide CADSI with a Certificate of Insurance showing:

“that there is in effect a policy of a minimum of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **in which the Organiser (Canadian Association of Defence and Security Industries – CADSI) and the Venue Owner (EY Centre-2256240 Ontario Inc.) are named as Additional Insureds.**”

Exhibitors who fail to provide CADSI with proof of their insurance risk not being permitted to access the Exhibit Floor. Those Exhibitors who are not able to provide proof of insurance or do not have appropriate insurance coverage are directed to the attached. These links provide Exhibitors with helpful forms on temporary insurance coverage at reasonable prices for the duration of Cansec. Please direct any inquiries relating to insurance to the temporary insurer listed on the forms or contact CADSI at 613 735 5337 x27.

Please submit your Certificate of Insurance to:
exhibits@defenceandsecurity.ca, or by Fax: 613 235 0784.

INTERNATIONAL DELEGATIONS

Delegation Selection: May 18, 2018

Exhibiting companies have the opportunity to request up to three Delegations to visit them during CANSEC. While CADSI makes every effort to deliver on these requests, we cannot guarantee timings or visits.

The Exhibitor Representative will have access to the Delegation Tool in the My CADSI part of the website. Starting mid-May Exhibiting Companies will have the opportunity to make their selection. Companies will have until May 18, 2018 to make their request. CADSI will then share the requests with the visiting Delegations and work with them to develop their agenda while visiting Canada.

CADSI makes every effort to advise Exhibitors in advance of Delegation visits, however this may not always be possible.

INTERNET

CADSI provides free wireless access to Guests attending CANSEC. Exhibitors requiring the internet for commercial purposes, should contact [DE Systems](#) for a wired network.

MARKETING EXHIBITS

Below are a number of ideas to assist in spreading the word about your participation at CANSEC. Creating and following a marketing policy prior to the event can generate a tremendous return on your investment.

E-COMMUNICATIONS

Attendee Invitations

Customize an Attendee invitation including your company name and Booth number. Ask staff, strategic partners, distributors and international agents to distribute to clients and prospects.

E-Blast

Send an e-blast to clients and prospects containing Booth number, floorplan link, a list of products and services to be displayed and news of any Event specials or product announcements you may be making.

Email Signature Button

Add registration buttons below email signatures to encourage clients to register for the Event.

Website Page

Create a website page dedicated to the Event. Include Booth number, floorplan link, a list of products and services to be displayed, news of any Event specials or product announcements and details regarding any workshops or demos which may be presented.

Web Banner

Create a banner for your website, and link it to your LinkedIn and Facebook profile pages.

SHOW DAILY

Consider advertising in the Janes Show Daily, for more information see page 20.

SOCIAL MEDIA

Twitter

Promote your presence at CANSEC by making numerous tweets using the hashtag #CANSEC2018.

LinkedIn

Promote your presence at CANSEC by posting on LinkedIn profiles.

TELEMARKETING

Hold Message

Mention Exhibiting at the CANSEC in telephone on-hold messages.

Direct Call

Call favoured clients and prospects to personally invite them to the Event.

MEDIA ROOM

CANSEC Exhibitors have booking access to the CANSEC Media Room free of charge. The Press Room includes seating for up to 20 attendees, a podium and AV set up. If you are interested in booking the Media Room please contact Joanne Pitkin at joanne@defenceandsecurity.ca.

PARKING

May 27-29, 2018 – Move-In

Exhibitors have access to free parking at the EY Centre.

May 30-31, 2018 – CANSEC

CADSI's top priority is to ensure sufficient parking for Attendees. As such, during the event, Exhibitors must park at the NRC Parking Lot, directly across Uplands Drive from the EY Centre – see below. Exhibitors should be able to produce a valid business card and photo identification upon arrival at the parking security gates.

We also encourage Exhibitors to use alternate modes of transport – taxis, buses or the Complimentary CANSEC Shuttle Service. Please visit the [CANSEC website](#) for Shuttle pick-up times and locations.



RULES AND REGULATIONS

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.

ALCOHOLIC BEVERAGES

The Alcohol Policy allows Exhibitors to serve alcohol 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 install, pre-show or post-show hours or during dismantle – **no exceptions**. Exhibitors serving alcohol will be held responsible for the conduct of their staff and guests. Any exhibit personnel or attendees deemed to be intoxicated shall be removed from the show at CADSI's sole discretion.

CARE OF FACILITY

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 facility or floor and is easily removed. The flooring and adhesive must be removed by the Exhibitor. 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.

RULES AND REGULATIONS (CONTINUED)

DRONES

Indoor

CADSI will not permit the unauthorized flight of a drone within the confines of any building or structure that is a part of CANSEC. 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 may also be consulted.

Outdoor

Flying of drones or any such vehicle is not permitted outdoors at the EY Centre during CANSEC.

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 the official electrical supplier, Freeman. Failure to comply could result in the revocation of show privileges. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

NB: Electrical supply is NOT included.

EVENT HOURS

Exhibit spaces must be staffed with company personnel at all times during the posted CANSEC hours. Exhibitors are not permitted to begin dismantling an exhibit prior to the end of the event at 16:00 on May 31. **Exhibitors dismantling before the end of the event risk losing their First Right of Refusal for 2019.**

FOOD AND NON-ALCOHOLIC BEVERAGES

The distribution of food and non-alcoholic beverages for hospitality purposes is permitted through the use of the exclusive supplier only. All food and beverages must be purchased through the EY Centre. Order forms are available ([here](#)) or in the Exhibitor section of the CANSEC website.

LIGHTING

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

- » No light 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 into the exhibit space, and 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 preapproved by CADSI.
- » CADSI reserves the right to extinguish any lighting on site which does not follow the above guidelines.

RULES AND REGULATIONS

(CONTINUED)

PROMOTIONAL MATERIAL

Exhibitors must confine all marketing efforts to their contracted exhibit space. Exhibitors may distribute promotional materials and/or literature, but only within the confines of their own exhibit space. At no time are Exhibitors allowed to display signs or leave literature in any of the common areas of the EY Centre. 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.

SOUND

Exhibitors may use sound equipment within their exhibit space providing the sound level does not interfere with neighbouring exhibits. Speakers and other sound devices should be directed into the exhibit space; and in the event of complaints from neighbouring booths, the volume must be reduced or turned off completely. CADSI reserves the right to disconnect electrical power to a booth should sound interference be a continuous issue.

SAFETY AND SECURITY

EXHIBIT SAFETY MANAGER

An Exhibit Safety Manager will be on site during Move-in and Move-out to ensure that all Health and Safety regulations are adhered to. All Exhibitors and EACs are required to conform to any directive issued by the Exhibit Safety Manager; who has the right to remove any individual or group who are complying with the rules and regulations of the event and/or Health and Safety practices.

FOOTWEAR

There is a strict footwear policy in effect to ensure the safety of all individuals on the Exhibit Floor during Move-in and Move-out:

Move-in: May 27 – May 29, 2018

Move-out: May 31 (16:00) – June 1, 2018

Individuals attempting to access the Exhibit Floor at these times will be required to wear **close-toed flat shoes**. Anyone in violation of this policy will be escorted off of the Exhibit Floor.

SAFE ROOM

Exhibitors are also encouraged to use the free overnight Safe Room service provided by CADSI to secure any valuable equipment or property. Safe Room Show of Interest Forms are available on the CANSEC website and at the back of this Manual.

SECURITY

CANSEC Security should be notified immediately of any unattended item/object, situation or incident which could have serious security implications. Please call Doug Kirkland on 613 526 9900 or report to the Show Office. The Security Manager will determine the necessary course of action.

CADSI maintains 24 hour perimeter security during Move-in, Event days and Move-out. CADSI will not be held responsible for lost or damaged equipment or property. Exhibitors are urged to not leave portable valuable items unattended in their Exhibit space at any time.

SHOW DAILY

CANSEC 2018 EXCLUSIVE SHOW DAILIES PRODUCED BY JANE'S

Written, produced and distributed onsite by a world class editorial team, the CANSEC Show Daily will be published in print and online forms for each day of CANSEC. Each Show Daily features the latest news, product reviews, leading interviews and key announcements live from CANSEC 2018.

ADVERTISING IN THE SHOW DAILIES

Increase traffic to your booth and boost your company's visibility at CANSEC 2018 by advertising in the exclusive Show Dailies, distributed every day to VIPs, exhibitors and visitors. Contact the Jane's advertising team today to book your CANSEC 2018 event advertising campaign. Jane's understands your marketing requirements and can tailor an advertising package to make CANSEC 2018 a success for you. Request a proposal at janes.com/ShowDailies

Early bird offer – valid only until March 2nd

Book into both Show Dailies before March 2nd, 2018 to benefit from special rates on show daily print advertising.

Order Deadline: May 14th, 2018

Web: janes.com/ShowDailies

Email: JanesAdSales@ihsmarkit.com

Americas: +1 (202) 572 0518

EMEA/APAC: +44 (0) 20 3253 2199

BRAND YOUR LOCATION ON THE FLOOR PLAN

Increase traffic to your booth by branding your location on the CANSEC floor plan. Make it easier for prospects and customers to find you by featuring your logo on the site map pointing to your booth location. The CANSEC floor plan will be distributed at key areas of the exhibition as an integrated part of the Show Dailies, bound-in centre spread as well as separately.

PRESS RELEASES IN THE SHOW DAILIES

Send your press releases to Jane's to have the latest news about your company and its products or services from CANSEC published in one of the Show Dailies at no additional cost.

Please note that the use of press releases is subject to number of submissions and is at the discretion of Jane's editorial team.

Email: Editor@JanesShowDaily.com with the subject line 'CANSEC'

SPONSORSHIP

Elevate your organizational presence and enhance brand recognition at CANSEC by taking full advantage of CADSI's highly visible sponsorship opportunities. Match your marketing objectives with the offerings in the [2018 Sponsorship Prospectus](#) and guarantee a substantial return on your investment.

For more information, contact **Lesley Musker**, at lesley@defenceandsecurity.ca



STAFFING

BADGE COLOURS

Blue: Exhibitor
Black: CADSI Staff
Red: Delegate
Green: Government
Gold: Delegation/VIP
Yellow: Media

EXHIBITOR AND CONTRACTOR BADGES

Admission to CANSEC is by official registration badge. Exhibitor and Contractor Badges are non-transferable and must be worn at all times during move-in, move-out and the Event itself. Identity checks will be conducted as a condition of entry. All Exhibitors should carry and produce on request a valid piece of photographic identification.

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

EXHIBITOR APPOINTED CONTRACTORS (EAC)

An Exhibitor Appointed Contractor (EAC) is any contractor providing a service, within an Exhibitor's space, that is not otherwise provided by one of CANSEC's exclusive suppliers. Exhibitors wishing to seek approval for the use of an EAC must submit an EAC Request Form to exhibits@defenceandsecurity.ca, along with a valid Certificate of Insurance covering the entire Installation/Dismantle period.

Exhibitors are responsible for ensuring that EACs are aware of, and adhere to, the rules and regulations set out in this manual; as well as any applicable provincial health and safety laws. CADSI reserves the right to remove any EAC whose actions contravene any of the aforementioned regulations, or jeopardise the successful delivery of the event.

EAC Request Forms and Certificates of Insurance must be submitted to: exhibits@defenceandsecurity.ca or by Fax: 613 235 0784.

Please refer to and share the **Contractor Staff Policies and Procedures 2018**, which can be found in the appendix.

EXHIBIT PRIMARY CONTACT (EPC)

Each Exhibiting Company must appoint an employee as primary contact to be responsible for the installation, operation and removal of the company's exhibit at CANSEC. The EPC must be in attendance throughout the installation and dismantle of the exhibit, as well as throughout the event itself.

REGISTERING EXHIBIT STAFF

All Exhibitors must be registered by name to access CANSEC 2018. Registration for CANSEC is restricted to CADSI Corporate Members, Government Employees/Contractors and International Delegations. Anyone wishing to access the event must be registered. Exhibit staff will be required to show valid photo identification and official business cards to secure to secure their badges. Duplicated/photocopied business cards will not be accepted. Exhibitors are not permitted to register individuals who are not employees of their company, except with the prior written consent of CADSI. For non-employee exhibit staffing approval, please contact CADSI at 613 235 5337 x27.

If you require any assistance with Registration, please contact 613 235 5337 x31.



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

hprice@duoson.com



CANSEC
CANADA'S GLOBAL DEFENCE
& SECURITY TRADE SHOW

May 30-31, 2018

produced by:



AUDIO-VISUAL REQUEST for ESTIMATE

Please scan and return the completed form to hprice@duoson.com

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

Name:		Event: CANSEC 2018	
Company:		Location: ERNST & YOUNG CENTRE 4899 Uplands Drive, Ottawa, ON - Canada	
Address:		Event Dates: May 30-31, 2018	
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: _____	



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Tel: 613-742-7474
www.duoson.com hprice@duoson.com



CANSEC
CANADA'S GLOBAL DEFENCE
& SECURITY TRADE SHOW

May 30, 31 - 2018

produced by:



QUANTITY	DESCRIPTION	SHOW RATE	
		Before May 9, 2018	After May 9, 2018
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 (only for 40" - 90" Monitors)	\$100.00	\$120.00
	Wall Mount Assembly for Monitor	\$40.00	\$48.00
If you are providing your own laptop/source please circle output type:		VGA	HDMI
How far will source be from monitor?		6 feet	15 feet
		OTHER?	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:	\$385.00	\$462.00
Podium and Mic, Mixer, EQ, 2 speakers and 16 output mediafeed			
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	

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

Vodka

Rum

Gin

Rye

BEER

Molson Canadian \$6

Coors Light \$6

Creemore Lager \$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

\$32/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.

WOODBIDGE BY ROBERT MONDAVI

\$38/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

RUFFINO LUMINA

\$42/Bottle

Pinot Grigio, Italy (750ml)

Pale green gold colour; mineral, citrus, herbal aromas with soft pineapple notes; dry palate medium-bodied with moderate acidity and citrus, pear and lemon flavours with notes of herb; medium finish

KIM CRAWFORD

\$48/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

\$32/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.

MARCUS JAMES MALBEC

\$34/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.

BARON PHILIPPE DE ROTHCHILD

\$38/Bottle

Cabernet Sauvignon, France (750ml)

Deep Purple; intense cassis aroma & flavour with herbal notes; Medium-full bodied with firm tannis and raspberry notes in the finish.

WOODBIDGE BY ROBERT MONDAVI

\$44/Bottle

Merlot Private Selection, California (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 MOLSON CANADIAN	\$6/Bottle = _____
_____	Bottle of COORS LIGHT	\$6/Bottle = _____
_____	Bottle of CREEMORE LAGER	\$6/Bottle = _____
_____	Bottle of HEINEKEN	\$7/Bottle = _____

WHITE WINES

_____	Bottle of JACKSON-TRIGGS Black Reserve Chardonnay	\$32/Bottle = _____
_____	Bottle of WOODBIDGE BY ROBERT MONDAVI Lightly Oaked Chardonnay,	\$38/Bottle = _____
_____	Bottle of RUFFINO LUMINA Pinot Grigio, Italy	\$42/Bottle = _____
_____	Bottle of KIM CRAWFORD Marlborough Sauvignon Blanc	\$48/Bottle = _____

RED WINES

_____	Bottle of JACKSON-TRIGGS Black Reserve Cab Franc Cabernet Sauvignon	\$32/Bottle = _____
_____	Bottle of MARCUS JAMES MALBEC Argentina	\$34/Bottle = _____
_____	Bottle of BARON PHILIPPE DE ROTHCHILD Cabernet Sauvignon, France	\$38/Bottle = _____
_____	Bottle of WOODBIDGE BY ROBERT MONDAVI Cabernet Sauvignon	\$44/Bottle = _____

GRAND **TOTAL**

Prices do not include
tax or service charge. = _____

FOOD & BEVERAGE ORDER FORM

BEVERAGES

(All Coffee Service includes Creamers, Sugar, Stir Sticks & Cups)

TOTAL

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

BAKERY ITEMS

ASSORTED MUFFINS	_____	Each \$2.25	_____	Dozen \$25.00	=	_____
ASSORTED COOKIES	_____	Each \$2.00	_____	Dozen \$16.00	=	_____
ASSORTED PASTRIES	_____	Each \$2.25	_____	Dozen \$25.00	=	_____

SNACK ITEMS

INDIVIDUAL CHIPS	_____	Each \$2.00	=	_____
CHOCOLATE BARS	_____	Each \$2.00	=	_____
GRANOLA BARS	_____	Each \$2.00	=	_____
YOGURT PARFAIT	_____	Each \$3.50	=	_____

SNACK ITEMS

_____	BUFFALO CHICKEN WRAP (w/ Lays Plain Chips, Canned Pop)	\$9.00	=	_____
_____	EY TURKEY FOCOCCIA CLUB (Lays Plain Chips, Canned Pop)	\$10.00	=	_____
_____	GRILLED CHICKEN CAESAR (Lays Plain Chips, Canned Pop)	\$10.00	=	_____
_____	PERSONAL PIZZA (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.

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

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	+	_____
TOTAL	=	_____
SERVICE CHARGE (15%)	+	_____
SUBTOTAL	=	_____
HST (13%) Of subtotal	+	_____
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.





CANSEC

Contractor Staff Policies and Procedures 2018

PARKING – MOVE IN / MOVE-OUT

Parking will be available for contractor staff from Saturday May 26 to Tuesday May 29 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 30 and 31, 2018).

Complimentary parking will again be available for contractor/exhibitor staff on Friday, June 1 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 will 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 27 - May 29, 2018

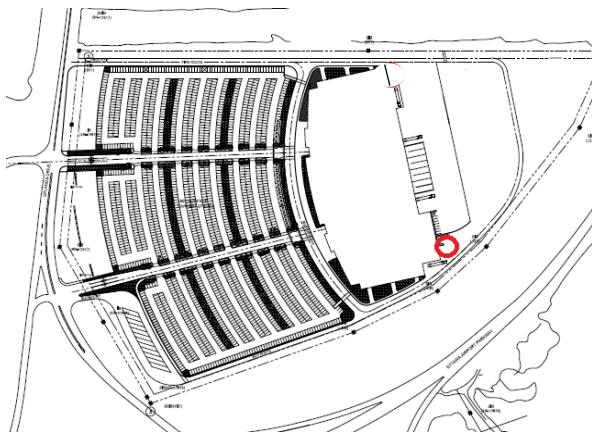
Move Out: May 31, 2018 at 17:00 and June 1, 2018

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



SMOKING

All smokers (Tobacco, Vape, Cigars etc.) are required to use the location identified location 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

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 May 11, 2018 .

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

1. Legal Name of Organization/Applicant: _____
2. Mailing Address: _____
3. Website Address: _____
4. Do you require an Additional Insured to be added to the policy? ☐ Yes ☐ No
 If "yes", please provide the full name and mailing address: _____
5. Name of Event: _____
6. Location of Event including complete mailing address: _____
7. Describe (in detail) all products/services being sold or provided at this event: _____

OPTION NO. 1: Booth/Kiosk/Vendor Premises, Property and Operations
EXCLUDING Liability Products (includes \$500,000 Tenants Legal Liability & \$1,000 deductible)

Length of Term	\$1,000,000 Liability Limit	\$2,000,000 Liability Limit	\$5,000,000 Liability Limit
Up to consecutive 4 days	\$70	\$85	\$120
Up to 1 month	\$100	\$120	\$165
Up to 3 months	\$200	\$250	\$345
Up to 6 months	\$330	\$375	\$514

OPTION NO. 2: Booth/Kiosk/Vendor Commercial General Liability INCLUDING Liability Products (includes

\$500,000 Tenants Legal Liability & \$1,000 deductible) * Note – Proof of health food board certificate and/or food safe certificate will be required for policies including Products. If not available, products will be excluded.

Length of Term	\$1,000,000 Liability Limit	\$2,000,000 Liability Limit	\$5,000,000 Liability Limit
Up to consecutive 4 days	\$154	\$175	\$240
Up to 1 month	\$220	\$250	\$343
Up to 3 months	\$352	\$400	\$548
Up to 6 months	\$506	\$575	\$788

Coverage does not extend to exhibitors of explosives, fireworks, weapons (including but not limited to knives, firearms and martial arts accessories), chemicals, fertilizers, pesticides, pollutants, body piercing/tattooing, live animals.

- If more than one location at any one time, please contact Cambrian Special Risks Insurance Services for a quotation

COVERAGE REQUIRED:

Effective Date: _____ Expiry Date: _____
 Liability Limit: \$ _____ Products Coverage? ☐ Yes ☐ No
 Premium: \$ _____ + CSR Policy Fee \$35

15% Broker Commission. 100% minimum retained applies to all policies.

\$25 additional policy fee applicable to all policy changes

Client Signature: _____ Date: _____

Broker: _____ Address: _____
 Phone: _____ Fax: _____
 Email: _____

Is your brokerage legally licensed to do business in this jurisdiction? ☐ Yes ☐ No
 Does your agency have current Errors & Omissions coverage in force? ☐ Yes ☐ No

Please remit payment to Cambrian Special Risks Insurance Services (*Premium less 15% commission*). Broker cheques will be accepted. Please do not include the Sales Tax. Faxed or emailed copy must be received in our office at least two hours prior to the event and during regular business hours EDT (Monday to Friday 8:30am to 4:00pm). In all cases, applications must be in our hands prior to the event. It is understood and agreed that the completion of this application shall not be binding either to the proposed insured or to Cambrian Special Risks Insurance Services until accepted by Cambrian Special Risks Insurance Services but that the information contained herein shall be the basis of the contract, should a policy be issued. I/We understand and agree that any misstatement of warranty or fact on this application shall be considered a violation of coverage afforded under any policy issued on the basis of this application. I/We understand and agree that this application shall form part of any policy issued.

Exhibitor Liability Application

BROKER SUBMISSION (Premiums are NET. Commission not included.)

2 Norfolk St. South, Simcoe, On N3Y 2V9

T: 1-800-265-8098 F: 519-428-5661

E: ontario@palcanada.com

www.palcanada.com



Fax or e-mail of this application must be received by our office a minimum of one day prior to the Move in Date. The Transmission Confirmation Report from your fax machine or sent email is proof you have submitted the application to PAL Insurance. If not received, we will not bind coverage, therefore no policy will be issued.

To qualify for this program, exhibitor must be located in Canada only and only have 1 booth/kiosk in operation at any one time. If the risk involves explosives (including fireworks), chemicals, fertilizers, pesticides, pollutants, body piercing/tattooing or animals, we cannot bind coverage.

Please check the following boxes to confirm: In Canada Only: ☐ 1 booth/kiosk at any one time: ☐ Risk does not involve any of the above: ☐

Name of Insured: _____

Mailing Address: _____

Postal Code: _____

City, Province: _____

Telephone: () _____

Contact Name: _____

Description of products/ services for sale or promo: _____

Square Footage of exhibit: _____ (1000 sq. ft. maximum) Website: _____

Select duration: ☐ 1 to 30 consecutive days ☐ 31 days to 6 months ☐ 6 months to 12 months

Effective Date: ____/____/____ (MM/DD/YYYY) at 12:01am

(Move In Date)

Are you serving or sampling Alcoholic Beverages? ☐ YES ☐ NO

☐ OPTION # 1: PROPERTY AND LIABILITY COVERAGE

- General liability (Product liability excluded)
- Tenant's Legal Liability (\$250,000.00)
- All risks Property Coverage up to \$25,000.00 including coverage in transit for 48 hours before and after the show (subject to exclusions)

*Displays with weapons, knives, firearms and martial arts accessories need to be submitted for review by underwriter

Length	\$1million	\$2million	\$3 million	\$4 million	\$5 million
1-30 days	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$120.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$175.00
1-6 months	Please submit application for a quote				
6-12 months	Please submit application for a quote				

Excluded property: Jewellery, fine art, precious stones, antiques, furs, plants, shrubs, money and securities, automobiles, motorcycles and any other vehicles licensed for the road

Ask about our Collectible Program for various items excluded above

☐ OPTION #3: LIABILITY COVERAGE ONLY

- General liability (Product liability excluded)
- Tenant's Legal Liability (\$250,000.00)

*Displays with weapons, knives, firearms and martial arts accessories need to be submitted for review by underwriter

Length	\$1million	\$2 million	\$3 million	\$4 million	\$5 million
1-30 days	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00
1-6 months	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$325.00	<input type="checkbox"/> \$375.00
6-12 months	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$325.00	<input type="checkbox"/> \$425.00	<input type="checkbox"/> \$475.00	<input type="checkbox"/> \$500.00

☐ OPTION #2: PROPERTY AND LIABILITY INCLUDING FOOD AND BEVERAGE COVERAGE

(Please select if food/beverages are served/sold at the exhibit)

- General liability Including Food and Beverages
- Tenant's Legal Liability (\$250,000.00)
- All risks Property Coverage up to \$25,000.00 including coverage in transit for 48 hours before and after the show (subject to exclusions)

*Displays with weapons, knives, firearms and martial arts accessories need to be submitted for review by underwriter

Length	\$1million	\$2million	\$3million	\$4million	\$5million
1-30 days	<input type="checkbox"/> \$115.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$225.00
1-6 months	Please submit application for a quote				
6-12 months	Please submit application for a quote				

Excluded property: Jewellery, fine art, precious stones, antiques, furs, plants, shrubs, money and securities, automobiles, motorcycles and any other vehicles licensed for the road

Please confirm that the health authority/department approved your food stand and licensing: YES ☐
(if you can't confirm, you must submit application to our office for approval/rating)

☐ OPTION #4: LIABILITY COVERAGE ONLY INCLUDING FOOD AND BEVERAGE COVERAGE

(Please select if food/beverages are served/sold at the exhibit)

- General liability Including Food and Beverages
- Tenant's Legal Liability (\$250,000.00)

*Displays with weapons, knives, firearms and martial arts accessories need to be submitted for review by underwriter

Length	\$1million	\$2 million	\$3 million	\$4 million	\$5 million
1-30 days	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$120.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$175.00
1-6 months	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$325.00	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$425.00
6-12 months	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$550.00	<input type="checkbox"/> \$600.00	<input type="checkbox"/> \$650.00

Please confirm that the health authority/department approved your food stand and licensing: YES ☐
(if you can't confirm, you must submit application to our office for approval/rating)

Please continue application on page #2

Page 1 of 2

Name of Location of Exhibit: _____
Address: _____
City, Province: _____

OR

☐ Various Locations- Canada Only

(If you select this option, please keep in mind that various events/locations may have various requirements with respect to additional insured(s). Please consider the \$100.00 unlimited option below to avoid the change fee every time an additional insured must be added.

Additional Insured(s): _____

Change fee option:

(SELECT ONE)

☐ A- Pay \$25.00 per change –**ONLY IF/ WHEN NEEDED**

☐ B- Pay \$100.00 **NOW** for unlimited number of changes to the policy during the term (non material)

PAYMENT BREAKDOWN:

***PREMIUM IS FULLY EARNED, NO RETURN PREMIUM ON CANCELLATION. Please check this box to confirm that you agree:**

☐

Premium: \$ _____

+ Change fee option: A ☐ \$0.00 **OR** B ☐ 100.00\$

+ PAL MANUALLY SUBMITTED ISSUING FEE: \$20.00 (If completed ONLINE \$0.00 Issuing Fee)

+ Broker fee: \$ _____

+ Tax (8% for ON and MB, 15% NL, 6% SK) \$ _____

= TOTAL: \$ _____

Only the premium and issuing fee are payable to PAL, DO NOT SEND BROKER FEE NOR TAX. Insured's cheque or credit card will not be accepted.

Payment Option: ☐ Broker Cheque ☐ Broker VISA/ MasterCard

Broker's VISA or MasterCard Card #: _____ Expiry: _____

CVD# (3 digits from back): _____

Brokerage Name: _____ Telephone: _____

Broker/Agent Name: _____

Address: _____

E-MAIL: _____

*Broker/ Agent Signature: _____

*By signing this application, you are stating that you and your brokerage are compliant with PIPEDA



Email Form to 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

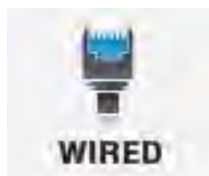
CANSEC 2018

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.



D.E. SYSTEMS
SIMPLIFYING THE COMPLEX

Email Form to 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

CANSEC 2018

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.



EY Centre Office 613-903-4123 www.desystems.com Ottawa Office 613-723-1166 Toronto Office 905-696-0092



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
191 Laurier Avenue West, 12th Floor
Ottawa, ON K1A 0L8

January 12, 2018

File #OTT_2018_11281

Canadian Association of Defence and Security Industries
300 – 251 Laurier Ave. West
Ottawa, ON K1P 5J6

Attn: Paul Keough, VP Operations

Dear Mr. Keough,

In response to your correspondence dated November 29, 2017 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

CANSEC 2018
May 30 – 31, 2018
EY Centre
Ottawa, Ontario

The information provided to the CBSA states there will be approximately 10,000 attendees to which 30% are foreign to Canada and that the event is closed to the general public with sales.

As outlined in your correspondence, this event is expecting approximately 300 foreign exhibitors who are importing display booths, promotional materials and military equipment for use at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#).

Goods imported as “giveaways” must also be accounted for at time of release on a [Form B3](#) with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit ([E29B](#)) as well as the posting of a security deposit.

All imports, exports and in transit movements of explosives require an Explosives Import/Export/In Transit Permit issued by Natural Resources Canada's (NRCan) [Explosives Regulatory Division \(ERD\)](#). For more information please visit: www.nrcan.gc.ca/explosives

The IECSP has been informed that North American Logistics has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Sunny Salas at 416-503-7280.

Canada 

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: www.cic.gc.ca/english/work/index.asp

Visa-exempt foreign nationals, **excluding U.S. citizens**, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: www.cic.gc.ca/english/visit/eta-start.asp

To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Ian Donald
National Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Tel: 613-941-4965
Fax: 613-998-5584
Email: Ian.Donald@cbsa-asfc.gc.ca
Government of Canada

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government Departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html*



CANSEC

2018 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 27 until 12 noon on Thursday May 31. 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. 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
613-526-9900

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2018

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2018

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE**

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

SHOWSITE

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE, EY CENTRE

OTTAWA, ONTARIO, CANADA K1V 2N6

SHOW SITE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

SHOWSITE

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE, EY CENTRE

OTTAWA, ONTARIO, CANADA K1V 2N6

SHOW SITE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE**