

Exhibitor Services Manual

OPF 2017

12th International Conference
on Optical Probes of Organic
and Hybrid Semiconductors

JUNE 19-23, 2017

LE CONCORDE
Québec City, Canada



Dear 12th OP Congress Exhibitor,

We are grateful to welcome your organization as a partner for the 12th OP Congress Exhibition.

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the 12th OP Congress Exhibition. This event will be held at Hotel Le Concorde, Québec City, Canada, from June 19 to 23, 2017.

We invite you to read carefully this manual to help your preparation.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with posters and coffee breaks taking place in the Exhibition area.

We are pleased to assist with any additional services that you may require. If there is anything that we can do to facilitate your participation, please do not hesitate to contact us.

We wish all of you a successful Congress and Exhibition.

Best Regards,

OP 2017 Organizing Committee

Please do not hesitate to contact us:

Conferium / OP 2017
425 Boul. René-Lévesque Ouest
Québec (Québec)
Canada
G1S 1S2

Via email at: op2017@conferium.com

or by phone:

+1-800-618-8182 (North America)

+1-418-522-8182 (Worldwide)

Monday to Friday - 09:00 to 16:00, U.S. / Canadian Eastern Time



Table of content

Schedule and Registration	4
Exhibitor Schedule.....	4
Registration.....	4
Loading Dock Access	4
Exhibition Information	5
Exhibition Services Company.....	5
Exhibition Floor Plan.....	5
Exhibitor Package.....	6
Services	6
Shipping.....	6
Label Example.....	6
Customs Brokers and Transportation.....	7
Audiovisual Services.....	7
Internet Services.....	7
Material Handling and Storage.....	7
Exhibitor Liability	7
Insurance.....	7
Recycling and Residual Waste Management.....	8
General Restriction	8
Common Areas.....	8
Animals.....	8
Stickers and Adhesive Tape.....	8
Balloons and Confettis.....	8
Alcohol drinking during Setup and Teardown.....	8
Noise Limit.....	8
No smoking policy.....	8
Security.....	8
Food Services.....	8
Contacts Summary	9



Schedule and Registration

Exhibitor Schedule

Exhibitor Move-in

Monday, June 19, 2017 08:00 to 10:00 and 10:30 to 11:30

Exhibition Hours - Foyer

Monday, June 19, 2017 11:30 to 20:00

Tuesday, June 20, 2017 09:30 to 20:00

Wednesday, June 21, 2017 09:30 to 12:30

Exhibitor Move-out

Wednesday, June 21, 2017 12:30 to 15:00

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 Friday, June 9, 2017 (25\$ penalty after this date).

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

Sunday, June 18, 2017 13:30 - 18:00

Monday, June 19, 2017 07:30 - 18:00

Tuesday, June 20, 2017 07:30 - 18:00

Wednesday, June 21, 2017 08:00 - 17:30

Thursday, June 22, 2017 08:00 - 16:00

Friday, June 23, 2017 08:00 - 10:30

Loading Dock Access

Loading Dock

Hôtel Le Concorde Québec
1225 Cours du Général-De Montcalm
Québec, QC, G1R 4W6

The loading dock is open each days, from 9:00 to 17:00, and is accessible from the hotel's back alley. The back alley is situated right after the underground parking entrance, between Cosmos & bar le Maurice's restaurant, accessible from Grande-Allée street. The loading dock is built for trucks of 20'. At your arrival, please ask for or call Ms. Roxanne Perrier (+1 418-290-2449). If you do not use a truck with a lift, please ship and load your material from the main entrance. Handling trolley will be available to transport your material.



Exhibition Information

Exhibition Services Company

Standex

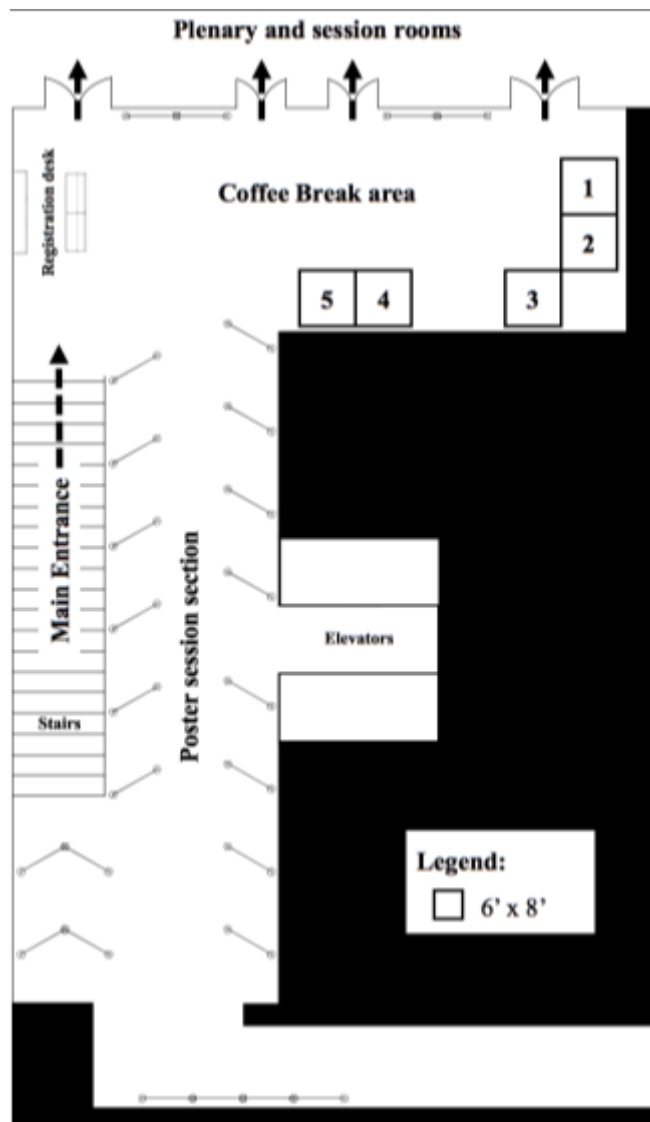
Ms. Stéphanie Blanchet

Email: exposition@standex.ca

Phone: +1 418-654-0029 extension 200

Website: www.standex.com

Exhibition Floor Plan





Exhibitor Package

Utilities & Booth furnishings are not included. Any other equipment may be ordered from Standex our official show contractor:

https://www.conferium.com/Clients/171/Standex/exhibitor_kit_op_2017.pdf

Booth Rental:

- 6' x 8' space
- One (1) draped table (2' x 6')
- Two (2) side chairs
- Wastebasket
- Recycling bin

Services

Shipping

The shipping has to be prepaid. Your material should be shipped to the Hotel Le Concorde from **Thursday June 15, 2017**. Storage charges will apply for any exhibitor's material received before that date.

Shipping Address:

Company's Name
OP 2017 Conference
Booth Number: _____
Hôtel Le Concorde
Att. : Roxanne Perrier
1225 Cours du Général de Montcalm
G1R 4W6

Label Example

Company's Name
OP 2017 Conference
Booth Number: _____
Hôtel Le Concorde
Att. : Roxanne Perrier
1225 Cours du Général de Montcalm
G1R 4W6



Customs Brokers and Transportation

The local, transportation supplier and Canadian and International customs for the OP 2017 Conference is Dolbec International Inc..

Order form for logistic and Customs Services:

https://www.conferium.com/Clients/171/Dolbec/OP_2017_SALES_ORDER_FORM.pdf

Dolbec International Inc.

Ms. Ginette Blouin

Email: show@dolbec-intl.ca

Phone: +1 418-688-9115

Audiovisual Services

The official supplier of all audiovisual equipment at the Hotel le Concorde is Freeman:

Freeman

Mr. Philippe Dupont

Email: philippe.dupont@freemanco.com

Phone: +1 418-649-5226

Internet Services

Wireless Internet will be available in the exhibition hall.

Material Handling and Storage

Material handling and storage is the responsibility of the exhibitor. Handling trolley will be available for the exhibitor to transport their materiel to their booth.

Exhibitor Liability

Insurance

Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the Hotel 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.

General Restriction

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.

Animals

With the exception of guide dogs, the client must not bring any animals into the Hotel prior written authorization, nor allow any to be brought in.

Stickers and Adhesive Tape

The Hotel allowed the utilisation of removable stickers only.

Balloons and Confettis

The use of helium balloon, confettis, candles and fog machines is prohibited.

Alcohol drinking during Setup and Teardown

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

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.

No smoking policy

The Concorde Hôtel provides a totally **smoke-free environment** to its clientele. Smoking is strictly forbidden inside the Hotel and in the loading docks.

Security

Hotel and congress organiser is not responsible for goods and property belonging to the exhibitors in rented spaces.

Food Services

Restos Plaisirs has an exclusive agreement to sell and distribute food and beverages inside the Hotel. No food or beverages may be sold or distributed without the written permission of Hotel le Concorde Quebec.



Contacts Summary

Conference Operating Headquarters	Conferium Stéphanie Lou Désilets (Logistic Assistant) stephanie.desilets@conferium.com Phone : 418 522-8182 ext. 23 / 800 618-8182
Hotel le Concorde	Hotel le Concorde Ms. Roxanne Perrier Email: roxanne.perrier@restosplaisirs.com Phone: 418-647-2222 ext. 3429 1-800-463-5256
Exhibition Services Company	Standex Ms. Stéphanie Blanchet Email: stephanie.blanchet@standex.ca Phone: 418-654-0029 ext. 200
Customs Brokers and Transportation	Dolbec International Inc. Ms. Ginette Blouin Email: show@dolbec-intl.ca Phone: +1 418-688-9115
Audiovisual Services	Freeman Mr. Philippe Dupont Email: philippe.dupont@freemanco.com Phone: 418 649-5226