

Cancellation and Reduction Terms:

Cancellations and reductions must be submitted in writing and will be processed using the date of receipt as the official cancellation/reduction date.

- a. If an exhibitor cancels or reduces space on or before June 1, 2009, there is no penalty.
- b. If an exhibitor cancels or reduces space on or before December 18, 2009, the cancellation fee is 30% of total exhibit space.
- c. If an exhibitor cancels or reduces space after December 18, 2009, the cancellation fee is 100% of total exhibit space, regardless of the reason for cancellation/reduction.

Exhibit Schedule

Badges/Exhibitor Registration:

Exhibitor Registration will begin on Tuesday, April 20, at 9:00 a.m. A complete listing of dates and times will be included in the Exhibitor Service Manual. Exhibitors must register and obtain their badges from the exhibitor registration desk located in the Hall D Lobby of the Metro Toronto Convention Centre. Without badges, exhibitors cannot enter the Exhibit Hall. Exhibitor badges allow access to the hall during installation, dismantling, and all exhibit hours. Hall access before or after these hours must be requested in writing from the ACP Exhibit Manager. Installation

and dismantling companies and other exhibitor-designated contractors must obtain work identification for their personnel from the official ACP security vendor. Work identification allows access to the exhibit hall only during move-in and move-out. Access will be denied during exhibit hours.

Booth Staffing: Exhibits must be staffed and operational at all times during exhibit hours. Any exhibitor vacating their booth before the closing of each day will incur a loss of all priority points and may jeopardize future participation at the ACP annual meeting.

Installation of Exhibits: Exhibit installation will begin on Monday, April 19, at 8:00 a.m. and continue through Wednesday, April 21, until 5:00 p.m. The aisles must be clear of all crates/cartons by 5:00 p.m., on Wednesday, April 21, so that the aisle carpet can be installed. Please remain in your booth until this process is complete. Any exhibitor placing empty crates or cartons in the aisle after the carpets have been installed and cleaned will be charged for removal and re-cleaning at prevailing labor rates. Any booth where installation has not begun by 5:00 p.m., Wednesday, April 21st, will be installed by the official decorator at the exhibitor's expense or may be removed from the exhibit floor at the discretion of the ACP Exhibit Manager. If removed, this space can then be resold or re-assigned by ACP without obligation on the part of ACP for any refund. No exhibit may be erected after the exposition opens. Under no circumstances will children under 12 be admitted in the Exhibit Hall during installation hours. An adult must accompany young adults age 12-16.

Dismantling of Exhibits:

Dismantling will begin on Saturday, April 24th, at 2:30 p.m. A complete listing of dates and times will be included in the Exhibitor Service Manual. No dismantling of exhibits or packing of equipment and/or materials will be permitted until 2:30 p.m.

Exhibitors who begin to pack or dismantle their booths before 2:30 p.m. will incur a penalty of \$1,000, loss of priority points, and/or failure to exhibit at future meetings.

All exhibits must be completely packed and dismantled by 5:00 p.m. on Sunday, April 25th. All exhibitor freight must be completely removed from the building by noon on Monday, April 26th. All outbound carriers must be checked in no later than 8:00 a.m. on Monday, April 26. Under no circumstances will children under the age of 12 be permitted in the Exhibit Hall during dismantling hours. An adult must accompany young adults age 12-16.

