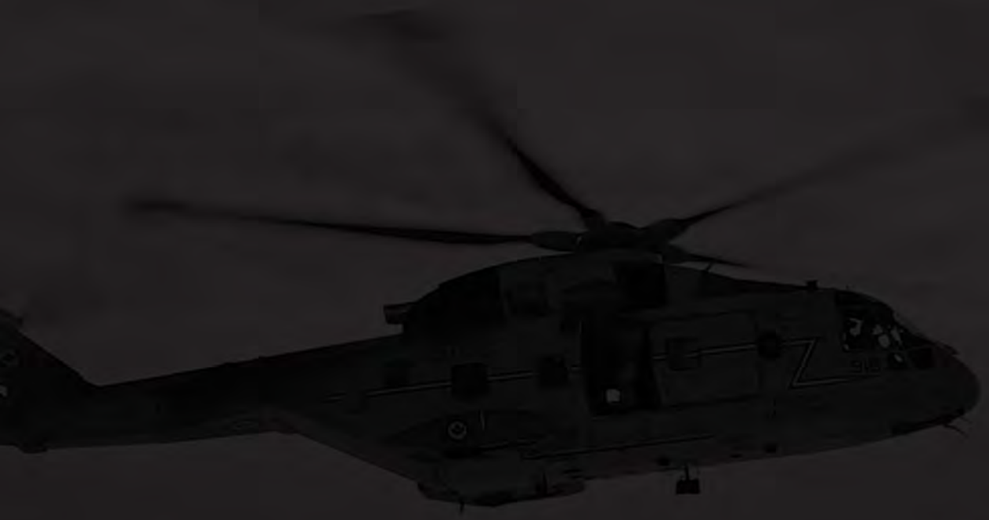

CANSEC

CANADA'S GLOBAL DEFENCE & SECURITY TRADE SHOW

MAY 29-30, 2019

EY CENTRE, OTTAWA

2019 EXHIBITOR MANUAL

v1 - March 19, 2019

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AT A GLANCE

IMPORTANT DATES/DEADLINES

ADVANCED DEADLINES

April 26, 2019
Deadline for Submission of Exhibit Plans to CADSI
Deadline for Submission of Double Decker Plans to CADSI

May 3, 2019
Deadline for Submission of Certificates of Insurance to CADSI

May 10, 2019
Deadline for Submission of EAC Forms to CADSI
Deadline for Ordering Tents from Freeman
Deadline to Purchase Ads in IHS Janes Show Daily

May 17, 2019
Deadline for Sending Advanced Freight to Freeman Warehouse
Deadline for Sending Hanging Signs/Banners to Freeman Warehouse

May 20, 2019
Deadline for Submission of Catering Orders to EY Centre

INSTALL

May 24, 2019
08:00 – 17:00 Freight Receiving for Indoor Exhibitors with 500 ft² and over

May 26, 2019
08:00 – 17:00 Install for Indoor Exhibitors with 500 ft² and over

May 27, 2019
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
NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.

May 28, 2019
07:00 – 21:00 Install for all Indoor Exhibitors
07:00 – 17:00 Install for Outdoor Exhibitors
NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.

EVENT SCHEDULE

May 29, 2019
09:00 – 17:00 DAY 1: Indoor and Outdoor Exhibits open

May 30, 2019
09:00 – 16:00 DAY 2: Indoor and Outdoor Exhibits open

DISMANTLE

May 30, 2019
17:00 – 21:00 Dismantle for all Exhibitors
NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.

May 31, 2019
08:00 – 17:00 Dismantle for Indoor Exhibitors with 300 ft² and over

KEY CONTACTS

BUSINESS SUITES – CADSI

Contact: Francis Callanan
Tel: 613 235-5337 x27
Email: exhibits@defenceandsecurity.ca

EXHIBIT MANAGER – CADSI

Contact: Francis Callanan
Tel: 613 235 5337 x27
Email: exhibits@defenceandsecurity.ca

EXHIBIT SALES – CADSI

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 – FREEMAN

Contact: Exhibitor Services
Tel: 613-748-7180 x234
Email: freemanottawaes@freeman.com

GOVERNMENT RELATIONS – CADSI

Contact: Nicolas Todd
Tel: 613 235-5337 x37
Email: nicolas@defenceandsecurity.ca

INTERNATIONAL DELEGATIONS – CADSI

Tel: 613 235-5337

MARKETING – CADSI

Contact: Pinar Tunçer
Tel: 613 235-5337 x23
Email: pinar@defenceandsecurity.ca

MEALS – CADSI

Tel: 613 235-5337

MEDIA – CADSI

Contact: Monique Scotti
Tel: 613 235-5337 x43
Email: monique@defenceandsecurity.ca

MEMBERSHIP – CADSI

Contact: Trevor Clost
Tel: 613 235-5337 x21
Email: trevor@defenceandsecurity.ca

Contact: Scott Baker
Tel: 613 235-5337 x17
Email: scott@defenceandsecurity.ca

REGISTRATION ASSISTANCE

Tel: 613 235-5337

SECURITY – KIRKLAND STRATEGIES

Contact: Doug Kirkland
Tel: 613-526-9900
Email: kirkstratinc@sympatico.ca

SHOW MANAGEMENT – CADSI

Contact: Theresa Ellwood
Tel: 613-235-5337 x28
Email: theresa@defenceandsecurity.ca

Contact: Lesley Musker
Tel: 613-235-5337 x33
Email: lesley@defenceandsecurity.ca

SPONSORSHIP – CADSI

Contact: Lesley Musker
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: freemanottawaes@freeman.com
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 hprice@duoson.com
Tel: 613.742.7474 x22
Mob: 613.407.6146
Fax: 613.742.3434
Web: www.duoson.com

EXHIBIT DISPLAY FURNISHINGS/GRAPHICS

Company: Freeman
Contact: freemanottawaes@freeman.com
Tel: 613.748 .180 x2234
Fax: 613.748.5977
Address: 940 Belfast Road, Ottawa, On, K1G 4A2

FREEMAN ONLINE

ELECTRICAL SERVICES/RIGGING – EXCLUSIVE

Company: Freeman
Contact: freemanottawaes@freeman.com
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: fb@eycentre.ca

INTERNET ACCESS – EXCLUSIVE

Electrical requirements will be the responsibility of the exhibitor.
Company: DE Systems
Contact: Laura Armitage
Tel: 613.723.1166
Fax: 613.723.8756

COMPUTER RENTALS/INTERNET ACCESS FORMS

LEAD RETRIEVAL

Company: DE Systems
Contact: David Dugas david@desystems.com
Tel: 613.723.1166
Fax: 613.723.8756
DOWNLOAD THE APP

MATERIAL HANDLING/STORAGE – EXCLUSIVE

Company: Freeman
Contact: freemanottawaes@freeman.com
Tel: 613.748.7180 x234
Fax: 613.748.5977
Address: 940 Belfast Road, Ottawa, On, K1G 4A2

FREEMAN ONLINE

PHOTOGRAPHY

Company: Christopher Rossakis

SHIPPING/TRANSPORTATION/CUSTOMS CLEARANCE

Company: Freeman
Contact: freemanottawaes@freeman.com
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 2019 in the BD Programme Meeting Area. Meetings can be booked using the online tool which will be open in April 2019.

Should Exhibitors be in need of a more versatile meeting alternative, CADSI will once again be offering Private Meeting Suites at CANSEC 2019. 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 POLICIES

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 responsibly serve alcohol within the confines of their exhibit spaces. All alcoholic beverages must be purchased from the EY Centre (official licensee). Bringing outside 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.

CONDUCT

While attending CANSEC, CADSI Members and guests are to conduct themselves professionally and act in the highest ethical standards of the Association and industry at all times. Dishonest or unethical behaviour and actions whether real, perceived, sponsored or endorsed will not be tolerated by any Member or guest and may result in ejection from CANSEC. Please refer to the Code of Ethics on the CADSI website.

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.

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 do so in writing, and 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, as necessary and within discretion of CADSI and CANSEC, approvals from Fire, Life and Safety Services may be required.

DRONES – 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 30. **Exhibitors dismantling before the end of the event risk losing their First Right of Refusal for 2020 as well as loss of exhibiting opportunities at future CADSI events.**

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. Catering order forms are available in the Appendix or in the Exhibitor section of the CANSEC website.

HARASSMENT

CADSI and CANSEC are committed to the prevention of workplace harassment and/or violence and are ultimately responsible for our employees' health and safety. CADSI/ CANSEC are also committed to providing a work environment in which all workers are treated with respect and dignity. Harassment, intimidation, abusive language and or violent behaviour in the workplace is unacceptable from anyone and will not be tolerated. Persons engaging in such behaviour will be asked to cease such behaviour and may be ejected from the Event solely at the discretion of CADSI.

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.

PHOTOGRAPHY AND VIDEOGRAPHY

For the purposes of this policy, participants means any Delegates, Exhibitors, Media, and persons employed by CADSI. This policy is in addition to and complements Canada's Copyright Act. This policy is meant to ensure a successful and productive event while respecting the values, integrity and privacy of CANSEC participants. CADSI reserves the right to remove any individual found to be violating this policy from the event.

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

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

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

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.

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 2019 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.

http://cadsi.mobi/

EVENT SCHEDULE

DAY 1 – WEDNESDAY MAY 29, 2019

06:30	Exhibitor Registration open
07:00–09:00	Exhibitor access to Exhibit Hall and Outdoor Static Display open
	Please note: For security reasons, only those with exhibitor badges will be permitted in the exhibit hall and outdoor static display during this period.
07:00	**Official Opening Breakfast – Hall 1**
07:00–07:50	Pre-Breakfast Networking Coffee Service
08:00	Breakfast Event
	Breakfast Keynote Address (keynote speaker to be announced) *Pre-registration is required for this function *Business attire or uniform equivalent.
08:00–17:00	B2B/G Meeting Programme
08:30	Attendee Registration open
09:00	Exhibition Halls and Outdoor Static Display open
11:15–12:00	Networking Luncheon Reception – Hall 1
12:00	**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 locations at the EY Centre.
17:00	Exhibition Halls and Outdoor Static Display closed for the day
17:00–19:00	**CANSEC Evening Reception – Hall 1** This event is designed to optimize your interactions with new contacts, clients and stakeholders. A host bar and wide selection of hors d'oeuvres will be provided. *Pre-registration is required for this function *Business attire or uniform equivalent.

EVENT SCHEDULE (CONTINUED)

DAY 2 – THURSDAY MAY 30, 2019

06:30	Exhibitor Registration open
07:00	Exhibitor access to Exhibit Hall and Outdoor Static Display open **Please note:** For security reasons, only those with exhibitor badges will be permitted in the exhibit hall and outdoor static display during this period.
07:00–09:00	Breakfast Event – Hall 1
07:00–07:50	Pre-Breakfast Networking Coffee Service
08:00–09:00	Breakfast Keynote Address (keynote speaker to be announced) *Pre-registration is required for this function *Business attire or uniform equivalent.
08:00–16:00	B2B/G Meeting Programme
08:30	Attendee Registration open
09:00	Exhibition Halls and Outdoor Static Display open
11:15–12:00	Networking Luncheon Reception – Hall 1
12:00	**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 locations at the EY Centre.
16:00	**CANSEC 2019 Trade Show conclusion** *Exhibitors will not be permitted to move out prior to 17:00 per contractual guidelines. Failure to adhere to said guidelines may result in loss of exhibiting opportunities at future CADSI events.

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’.

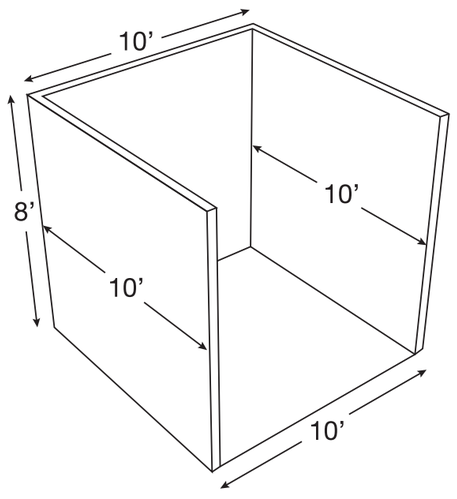
Corner Booths are commonly 10’ deep by a minimum of 20’ wide – 10’x20’.

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. **Please be considerate of others when designing your booth - every exhibitor has the right to be visible!**

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, 2019. Plans can be sent to: exhibits@defenceandsecurity.ca, or by Fax: 613 235 0784.

EXHIBIT GUIDELINES (CONTINUED)

PENINSULA, SPLIT ISLAND AND ISLAND BOOTHS

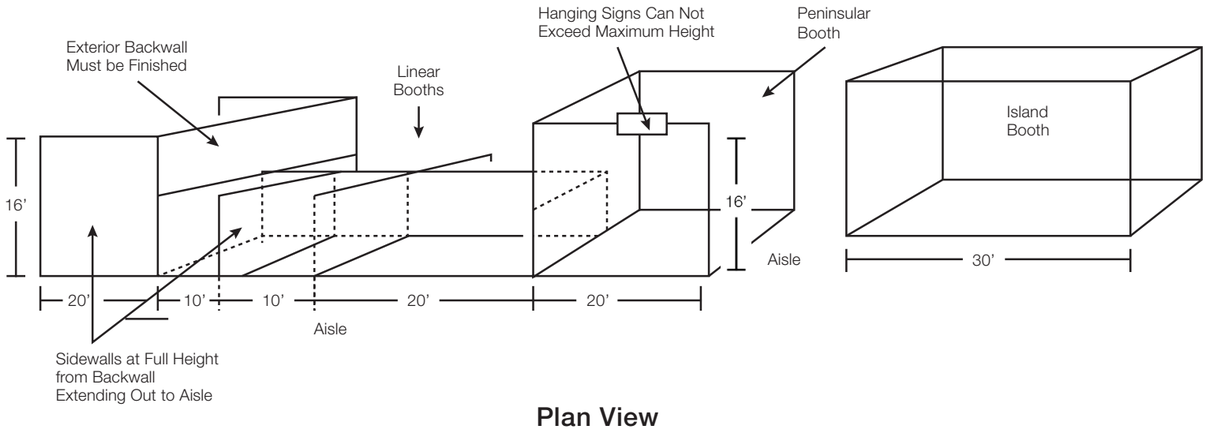
Peninsula Booths are open to aisles on three sides and are commonly a minimum of 20'x20', and back on to Linear Booths. A Split Island Booth is a Peninsula Booth which shares a back wall with another Peninsula Booth. Island Booths are open to aisles on all four sides, and can be any size.

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.

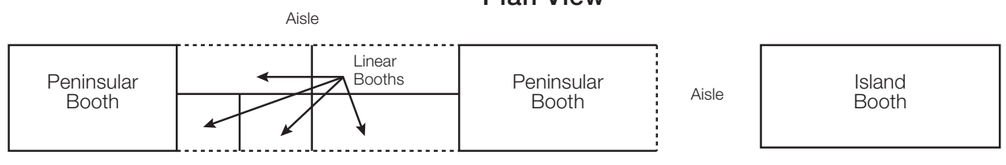
Dimensions

The entire cubic content of the space may be used up to the maximum allowable height of 16', including signage.

Perspective View



Plan View



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 25, 2019; 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 30, 2019. All exhibitor material must be removed from the Outdoor Static Display by 17:00, Friday, May 31, 2019.

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:

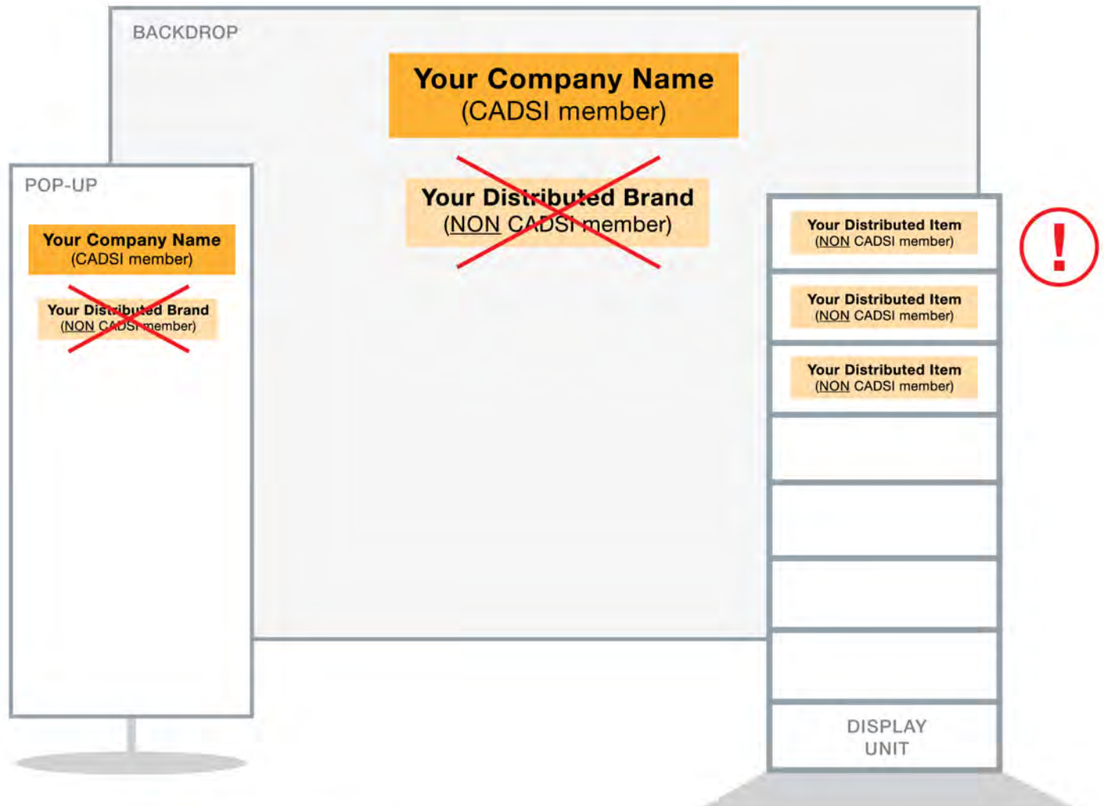
- The Sharing Company must be a Corporate Member of CADSI
- The Sharing Company has not exhibited in their own right in the last three years
- The Primary Exhibitor must be present at all times in an exhibiting capacity.

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.

Distributors showcasing non-member companies may only promote those companies via marketing collateral – no bigger than an 8.5”x11” brochure - and or nameplate under which it is sold in the normal course of business – no bigger than 4”x11”.

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.



PLEASE NOTE:
Displayed marketing materials are permitted at a maximum size of 8.5 x11 inches, and cannot feature a company name/logo that consumes more than 20% of the overall content area.

ELIGIBILITY OF TEAMS TO EXHIBIT

CADSI/CANSEC recognizes that Members in good standing may form Teams to respond to current, ongoing or anticipated procurements. In such cases Teams may be permitted to participate at CANSEC provided they meet the following criteria:

- A “Team” in this program is comprised of CADSI members in good standing. The Team has been created in response to and pursuit of a current established or anticipated official bona fide Canadian Federal government defence procurement.
- Team members must be a Member of CADSI. The CADSI member companies which make up the team must be comprised of 2/3 Canadian/Corporate CADSI members. By way of example, if there are 6 members in a Team, 4 must be Canadian Corporate. CADSI reserves the right to assess Team make up in light of this requirement based on the size and member categorization make-up of the Team.
- All Canadian/Corporate Members of the Team must have an Exhibit space on the CANSEC exhibit floor.
- By way of email, the Team is required to submit a written request to CADSI Exhibits Manager (exhibits@defenceandsecurity.ca) for approval as a Team. Include a complete list of all CADSI members with prime contacts, and the procurement the Team was created to respond to.
- If the Team desires to be showcased in the CANSEC event as a stand alone exhibit / exhibitor the Team will be required to secure and pay for a Category E CADSI membership ($5000.00 yr 2019).
- Approved Teams may be represented within an existing Canadian Corporate Member’s CANSEC exhibit space who is a member of that Team. In such a case, graphics for the Team may not exceed 20% of the total area of exhibit booth.
- Teams will be required to submit to CADSI for review and approval all CANSEC booth and/or graphics designs six weeks prior to CANSEC move in.
- Approved Teams will be eligible to participate in this program for a three year period maximum. After which the Team will not be permitted to participate in this program for a minimum of 2 years. CADSI reserves the right to review this requirement based on the anticipated duration of the procurement for which the Team was created to respond to.
- Team Membership with CADSI, eligibility applications and presence at CANSEC may be re-assessed at the discretion of CADSI.

EXHIBIT SPACE POLICIES (CONTINUED)

SUBMISSION OF BOOTH PLANS

Deadline: April 27, 2019

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, on an "as approved" basis.

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, 2019**.

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:
https://www.freemanco.com/store/show/landing?review=true&nav=02&showID=478413

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.

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, 2019. 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, as outlined in this document or in CADSI meterials. 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. All interpretations of the CANSEC Rules and Regulations shall be at the discretion of CADSI.

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 29, 2019. 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, for any reason whatsoever, may not be granted access to the show until outstanding amounts are reconciled to CADSI's satisfaction. 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.

HAND CARRY POLICY

The hand carry policy, outlined below, has been revised for 2019 and is designed to facilitate a smoother Exhibitor move in and minimize traffic congestion around the venue. Exhibitors will be allowed to make use of doors and routes as designated by CADSI/CANSEC only during the following times:

Move-In: May 28, 2019: 07:00-21:00

Move-Out: May 30, 2019: 17:00-21:00

Individuals moving items must be registered employees of an exhibiting company and must carry identification and a CANSEC badge at all times.

Exhibitors moving items must use a privately-owned vehicle, car, pick-up truck or passenger van. All vehicles larger than a passenger van will be directed to Freeman - see Cart Service. Vehicles illegally parked will be subject to a fine and/or vehicle towing.

PERMITTED ITEMS:

- Nothing larger than a two-wheeled baggage cart or dolly with plastic or rubber wheels to transport items
- Pop-up or portable displays in two-wheeled case, up to a maximum 10' in length and able to be carried by hand by one person
- Hard wall equipment cases on two wheels
- Boxes or suitcases/luggage that can be easily carried by one person
- Hanging garment racks with four wheels used only for transporting clothing

PROHIBITED ITEMS:

- Any freight from a vehicle larger than a passenger van
- Any freight moved on equipment larger than a two-wheeled baggage cart or dolly
- Any freight that cannot be **hand carried by one person**
- Any freight moved by a freight or moving company
- Any freight, regardless of size or weight, which is, at the discretion of CADSI/CANSEC or the authorized event material handler, is deemed to be unsafe, create a hazard or may damage the facility.`

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.

WESTJET

CADSI is delighted to confirm that in partnership with WestJet, we are able to offer *5% off Econo and 10% off EconoFlex and Premium fares for travel within Canada and 2% off Econo, 5% off EconoFlex and 10% off Premium base fares for guests travelling Trans-border* into and out of *Ottawa*. To take advantage of this offer, you will need the discount code listed.

Please visit www.westjet.com/conventions to make a booking online.

If you have questions about how to complete a booking with your discount codes, please read WestJet's frequently asked questions.

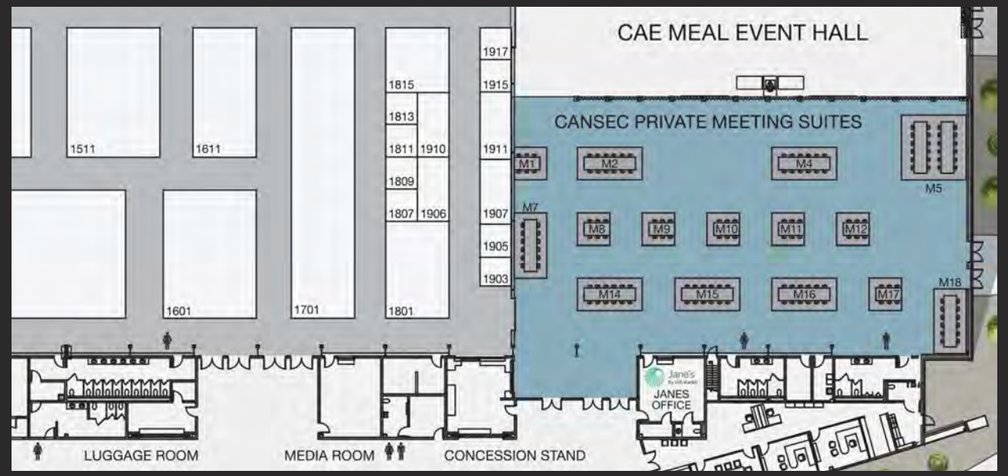
Travel from: May 12, 2019 to June 11, 2019

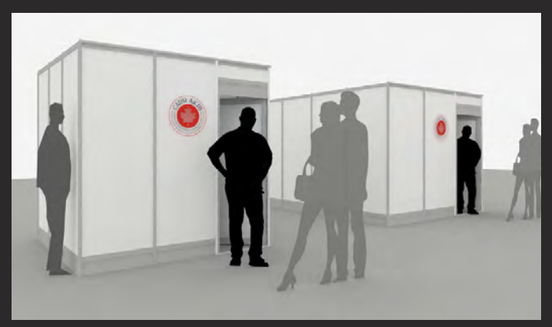
Coupon code: **W37EK62**

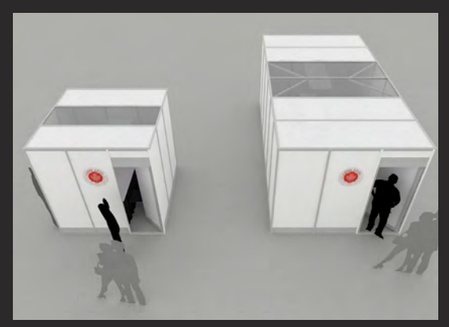
Promo code: **WDD51**

CANSEC

PRIVATE MEETING SUITES AT CANSEC 2019







MAY 29-30, 2019
EY CENTRE, OTTAWA

CADSI is pleased to offer Private MeetingSuites adjacent to the exhibit floor at CANSEC 2019. 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

OPTIONAL UPGRADES:*

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

* *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

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

CART SERVICE

Cart Service is a feature for Privately Owned Vehicles (POVs), which are defined as cars, pick-up trucks passenger vans and other vehicles primary designed for passenger use. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload will be directed to the next available loading dock for unloading at prevailing material handling rates.

Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight Supervisor if the load can go higher than 3 feet.

Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service. Maximum of one cart load per vehicle of 8 pieces or less weighing 250 lbs. total.

Cart Service will only be available on the following dates:

Move-In:

Tuesday, May 28, 2019 7:00am - 9:00pm

Move-Out:

Thursday, May 30, 2019 6:00pm - 10:00pm

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 28, 2019 and 18:00 May 30, 2019. 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.

Any material that cannot be carried by hand must be scheduled for delivery through the rear loading area.

INSTALL AND DISMANTLE (CONTINUED)

SCHEDULE

May 26, 2019
08:00 – 17:00
Install for Indoor Exhibitors with 500 ft² and over

May 27, 2019
08:00 – 21:00
Install for Indoor Exhibitors with 300 ft² and over

08:00 – 17:00 Install for Outdoor Exhibitors

May 28, 2019
07:00 – 21:00
Install for all Indoor Exhibitors

07:00 – 17:00
Install for Outdoor Exhibitors

May 30, 2019
17:00 – 23:00
Dismantle for all Exhibitors
Exhibitors less than 300 ft² must be off the Exhibit Floor by 23:00

May 31, 2019
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.

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 30, 2019, 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 3, 2019

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, 2019

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 17, 2019 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.

SOCIAL MEDIA

Twitter

Promote your presence at CANSEC by making numerous tweets using the hashtag #CANSEC2019.

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 Monique Scotti at monique@defenceandsecurity.ca.

PARKING

May 26-28, 2019 – Move-In

Exhibitors have access to free parking at the EY Centre.

May 29-30, 2019 – 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.

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 not 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 28, 2019

Move-out: May 30 (16:00) – May 31, 2019

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

CADSI/CANSEC provides general security services, posts and patrols during install/dismantle and throughout the duration of the event. Exhibitors are strongly advised to book dedicated security services for their exhibit space or lock down high-valued/sensitive products or areas.

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/ CANSEC Security reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations and any CANSEC Show Management or security concerns.

SHOW DAILY

Being Featured in the Show Daily

CANSEC 2019 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 2019.

Showcase your edge at CANSEC 2019

ADVERTISING IN THE SHOW DAILIES

Increase traffic to your booth and boost your company's visibility at CANSEC 2019 by advertising in the exclusive Show Dailies, distributed every day to VIPs, exhibitors, visitors and Jane's digital media delivering you thousands brand impressions. Contact the Jane's advertising team today to book your CANSEC 2019 event advertising campaign. We pride ourselves on understanding your marketing requirements and tailoring an advertising package to make CANSEC 2019 a success for you. Request a proposal at http://bit.ly/2u6Bd2V

Order Deadline: 13 May 2019

Web: http://bit.ly/2u6Bd2V

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 stand 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.

Submission Deadline for CANSEC Day 1 Show Daily: 27th May 2019

Submission Deadline for CANSEC Day 2 Show Daily: 28th May 2019

Email: Editor@JanesShowDaily.com

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 2019 Sponsorship Prospectus and guarantee a substantial return on your investment.

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

STAFFING

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.

BADGE COLOURS

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

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.

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 2019**, which can be found at the back of this manual.

REGISTERING EXHIBIT STAFF

All Exhibitors must be registered by name to access CANSEC 2019. 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.

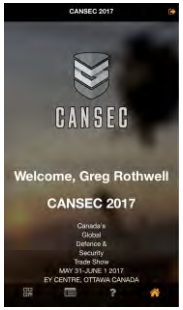
The number of Exhibitor Badges allotted to your company is based on the square footage of your exhibit space. A maximum of four badges are allowed per 100 ft² of indoor space or for each 400 ft² of outdoor space, as per the table below:

Square Feet	# of Badges
100	4
200	8
400	16
800	32
1600	64
3200	128
6400	256

CADSI/CANSEC reserves the right to charge an administration fee for additional Exhibitor Badges.

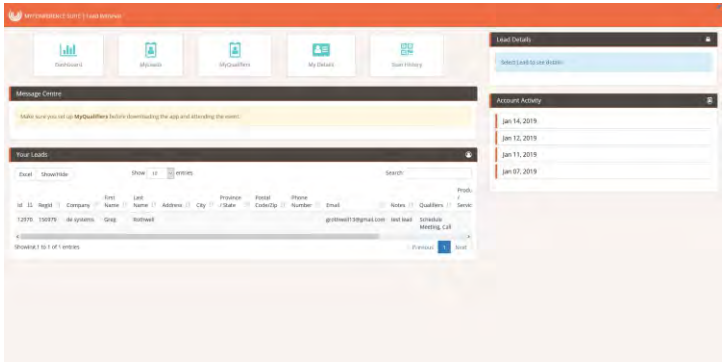
If you require any assistance with Registration, please contact 613 235 5337.

D. E. Systems
Event Technology Services-myConferenceSuite and Snapup Leads



Capture attendee information and data with D. E. Systems Snapup Leads. Used with Apple or Android OS on a variety of devices. Snapup lead application can be downloaded directly to your own device or with a rented device supplied by D. E. Systems.

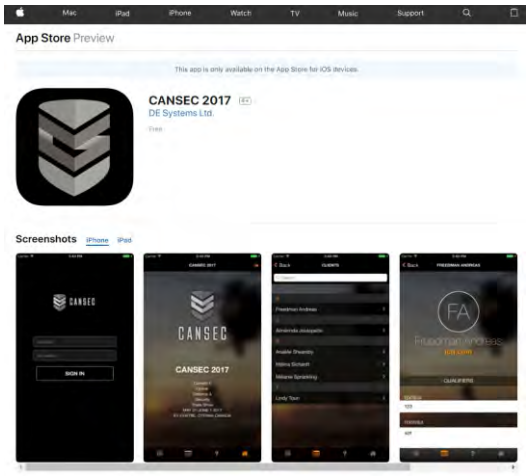
Snapup Leads provides exhibitors with a quick and convenient manner to collect visitor data-through simple QR code scanning of delegate badges. The interface can be customized with specific qualifiers to filter your visitor data. All leads are stored on a secure password protected website.



Lead Generation and Attendance Tracking with integrated App

User Dashboard allows for realtime viewing of lead data (barring security restrictions), a log of activity, customization of custom qualifiers and account and user configuration and setup.

This Unique Event App focuses on lead and contact generation and Lead Retrieval. This app also serves as an attendance tracking and checkin module for admins, a lead generation tool for exhibitors and a contact sharing tool for delegates



How to obtain the Cansec Lead Retrieval App?

1. Order online at https://events.myconferencesuite.com/cansec2019_Lead_Retrieval
2. Download the app from itunes or android (link will be provided once your order is placed)
3. Enter your username (email) and password (order confirmation) to log into the system.
4. Visit your user dashboard to configure custom qualifiers and obtain your leads at: https://events.myconferencesuite.com/cansec2019_Lead_Retrieval/lead/login

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 29-30, 2019

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 2019
Company:	Location: ERNST & YOUNG CENTRE 4899 Uplands Drive, Ottawa, ON - Canada
Address:	Event Dates: May 29-30, 2019
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: [ ] VISA [ ] MC [ ] AMEX	CARD NUMBER
EXPIRY:	CARD HOLDER NAME:
NAME (Please Print): _____	SIGNATURE: _____

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CANSEC
CANADA'S GLOBAL DEFENCE & SECURITY TRADE SHOW

May 29-30, 2019

produced by:

QUANTITY	DESCRIPTION	SHOW RATE Before May 8, 2019		SHOW RATE After May 8, 2019	
	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	MAC	
	How far will source be from monitor?	6 feet	15 feet	25 feet	
	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: *Podium and Mic, Mixer, EQ, 2 speakers and 16 output mediafeed*	$385.00		$462.00	
	REQUEST FOR LABOUR				
	DELIVERY TO BOOTH ONLY?			YES	NO
	TECHNICIANS to INSTALL and DISMANTLE EQUIPMENT?			YES	NO

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

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

FOR ASSISTANCE PLEASE CONTACT: HAL PRICE
613-742-7474
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 wavied. 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.

WOODBRIDGE 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 palale 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 rasberry notes in the finish.

WOODBRIDGE 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 **WOODBRIDGE 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 **WOODBRIDGE 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.

CENTRE EY CENTRE

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

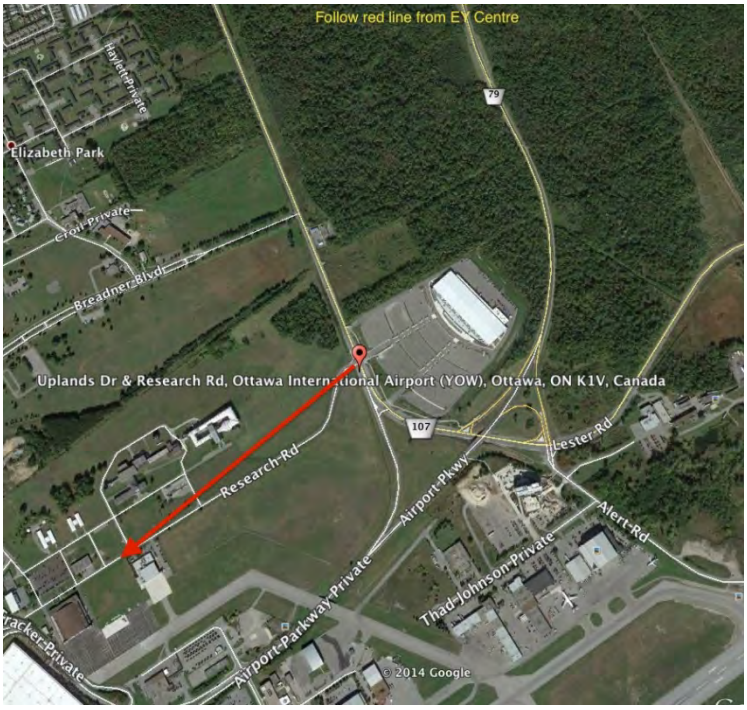
Contractor Staff Policies and Procedures 2019

PARKING – MOVE IN / MOVE-OUT

Parking will be available for contractor staff from Saturday May 25 to Tuesday May 28 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 29 & 30, 2019).

Complimentary parking will again be available for contractor/exhibitor staff on Friday, May 31 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.

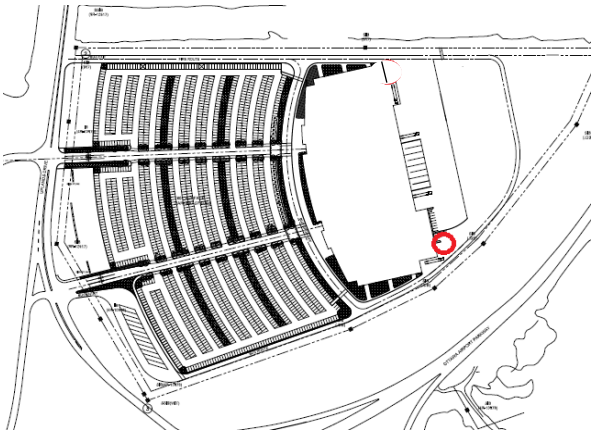
Footwear Policy in effect from:

Move In: Sunday, May 26 - May 28, 2019
Move Out: May 30, 2018 at 17:00 and May 31, 2019

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.

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 13, 2019 .

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

FREEMAN®

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS : APRIL 26, 2019

DEADLINE DATE IS : MAY 17, 2019

TO: _____

(EXHIBITOR NAME)

C/O: FREEMAN

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE

CANSEC

EVENT: _____

BOOTH NO:_____ NO. _____ OF _____ PCS

FREEMAN®

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS : APRIL 26, 2019

DEADLINE DATE IS : MAY 17, 2019

TO: _____

(EXHIBITOR NAME)

C/O: FREEMAN

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE

CANSEC

EVENT: _____

BOOTH NO:_____ NO. _____ OF ____ PCS

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

FREEMAN®

RUSH

DO NOT DELAY

SHOWSITE

TO: _____

(EXHIBITOR NAME)

C/O: FREEMAN

EY CENTRE

4899 UPLANDS DRIVE

OTTAWA, ONTARIO, CANADA K1V 2N6

SHOW SITE

CANSEC

EVENT: _____

BOOTH NO:_____ NO. _____ OF ____ PCS

FREEMAN®

RUSH

DO NOT DELAY

SHOWSITE

TO: _____

(EXHIBITOR NAME)

C/O: FREEMAN

EY CENTRE

4899 UPLANDS DRIVE

OTTAWA, ONTARIO, CANADA K1V 2N6

SHOW SITE

CANSEC

EVENT: _____

BOOTH NO:_____ NO. _____ OF ____ PCS

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

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

July 27, 2018 **File #OTT_2019_12160**

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 July 24, 2018 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

CANSEC 2019
May 29 – 30, 2019
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 296 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.

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 Sueann Stewart-Raffin at 1-877-478-1113.

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

Canada

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

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

c.c. North American Logistics Services

*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. Immigration, Refugees and Citizenship 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-aiprp/infosource-eng.html

Canada

CANSEC

2019 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 26 until 12 noon on Thursday May 30. 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

Booth / Kiosk / Vendor Application

Cambrian Special Risks Insurance Services
130 Paris Street Sudbury ON P3E 3E1
Phone: (888) 339-6069 Fax: (866) 308-2784
Email: quotes@cambrianspecialrisks.com

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 (P*remium 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: _____

City, Province _____ Postal Code:

Contact Name: _____ Telephone: ( )

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 LIABILTY 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	□$75.00	□$90.00	□$120.00	□$150.00	□$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 #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	□$115.00	□$135.00	□$150.00	□$200.00	□$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 #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	□$50.00	□$70.00	□$80.00	□$90.00	□$100.00
1-6 months	□$175.00	□$225.00	□$275.00	□$325.00	□$375.00
6-12 months	□$275.00	□$325.00	□$425.00	□$475.00	□$500.00

☐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	□$75.00	□$90.00	□$120.00	□$150.00	□$175.00
1-6 months	□$225.00	□$275.00	□$325.00	□$375.00	□$425.00
6-12 months	□$450.00	□$500.00	□$550.00	□$600.00	□$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

For the purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

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

For the purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

D.E. SYSTEMS
SIMPLIFYING THE COMPLEX

Click to place your Internet order online

or email Form to eycentre@desystems.com

D.E. SYSTEMS LTD.

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

Internet and Telecom Order Form

CENTRE EY CENTRE

4899 Uplands Drive
Ottawa ON K1V 2N6

Show Name CANSEC 2019 – MAY 29-30, 2019

Service Start Date and Time _____

Service End Date and Time _____

Standard Wireless Service will be provided at CANSEC 2019.

If you plan to utilize the internet for demonstrations or functions other than email/general web access, please contact D.E. Systems Ltd. For information on upgrading your service.

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

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

Prices do not include taxes.

Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	$225.00	
Polycom Conference Unit	$250.00	

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

ARUBA networks

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

Email Form to eycentre@desystems.com
Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.
C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6

CENTRE EY CENTRE

4899 Uplands Drive
Ottawa ON K1V 2N6

Equipment Rental Order Form

Show CANSEC 2019 – MAY 29-30, 2019

Service Start Date and Time _____

Service End Date and Time _____

		Quantity
Desktop / Includes Windows 10 & MS Office 2019 Pro w/ 24" LCD Monitor		
Desktop Core i5 Processor, 8 GB RAM, 500 GB HDD, DVD-RW	$200.00	
Notebook / Includes Windows 10 & MS Office 2019 Pro		
Intel Core i7, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW	$250.00	
Apple/Mac		
Macbook Pro, Core i7, 15" TFT, 16 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 M452 Series Colour Laser, 26 PPM, Network Ready	$400.00	
HP LaserJet M225 Monochrome Multifunction, Network Ready	$230.00	
Monitor		
24" Wide Screen HD LED Display	$90.00	
32" Wide Screen HD LED Display	$225.00	
49" Wide Screen HD LED TV		
55" Wide Screen HD LED TV	$450.00	
Monitor Pole Stand for 40" to 60" dsiplays	$100.00	
Specialty Systems		
iQiosk 755 55" Touch Screen Interative Display Kiosk	$950.00	
iPAD Kiosk Display Pillar or table mount with iPAD	$300.00	
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

Microsoft CERTIFIED SPLA PARTNER

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

ITRA