



CONFERENCE EXHIBITOR MANUAL

IAML/AIBM 2012 Conference

*Montréal, Qc, July 22-27, 2012
Le Centre Mont-Royal*

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Congress General Information

Program at a glance

For updated information on the program, please visit our website at:
<http://iaml.montreal2012.info/conference-program>

*Please note that this program is subject to change.

Congress Official Languages

The official languages of this congress are English, French and German.
No simultaneous interpretation is scheduled during the conference.

Official Venue

Centre Mont-Royal
2200 Mansfield Street
Montreal (Quebec) H3A 3R8
<http://www.centremontroyal.com>



Exhibition Technical Information

Exhibition Management

Amber Lannon and Joseph Hafner are the official Exhibition Managers of the IAML/AIBM 2012 Conference. Both Amber and Joseph are eager to make the exhibition as successful as possible for all exhibitors; therefore, each exhibitor who confirms an official space rental for the exhibition agrees to conform to the rules and regulations in this manual. These regulations apply to all representatives, employees and/or guests of all exhibitors. We thank you in advance for your cooperation.

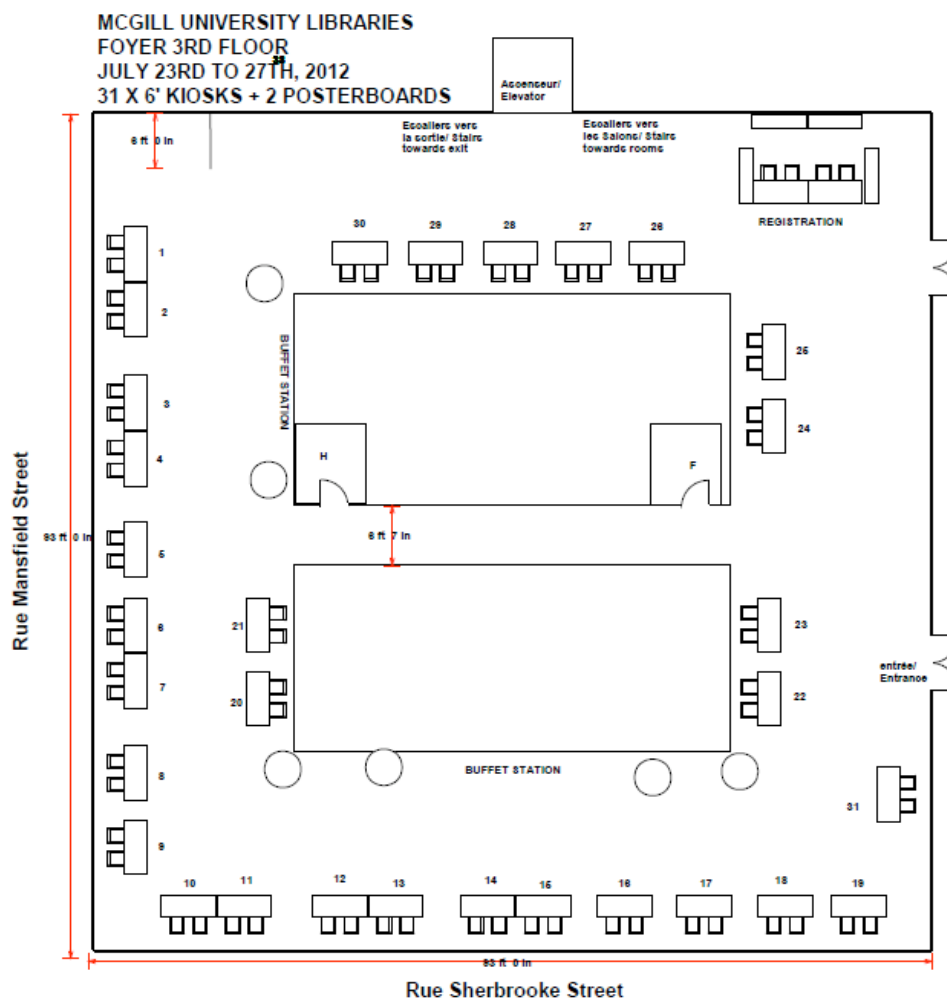
Contact:

Amber Lannon and Joseph Hafner
IAML/AIBM 2012 Conference Exhibitor & Sponsorship Coordinators

Joseph Hafner
Associate Director, Collection Services
McGill University Library
3459 McTavish
Montréal, Québec H3A 0C9
(514)398-4788
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Amber.lannon@mcgill.ca

Exhibition Floor Plan*



Exhibitors tables list

#	Exhibitors	#	Exhibitors
1-2	Gala Records	20	Index to Printed Music
3-4	A-R Editions	21	Library Ideas
5	ArkivMusic	22	medici.tv
6-7	Ashgate Publishing	23	Singers Babel
8	Gale	24	RIPM
9	RISM	25	RILM
10-11	Harrassowitz	26	Alexander Street Press
12-13	Proquest	27	IAML 2013
14-15	Theodore Front Musical Literature	28	OCLC Canada
16	Canadian Music Centre	29	Academic Rights Press
17	DRAM/New World Records	30	Ristech
18	EBSCO	31	The Packard Humanities Institute: CPE Bach: The Complete Works
19	GClleft Publishing		

* Subject to change

Exhibition Timetable At-A-Glance

ACTION	DATE	TIME
Set-Up & Move-In	Monday, July 23, 2012	08:00 – 10:00*
Exhibition Hours of Operation	Monday, July 23, 2012	10:30 – 16:30
	Tuesday, July 24, 2012	09:00 – 16:30
	Wednesday, July 25, 2012	09:00 – 12:30
	Thursday, July 26, 2012	09:00 – 16:30
Dismantling & Move Out	Thursday, July 26, 2012	16:30 – 17:30*

Exhibitors are expected to be present at their booth 15 minutes before the official hours of operation. Any maintenance work to the stand carried out by the exhibitors and/or their contractors must be completed before the opening of the exhibition area.

If a problem occurs onsite and special maintenance time is necessary, please contact Exhibition Management right away, so that special arrangements can be made. Additional fees for labour and/or security may apply.

* Companies that need more time for build-up and/or dismantling should contact Joseph Hafner or Amber Lannon at the latest by June 22, 2012: joseph.hafner@mcgill.ca or amber.lannon@mcgill.ca. Additional fees for rental, labour and/or security may apply.

All coffee breaks and poster sessions will take place in the exhibit area daily.

Tabletop Description/ Technical Information

Included with tabletop

- 1 skirted table
- 2 chairs
- Listing in program

Benefits to All Exhibiting Companies:

- 2 Coffee breaks daily from Monday, July 22 to Thursday, July 26 (except on Wednesday, July 25: only 1 coffee break in the morning)
- 2 complimentary registrations to the conference
- Access to distribute materials to conference attendees
- General acknowledgement and mention in conference final program and on the Conference Web site
- 1 printed copy of final participants list to be provided on-site

Important Information:

- Carpeting: the exhibition area is already carpeted in beige.
- Electrical outlet: the exhibit package does **NOT** include any electrical outlet. If you wish to have electricity in your booth, please refer to Le Centre Mont-Royal.
- Internet: Wireless access is available free of charge throughout the premises. If you wish to have hard-wired internet access at your booth, please contact the official telecommunications provider listed below.

Official Exhibition Contractors - Services

Official suppliers appointed by the IAML/AIBM 2012 Conference will invoice the customers directly.

OFFICIAL SUPPLIER	SERVICES
Le Centre Mont-Royal	<ul style="list-style-type: none">- Exhibit rental- Furniture rental- Catering- Telecommunication- Electrical needs
Mendelssohn Event Logistics	<ul style="list-style-type: none">- Custom broker- Official transportation provider
CCR	<ul style="list-style-type: none">- Audiovisual equipment

Official Exhibition Contractors – Contact Information

Centre Mont-Royal

Marie-Chantal
Coordinatrice des événements
Events coordinator
Tel: +1 514-844-2000 ext: 201
Fax: +1 514-843-8500
Email: mctheroux@centremontroyal.com

MENDELSSOHN EVENT LOGISTICS

Melanie Gosselin
Tel: 514-987-2700 ext. 26
Fax: 514-849-3446
Cell: 514-241-0559
Email: mgosselin@mend.com

CCR Solutions

Martin Savoie
Cell: 514-444-0165
Fax : 514-344-0019
Email: martins@ccrsolutions.com

Customs & Transportation

Mendelssohn Event Logistics has been appointed the official customs broker and transportation provider for the congress and can take care of these formalities on your behalf.

Should you be shipping goods to this event and require assistance please contact the following person:

MENDELSSOHN EVENT LOGISTICS

Melanie Gosselin
Tel: 514-987-2700 ext. 26
Fax: 514-849-3446
Cell: 514-241-0559
Email: mgosselin@mend.com

For your convenience, forms are available at the end of this manual or at www.mend.com

Hand carrying or private vehicle

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Mendelsohn Event Logistics six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing.

Prior to shipping your goods, please fax all appropriate customs documents to their office @ 514-849-3446.

Advance Warehousing

All materials may be sent in advance and should be scheduled to arrive at the advance warehouse no later than July 17, 2012. For more information about this service, please contact Mendelsohn Event Logistics (see Official Exhibition Contractors – Contact Information section above).

Delivery of Goods Direct to Venue

Shipment of boxes and materials to Centre Mont-Royal:

All materials must be shipped pre-paid and addressed as follows (\$2.00 handling fee per box (10 boxes at no charge)):

IAML/AIBM 2012 Conference

Exhibitor's name:

Date & Time of the event:

CARE OF:

Your coordinator's name at Centre Mont-Royal: Marie-Chantal Théroux

Centre Mont-Royal

2200 Mansfield St.

Montréal, QC H3A 3R8

Please number your packages with a sequence, i.e.: 1 of 3, 2 of 3, 3 of 3.

Please note the exhibitor is fully responsible for his booth delivery to the exhibition location. If you requires assistance from CMR's staff for the delivery of boxes to exhibit floors, a \$ 2/per box will be applicable.

The Centre Mont-Royal doesn't have a storage area on site.

The Centre Mont-Royal shall not be responsible for the damage or loss of any personal property and equipment left in Centre Mont-Royal prior to, during and following the event.

Palletized/large freight shipments cannot be delivered directly to the hotel and must be coordinated with the Centre Mont-Royal. Please notify the Centre Mont-Royal no later than June 29, 2012.

Please note that all truck deliveries must use the loading dock entrance. No vehicles will be allowed to park longer than the time needed to unload.

Le Centre Mont-Royal has a receiving dock, located at 2055 Metcalfe Street, and is open Monday to Friday from 7h00 a.m. to 5h00 p.m.. For special requests, please make arrangements with CMR's Facilities Manager (especially 45' trucks). The freight elevators capacities are as follows:

Description	Capacity	Height/Depth/Width
Freight elevator from dock to service / Freight elevator and at level C / Elevator door size:	5'8" width 1,800 kg = 3,960 pounds	11'6"/6'6"/5'8"
Service / Freight elevator from level C toward the conference rooms / Elevator door size:	4'2" width 3,181 kg = 7,000 pounds Charge accepted = ¼ total charge = 795 kg = 1,750 pounds	8'6"/10"/6'8"

Shipment of boxes and materials from Centre Mont-Royal:

The exhibitor is entirely responsible for all charges related to courier pick-up and drop-off. The exhibitor must complete the waybill form which are available at the Centre Mont-Royal reception and bring the boxes to the reception desk.

The exhibitor must remit a copy of the waybill and advise the Centre Mont-Royal reception the number of boxes. In the event that the account number is invalid, the Centre Mont-Royal is in title to refuse the pick-up.

Material Handling

The exhibitor is responsible to organise his own freight handling/ drayage services, if required

Parking

Underground Parking is available at \$16.75 CAD/day (plus applicable taxes). Located under the venue; underground parking is limited to first come basis and cannot be reserved in advance.

Entrance is located on 2055 Metcalfe.

All parking charges are the responsibility of the exhibitor and parking passes are available at the Front Desk.

Hotel Accommodation

IAML/AIBM 2012 Conference organizers have secured room block at the following hotels:

Best Western Ville-Marie (located just a block away from the Conference Venue)

3407 Peel Street

Montréal, QC H3A 1W7

Holiday Inn Midtown

420 Sherbrooke West Highway 2

Montreal, Quebec H3A 1B4 Canada

For reservations and additional information, please visit the IAML/AIBM 2012 Conference website:

<http://iaml.montreal2012.info/hotel>

Rules & Regulations

Subletting Space

The exhibitor shall neither share nor sublet the whole or part of the allocated exhibition space to a third party without the written agreement of the Exhibition Management.

Booth Activities

Exhibitors wishing to incorporate an audience-gathering demonstration or other audience-participation activities as part of their display must submit their written plans for approval to the Exhibition Management.

All activities by exhibitors must be confined within exhibit areas. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching demonstrations and other activities be contained within the area, rather than in the aisle.

It is strictly against the rules to distribute or leave literature, or to carry signs or posters, or to display materials or signs in the aisles of the exhibition area, the meeting rooms or the registration area.

Sounds in Exhibit

Public address systems are not allowed in the exhibit area. Sound projections, tape decks, and other sound producing and/or amplifying devices are prohibited if such devices are distracting to those outside the booth area. Sound production must not interfere with exhibits or personnel in nearby areas.

Lighting

The use of flashing or rotating lights in an exhibit is prohibited if such lights are distracting to those outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

Moving Display

Moving displays, motion pictures, slide projectors, television screens, etc., may be operated when positioned so as not to attract or create a crowd in the aisles, or in another exhibitor's adjacent booth.

Exposed Surfaces

Any portion of the exhibit that is visible to an attendee must be finished or suitably decorated according to the rules and regulations. The Exhibition Management reserves the right to decorate any non-compliant surfaces at the expense of the exhibitor.

Signage/Graphics

All signs, posters, and graphics must be professionally lettered. Exhibition Management reserves the right to change or remove signs at the expense of the exhibitor, which are not in compliance with the overall high quality of the exhibition. All signage must be located either on your tabletop or on an easel and cannot be hanged on the walls or ceilings.

Rigging

Rigging from the ceiling is strictly prohibited. Nails, screws, pressure sensitive tapes, or any other defacing materials, are not permitted on building floors and walls.

Food & Alcohol

Food and bar services are provided exclusively by Le Centre Mont-Royal. Exhibitors are forbidden to bring any food and beverages (alcoholic or not) on the conference floor or common areas.

If you would like to order food and beverages for your booth, please send your request to Marie-Chantal Theroux at least three weeks before the event at mctheroux@centremontroyal.com. Please indicate your name, your company, your booth number and the items you wish to order and she will then send you a quote and a credit card authorization form to complete the order.

Smoking

Le Centre Mont-Royal is a non-smoking establishment.

Security

General security is not provided in the venue; the exhibit is located in an open area within the venue. Therefore exhibitors are requested to use common sense precautions at all times and are strongly encouraged not to leave any valuable items unsupervised.

Should any suspicious or unidentified articles be discovered, they must be reported to the exhibition management desk immediately.

Access to the Premises

Exhibition Management reserves the right to deny admission to the exhibition to any exhibitor, exhibitor's employee or to any visitor who is deemed to be inebriated or behaving in a manner which hinders the smooth operation of the exhibition. For security purposes, all exhibitors and their personnel must leave the premises immediately after the visitors. Any minor work or maintenance must be carried out before the opening time of the exhibition hall.

Fire, Safety & Health Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized Federal, Provincial and Local governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibition is held.

Liability & Insurance

The exhibitor agrees that IAML/AIBM 2012 Conference and their representatives shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless, the IAML/AIBM 2012 Conference and their representatives from all liability whatsoever, on

account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by exhibitor or its employees or representatives.

Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the exhibition from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

It is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.

Unions

It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the IAML/AIBM 2012 Conference facility or with authorized contractors employed by the IAML/AIBM 2012 Conference.

Interpretation of Rules & Penalties

Exhibition Management shall have sole and final authority as to the interpretation of these rules and their application. In the event of violations, Exhibition Management shall have the authority to establish penalties, including removal from the current exhibition or exclusion from future exhibitions.

Amendments to Rules & Regulations

Exhibition Management reserves the right to amend these rules and regulations, or to make additions thereto. Under unusual circumstances, and at its own discretion, Exhibition Management may also make specific exceptions to, or changes in, the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Payment Requirements and Cancellation Charges

Exhibitors must respect the terms of payment specified in the contract they approved. Exhibitors shall not be admitted on the show premises unless the amounts due to the IAML/AIBM 2012 Conference are settled.

No refund will be provided for cancellation of an exhibit space.

It is understood that the IAML/AIBM 2012 Conference reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed



Exhibit Services Forms

Mendelssohn Event Logistics

Customs Forms
Transportation and advanced warehousing form

Le Centre Mont-Royal

Exhibit Order Form
(for hard-wired or WiFi internet connection, electrical outlet, easel...)

CCR Solutions

For AV equipment rental services, please contact Martin Savoie at
martins@ccrsolutions.com