



American Nuclear Society
Accelerator Applications Division



AccApp '17

13th International Topical Meeting
on Nuclear Applications of Accelerators

Exhibitor Service Kit

July 31-August 4, 2017

Hilton Québec

Québec City, Québec, Canada



**13TH International Topical Meeting on Nuclear Applications of Accelerators
(AccApp'17)
Quebec City, Quebec, Canada – Hilton Quebec
July 31- August 4, 2017**

EXHIBITOR SERVICE INFORMATION

VENUE INFORMATION:

HILTON QUÉBEC
1100, boul. René-Lévesque Est
C.P. 157, succ. Haute-Ville
Québec (Québec) G1R 4P3 Canada

TABLE TOP EXHIBITS:

Each tabletop exhibit space includes (1) one 6' table and two (2) chairs to display your company materials.

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the building or furniture without permission from proper building authority. Packing, unpacking, and assembly of materials shall be done only in designated areas and in conformity with directions of the Event Manager, the Facility manager or their assistants. Exhibitors will be responsible for any damage to persons or property caused by reason of their displays, employees, agents or servants. Exhibitors agree to abide by all terms & conditions of Policies and Procedures as set forth by the Facility. Anything left by Exhibitor after the Event will be removed and destroyed by ANS. ANS reserves the right to determine what constitutes a "reasonable sight line." All Table-top displays, regardless of size or type, should be designed in such ways that eliminate line of sight obstructions from one exhibit to the next. Exhibitors are asked to take their neighboring exhibitors line of sight into consideration.

Event Hours, Setup, Breakdown. Event hours will be established by ANS. ANS reserves the right to make changes to this schedule.

EXHIBITOR HOURS:

Sunday – July 30, 2017

1:00 pm - 7:00 pm	Registration
1:00 pm - 3:00 pm	Exhibitor Setup
5:00 pm - 8:00 pm	Reception in Exhibit Hall

Monday – July 31, 2017

7:00 am - 5:00 pm	Registration
7:30 am - 8:30 am	Continental Breakfast in Exhibit Hall
12:00 pm - 1:30 pm	Lunch in Exhibit Hall
3:20 pm - 3:40 pm	Coffee Break

Tuesday, August 1, 2017

7:00 am - 5:00 pm	Registration
7:30 am – 8:30 am	Continental Breakfast in Exhibit Hall

12:00 pm – 1:30 pm	Lunch in Exhibit Hall
3:20 pm – 3:40 pm	Break in Exhibit Hall
3:40 pm	Teardown in Exhibit Hall

CANADA CUSTOMS:

Should your display require clearance by Canada Customs Office you must make arrangements with a custom broker. For inquires contact Freeman toll free at 1-877-478-1113

Contacts:

Julian – Requested last name & direct phone number

Sueann – Requested last name & direct phone number

INBOUND AND OUTBOUND SHIPPING INFORMATION:

Receiving Address

Hilton Quebec

875 rue St-Joachim

Québec, Qc, G1R 5V4

875 St-Joachim Street

Québec, Quebec Canada G1R 5V4

HOLD FOR: AccApp Meeting/Pascale Morin/Your contact

Toute réception, envoi ou entreposage de matériel ou d'équipement tel qu'ordinateurs, documents ou matériel d'exposition est la responsabilité de la compagnie de transport sélectionnée par le client. Toute manipulation du matériel à l'intérieur de l'hôtel est également l'entière responsabilité du client

All shipping, receiving and storage of convention material or equipment such as computers, registration forms, convention literature or display material is the responsibility of the shipping company selected by the client. All handling of the material is the entire responsibility of the Client.

Il est très important d'aviser l'hôtel de l'heure estimée d'arrivée et que chaque item emballé soit proprement et clairement étiqueté. L'étiquette devrait indiquer le nom de du congrès visé, le nom de l'association ou de la compagnie qui envoi le matériel, le nom de l'organisateur du congrès et si possible le nom du coordonnateur en charge du groupe à l'hôtel. Veuillez noter que tout item mal identifié sera retourné à l'expéditeur.

It is very important that the hotel be advised as to when the material is to arrive and that each package be properly and clearly labeled. The label should show the name of the association or company, the name of the convention planner and if possible, the name of the hotel's convention coordinator. Please note that any material or package not properly identified will be returned to sender.

Du au manque d'espace d'entreposage de l'hôtel, nous ne pouvons accepter aucun équipement à plus de 48 heures du début de l'événement.

Due to the hotel's very limited storage facilities, we cannot accept material until 48 hours prior to the start of the convention or pre-convention.

Après l'événement, il est de la responsabilité de l'association ou de la compagnie expéditrice de faire les arrangements nécessaires pour le réacheminement du matériel dans les 48 heures suivant la fin de

l'événement. Tout matériel n'ayant pas quitté l'hôtel dans ses délais sera envoyé à l'adresse de l'expéditeur à ses frais. Nous demandons à ce que toute livraison soit effectuée pendant nos heures régulières d'opération.

After the convention, it is the responsibility of the association or company to make all necessary arrangements for the removal of any equipment or material to be shipped back, within 48 hours. Any material not removed by this time will be removed by the hotel at the association's expense. We suggest that all equipment or materials be shipped during the normal operating hours of our Receiving Department.

Heures d'opérations – Réception des marchandises / Operating Hours – Receiving
Lundi au vendredi : De 8h00 à 16h00 (fermé de midi à 13h00)

Monday to Friday: From 8:00 a.m. to 4:00 p.m. (closed from noon to 1:00 p.m.)

Receiving Dock

Please take note that it is imperative that you use the receiving dock when arriving or leaving the hotel with material.

The entrance to the receiving dock is located at 875, St-Joachim Street next to the Place Quebec's public parking. It has a large door with a sign at the top marked "LIVRAISON". Once you have driven through this door, go to the far end, turn left and you will see two large garage doors with the Hilton Quebec logo. If you are outside of our regular operating hours, (Monday to Friday, from 8 AM to noon and from 1 PM to 4 PM.) use the house phone next to the door. The Operator will manage to have the door opened. Take note that you cannot park in this area, it is forbidden.

Once inside the hotel, we will provide you with dollies so that you can transport your material by using either the elevators or the freight elevator. The dimensions of the freight elevator are 22 feet long x 9 feet wide x 6 feet 10 height (ballroom access) and can support up to a maximum of 10,000 lbs. Please note that in the case of a surcharge needing a service call, a fee will be charged.

*Be aware that all the vehicles like "vans" of 40' or more do not have the space to manoeuvre inside the receiving area and that only smaller vehicles may have access to the receiving area of our hotel.

SECURITY:

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. ANS is not responsible for any unattended items left in the exhibit area.

AUDIO VISUAL & ELECTRIC:

Should you require any audiovisual/electric or internet needs, contact PSAV below to secure your needs. You can work directly with the hotel on scheduling and billing. **Complete attached form.**

Contact:

Jimmy Bilodeau
Gérant des Ventes - Sales Manager - PSAV®
Hilton Quebec
1100, Boulevard René-Lévesque E
Québec, Québec G1R 4P3
mobile: 581.995.5853

VISITING CANADA ON BUSINESS:

Visitor visa and an electronic travel authorization (eTA) for business people and how to avoid problems or delays when bringing foreign business guests to Canada.

For more information go to

[Visit Canada](#)

New entry requirement now in effect

Visa-exempt foreign nationals need an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Exceptions include U.S. citizens and travelers with a valid Canadian visa. Canadian citizens, including dual citizens, and Canadian permanent residents cannot apply for an eTA. The leniency period that allows travelers to board their flight without an eTA ends soon. Be prepared: Apply for an eTA before you book your flight to Canada. Most applicants get approved within minutes. However, some applications can take several days to process so don't wait until the last minute.

Hotel Reservations

HILTON QUÉBEC / 1100, boul. René-Lévesque Est | C.P. 157, succ. Haute-Ville | Québec (Québec) / G1R 4P3 | Canada

Special rates have been confirmed for the nights of July 28 through August 6, 2017. Book your reservations on line at [Hilton Quebec](#) or call 418-647-2411. Downtown City View & Parliament View – \$229.00 per night, CAD / single or double occupancy, plus taxes. Old-Quebec River View – \$245.00 per night, CAD / single or double occupancy, plus taxes. Executive Floors – \$299.00 or \$319.00 per night, CAD / single or double occupancy, plus taxes (includes access to the Executive Lounge, breakfast, snacks and beverages and cash bar services. Discounted rates are available until June 30, 2017. After this date rooms will be offered at the hotel's prevailing rate, and subject to availability. The current GST is 5% and current PST is 9.975%. The special room rate is subject to a city tax of 3% per room, per night and is subject to applicable GST and PST.

Check-In Time	3:00 PM
Check-Out Time	12:00 PM
Early Departure Fee	C\$50.00 \$50 Fixed Fee
Late Check-Out Fee	25% to 100% depending on time of departure

FLOORPLANS ATTACHED



**CONTRAT POUR SERVICE D'EXPOSITION
EXHIBIT CONTRACT**

Date de réquisition / Date of order _____

Prrière de compléter et retourner (au moins 3 semaines avant l'exposition) au Service Congrès accompagné de votre paiement
Please complete and return (latest 3 weeks before the show) to Convention Department with payment

AVIS : Les prix réguliers de chaque unité sont sujets à une majoration de 20% pour les commandes reçues dans un délai inférieur à 48 heures de l'heure établie pour le commencement du montage de votre exposition. Toutes les commandes sur place devront être payées à l'aide d'une carte de crédit.

NOTICE : There will be a 20% increase in regular prices for each unit received less than 48 hours before the starting time of the set up of your show. All the orders on site will have to be paid by credit card

Installations électriques et éclairage Electrical connections and lighting Description	#	Prix réguliers Regular prices Unité / Unit	Prix pour commandes tardives Late order prices Unité / Unit	Montant Amount
SERVICES ÉLECTRIQUES / ELECTRICAL SERVICES				
Branchement électrique / <i>Electrical outlet</i>				
120 volts 15 amps / chacune, par événement / <i>each, per event</i>		60,00 \$	72,00 \$	
DIVERS				
Une table 6 pds nappée et jupée + 2 chaises / <i>one 6 ft table skirted and draped with 2 chairs (par jour/per day)</i>		20,00 \$	24,00 \$	
Tableau à feuilles mobiles / <i>Flip chart (par jour/per day)</i>		20,00 \$	24,00 \$	
Chevalet / <i>Easel</i>		10,00 \$	12,00 \$	
Support à bannière (prix par événement) / <i>Banner Support (Price per event)</i>		30,00 \$	36,00 \$	
Manutention (un homme/déchargement au débarcadère) / <i>Handling (1 man / unloading - loading dock) 4 h minimum</i>		32\$/hr	40\$/hr	
Trans-palette / <i>Forklift (Price per hour)</i>		32,00 \$	40,00 \$	
Ligne téléphonique pour paiement direct (programmer le 9 pour sortir) plus frais applicables / <i>Phone line for credit card machine + applicable communication charges (please program 9)</i>		125\$/par jour/per day	10\$/jour supp./per add day	
Ligne téléphonique / appel 1-800 et interrurbain (attention, des frais de communication s'appliqueront par la suite/ <i>phone line, long distance call + applicable communication charges</i>		75\$/par jour/per day	10\$/jour supp./per add day	
INTERNET		10,00 par jour/per day		
INTERNET HAUTE VITESSE AVEC FIL/WIRED HIGH-SPEED INTERNET		100,00 par jour/per day		

Taxes applicables non-incluses / Applicable taxes not included

Fournisseur audio-visuel sur place : PSAV

Audio-visual supplier on site : PSAV

Jimmy Bilodeau

Tél. : (581) 995-5853

Courriel/Email : jbilodeau@psav.com

Prix sujets à changement sans préavis / Rates subject to change without prior notice

Kiosque No. Booth #	Nom de l'exposition: Show name:	Date de l'exposition : Show Date :
Société Company	Adresse : Address :	
Nom du représentant Name of representative	Tél. : ()	
Signature		
Paiement : Carte de crédit Payment : Credit Card	Exp. Date : _____	
Cheque :		

S.V.P. RETOURNER AVEC VOTRE PAIEMENT À : Hilton Quebec
PLEASE RETURN WITH YOUR PAYMENT TO : 1100, boul. René-Lévesque Est, C.P. 1797, Québec (Québec) G1K 7K7

FAX : 418-647-2986

TPS/TVQ PST/GST 86038 7869 RT0111

EMAIL : pascale.morin@hilton.com

Floor Plan

