



Scaffold & Access Industry Association 2017 Exhibit Space Terms & Conditions

Fairmont Queen Elizabeth Hotel - Canada

1. Booths: The Exposition will be located in the Place du Canada and Av. Laurier of the Fairmont Queen Elizabeth Hotel. A standard size booth will be 10' x 10' with an 8'-high back draping and 3'-high sidewall draping. (Note: No additional aisle or booth carpet will be required for the 2017 event in Montreal. The hall is already carpeted.) Also, included with the booth is one 6' skirted table, two chairs, a single trash can, and a booth I.D. sign bearing the company's name and booth number.

2. Booth Height: No part of a booth may obstruct an adjacent booth and within 5' of the aisle booth display and equipment can only be 4' high so not obstruct the view of the adjacent booth. Booth height limit is 10'. No booth can be taller than 10' without the express written permission of SAIA prior to move-in. The Place du Canada ceiling height is 16' and the Av. Laurier ceiling height is 14'6". Any exhibitor whose booth display is higher than 10' and does not have prior written permission from SAIA may be asked to remove the display that is higher than 10'.

2017 SAIA Annual Convention Exhibitor Booth Pricing			
	<u>Member Pre-Reg.</u> Now – Jan. 14	<u>Early Bird</u> Jan. 15 - April 30	<u>Registration</u> May 1 - Annual
Member			
Single	\$1,845	\$1,945	\$2,145
Double	\$3,045	\$3,145	\$3,345
Triple	\$4,245	\$4,345	\$4,545
Quad	\$5,445	\$5,545	\$5,745
Non-Member			
Single	~	\$2,545	\$2,745
Double	~	\$3,745	\$3,945
Triple	~	\$4,945	\$5,145
Quad	~	\$6,145	\$6,345

3. Assignment of Space: Space will be assigned on a "first-come, first-served" basis with SAIA members and previous exhibitors given the 2017 information at the 2016 exposition. Booth assignments are official once deposit payment is received and contract is signed by both exhibitor and SAIA. Exhibitors may not change their assigned space. SAIA reserves the right to substitute comparable exhibit space due to unforeseen circumstances or for the good of the show.

4. Exhibit Booth Personnel: All exhibit booth personnel must be registered for the Convention and/or Exposition. A single booth includes 1 full convention registration, a double booth includes 2 full convention registrations, and a triple booth includes 2 full convention registrations and 1 limited exhibitor registration, and a quad booth includes 2 full convention registrations and 2 limited exhibitor registrations. Additional booth personnel may register as full convention registrations and have access to all meeting events (including the gala) or personnel may register as "Limited Exhibitors" and have access only to those events in the exhibit hall.

5. Booth Payment: Exhibit booth space is considered confirmed once the booth payment in full has been received at SAIA headquarters. If a full payment has not been received by June 1, 2017, 42 days prior to the start of the exposition, SAIA reserves the right to sell the space to another exhibitor and all deposits will be forfeited.

6. Cancellation and Refund Policy: A full refund less a \$100 processing fee will be made if notice of cancellation is received in writing at SAIA headquarters by June 1, 2017. No refund will be made if notice of cancellation is received after June 1, 2017. No transfer of fees will be made to other SAIA meetings or to any other company.

7. Additional Booth Services: If electricity or any other services/equipment is needed, additional charges will apply, and these services must be ordered through the official exposition services company, Global Experience Specialists, Inc. (GES), or the Fairmont Queen Elizabeth as appropriate. **A link to the full services kit with the required order forms will be sent to the primary show contact, beginning March 2017 and once the booth payment in full has been received.**

- 8. Liability Policy:** The exhibitor indemnifies and agrees to hold harmless Scaffold & Access Industry Association (SAIA), GES and the Fairmont Queen Elizabeth and all of their officers, directors, employees and agents from and against any actions, losses, costs, damages, claims and expenses (including reasonable attorney fees) arising from damage to property or bodily injury to exhibitor, agents, representatives or employees by reason of the exhibitors occupancy or use of the exhibitor facilities.
- 9. Distribution of Printed Matter/Solicitation:** Distribution of advertising materials, samples, souvenirs, publications or printed material of any sort shall be restricted to the exhibitor's rented exhibit booth space. Distribution of materials outside of the exhibit booth is not allowed unless approved by SAIA as a part of a sponsorship.
- 10. Installation and Dismantling:** Move-In Time: Sunday, July 23, 2017 from 9:00 a.m. – 5 p.m. All displays must be set up by 4:30 p.m. Space not occupied or set up by this time may be reassigned for other purposes. Move-Out Time: Tuesday, July 25, 2017 from 1:30 – 7 p.m. Exhibitors may not break down their booths prior to 1:30 p.m. on Tuesday, July 25, 2017.
- 11. Exhibitor Show Hours:** Sunday July 23, 2017, Welcome Reception with Exhibitors from 5 – 7 p.m. Monday, July 24, 2017, Lunch with Exhibitors from 11:30 a.m. – 2:30 p.m. and Reception with Exhibitors from 5:30 – 7 p.m. Tuesday, July 25, 2017, Lunch with Exhibitors from 11:30 a.m. – 1:30 p.m.
- 12. Insurance:** Exhibitor shall carry its own insurance at its own expense. Scaffold & Access Industry Association (SAIA), GES and Fairmont Queen Elizabeth assume no responsibility for the safety of the property of the exhibitors. SAIA will exercise reasonable care in safeguarding exhibitors' property; however, exhibitors should insure their own exhibit materials, especially during the period while materials remain in the exposition hall, covering all risks (liability, fire, theft, damage, etc.). There will be no security provided for this show, when hall is closed.
- 13. Subletting of Space:** SAIA will not allow any exhibitor to assign or sublet space or any part thereof allotted to them nor to display products or services other than those normally sold by them unless prior written approval is obtained from SAIA. Exhibitors may not share a booth; each exhibiting company must contract for a minimum of one single booth.
- 14. Protection of the Exhibit Facility:** Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the exposition area without permission from SAIA. Packing, unpacking and assembly of exhibits shall be done only in designated areas and at times designated by SAIA, GES and Fairmont Queen Elizabeth.
- 15. Shipping & Freight Information:** SAIA is utilizing GES as the official shipping company. Complete shipping and freight information is included in the Exhibitor Services Kit sent by GES to the primary exhibit contact. This kits includes all details on shipping, customs brokerage, freight storage, drayage, additional services and costs. A link to the service kit will be emailed after March 1, 2017, or once sign exhibit contract has been received by SAIA. Note: SAIA highly encourages all exhibit materials must be sent in advance to the GES warehouse. Fairmont Queen Elizabeth does not have the capabilities to store Exhibitor materials. Any materials shipped to the Fairmont Queen Elizabeth will be consigned to GES or Fed Ex and you will be billed the appropriate material handling charges. Exhibitors will be billed a receiving charge by Xerox Business Center for any items sent directly to the Fairmont Queen Elizabeth.
NOTE: Shipping internationally requires additional time, custom forms and fees. All information is included in the GES Service Kit.
- 16. Exhibit Labor:** Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor, qualified display houses or personnel from their own companies to install and dismantle displays. Full labor guidelines are included in the exhibitor services kit. Exhibitors must comply with all union work rules as detailed in the exhibitor services kit.
- 17. Gratuities:** GES work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any Freeman employee (union or non-union). Freeman employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

