

## LEASING SUITE INFORMATION

We will once again use our online system that allows you to renew and pay for your booth space at the 2018 ICSC Québec Conférence through our official floor plan management system, Map Your Show. Please visit [www.icsc.org/2018QC](http://www.icsc.org/2018QC) or contact **Mayuri Khemlani** for a booking link.

### When

**Tuesday, June 12, 2018 | 9:30 am - 5:00 pm**

**Wednesday, June 13, 2018 | 9:00 am - 2:00 pm**

### Where

Palais des congrès de Montréal  
513-514 rooms

### Fees

Cheque or credit card accepted as payment. Make cheque payable to ICSC. Booth fee is non-refundable.

	Per Leasing Suite
<b>Member</b>	\$4,100.00 CND
<b>Non-Member</b>	\$5,600.00 CND

HST included in all fees (ICSC GST/HST #R122853757) .

### Includes

- Standard Carpeting
- One (1) 26' x 78' Company ID sign
- One complimentary registration

**NOTE: Each additional staff person must be a paid registrant of the 2018 ICSC Québec Conférence. (No Exceptions)**

### Guidelines

- Exhibits must not extend beyond the boundaries of the booth.
- All exhibitors are required to provide General Liability insurance naming ICSC, GES and the Palais des congrès de Montréal as co-insured to the ICSC contact listed below.
- Please adhere to the height restrictions as outlined in the ICSC Display Rules and Regulations (available in the exhibitor dashboard).
- All guidelines are subject to regulations of venue and ICSC.

### Availability

- Suites are confirmed on a first-come, first-served basis.
- Submitting a Deal Making application does not guarantee a suite will be reserved for you.
- Applications cannot be processed without payment.
- ICSC cannot guarantee that you will not be placed near a competitor.

### Directory Deadline

In order to be listed in the Deal Making Directory, ICSC must receive your exposition agreement with full payment by **April 20, 2018**.

### Cancellations

Notify ICSC immediately if you must cancel your exhibit space. All voluntary canceled exhibits are non-refundable and non-transferable.

### Notification

You will receive an email Booth Confirmation from ICSC three months prior to the meeting, if a room has been reserved for you. **If you do not receive an email regarding the status of your request, contact Mayuri Khemlani at [mkhemlani@icsc.org](mailto:mkhemlani@icsc.org).**

### Contact

ICSC - Trade Expo Department  
Mayuri Khemlani | +1 646 728 3518 | [mkhemlani@icsc.org](mailto:mkhemlani@icsc.org)

### Terms, Conditions and Rules

This application is subject to ICSC Terms, Conditions and Rules for Exhibitors available at [www.icsc.org/event-terms-and-conditions](http://www.icsc.org/event-terms-and-conditions), which are hereby incorporated by reference.