



Exhibitor Guide

ICIP 2015

IEEE International Conference on Image Processing
27-30 SEPTEMBER 2015, QUÉBEC CITY, CANADA



SCHEDULE AND REGISTRATION

EXHIBIT HALL - ROOM 2000CD

Exhibitor schedule

Decorating Contractor Move-in:

Sunday, Sept. 27 08:00 - 12:00

Exhibitor Move-in:

Sunday, Sept. 27 12:00 - 17:00

Monday, Sept. 28 07:00 - 10:00

Exhibit Hours:

Monday, Sept. 28 10:00 - 19:00

Tuesday, Sept. 29 10:00 - 19:00

Wednesday, Sept. 30 10:00 - 16:00

Exhibitor Move-out:

Wednesday, Sept. 30 16:00 - 19:00

Decorating Contractor Move-out:

Wednesday, Sept. 30 16:30 - 20:30

Registration

Each exhibitor must be fully operational and staffed during the official exhibit hours. All exhibitor personnel must be registered. It is strongly recommended that all exhibit representatives be pre-registered before September 18, 2015.

You will be able to get your name badges at the registration desk on site:

Sunday, Sept. 27 07:00 - 19:00

Monday, Sept. 28 07:00 - 18:00

Tuesday, Sept. 29 07:00 - 18:00

Wednesday, Sept. 30 07:00 - 18:00

ACCESS

Loading Dock Address

Loading Dock Level 1
875 rue Saint-Joachim
Québec (Québec)
Canada G1R 5V4

Dock access:

Sunday, Sept. 27	12:00 - 17:00
Monday, Sept. 28	07:00 - 10:00
Wednesday, Sept. 30	06:00 - 19:00

This loading dock is designed to handle three vehicles simultaneously. Trailers should not exceed 13 ft. 3 in. in height and 48 ft. in length.

Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner's expense.

Convention Centre Main Entrance

900, Honoré-Mercier
Québec (Québec)
Canada G1R 5V4
(No delivery is allowed at this address)

Parking

There are many underground parking spaces near to the Centre, including 1,575 spaces at the Marie-Guyart building, 1,000 spaces at Place Québec, 400 at the Delta Hotel and 1,366 spaces in the D'Youville parking lot, all linked by underground connections. These lots operate 24 hours a day, 7 days a week. Parking is prohibited at all times on Promenade Desjardins.

Starting Fall 2014 and for an undetermined period (due to parking renovations) – Week days (daytime) it is strongly recommended to use public transport, carpooling or car-parks to reach the Centre's area. For more details, please contact us.

EXHIBITION INFORMATION

Exhibitor Package

10' x 20' Booth

- 10' x 20' exhibition booth
- 1 table and 2 side chairs and wastebasket
- Regular-size logo on website with hyperlink to exhibitor website
- Logo and a 50-word profile in Final Program
- Registration fee waived for two (2) exhibition representatives
- Two (2) additional registration passes (exhibit area only)
- Printed booth sign with name of company
- One (1) wastebasket
- Customized options available at additional cost
- 2 x 15 A electrical outlet
- Material handling and onsite storage of empty boxes/crates

10' x 10' Booth

- 10' x 10' exhibition booth
- 1 table and 2 side chairs and wastebasket
- Regular-size logo on website with hyperlink to exhibitor website
- Logo and a 50-word profile in Final Program
- Registration fee waived for two (2) exhibition representatives
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- Printed booth sign with name of company
- Customized options available at additional cost
- 1 x 15 A electrical outlet
- Material handling and onsite storage of empty boxes/crates

Tabletop Exhibit

NOTE: This package is offered solely to Not-for-profit and academic organizations

- 6' x 8' space
- One (1) draped table with two (2) side chairs and wastebasket
- Regular-size logo on website with hyperlink to sponsor website
- Logo and a 50-word profile in Final Program
- Registration passes (exhibit area only)
- 1 x 15 A electrical outlet
- Material handling and onsite storage of empty boxes/crates

Exhibition Hall

- Carpeted Aisles
- Furnished Break Areas
- Cleaning of Common Areas

The following services are
NOT included
in your rental cost :

- Banner hanging
- Booth cleaning
- Plumbing
- Security
- Temporary personnel
- Telecommunications

Exhibition Services Company

The Official exhibition
service company
for ICIP 2015 is:

STANDEX

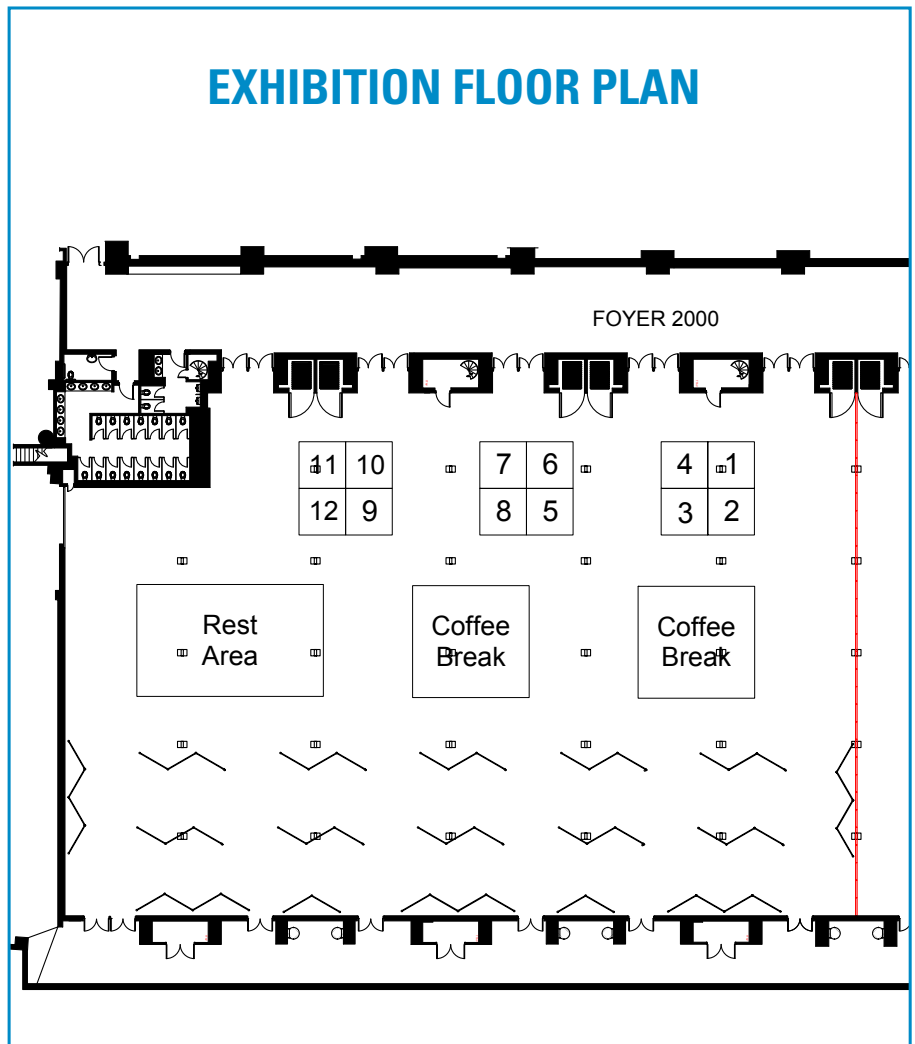
Stéphanie Blanchet

Phone: +1 418 654-0029 ext. 200

Fax: +1 418 654-0651

Internet: www.standex.ca

Email: exposition@standex.ca



Please consult their online catalog at : www.icip2015.org/doc/IEEE-ICIP-Exhibitor-Kit.pdf

CONTACTS

CONFERIUM

(CONFERENCE SECRETARIAT)

Alexis Levasseur-Dutil

Event Manager

425, boul. René-Lévesque O.

Québec (Québec)

Canada G1S 1S2

alexis.levasseur@conferium.com

Phone: +1 418 522-8182 ext. 31

1 800 618-8182

Fax: +1 418 529-7548

1 800 889-1126

CONVENTION CENTRE

(QUÉBEC CITY CONVENTION CENTER SERVICES)

Line Laliberté

services@convention.qc.ca

Phone: +1 418 649-7711 ext. 4066

1 888 679-4000

Fax: +1 418 649-5266

SERVICES

Services Offered by the Convention Centre

Sign and banner hanging, booth cleaning, temporary personnel, plumbing, security and telephony. All are exclusive except for booth cleaning, surveillance service and temporary personnel.

One basic electricity outlet (120/208V 15A) is included for each 6' x 8' or 10' x 10' and two is included for each 10' x 20' if any additional outlet is needed it must be ordered directly with the convention center.

Customized Québec City Convention Centre order forms will be available on the web site under the conference name at:

<http://www.convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms>

Exhibitors are invited to fill them out on the screen, print, sign and return them by fax at +1 418 649-5266 before Friday September 11, 2015 by 04:00 P.M., to facilitate their process and to avoid miscalculation.

*Onsite, a service counter will help the exhibitors with last minute request, however a 25% additional charge will apply and some services may not be guaranteed.

Shipping

The shipping has to be prepaid. Your material should be shipped to the Quebec Convention Center on Friday September 25, 2015. Storage charges will apply for any exhibitor's material received before that date.

SHIPPING ADDRESS:

Company's Name
C/O ICIP 2015
Booth Number
Centre des Congrès de Québec
875, rue Saint-Joachim
Loading Dock level 1
Québec (Québec)
Canada G1R 5V4

Label Example

Sender's name Address	
Phone: Fax: Number of boxes:	
Carrier Customs broker's name and Customs broker's phone:	Company's Name ICIP 2015 Booth Number: Québec City Convention Centre 875, rue Saint-Joachim Loading Dock level 1 Québec (Québec) G1R 5V4

Customs Brokers

The local, Canadian and International customs broker for the Québec City Convention Centre is:

Mendelssohn Events Logistics
Philip Lopresti
Phone: +1 514 987-2700 ext. 2126
Fax: +1 514 849-3446
Email: plopresti@mend.com

Important information:

Exhibitors who use courier companies such as FedEx, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. All goods sent COD will not be accepted by the Centre

In some cases, the courier companies do not declare that the costs are paid by the consignor at delivery. Consequently, the Québec City Convention Centre receives a bill sometimes 30-90 days after the event. In these situations, the exhibitor will be re-invoiced with administrative fees.

Official Carrier

Official carrier for the Québec City Convention Centre is:

Mendelssohn Events Logistics
Philip Lopresti
Phone: +1 514 987-2700 ext. 2126
Fax: +1 514 849-3446
Email: plopresti@mend.com

Material Handling and Storage

The Québec City Convention Centre manages storage spaces near the exhibit room. The **Material handling and storage during the event are included**. For security reasons, exhibitors are not allowed to store their own material. Neither an empty box nor an empty crate will be allowed inside or at the back of a stand.

The exhibitor carrying himself his material to the Centre may handle it himself from the dock to his booth and back using the Center's blue carts available at the loading dock.

Important information:

After the teardown of the exhibition, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event and all charges will be billed to the exhibitor.

Please refer to **Annexe 1**

Audiovisual Services

The official supplier of all audiovisual equipment at the Québec City Convention centre is:

Freeman
Mr. Éric de Lafontaine
Phone: +1 418 649-5225
Fax: +1 418 649-5224
Email: eric.delafontaine@freemanco.com

Internet Services and Computer Rental

The exclusive Internet services supplier and computer rental official supplier at the Québec City Convention Centre is:

Miro Computer Rental
Phone: +1 418 649-5219
Fax: +1 418 780-3358
Email: support@miroinformatique.com

You can place Internet Services and Computer

Rental orders online at: www.icip2015.org/doc/MIRO_OrderForm_ICIP.xlsx

LIABILITIES

The following liabilities apply to exhibitors and their employees during exhibition setup and teardown.

Insurance

Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the Centre and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

Recycling and Residual Waste Management

The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the entire duration of the event (including setup / dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.

Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre's staff at no charge. Any bins inside the booth will not be emptied.

RESTRICTIONS

The following restrictions apply to exhibitors and their employees during exhibition setup and teardown.

Adhesive Tape

The only adhesives allowed at the Centre are listed below, and may be purchased on site:

Walls: 3M wall mounting tabs, no. 7220
Floors: Tuck Tape 85 or Tuck Tape 99
Brick walls: 3M wall mounting tabs, no. 7220

Alcohol Drinking during Setup and Teardown

To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, the Centre's caterer will not be selling any alcohol during the setup and teardown activities.

Animals

With the exception of assistance dogs, the exhibitors must not bring any animals into the Centre without prior written authorization, nor allow any to be brought in.

Balloons and Confettis

The use of helium balloons must be preauthorized by your Event Coordinator. Charges apply for taking balloons down from the ceiling after the event. The use of confettis and sequin is prohibited.

Children

For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.

Common Areas

Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times.

Cooking Appliances

Exhibitors must comply with the fire prevention rules. Please refer to “security measures and Fire Prevention” document on the Convention Centre web site: www.convention.qc.ca

Fire

Exhibitors must comply with the fire prevention rules. Please refer to “security measures and Fire Prevention” document on the Convention Centre web site: www.convention.qc.ca
Also, please note that the Convention Centre is a nonsmoking establishment.

Food Services

Capital HRS Inc. has an exclusive agreement to sell and distribute food and beverages inside the Centre. No food or beverages may be sold or distributed without the written permission of Convention Centre management or Capital HRS Inc. Contact Julie Paquin-Fournier, Assistant General Manager, Capital HRS, at +1 418-649-5212 or at jpaquinfournier@convention.qc.ca

Motorized Vehicles

The exhibitor must comply with the fire prevention rules. Please refer to “security measures and Fire Prevention” document on the Convention Centre web site: www.convention.qc.ca

No Smoking Policy

The Québec City Convention Centre provides a totally **smoke-free environment** to its clientele. Since May 31st 2006, according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Centre and also in the loading docks.

Noise Limit

Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.

Security

The Centre offers general site security on a 24 hour basis. However, the Centre is not responsible for goods and property belonging to the exhibitors in rented spaces. Any additional security is a chargeable expense. Please use the order form to make your request.

Stickers

Stickers of any kind are strictly prohibited at the Convention Centre.

APPENDIX 1

MOVE-OUT PROCEDURES AT THE CLOSING OF THE EXHIBITION

After dismantling you must use the loading dock to move your material out.

FOR INFORMATION:
418 644-4000

Parking by the Convention Centre's main entrance (Promenade Desjardins) is prohibited.

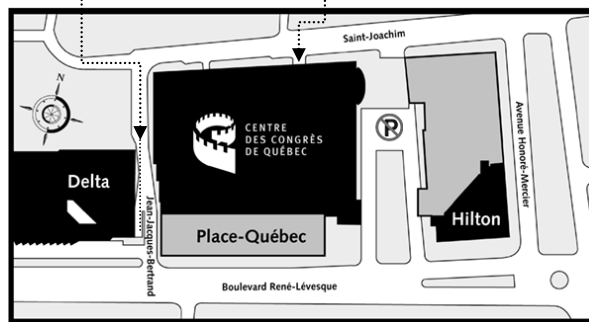
Dollies are not allowed in the Centre's main halls.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill HIMSELF with his account number and contact the courier to order his material pick-up.

ACCESS TO THE QUÉBEC CITY CONVENTION CENTRE LOADING DOCKS

LOADING DOCK
855, rue Jean-Jacques-Bertrand
G1R 5V3

LOADING DOCK
875, rue St-Joachim G1R 5V4



CLOSING OF THE EXHIBITION

The decorator removes the aisle carpeting if applicable.

Return of empty crates for re-crating. Exhibitor wraps up and labels his material.

MOVE-OUT OF MATERIAL BY:

Show Management

Material handling is done by the Convention Centre staff.

The Exhibitor

The exhibitor handles his material himself to the loading dock.
OR
The exhibitor who has paid the handling fees asks the Convention Centre staff to carry his material to the loading dock.

The exhibitor asks the loading dock master for an **exit coupon**.

The exhibitor drives to the loading dock and shows his coupon to the traffic attendant who gives him access to the loading dock.

MOVE-OUT OF MATERIAL BY OFFICIAL CARRIER

Once all material is ready and properly labeled, the exhibitor informs the Convention Centre staff, who advises the loading dock master.

At the end of the time period allowed for teardown and move-out of the show ICIP 2015, the official carrier of the event is Mendelssohn Commerce, represented by Philip Lopresti at telephone number 514-987-2700 will automatically be in charge of the remaining material.

All fees will be charged to the exhibitor.



Recycling containers are located at the entrance of the room, in the service hallway.

THANK YOU for your cooperation