

# EXHIBITOR APPLICATION BACHELIER CONGRESS 2010

Mail completed form to: Bachelier at Fields  
222 College St. , Toronto, ON, Canada M5T 3J1  
or fax to 416 348-9759

## PAYMENT & SPACE ASSIGNMENT

Space assignment is on a first-come, first-served basis per the date and time your application form is received. The Congress Organizing Committee will control exhibit space assignments. Sponsors receive priority exhibit locations. **Full payment (check or credit card) for your space must BE RECEIVED with a signed copy of the Exhibitor Rules and Regulations Contract to guarantee space(s).** Congress organizing committee reserves the right to reject any application.

**Cancellation** 50% of exhibit space costs will be returned if a cancellation is received in written form by **June 1, 2010**, after this date exhibitors fee are nonrefundable.

## EXHIBITORS FEE: \$500 CDN /person/booth

Table top spaces are available to all exhibitors. Each table top is 6' wide by 2'6" deep. **Each booth space is approx. 8' x 4'.** Space includes one table, two chairs, one electrical connection and one exhibitor admission badge.

In addition exhibitors receive the BFS2010 Meeting Package, coffee breaks and lunch during the congress. Additional exhibitor admission badges are available at \$250 each.

## CONTACT AND COMPANY NAME (please print or type clearly):

Company name (will be listed in the program) \_\_\_\_\_

Contact name and title \_\_\_\_\_  
(person to whom all information about the exhibits and the convention should be sent)

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

URL for Web site hot link \_\_\_\_\_

## EXHIBIT DETAILS

Types of products we will exhibit or sell: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT

**Exhibitor contracts will be accepted by fax and mail, but are not confirmed until payment is received, in addition to a signed agreement of Bachelier Exhibitors Rules and Regulations.**

a) Cheque made payable to the "Fields Institute" in CDN dollars or

b) Credit Card Payment

Exhibitor	\$500
Additional exhibitors admission \$250	
Additional table and chairs @\$250	
<b>Total CDN</b>	

Type of card  Visa  Mastercard

Credit card number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_ mm/yy

Card Holder name \_\_\_\_\_ Cardholder telephone: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

## BACHELIER EXHIBITOR RULES AND REGULATIONS

These rules and regulations govern the exhibits at the Bachelier Finance Society 2010 Congress ("BFS2010"), held at the Hilton Hotel, Toronto and are part of the agreement for space.

### TERMS & CONDITIONS

Exhibitors agree to abide by all terms and conditions as set forth in this document, which forms a part of this agreement between the Exhibitor and the BFS2010. Failure to abide by these regulations may result in removal of the exhibit and Exhibitor from the Congress floor and/or prohibition from exhibiting with the Bachelier Finance Society in the future.

Any complaints regarding infractions of the rules or regulations, or disputes between Exhibitors should be made to the BFS2010. The BFS2010 decision will be final. In the event of any restriction or eviction based on an infraction of rules or regulations or resulting from a dispute between Exhibitors, the BFS2010 is not obligated to refund any fees associated with the restricted or evicted exhibit. Exhibitors shall not assign or apportion the whole or any part of their allotted spaces, or exhibit therein, or permit any other party to exhibit therein, any other goods than those manufactured or handled by the Exhibitor in the regular course of his business; or permit any person or firm not an Exhibitor to solicit in the space without written permission from the show management.

Two companies, whether or not they represent or distribute each other's products, may not occupy one booth location. However, independent manufacturers' representatives may develop a multiple company exhibit. One company listing per booth space will be published in printed material. Additional listings will be provided as space permits.

Since booths have been arranged for maximum exposure to visitors, Exhibitors shall not place any equipment which interferes with exposure of any other booth or impedes free use of the aisle. Exhibitors shall not advertise or solicit business outside their assigned booths, nor are they permitted space elsewhere in the Convention Center or adjacent hotels for the display of goods, or for providing continuing education opportunities without the consent of show management.

### BOOTH EXHIBIT SPACE

Each table-top booth is **72" wide by 30" deep**. Space includes 1 table, two chairs, one electrical connection and one Exhibitor admission badge. All booth personnel must be registered to receive a name badge, which will allow admittance to the congress floor and any congress room. Congress management reserves the right to remove anyone without proper identification. Congress management shall have sole control over all admission policies at all times. Exhibitor badges must be worn at all times. Hanging signs from the ceiling of the Hilton Toronto is prohibited.

### PAYMENT & SPACE ASSIGNMENT

Space assignment is on a first-come, first-served basis per the date and time your registration form is received. The Congress Organizing Committee will control exhibit space assignments. Sponsors receive priority exhibit locations.

Full payment (cheque or credit card) for your space must BE RECEIVED with the Exhibitor Contract TO GUARANTEE space(s). Exhibitor contracts will be accepted online, by fax and mail, but are not confirmed until receipt of payment or authorization of credit card in addition to an agreement to all terms (initial required). Booth spaces are available to all Exhibitors. Congress organizing committee reserves the right to reject any application.

**Cancellation** 50% of exhibit space costs will be returned if a cancellation is received in written form by June 1, 2010. Fees will not be refunded after this date.

### USE OF SPACE/BOOTH

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits or line of sight. Exhibits should be so arranged that Exhibitor representatives, materials and equipment are inside the space assigned and do not impinge on aisles. Exhibit hall fire exits and safety equipment must be left accessible and in full view at all times. Aisle space may not be incorporated as part of an Exhibitor's space. Exhibitor will not sublet the exhibit space contracted for and shall not exhibit or permit to be exhibited any merchandise other than specified in this agreement. Hand-written signage is prohibited. Exhibitors or agents must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damages appear, the Exhibitor is liable to the owner of the property so damaged.

The Congress organizing committee reserves the right to prohibit any display or exhibit, or any part of a proposed exhibit, that it deems not suitable or in accordance with the accepted professional ethics of its members. The Exhibitor shall also comply with all reasonable requests of officials of the Congress Organizing Committee and the Hilton Hotel with respect to the installation, conduct, and disassembly of its exhibit.

### NOISE & MUSIC LICENSING

Public address, sound or amplifying systems that project beyond the exhibit space are prohibited. Exhibitors are prohibited from playing recorded or live music in their exhibit space.

### FOOD & BEVERAGE POLICY

Hilton Toronto is the authorized exclusive caterer for all food and beverage service for BFS2010.

### FIRE/SAFETY

The Hilton Hotel adheres to strict fire safety guidelines. All display materials including banners must be flame-retardant and are subject to inspection by the Toronto Fire Department. No flammable fluids or substances may be used or displayed in booths.

### PHOTOGRAPHY

Management reserves the right to take photographs of the exhibit/exhibitors and use such photographs for their business purposes

### EXHIBIT SET-UP AND TEAR-DOWN

The draft set-up and tear-down times are listed below but may be revised according to the Congress schedule. Please see the Congress program at: [www.bfs.com](http://www.bfs.com)

All exhibits must be removed from the Hilton Toronto by midnight Saturday June 26, 2010. All arrangements for the return of convention material must be made with Business Centre located on the Lobby Level of the Hotel. Any materials remaining at the conclusion of the event without instruction will only be held for 24 hours, then disposed of.

#### Elevator Load in/out

All deliveries must be made via the loading dock located off Richmond Street leading to a freight elevator to the Convention Level of the Hotel. No deliveries are to be made through the main Hotel lobby. In-house transportation of exhibits must be on rubber-wheeled dollies and must be supplied by the exhibitor. Escalators are not to be used for transporting freight or equipment including easels, chairs, tables, etc. The dimensions of this elevator are Height - 7'; Width - 4'; Depth - 7' 10"; Maximum load - 4000 pounds. Please coordinate the usage of these elevators with the Event Services Manager at the Hilton.

#### Loading Dock

Dimensions are: Length: 31', Width: 5', Height from grade or street: 1'-7" A truck may not be higher than 13'. The loading dock does not have a hydraulic lift and if one is required it is recommended using a truck equipped with its own platform.

### SHIPPING & STORAGE & CANADA CUSTOMS

Conference materials shipped to the Hilton Toronto must be clearly labeled with the name of the conference, dates of event, Hotel contact and address. Due to limited storage facilities, the Hotel is unable to store display materials or merchandise. Guests requiring delivery of boxes, or display material, must coordinate with the Hilton Event Services Manager. Deliveries will not be accepted more than 48 hours prior to the start of the Meeting. Handling charges may be incurred based upon size, weight, and storage of conference materials.

Deliveries from outside Canada must have a Customs Broker in order to ensure proper clearance over the border. The Hotel is not responsible for clearing shipments held at the border and reserves the right to refuse any shipments that arrive with duties and taxes outstanding. Please consult the Hotel for recommendations on Customs Brokers. All shipments are at the exhibitor's risk and expense.

### EXHIBITOR LIABILITY

The Bachelier Finance Society (BFS2010) is not responsible for loss or damage resulting from any cause in connection with transfer, installation, maintenance, or removal of exhibits, or management of the Congress. Neither the BFS2010, the organizing committee, nor the Hilton Toronto is responsible for any loss or damage of merchandise or personal injury to any exhibitor, respective employees, or representatives at any time before, during, or after exhibit hours. All property of the Exhibitor is understood to remain in its care, custody, and control in transit to or from or within the confines of the exhibit area and the Hilton Toronto

**Exhibitor assumes responsibility and agrees to indemnify and defend the Bachelier Finance Society and the Hilton Toronto and their respective employees and agents against any claims or expenses arising out of the use of the exhibit premises. The Exhibitor understands that neither the Bachelier Finance Society nor the Hilton Toronto maintain insurance covering the Exhibitor's property maintains and it is the sole responsibility of the Exhibitor to obtain such insurance.**

**The exhibitor agrees to obtain the appropriate amount of insurance coverage for the duration of this event, including move-in and move-out days, and must be able to provide a certificate of insurance upon request of the BFS2010. Failure to request proof of insurance shall not relieve the exhibitor from its insurance obligations.**

If the exhibitor uses an outside vendor, contractor or service provider to deliver, set up and/or take down booths, exhibits, staging, equipment or for any other purpose, the vendor, contractor or service provider must maintain General Liability Insurance with limits not less than \$1 million per occurrence. The vendor, contractor, or service provider must provide the Congress Organizing Committee (to be copied to the Hilton Toronto) certificates of insurance seven (7) days prior to the performance of their contract with you.

I have read and accept the Bachelier Exhibitor rules and regulations