



**23**<sup>RD</sup><sub>E</sub>

CONGRESS AND GENERAL ASSEMBLY  
OF THE INTERNATIONAL UNION OF CRYSTALLOGRAPHY

CONGRÈS ET ASSEMBLÉE GÉNÉRALE  
DE L'UNION INTERNATIONALE DE CRYSTALLOGRAPHIE

AUGUST 5 – 12 AOÛT 2014 MONTRÉAL, QUÉBEC, CANADA

# Sponsorship and Exhibitor Prospectus



## Co-Chairs' Welcome Message

Dear friends and colleagues,

Every three years, the community of crystallographers from around the world gathers at the Congresses organized under auspices of the International Union of Crystallography (IUCr) to discuss science, strengthen relationships, and marvel at the ever-growing applications of this discipline.

Following the 22<sup>nd</sup> IUCr Congress in Madrid, Canada will host the 23<sup>rd</sup> Congress in Montreal from 5-12 August 2014. The Local Organizing Committee for this international meeting is already working hard to assure its success. The event will take place at the vast Palais des congrès situated in the heart of downtown Montreal, one of the most multi-cultural, safe and exciting cities in North America. Numerous hotel rooms and dormitories have been secured within walking distance from the Palais and we will be in close proximity to great shopping and multitude of restaurants to suit any taste. Furthermore, our venue borders the Old Port, one of Montreal's top tourist attractions.

On behalf of the Local Organizing Committee and the IUCr Executive Committee, we would like to extend our warmest invitation for you to join us at the 23<sup>rd</sup> IUCr Congress. In addition to enjoying the great scientific program that will be put together by the International Program Committee, you will have a great time seeing old friends and making new connections. The richness of Montreal's famous nightlife provides a great opportunity for exciting after-lecture socializing and the city itself is a perfect jumping-off point from which to explore and discover some of Canada's most astounding natural environments either post- or pre-conference.

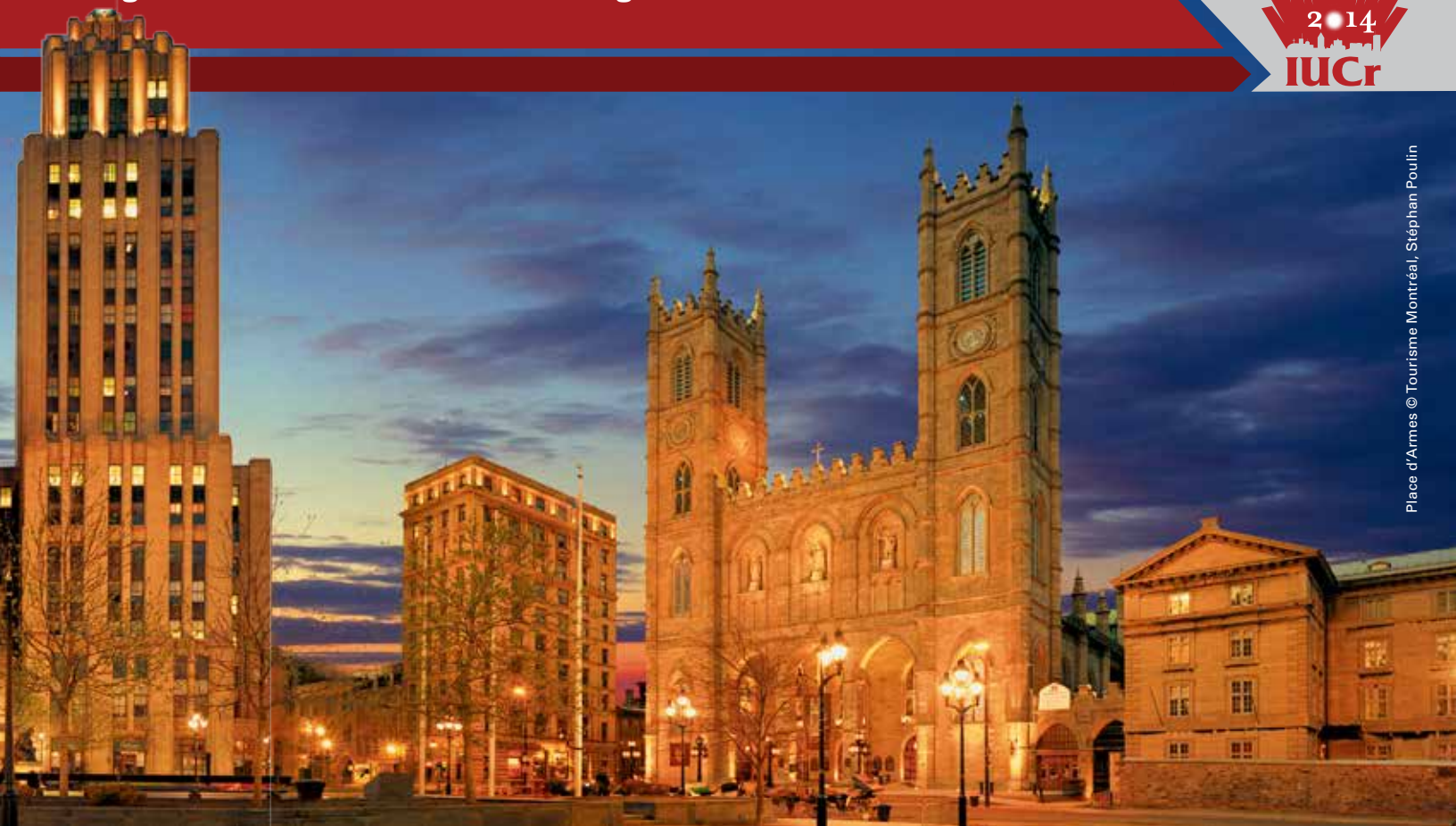
We look forward to welcoming you to Montreal in the summer of 2014!



Mirek Cygler



Albert Berghuis



## Sponsorship Opportunities

The 23rd IUCr Congress promises to be an extraordinary event that will embody the energy and momentum generated by both the 2011 and 2012 Nobel Prizes in Chemistry being awarded to crystallographers, and the United Nations' proclamation that 2014 will be the International Year of Crystallography. With an anticipated attendance of 3000 international delegates working in the fields of X-ray diffraction as applied to chemistry, biology, medicine, material sciences, mineralogy and others, we expect representation from over 30 countries, coming from academia industry and government laboratories.

The focus of this meeting will be on recent advances in the various fields where crystallography is utilized, emphasizing new understandings in biology, chemistry and nanotechnology. In addition to the Plenary Lectures and Microsymposia, the tradition of holding various workshops and a Crystallography Software Fayre will continue. All participants will have an excellent opportunity to meet and discuss common issues, introduce new developments and explore opportunities for collaboration.

We invite you to take part in supporting this Congress by selecting one or more of the many sponsorship opportunities listed in this document. Doing so demonstrates your organization's position as a leader in this field and allows you to raise your profile with the world's top crystallographers. We anticipate hearing from you soon and hope to have your organization's name associated with this event in the very near future. To become involved, please contact the Sponsorship Program Chair, Dr. Armando Jardim, or the Congress Management Office as listed below.



Armando Jardim  
Armando.Jardim@mcgill.ca  
McGill University, Montreal

IUCr14@nrc-cnrc.gc.ca  
Congress Management Office

## **PLATINUM PLUS SPONSOR — \$25,000 CAD**

### **BENEFITS**

- Sponsor logo will be listed as most prominent in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.
- One full page color advertisement in Final Program
- One 2 page insert (4 printed sides) in the delegate bag
- Top Priority placement in exhibition hall
- One page ad in the electronic Book of Abstracts
- Seven (7) complimentary registrations
- Signage recognition

## **PLATINUM SPONSOR — \$20,000 CAD**

### **BENEFITS**

- Sponsor logo will be listed prominently in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.
- One full page color advertisement in Final Program
- One page insert in the delegate bag
- First Priority placement in exhibition hall
- One page ad in the electronic Book of Abstracts
- Three (3) complimentary registrations
- Signage recognition

## **GOLD SPONSOR — \$15,000 CAD**

### **BENEFITS**

- Sponsor logo will be listed prominently in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.
- One full color ad in final program
- One page insert in the delegate bag
- Second Priority placement in exhibition hall
- Two (2) complimentary registrations
- Signage recognition

## **SILVER SPONSOR — \$12,000 CAD**

### **BENEFITS**

- Sponsor logo will be listed prominently in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.
- One full color ad in final program
- Third Priority placement in exhibition hall
- One page insert in the delegate bag
- One (1) complimentary registration
- Signage recognition

## **BRONZE SPONSOR — \$8,000 CAD**

### **BENEFITS**

- Sponsor logo will be listed prominently in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.
- One page insert in the delegate bag
- Signage recognition

## **BENEFACTOR SPONSOR — \$5,000 CAD and under**

### **BENEFITS**

- Sponsor logo will be listed prominently in all official Congress communications including advance brochures, call for abstracts, posters, website, final program, etc.

## OTHER SPONSORSHIP OPPORTUNITIES

Item	Cost	Description	Benefits
<b>Welcome Reception</b>	\$5,000 CAD	The Welcome Reception including entertainment will take place on August 5, 2014 (maximum 2 sponsors).	<ul style="list-style-type: none"> <li>• Full visibility at the Reception.</li> <li>• Company name on sponsors' page of Congress website.</li> <li>• The Reception Sponsor will be listed prominently in all official Congress communications.</li> </ul>
<b>Banquet</b>	\$7,500 CAD	A Congress Dinner including entertainment will take place on August 10, 2014 (maximum 2 sponsors).	<ul style="list-style-type: none"> <li>• Full visibility at the Congress Dinner.</li> <li>• Name on sponsors' page of Congress website.</li> <li>• The Congress Dinner Sponsor will be listed prominently in all official Congress communications.</li> </ul>
<b>Coffee Breaks (morning and afternoon)</b>	\$3,000 CAD each		<ul style="list-style-type: none"> <li>• Full visibility during each coffee break.</li> </ul>
<b>Jazz Social Evening</b>	<del>\$5,000 CAD</del>	<del>TAKEN</del>	<del>• Signage recognition as well as being mentioned in the program.</del>
<b>Delegate Registration Bags</b>	\$6,000 CAD	Company logo printed on the delegate bag with the Congress logo.	<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgment in the Final Program.</li> </ul>
<b>Cybercafé/Internet Lounge</b>	\$5,000 CAD	Opportunity to display company information and logo in the cybercafé, with all computers defaulting to your company website address.	<ul style="list-style-type: none"> <li>• Company presence throughout the exhibition and Congress.</li> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgment in the Final Program.</li> </ul>
<b>Congress Pens</b>	\$4,000 CAD	Company logo printed on all pens and distributed to participants in the delegate bags. Sponsor to supply pens.	<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgment in Final Program.</li> </ul>
<b>Speaker Ready Room</b>	\$5,000 CAD	Opportunity to display company information and logo in the speaker's room with all computers defaulting to your company website address.	<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgment in Final Program.</li> </ul>
<b>Delegate Bag Insert (one page)</b>	\$2,000 CAD	Opportunity to put an insert into the delegate's bag. This will be a color one-pager, to be provided by Sponsor.	<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgement in final program.</li> </ul>
<b>Lanyards</b>	<del>\$5,000 CAD</del>	<del>Your company name featured on the official IUCr 2014 lanyard. Sponsor may use any vendor to produce the lanyards and is responsible for production costs. To be provided by sponsor.</del>	<del> <ul style="list-style-type: none"> <li>• Availability: 1 per participant</li> <li>• Will be acknowledged in the final program.</li> </ul> </del>
<b>Program at a glance</b>	<del>\$3,000 CAD</del>	<del>Sponsor logo added on conference program at a glance.</del>	<del> <ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgement in final program.</li> </ul> </del>
<b>Keynote Lecture Sponsorship</b>	\$ 4,000 CAD		<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgement in final program.</li> </ul>
<b>Session Sponsorship</b>	\$2,500 CAD		<ul style="list-style-type: none"> <li>• Company name on sponsors' page of Congress website.</li> <li>• Acknowledgement in final program.</li> </ul>

# Sponsorship Opportunities at IUCr 2014

(Prices in \$ CAD)	Sponsorship Levels						Social Functions			
	Platinum PLUS \$25,000	Platinum \$20,000	Gold \$15,000	Silver \$12,000	Bronze \$8,000	Benefactor \$5,000 or less	Welcome reception \$5,000	Banquet \$7,500	Jazz Social evening \$5,000	Coffee Break \$3,000
Max Quantity		3	4	5	6		2	2	2	8
Logo listed prominently in all Official Congress Communication including website	✓	✓	✓	✓	✓	✓	✓	✓	✖	✓
One full page color ad in Final Program	✓	✓	✓	✓					✖	
One page insert in Delegate bag	2 pages	✓	✓	✓	✓				✖	
Complimentary Registration	7	3	2	1					✖	
Priority placement in exhibition hall	✓	✓	✓	✓					✖	
One page Ad in Electronic Book of Abstracts	✓	✓							✖	
Full visibility at Reception							✓		✖	
Full visibility during Banquet								✓	✖	
Full visibility during Jazz Social Evening									✖	
Full visibility during coffee break										✓
Signage recognition	✓	✓	✓	✓	✓	✓	✓	✓	✖	✓

(Prices in \$ CAD)	Other Sponsorship Opportunities								
	Delegate Bags \$6,000	Lanyards \$5,000	Congress pens \$4,000	Delegate Bag insert \$2,000	Program at a glance \$3,000	Internet Lounge \$5,000	Speaker ready room \$5,000	Keynote lecture \$4,000	Session sponsorship \$2,500
Max Quantity	3	✖	1	5	✖	2	2	2	1
Company logo displayed on monitors		✖				✓	✓		
Acknowledgement in final program	✓	✖	✓	✓	✖	✓	✓	✓	✓
Company name on sponsor's page of Congress Website	✓	✖	✓	✓	✖	✓	✓	✓	✓
Company logo on program at a glance		✖			✖				
Company logo on Delegate Bags	✓	✖			✖				
Signage, walk-in slide in conjunction with session/lecture.		✖			✖			✓	✓

Note: Session content is determined solely by the International Program Committee.



## Application Form and Agreement for Sponsorship

The undersigned organization commits to provide sponsorship to the 23<sup>rd</sup> IUCr Congress which will be held August 5-12, 2014 at the Palais des congrès de Montréal, Montréal, Canada.

**(Please type or print clearly.)**

Name of organization: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Province (State): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please indicate which Sponsorship opportunity your organization wishes to select:

1. \_\_\_\_\_

2. \_\_\_\_\_

Total Sponsorship Amount: \$ \_\_\_\_\_ CAD

Your sponsorship will be in accordance with entitlements listed in this Sponsorship Opportunities package. Once the payment is received, the Congress Management Office will contact you or your designate if needed to coordinate these entitlements.

Please make cheque payable to Receiver General for Canada (IUCr 2014).

Credit Card Type:     Visa     MasterCard     American Express

Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Month/Year

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I am the duly authorized representative of the above-mentioned organization for the sponsorship pledge.

Print name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form, with payment to:**

International Union of Crystallography – 23<sup>rd</sup> IUCr Congress (IUCr 2014)  
National Research Council Canada, 1200 Montréal Road, Building M-19, Ottawa, ON, Canada K1A 0R6

Tel: +1 (613) 993-9495

Fax: +1 (613) 993-7250

Email: [iucr14@nrc-cnrc.gc.ca](mailto:iucr14@nrc-cnrc.gc.ca)







## Exhibition

**Dates: August 5-9, 2014**

The Commercial Exhibition will be an integral part of the Scientific Program. Companies offering innovative products in this field are encouraged to seize the opportunity to exhibit. The Scientific Program will attract the top professionals in the field, with approximately 3,000 participants from industry, universities and government expected to attend.

All coffee breaks and poster sessions will be held in the Exhibition area. Also, participants will have some time during lunch breaks to visit the Exhibition. The Cyber Café, adjacent to the Exhibition area will be an added benefit.

<p><b>Rental Fee</b></p> <p>1–3 booths \$3,000 CAD</p> <p>4+ booths \$2,500 CAD</p> <p>(taxes included)</p>	<p>Confirmation of acceptance of your booth application will be made following receipt of your completed “Application for Exhibit Space” and deposit. Booths will be assigned on a first-come, first-served basis, and all applications are subject to the approval of the Exhibit Committee. Priority placement in the exhibition hall will be given to Platinum, Gold and Silver sponsors (in that order).</p>
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### Rental Fee includes:

- A 10 foot x 10 foot (3 metres x 3 metres) space
- An 8 foot (2.4 metres) back wall and 3 foot (0.91 metres) side wall blue drape
- One 1500 Watt Duplex Receptacle for each exhibit space
- 1 waste basket
- 17 x 44 inch (18 x 112 centimeters) ID sign
- 1 Exhibitor Service Kit
- Overnight security
- General lighting in the Exhibit Hall
- Heating/cooling
- Two exhibitor badges (includes receptions and coffee – excludes scientific sessions)
- The Congress Program and Abstracts on USB, 1 per booth
- Visibility on the Congress website with a link to exhibitor’s organization (requires receipt of exhibitor’s logo, website address and 50-word company/product description)

Please note that all furnishing and booth carpeting have to be ordered or provided by the exhibitor.

Rental of a turnkey booth will be possible at an additional charge.

### Exhibit Hours, Set-Up and Dismantling

<b>Exhibit Hours:</b>	
Tuesday, August 5	19:30 – 22:00
Wednesday, August 6	12:00 – 20:30
Thursday, August 7	12:00 – 20:30
Friday, August 8	12:00 – 20:30
Saturday, August 9	12:00 – 17:00

<b>Exhibitor Move In:</b>	
Monday, August 4 from	12:00 – 17:00
Tuesday, August 5 from	08:00 – 17:00

<b>Exhibitor Move Out:</b>	
Saturday, August 9 from	17:00 – 22:00

### Cancellation Policy

Upon written notification to the Congress Management Office, refunds for booth payment or booth space reduction will be issued up to June 6, 2014 less an administrative fee of \$250 CAD. No refunds will be issued after this date.

If IUCr 2014 is cancelled for any reason beyond Management’s control, the latter shall not be liable for any expenses incurred by Exhibitors and shall have no other liability to the Exhibitor other than the refund of that portion of the rent actually received.

#### For further information, please contact the Congress Management Office:

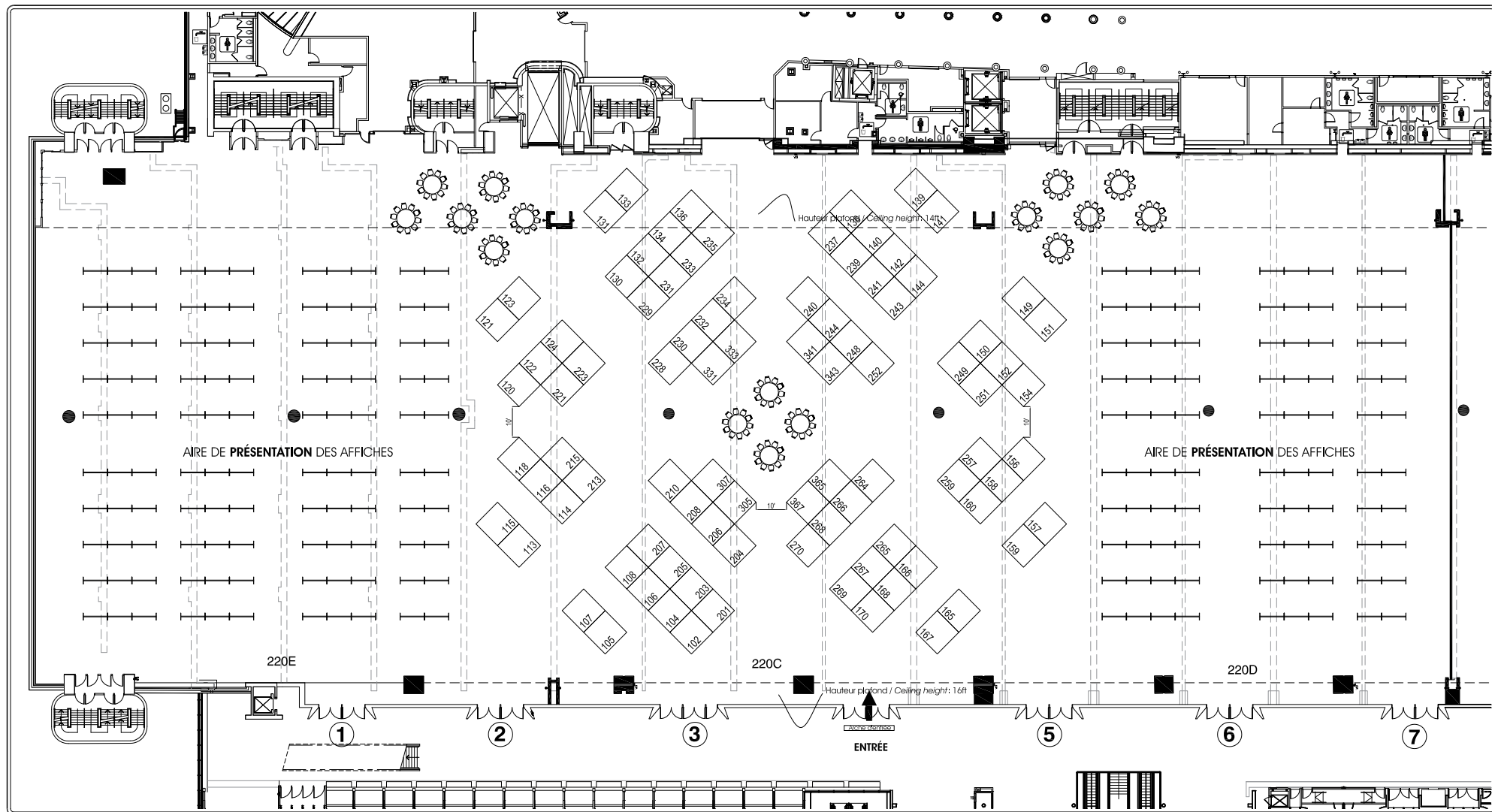
Michèle Bourgeois-Doyle, Congress Manager, 23<sup>rd</sup> IUCr Congress – International Union of Crystallography  
National Research Council Canada, 1200 Montreal Road, Building M-19, Ottawa, ON, Canada K1A 0R6

Tel: +1 (613) 993-9495

Fax: +1 (613) 993-7250

Email: [iucr14@nrc-cnrc.gc.ca](mailto:iucr14@nrc-cnrc.gc.ca)







## APPLICATION FOR EXHIBIT SPACE

The undersigned hereby applies for space as an exhibitor at the 23<sup>rd</sup> IUCr Congress - International Union of Crystallography to be held August 5 – 12, 2014 at the Palais des congrès de Montréal, Montréal, Canada.

**(Please type or print clearly.)**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province (State): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### EXHIBIT SPACE INFORMATION

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Single Booth Size: 10 ft (3 m) deep x 10 ft (3 m) wide / Number of Booths Requested \_\_\_\_\_

BOOTH NUMBER(S) 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

### PAYMENT

This application will only be processed when accompanied by payment. A 50% deposit is required at the time of reservation. The balance must be paid no later than June 6, 2014.

Exhibit Space Rental Fee: \$3,000 CAD x Number of Booths Requested = \$ \_\_\_\_\_

**METHOD OF PAYMENT (Credit card only):**     Visa     MasterCard     American Express

Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Month/Year

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cheques

Please make cheque payable to **Receiver General for Canada (IUCr 2014)** and mail to IUCr 2014 International Union of Crystallography, c/o National Research Council Canada, 1200 Montreal Road, Ottawa, Ontario, Canada K1A 0R6.

In making this application we agree to conform to the exhibit regulations of the IUCr 2014 which are hereby made a part of this application. It is mutually agreed that all of said regulations shall be interpreted by the Planning Committee of the IUCr 2014, and the parties hereto shall be bound by such interpretation.

Signature: \_\_\_\_\_

Name: (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

#### OFFICIAL USE ONLY

PAYMENT REC'D.: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT REC'D.: \_\_\_\_\_

BOOTH(S) ASSIGNED: \_\_\_\_\_

Please complete and sign the contract and email a scanned copy to  
the Congress Management Office at IUCr14@nrc-cnrc.gc.ca or fax it to 613-993-7250.  
Questions can be directed to: (613) 993-9495



## EXHIBITION CONTRACTUAL AGREEMENT

The assignment of space is on a first-come, first-served basis, with priority given to Platinum, Gold and Silver sponsors.

1. **EXHIBIT PURPOSE:** All exhibits shall be to serve the scientific interests of the Congress and the Congress reserves the right to require the immediate withdrawal of an exhibit if the Organizers believe that it may be injurious to the purposes of the Congress. Only professional equipment and services of interest to participants may be displayed.
2. **EXHIBIT RULES AND REGULATIONS:** The exhibitor shall be bound by the Rules and Regulations as established by the Organizers for the IUCr 2014 Commercial Exhibit, by the sponsoring organizations and any duly authorized representative, agents or employees of the foregoing Congress. Each exhibitor is charged with knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety. The Congress Organizers shall determine the eligibility of any company, product, service or application for exhibit space and may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that, in its opinion, is not in keeping with the character or purpose of the Congress.
3. **ASSIGNMENT OF SPACE:** Exhibit space assignments will be made by the Congress Organizer will be in keeping, where possible, with the preferences and priorities indicated by the Exhibitor. However, the Congress Organizer reserves the right to alter the assignment of space to be occupied by the Exhibitor in order to create an effective exposition. A relocation notice shall be given to the Exhibitor. In case of relocation of the booth described herein, the Exhibitor agrees that it has no right to cancel its participation in the IUCr 2014 Congress.
4. **FIRE PREVENTION:** Exhibitors shall not encroach on aisle space and must remain within the space assigned. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each booth at the closing of the exhibition. All hazardous exhibits regardless of type are prohibited in the Exhibit Hall without written consent from the City of Montreal Fire Department and the Montreal Palais des congrès. The prohibition covers open flame, coal, liquid propane gas, liquid propane gas tank, toxic liquid or gas, dangerous toxic products, etc.
5. **CARE OF BUILDING AND EQUIPMENT:** Nothing should be posted on, attached, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. All heavy pieces of equipment must be placed on skids to avoid damage to flooring.
6. **LIABILITY INSURANCE:** Every reasonable precaution will be taken to protect exhibitor's property during installation, Congress period and removal. However, the Congress Organizers will not accept responsibility for injury to persons or loss of or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the Palais des congrès. Exhibitors must carry appropriate insurance to cover display materials against damage and loss, and public liability against injury to the person and property of others. Exhibitors must have a copy of their insurance policy on hand to present it upon request.
7. **BOOTH PARAMETERS:** The back wall of the booth shall not exceed 8 feet high (2.4 metres) and the side walls should not exceed 3 feet (1 metre).
8. **AUTHORIZED REPRESENTATIVES:** The Congress Planning Committee requires in advance, the name and the title of the exhibitor(s) who will be in attendance at the display and responsible for the installation, operation and removal of the exhibit. Each single exhibit space will be allotted up to two (2) "Exhibitor Badges". The Exhibitor Badge Form with detailed information and instructions will be sent to exhibitors well in advance of the Assembly. A \$50.00 CAD fee will be charged for any additional badges required. Exhibitor badges will allow access to the Exhibit Hall only.
9. **PERMITS, TAXES & LICENCES:** The Exhibitor shall be responsible for obtaining any licenses, permits or approvals required under local or provincial law applicable to their activity at the event. Exhibitor shall be responsible for obtaining any tax identification numbers and for paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with their activities at the event. Goods and Services Tax: International exhibitors can contact Revenue Canada Excise/GST Office (1-800-668-4748 \*within Canada OR 1-902-432-5608 \*outside Canada) to apply for a GST Rebate. The IUCr 2014 Registration Number is: 12149 1807 RT 0275. All payments are to be in Canadian Funds.
10. **DEFAULT CONDITIONS:** Although Show Management, the Congress Organizers and the Exhibitor each do business in various provincial jurisdictions, this contract shall be governed, construed and enforced in accordance with the laws of the province of Ontario and in its courts. In the event that it shall be necessary for Management to bring suit to enforce any of its rights hereunder, Management shall be entitled to recover all costs of such suits including reasonable legal fees.
11. **SECURITY AND DAMAGES:** The IUCr 2014 Congress Organizers will provide overnight security at the Palais des congrès. While every effort will be made to provide security for exhibits, neither the IUCr, the show management, nor the

Palais des congrès will be responsible for injury, loss or damage to persons, goods, equipment or decorations, caused by accident, loss or any other cause, the safety of exhibits against fire, robbery, damage, accidents, acts of God or any other destructive cause, or for any injury that may arise to the public leased areas, or to the Exhibitors or their employees during move-in and move-out operations, at any time during the Show while on the Show grounds or in the Palais des congrès, while transporting goods to or from the Show or while in the storage areas. Insurance for individual exhibits is the sole responsibility and expense of the Exhibitor. Where appropriate, during "silent hours" lock-up or remove personal electronic equipment such as laptops, cameras, etc. Booths are to be staffed by exhibitor's personnel at all times during the hours the exhibit is open.

12. **OFFICIAL SHOW CONTRACTOR:** While exhibitors may handle their equipment and display materials themselves, the official Show Contractor, GES, is available for on-site handling (Note: the cost is NOT included in the Exhibitor's registration fees). All Exhibitors will receive an Exhibit Service Kit detailing GES' Material Handling Services and other exhibit requirements which can be ordered directly with the Show Contractor at an additional cost.
13. **INSTALLATION AND DISMANTLING OF EXHIBITS:** The Exhibitor agrees to observe all union contracts and labour regulations in force, agreements between the Organizer and official contractors serving companies and the building in which the Show will take place, according to the labour laws of the jurisdiction in which the building is located. The Exhibitor agrees to remove his exhibit and equipment from the Show building by the date advised by the Organizer prior to the Show. In the event of failure to do so, the Exhibitor agrees to reimburse the organizer for such additional rental as may be levied by the building owners for any period beyond such date during which the Exhibitor's material remains in the said building. The Congress Organizer may, at its sole discretion take the necessary steps to free the rented areas, and the Exhibitor shall bear all the costs and risks thereof, remove the exhibit and equipment, and charge the cost of removal to the Exhibitor. The Exhibitor also agrees that no display may be dismantled or goods removed during the official exhibitor hours of the Show but must remain intact until the official close of the last day of the show.
14. **RESTRICTIONS ON EXHIBIT USE:** The Organizer reserves the right to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, products, signs, lights or sound, and to expel Exhibitors or their personnel if, in the Organizer's opinion, their conduct or presentation is objectionable to other show participants. Presentations and sales activities: Exhibitor agrees to confine all product / service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum 8 foot height restriction (2.4 meters) set by the Show rules and regulations. Distribution of any material including samples, souvenirs, publications etc., is likewise limited to said exhibit space confines. At no time will individual exhibitor signs be allowed in congress areas or other common areas. Booth Personnel: Exhibitor agrees to maintain a staff in the assigned exhibit space during show hours. Sound: Amplifiers and other sound generating equipment must be operated at levels that do not interfere with other Exhibitors. Lotteries and contests: The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the Organizer. Subletting: Except in certain limited circumstances involving parent companies and their wholly-owned subsidiaries and when approved by the Organizer in advance, Exhibitor agrees not to assign, sublet, share or apportion its assigned exhibit space. No organization not formally assigned exhibit space will be allowed to solicit business within the exhibit area.
15. **ADVANCE WAREHOUSING AND SHIPPING REGULATIONS:** All goods shipped to the show must be clearly marked with the name of the Exhibitor and Exhibitor Booth Number to the Show Decorator, GES. The Organizer will not accept delivery of items shipped to the Show with shipping charges to be paid (C.O.D.). The venue will NOT accept shipments prior to exhibit moving. All exhibit material MUST be removed on move-out, see GES/IUCr 2014 Exhibitor Manual for services. The Organizer assumes no responsibility for loss or damage to goods of Exhibitor before, during or after the Show.
16. **CUSTOM BROKER:** Although exhibitors may use whichever carrier they choose, the official Assembly carrier is North American Logistics and Customs Broker ([www.nalst.com](http://www.nalst.com), contact: Fernando Vieira + 011-514-868-6650).
17. **PAYMENT TERMS:** If the total cost of the booth space is not paid in full by June 6, 2014, Management has the right to terminate this contract under the conditions outlined under the heading «CANCELLATIONS CONDITIONS». Exhibit space must be paid in full prior to the show.
18. **CANCELLATION CONDITIONS:** In the event of cancellation by the Exhibitor for any reason whatsoever and provided that cancellation is received, in writing, prior to June 6, 2014 to the address specified below:



Michèle Bourgeois-Doyle, Congress Manager  
IUCr International Union of Crystallography  
National Research Council Canada  
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