



MONTREAL CONVENTION CENTRE
 (Palais des Congrès de Montréal)
 MONTREAL (QUEBEC) CANADA

OPENING HOURS

Tuesday, February 8 10:00 to 18:00
 Wednesday, February 9 10:00 to 18:00
 Thursday, February 10 10:00 to 16:00

Exhibitor Manual

Sponsored by

Decorator



Transport/Customs



Managed by



NOW ALL ON ONE FLOOR!

EXFOR® 2005, the world's largest annual exhibition of technology and services dedicated to the pulp and paper sector and other major industries, is now all on one floor. With 420 exhibitors on 200,000 ft² and 10,000 registered papermakers, engineers and executives from 29 countries, EXFOR® 2005 is the place to be in February.

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1st edition, May 2004



PULP AND PAPER TECHNICAL ASSOCIATION OF CANADA
 ASSOCIATION TECHNIQUE DES PÂTES ET PAPIERS DU CANADA

IMPORTANT CONTACTS

SHOW MANAGEMENT

Wayne Novak / Josée Dallaire
ACTIVEXPO INC.
159 Place Frontenac, Suite 5
Pointe-Claire, (Quebec) H9R 4Z7
Tel: (514) 426-4010 or (800) 426-1099
Fax: (514) 426-5073
E-mail: wnovak@activexpo.com
E-mail: jdallaire@activexpo.com

REGISTRATION (exhibitor/visitor badges)

Michèle Vézina
PAPTAC
740 Notre-Dame West, Suite 810
Montreal (Quebec) H3C 3X6
Tel: (514) 392-6965
Fax: (514) 392-0369
E-mail: mvezina@paptac.ca

LEAD RETRIEVAL SYSTEM

Mario Starnino
A.S.M. Inc
6437 Abrams
St-Laurent (Quebec) H4S 2V4
Tel: (514) 338-1868 or (888) 610-0297
Fax: (514) 338-8519
E-mail: mstarnino@scan-ex.com

ACCOMMODATIONS

TOURISM MONTREAL
Tel: (514) 844-0848
Fax: (514) 844-6771

AIR TRAVEL / CAR RENTAL

AIR CANADA
EXFOR DISCOUNT: #CV052846
Tel: 1-800-361-7585 or (514) 393-9494

AVIS
EXFOR DISCOUNT # J098630
Tel: (800) 331-1084

COMPUTERS

Sophie Desjardins
VERNON
9740 Transcanada Hwy
St-Laurent (Quebec) H4S 1V9
Tel: (514) 956-1001 or (888) 605-0265
Fax: (514) 956-9444 or (800) 386-1282
E-mail: sdesjardins@vernontech.com

DECORATOR / MATERIAL HANDLING

Exhibitor Services
EXPOSERVICE STANDARD (an affiliate of GES Canada)
2345 Lapierre
Montreal (Quebec) H8N 1B7
Tel: (514) 367-4848
Fax: (514) 367-5115
E-mail: montreal@gesexpo.com

SHOW GUIDE / ADVERTISING

Heather Lynch / Jaclin Ouellet
Pulp & Paper Canada / Les Papetières du Quebec
1 Holiday Street, Est Tower – Suite 705
Pointe Claire, (Quebec) H9R 5N3
Tel: (514) 630-5955 or (800) 363-1327
Fax: (514) 630-5980
E-mail: hlynch@pulpandpapercanada.com
E-mail: jouellet@lpdq.ca

TELEPHONE / INTERNET

Exhibitors Services Centre
MONTREAL CONVENTION CENTRE
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-3128
Fax: (514) 868-6696
E-mail: infotech@congresmtl.com

FOOD & BEVERAGE

André Pelland / Denis Kotsoros
CAPITAL TRAITEUR
c/o Montreal Convention Centre
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-3111
Fax: (514) 875-1300
E-mail: apelland@congresmtl.com
dkotsoros@congresmtl.com

AUDIO-VISUAL EQUIPMENT

Customer service / Philip Moran
CORPAV
7900, rue Jean-Brillon
Montreal (Quebec) H8N 2L5
Tel: (514) 842-1440
Fax: (514) 499-1463
E-mail: pmoran@corpav.com

ELECTRICAL / WATER / AIR

Exhibitors Services Centre
MONTREAL CONVENTION CENTRE
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-3155
Fax: (514) 868-6622

FREIGHT FORWARDING / CUSTOMS

Bob Dumouchel / Robert Vieira
NORTH AMERICAN LOGISTICS SERVICES INC.
205 Viger West, Suite 208
Montreal (Quebec) H2Z 1G2
Tel: (514) 868-6650 or (877) 332-8987
Fax: (514) 868-6651
E-mail: bdumouchel@nalsi.com
E-mail: rvieira@nalsi.com



EXFOR DATES/HOURS

Tuesday	February 8, 2005	10:00 – 18:00
Wednesday	February 9, 2005	10:00 – 18:00
Thursday	February 10, 2005	10:00 – 16:00

MONTREAL CONVENTION CENTRE

Public Entrances

1001 De Bleury, H2Z 1H2
201 Viger West, H2Z 1X7

Freight Entrance – Montreal Convention Centre loading docks

163 St Antoine West, H2Z 1H2
Montreal (Quebec) CANADA

EXHIBIT SPACE FEES

EXFOR[®] 2005 is open to Sustaining Member Companies (SMG) of the Pulp and Paper Technical Association of Canada (PAPTAC). **It is a condition of exhibiting that the SMG dues for the year 2005 be paid by December 1, 2004.** Also, each exhibit must bear the official name of the PAPTAC Sustaining Member company (SMG). For PAPTAC membership information, please contact:

Marie Fortin
PAPTAC, Membership Services
Tel: (514) 392-6955
Fax: (514) 392-0369
E-mail: tech@paptac.ca

The price for a standard 3m x 3m (10' x 10') space is \$1 900 CAN or \$1 560 US plus applicable taxes (7% GST and 7.5% QST). The Exhibitor cannot occupy the exhibit space until all the applicable space fees, dues and/or other fees are paid in full. Again, all entry fees are subject to the 7% Federal Goods and Services Tax (GST) and the 7.5% Provincial (Quebec) Sales Tax (QST).

The Exhibit Space Contract must be completed, signed and returned to ActivExpo Inc. with the deposit (50% of total space fee) by July 1, 2004 – the deadline for exercising your space renewal option. Exhibit space will only be reserved upon reception of the signed space contract and 50% deposit. **The balance (50% of space fee and taxes) is due October 1, 2004.** Exhibit space not reserved by July 1, 2004 will be made available to others. **Unfortunately, credit cards are not accepted so please make cheque(s) payable to ActivExpo Inc.** For your convenience, please provide two post-dated cheques for July 1 and October 1, 2004.

The rates for regular and irregular booths are (see attached floor plan for locations):

REGULAR BOOTH SIZES
To exhibit, your company must be a "Sustaining Member" of PAPTAC

BOOTH #	Dimension	RATES	
		CAN \$	US \$
100 à 3128	10' x 10' (3m x 3m)	1 900.00\$	1 560.00\$

IRREGULAR SPACES
Rates and column dimensions

BOOTH*	COLUMN DIMENSIONS			RATES	
	Dimension	Total	within booth space	CAN \$	US \$
# 225	10' x 20' (3m x 6m)	6'7"x 3'11" (2m x 1.2m)	4'3"x 2'10" (1.3m x 0.9m)	3 570.00\$	2 930.00\$
# 241	10' x 20' (3m x 6m)	6'7"x 3'11" (2m x 1.2m)	5'5" x 1'8" (1.7m x 0.5m)	3 630.00\$	2 980.00\$
# 243	10' x 20' (3m x 6m)	6'7"x 3'11" (2m x 1.2m)	5'5"x 2'3" (1.7m x 0.7m)	3 570.00\$	2 930.00\$
# 340	10' x 20' (3m x 6m)	6'7"x 3'11" (2m x 1.2m)	1'8"x 1'2" (0.6m x 0.4m)	3 765.00\$	3 090.00\$
# 523	10' x 20' (3m x 6m)	6'7"x 4'11" (2m x 1.5m)	6' x 3' (1.8m x 0.9m)	3 460.00\$	2 840.00\$
#1229	10' x 20' (3m x 6m)	7'6" x 5'7" (2.3m x 1.7m)	1'2" x 5'7" (0.4m x 1.7m)	3 675.00\$	3 020.00\$
#1324	10' x 20' (3m x 6m)	7'6" x 5'7" (2.3m x 1.7m)	6'4"x 5'7" (1.9m x 1.7m)	3 130.00\$	2 570.00\$
#1727	10' x 20' (3m x 6m)	7'6"x 5'7" (2.3 x 1.7m)	1'2"x 5'7" (0.4m x 1.7m)	3 680.00\$	3 020.00\$
#1824	10' x 20' (3m x 6m)	7'6"x 5'7" (2.3m x 1.7m)	6'4"x 5'7" (1.9m x 1.7m)	3 130.00\$	2 570.00\$
#2328	10' x 20' (3m x 6m)	7'6"x 5'7" (2.3m x 1.7m)	5'7"x 5'5" (1.9m x 1.7m)	3 225.00\$	2 650.00\$
#2729	10' x 20' (3m x 6m)	8'5"x 5'5" (2.3m x 1.7m)	5'5"x 4'7" (1.7m x 1.4m)	3 330.00\$	2 740.00\$
#2828	10' x 20' (3m x 6m)	8'5"x 5'5" (2.3m x 1.7m)	5'5"x 3'10" (1.7m x 1.5m)	3 400.00\$	2 805.00\$

* See appendix 1 for illustrations

Credit cards are not accepted. Cheques are payable at ActivExpo Inc.

July 1, 2004	Booth renewal / space reservation	50% deposit
October 1, 2004	Balance due	50% of space fees

SERVICES / ITEMS INCLUDED AND NOT-INCLUDED WITH SPACE

INCLUDED

- . standard drape divider (on request)
- . name sign 7" X 44" (on request)
- . exhibitor manual
- . general security on-site
- . unlimited badges for exhibitor personnel
- . promotional items (brochure, stickers, invitation cards) for your clients
- . bilingual listing in showguides with 50-word description of your products/services
- . booth and aisle carpet cleaning every night during event
- . decision-makers from 30 countries.

NOT-INCLUDED (extra fees apply)

- . freight forwarding (transportation)
- . material handling and storage of empty boxes
- . hanging of signs/banners (if needed)
- . electrical, water, compressed air, telephone, internet (if needed)
- . lead retrieval system (if needed)
- . audio-visual / computer services (if needed)
- . miscellaneous (furniture, carpet, lighting, graphics, floral, etc...)
- . labour

CANCELLATIONS, CHANGES AND SUBLETTING

Cancellations or changes in space requirements (number of booths) and/or location must be received in writing. Relocations will commence when space vacancies are known (September 2004). Show management (ActivExpo Inc.) reserves the right to relocate exhibitors who downsize their space, regardless of the amount of space released. All rights to renounced space(s) will be forfeited for future exhibitions.

Transferring, changing or subletting of assigned spaces is strictly forbidden. Exhibitor contract cancellations received, in writing, prior to September 30, 2004 will be eligible for a refund of the amount received. **Exhibitor space cancellations received after October 1, 2004 are non-refundable.** An administration fee of \$200 Cdn/\$150 US will be charged for changes made (downsizing/relocations) or payments received after October 1, 2004. Spaces abandoned or not occupied at the time of the opening of the show, 10:00 Tuesday, February 8, 2005 may be repossessed without indemnity and reassigned by ActivExpo Inc. to exhibitors or other uses.

**The exhibitor must keep the booth staffed during show hours.
Access to the exhibit areas is permitted with proper credentials only.
Badges will be provided to exhibitors by PAPTAC.
EXFOR[®] 2005 is a smoke-free environment.**

MOVE-IN / INSTALLATION SCHEDULE

Friday	February 4, 2005	10:00 – 18:00
Saturday	February 5, 2005	08:00 – 18:00
Sunday	February 6, 2005	08:00 – 18:00
Monday	February 7, 2005	08:00 – 18:00

Only exhibitors who have shipped materials to the advance warehouse may begin their set-up at 08:00 Friday, February 4. Other exhibitors can arrive at the receiving dock after 10:00 Friday, February 4. **Also, note that the receiving dock closes at 18:00 during the exhibitor installation period.** Exhibitors may work on displays within the show areas through the installation hours and later. Exhibitors who wish to do their own move-in must respect the installation schedule. No contractor services will be available outside the specified installation schedule. To accommodate for carpet installation and cleaning, **all displays must be completed by 18:00 Monday, February 7, 2005.**

IMPORTANT

The freight address for the Convention Centre from February 4 to 10, 2005 is:

**Montreal Convention Centre
163 St Antoine West
Montreal (Quebec) CANADA H2Z 1H2**

Exhibitors who have not completed their unpacking and set-up by 18:00, Monday, February 7, 2005 will, on instructions by Show Management, have their unopened containers removed from their booth area. Permission to return the unpacked material(s) to the booth site, after show closing on Tuesday, February 8 will depend on booth location, and the size and weight of material(s). **The exhibitor will be responsible for all additional late set-up charges.**

FREIGHT FORWARDING (TRANSPORT) AND CUSTOMS

North American Logistics Services Inc., the official freight forwarding and customs company, will provide the following services:

FREIGHT FORWARDING (ROAD, SEA AND AIR)

- transportation of all exhibitor materials to and from any destination in Canada, the U.S. or the world.
- up to 30-days storage/warehousing prior to the move-in date, if necessary. **Please note that the complimentary 30-day storage allowance is conditional on using the transportation services of North American Logistics Services Inc.**
- preparation of all documents for the return of goods.
- Personnel on-site during the event and move-in priority.

CUSTOMS

Complete U.S. and International customs clearance with special convention status from Canada Customs. Experienced personnel will be on-site during the move-in, move-out and show hours to assist with all transportation and customs clearance.

Shipments from Outside Canada

North American Logistics Services Inc. will handle all your customs needs. All U.S. and foreign exhibitors will receive a complete customs package from North American Logistics Services Inc. with the necessary forms for importing exhibition goods to Montreal, Quebec, CANADA. Exhibitors are advised to make arrangements directly with North American Logistics Services Inc. **To accommodate customs clearance, shipments must be dispatched to arrive prior to January 28, 2005.**

EXCEPTIONS

AIRFREIGHT – Schedule to arrive no later than **February 1, 2005.**

UNCRATED GOODS – May be sent directly to the show site (Montreal Convention Centre) and should be scheduled to arrive on the appropriate move-in day between **February 4 and 7, 2005** (refer to move-in schedule prepared by Exposervice Standard).

PARCEL COURIER - Before shipping by Parcel Courier (i.e., UPS) call North American Logistics Services Inc. for advice. We strongly suggest that all exhibitors **DO NOT** ship by Parcel Courier, or Parcel Post Mail.

SHIPPING ADDRESS – ADVANCE WAREHOUSE

Crated Materials

All crated materials/common carrier may be sent to the advance warehouse and must be scheduled to arrive in Montreal prior to **January 30, 2005.** Crated shipments are to be consigned to:

(Please notify North American Logistics Services Inc.)

<p style="text-align: center;">SHIPPING ADDRESS (Crated Materials/Common Carrier, no airfreight, before January 30, 2005)</p> <hr/> <p style="text-align: center;">Name of Exhibiting Company</p> <hr/> <p style="text-align: center;">Booth Number</p> <hr/> <p style="text-align: center;">EXFOR[®] 2005 Name of Show</p> <p style="text-align: center;">c/o – North American Logistics Services Inc. / Reimer / Roadway 1725 chemin St Francois Dorval (Quebec), Canada H9P 2S1</p>

IMPORTANT: As noted above in the EXCEPTION area, Uncrated Goods and Airfreight Shipments will NOT be accepted at the advance warehouse and are to be consigned to:

(Please notify North American Logistics Services Inc.)

<p style="text-align: center;">SHIPPING ADDRESS (Uncrated /Airfreight Materials delivered after February 3, 2005)</p> <hr/> <p style="text-align: center;">Name of Exhibiting Company</p> <hr/> <p style="text-align: center;">Booth Number</p> <hr/> <p style="text-align: center;">EXFOR[®] 2005 Name of Show</p> <p style="text-align: center;">c/o – Montreal Convention Centre 163 St Antoine West Montreal (Quebec), Canada H2Z 1H2</p>

IMPORTANT

**ALL SHIPMENTS MUST BE PREPAID.
NO COLLECT SHIPMENTS WILL BE ACCEPTED.**

Show Closing

At the close of the show, exhibitors are advised to contact North American Logistics Services Inc. regarding the return of their exhibit materials. It is the exhibitors' responsibility to **properly pack and label all their materials** prior to leaving the exhibit floor. **All exhibitor materials left in the building after 12:00 (noon) Saturday February 12, 2005 and not consigned will be returned to the exhibitor, and the expenses incurred will be charged to the exhibitor.**

All the pertinent forms will be available in the exhibitor kit. For additional information, please contact:

Bob Dumouchel / Robert Vieira
NORTH AMERICAN LOGISTICS SERVICES INC.
205 Viger West, Suite 208
Montreal (Quebec) Canada H2Z 1G2
Tel: (514) 868-6650 or (877) 332-8987
Fax: (514) 868-6651
E-mail: bdumouchel@nalsi.com
E-mail : rvieira@nalsi.com

DELIVERY OF EXHIBITION MATERIAL FROM THE LOADING DOCK TO YOUR BOOTH

Material Handling on-your-own

Exhibitors who wish to do their own move-in with their own vehicle(s) must **respect the move-in/installation schedule**. Please do not arrive at the receiving dock prior to **10:00 Friday, February 4**. Also, please note that **you will only be permitted 15 minutes parking at the receiving dock**. We recommend that you unload your truck on the loading dock and you remove it **before** you take your material to the exhibit floor. The Montreal Convention Centre reserves the right to **remove (at-your-cost) vehicles** that do not respect the **15 minutes** parking limit.

It is understood that you will not be permitted to use forklift trucks to unload your vehicle(s). It is recommended that you have **your own handcart(s) and personnel to move materials from the dock to your booth**. A limited number of **dollies are available, at-no-charge, on the loading dock** at the Montreal Convention Centre. Under no circumstances will ActivExpo Inc. be responsible for damages, injuries or losses incurred by companies moving-in/moving-out their own materials.

IMPORTANT

Exhibitors not using the Material Handling service are responsible for the removal, storage outside the Montreal Convention Centre and return of their empty crates/boxes to their booth after show closing.

For a fee (\$75/100 ft² booth space), GES Exposervice Standard can provide this service. See form in the exhibitor kit.

Material Handling by the official supplier, GES Exposervice Standard Inc. (extra fees)

If you require the use of a forklift truck to unload/load your materials, please refer to section "Decorator – Material Handling – forklift truck" in the exhibitor kit (available in September 2004). **Please note that extra fees (\$/100 pounds of merchandise) apply for this service.**

MATERIAL HANDLING, FORKLIFT TRUCK RENTAL

GES Exposervice Standard Inc., is the official contractor for decoration (booth, furniture, carpet, plant, etc...), labour to install and dismantle displays (with or without exhibitor's supervision) and material handling. GES Exposervice Standard Inc. is in charge of the exhibitors move-in schedule.

Material Handling

In terms of Material Handling, **GES Exposervice Standard Inc.** will:

- receive and store exhibit material in advance, if required.
- deliver stored and show site materials from the loading dock directly to the exhibitors' booth.
- remove and store labeled "empties" for the duration of the exhibition.
- return empties to the exhibitors at the beginning of move-out (after the aisle carpet removal)
- remove ready and properly labeled materials for shipping and load into your truck at the receiving dock.

Exhibitors with **materials of excessive weight/size, requiring special handling**, must notify GES Exposervice Standard Inc., in writing, by November 1, 2004.

Forklift truck rental, Signs and Graphics

Please note that service charges apply for the rental of a forklift truck and operator to lift/place heavy materials in your booth and/or install signage from the ceiling. In the case that a third party supplies and/or installs your booth and that they require the use of a forklift, you must send an authorization to GES Exposervice Standard Inc.

Signs

Rates quoted upon request for special graphics and signs. **Again, to take advantage of pre-show discounts orders must be placed by January 20, 2005.**

DECORATOR

In addition to material handling, **GES Exposervice Standard Inc., the official show decorator**, provides furniture rental and labour to install and dismantle displays. Some of the products available include;

- "Classic" and "Specialty" furniture.
- "Standard" booth carpet.
- Signs and Graphics.
- Rental Displays – Standard and Custom.
- Floral and green plants.

To take advantage of pre-show discounts, orders must be placed by January 20, 2005.

All the pertinent order forms will be available in the exhibitor kit. For additional information please contact:

Exhibitor Services
GES EXPOSERVICE STANDARD INC.
2345 Lapierre
LaSalle (Quebec) H8N 1B7
Tel. : (514) 367-4848
Fax : (514) 367-5115
E-mail: montreal@gesexpo.com

IMPORTANT

The floor in the Exhibition Hall (Level 2, Booth # 100 – 3128)
is not carpeted.

DISMANTLING AND MOVE-OUT

No display may be dismantled prior to the official closing time of 16:00, Thursday, February 10, 2005. Exhibitors are advised to properly label, pack, secure, and/or remove any personal possessions/valuables at the close of the exhibition. Management will not be liable for any losses incurred. **All exhibit material must be removed from the exhibit area by 12:00, Saturday, February 12, 2005.**

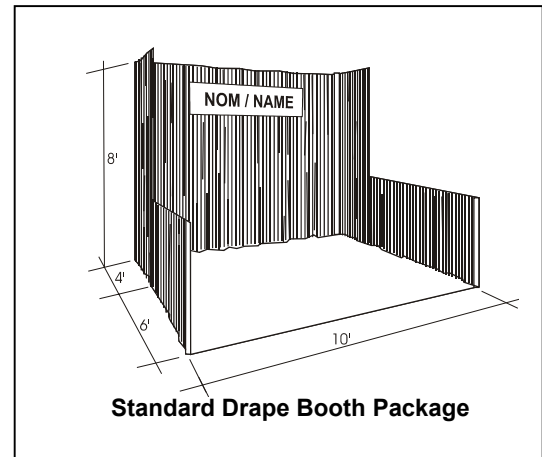
STANDARD DRAPE BOOTH PACKAGE (free upon request)

Exhibitors who require the standard drape package (see illustration) 2.44 m (8') high back wall with 2.44 m (8') sides extending 1.2 m (4') from the back wall and 0.92 m (3') high side dividers for the remaining 1.8 m (6'), may order this style of booth from GES Exposervice Standard Inc. Order forms will be included in the complete exhibitor kit to be mailed in September 2004. The complimentary standard draped booth consists of:

- flameproof drapes on aluminum framework.
- a standard name sign, 18 cm x 111 cm (7" x 44") showing the official exhibiting company name (**no charge upon request only**).

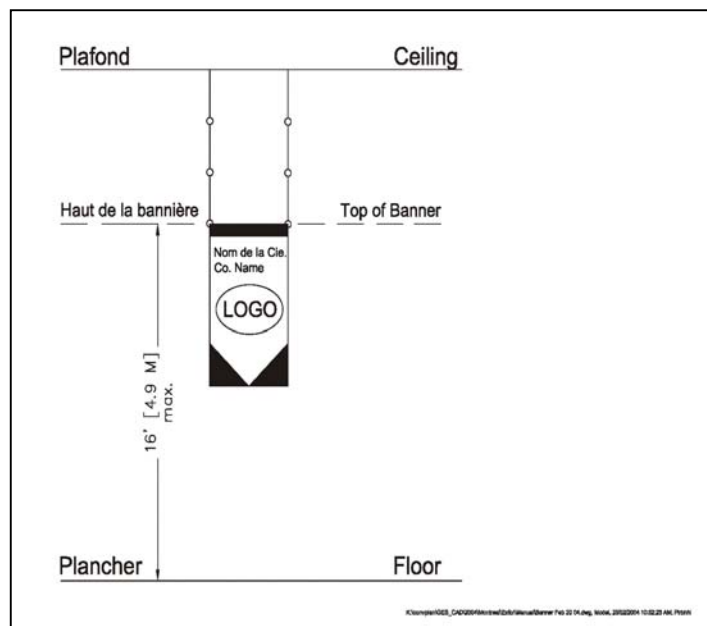
Please note that the floor in the Exhibition Hall (Level 2 - Booth # 100 – 3128) is **not** carpeted

- **electricity is not provided.**
- **overnight cleaning of carpet is provided.**



BOOTH DESIGN REGULATIONS / HEIGHT LIMITATIONS

EXFOR regulations may affect booth design, especially for in-line, peninsula and island-type booths. Your booth may or may not be in compliance. Please note that the **maximum height permitted** (measured from the floor) for all structures including booths, displays, products, columns, accessories and **the top of suspended signs is 4.88 m (16')**.

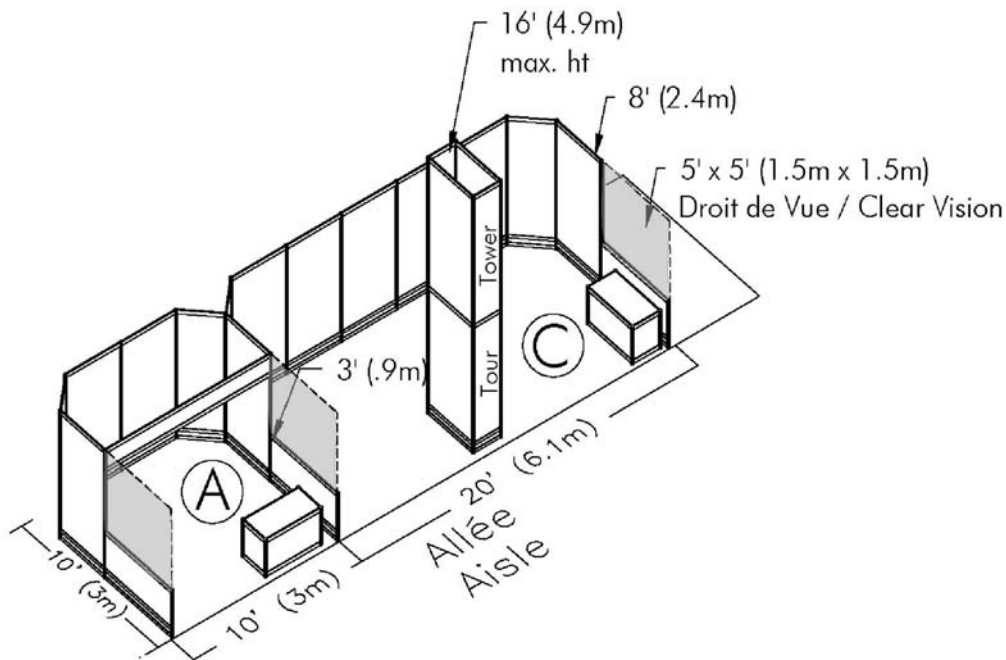


IMPORTANT

Height Limitation - Exhibition Hall, Level 2:

Due to overhanging ceiling, the following booth numbers will be limited to a maximum height of 4.27 m (14'):

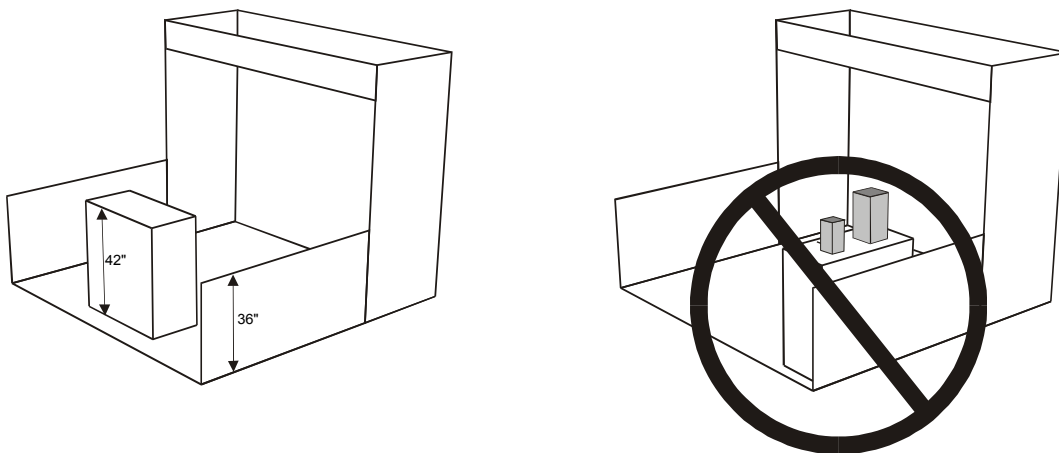
- 1227, 1229, 1326, 1328, 1327, 1329, 1426, 1428, 1427, 1429, 1526, 1528, 1624, 1627, 1629,
- 1726, 1728, 1727, 1729, 1826, 1828, 1926, 1927, 1929, 2026, 2028, 2124, 2127, 2129, 2226,
- 2228, 2227, 2229, 2326, 2328, 2327, 2329, 2426, 2428, 2427, 2429, 2526, 2528, 2527, 2529,
- 2626, 2628, 2627, 2629, 2726, 2728, 2727, 2729, 2826, 2828, 2827, 2829, 2926, 2928, 2927,
- 2929, 3026, 3028, 3027, 3029, 3126, 3128.



BOOTH DESIGN REGULATIONS

In general, the following booth design regulations must be adhered to:

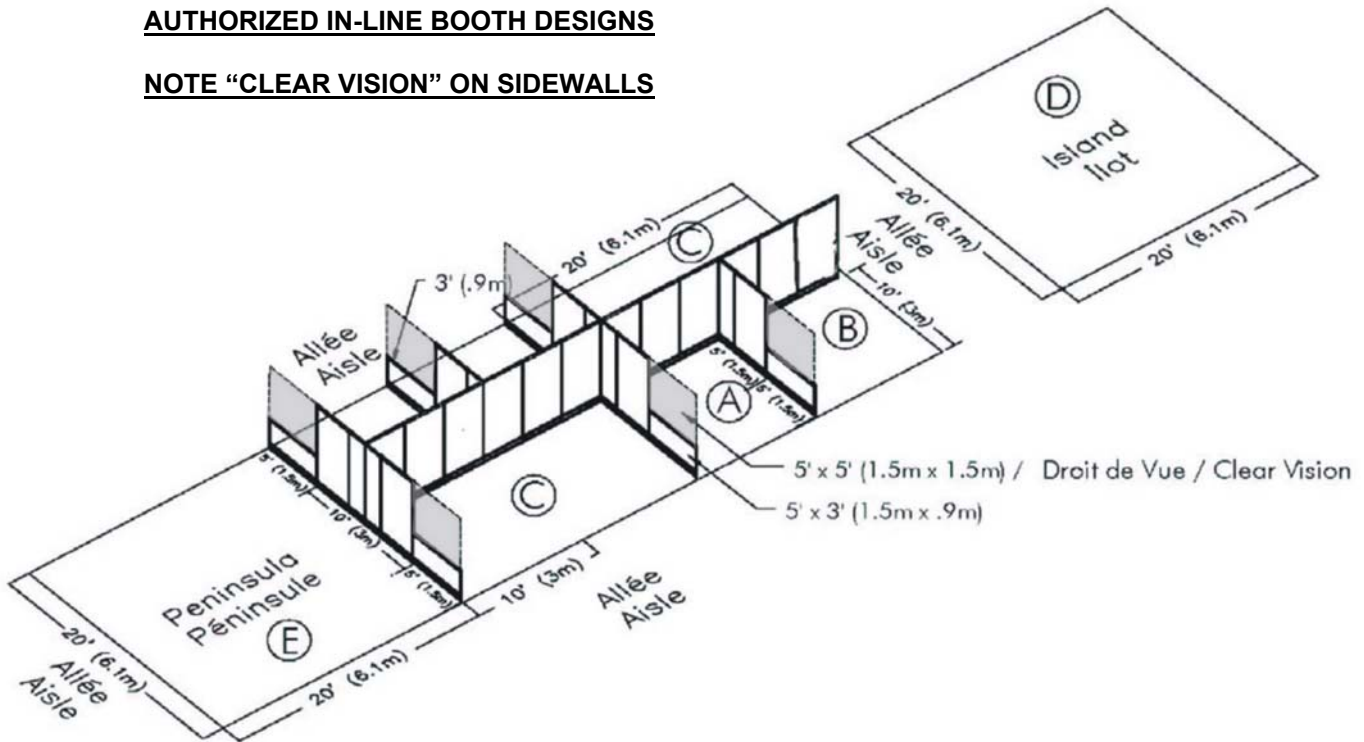
- Booth designs must maintain a reasonable line of sight between adjacent display(s). As such, with respect for your neighbor(s), sidewall(s) must maintain a minimum "Clear Vision" window of 1.52 m x 1.52 m (5' x 5') (see illustrations).
- Display surfaces exposed to adjacent displays must have a finished surface. Furthermore, promotional materials (i.e., pictures, logos, company name, etc...) cannot be displayed on the surface(s) exposed to adjacent exhibitor(s).
- Under no circumstances can displays, products, accessories and/or signs protrude into adjacent exhibitors or be placed in the aisles.



Counters placed under the "Clear Vision" of sidewalls and/or back walls cannot exceed 0.92 m (3') in height (see illustration). Also, display fixtures (towers & accessories) over 1.22 m (4') high and placed within 3 m (10') of an adjoining exhibit must not be placed beyond 1.52 m (5') from the exhibitor's back wall.

AUTHORIZED IN-LINE BOOTH DESIGNS

NOTE "CLEAR VISION" ON SIDEWALLS



A- 10' x 10' display designs – Note Clear Vision dimension on sidewalls.

B- 10' x 10' display designs (end of row) – Note Clear Vision dimension on sidewall.

C- 10' x 20' display designs – Note Clear Vision on sidewalls.

D- **Island-type booth** - 20' X 20', 20' X 30', 20' x 80', 30' x 40', 50' x 60' (open on four aisles).

The maximum height permitted for all islands is 4.88 m (16'). This rule applies to exhibit displays, products and the top of suspended signage and/or structures.

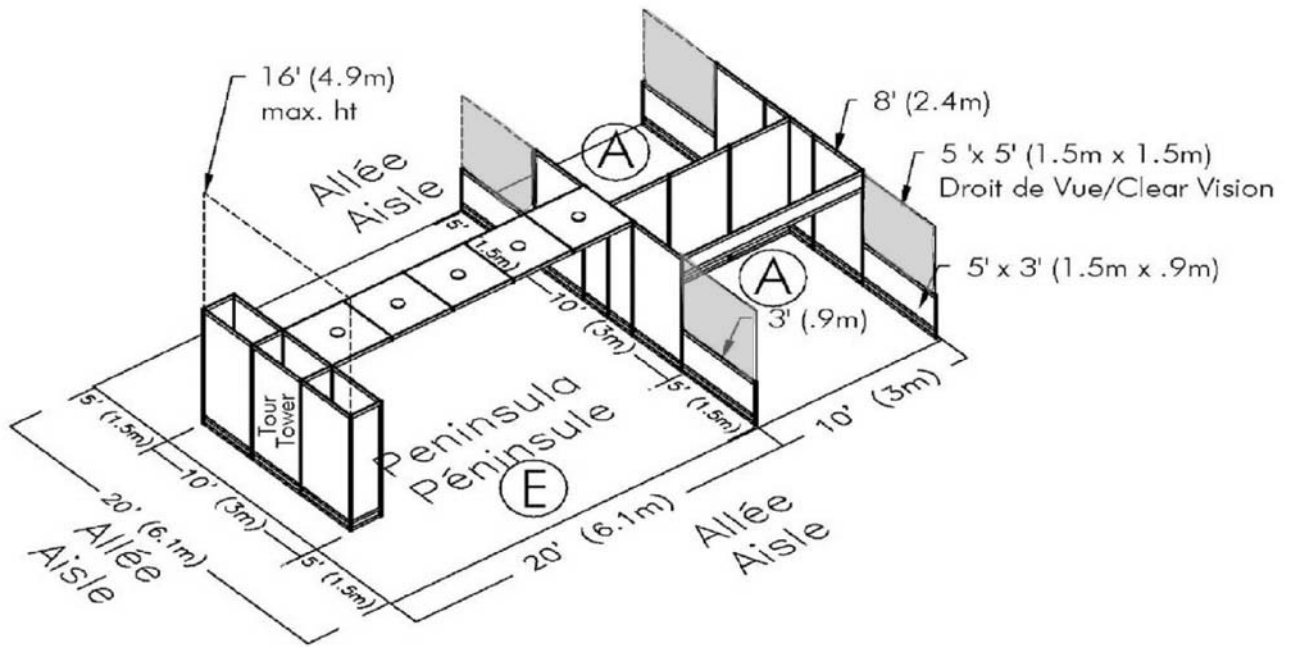
E- **Peninsula-type booths** – 10' x 20', 20' x 20', 20' x 30' (open on three aisles).

For EXFOR[®], exhibitors with peninsula-type (E) booth space (open on 3 aisles) **will not be permitted to use the full 6.10 m (20')** length of their back wall to the maximum height of 4.88 m (16'). Peninsula-type booths **must** provide "Clear Visions" on the outer edges (aisle) of the back wall (see illustrations). **A sketch of your booth design must be provided to ActivExpo Inc. by November 1, 2004.**

IMPORTANT

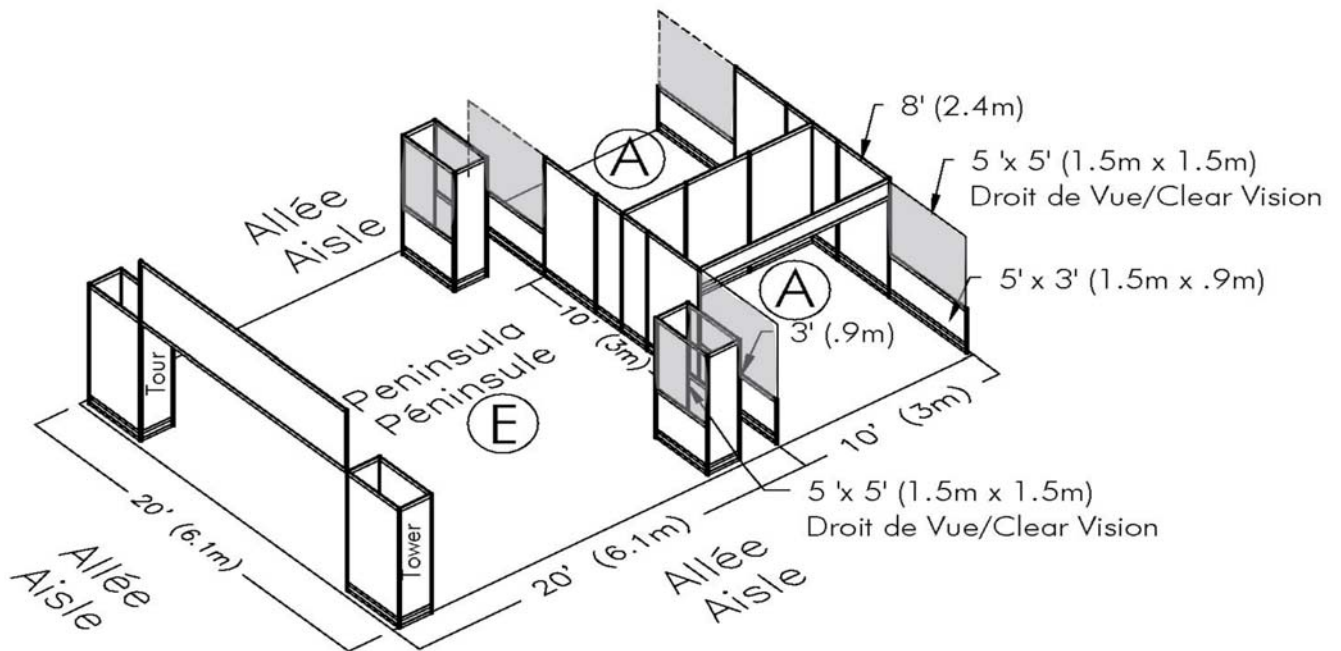
Peninsula-type booths (open on three aisles) **must** maintain "Clear Vision" openings on back wall (see illustrations).

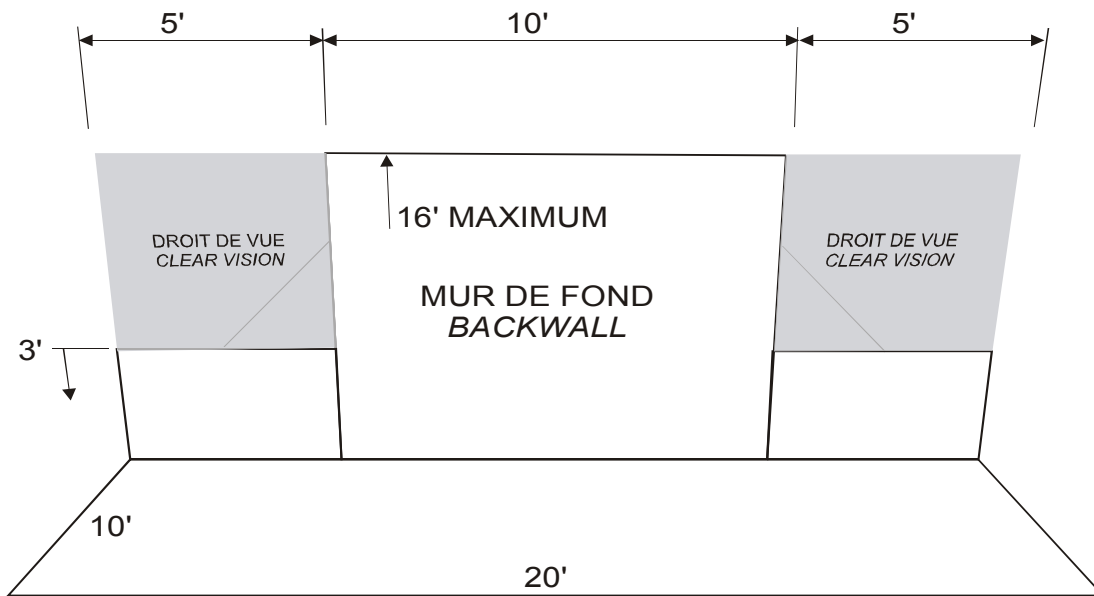
Exhibitors who are adjacent to a structural column of the building (Montreal Convention Centre) may be exempted from certain regulations, however ActivExpo Inc. must approve your display by November 1, 2004.



Peninsula-type E 20' x 20' – Note « Clear Vision » dimensions on the back wall. If columns are placed within 10 feet (3m) from the back wall, they must respect the “Clear Vision” policy.

(« Clear Vision » policy on the back wall for Peninsula-type booth in effect)





Allée - Aisle

10' x 20' Peninsula Booth – note Clear Vision dimensions on back wall.
(Clear Vision policy on back wall in effect)

ENTRANCE DIMENSIONS AND FLOOR LOADING

Vertical clearance

Vertical clearance for shipments moving from the receiving dock **to the Exhibition Hall** (booth # 100 - 3128) is **limited to 4.50 m (14'9")**.

Floor Loading

The floor loading capacity throughout the Exhibition Hall (Level 2) is:

	Kilograms/m ²	Pounds/ft ²
• Exhibition Hall, Level 2 (Booth # 100 – 3128)	1464	300

ACCOMMODATIONS / AIR TRAVEL / CAR RENTAL

With accommodations to suit all tastes and budgets, the cosmopolitan city of Montreal is anxiously awaiting your arrival at EXFOR[®] 2005. Second only to New York City, Montreal's 5,000 restaurants and its multi-cultural heritage are sure to please your every wish. For hotel assistance, please contact:

TOURISM MONTREAL

Tel: (514) 844-0848

Fax: (514) 844-6771

We have appointed Air Canada as the official airline of PaperWeek 2005 and EXFOR[®] 2005 in Montreal, Quebec, Canada. Simply contact Air Canada's North American toll free number 1-800-361-7585 or 514-393-9494 or your travel agent and take advantage of Special Discounted Airfares.

When you call, just mention the special PAPTAC / EXFOR[®] 2005 discount number:



CV052846

AIR CANADA

Tel: 1-800-361-7585 or (514) 393-9494

Ensure that the convention number appears on your ticket, you will be supporting your organization.
We thank you.

Call **Avis today**, the official car rental company for PAPTAC, and take advantage of the group and discount rates on a wide selection of vehicles. Your special rate is good one-week before to one-week after EXFOR[®] (excluding holidays and black-out periods).

To get your special rate, be sure to mention the PAPTAC / EXFOR[®] worldwide discount number

J098630

AVIS WORLDWIDE

Tel: (800) 331-1084



REGISTRATION / LEAD RETRIEVAL SYSTEM

Exhibitor / Visitor Badges

While registration facilities are available on-site during the event, you are encouraged to **pre-register** all your personnel and guests. The Pulp and Paper Technical Association of Canada (PAPTAC) is responsible for the registration of all individuals attending the EXFOR[®] 2005 exhibition and the Technical Conference.

All the pertinent forms will be available in the Exhibitor kit. For additional information, please contact:

Michèle Vézina
PULP & PAPER TECHNICAL ASSOCIATION OF CANADA (PAPTAC)
740 Notre-Dame West, Suite 810
Montreal (Quebec) H3C 3X6
Tel: (514) 392-6965
Fax: (514) 392-0369
E-mail: mvezina@paptac.ca
www.paptac.ca

Lead Retrieval System

For exhibitors wishing to take advantage of an automated Lead Retrieval System, contact A.S.M. Inc. at the address below. A.S.M. Inc. offers the most efficient barcode Lead Retrieval System available. No need to take notes on the products and services requested by your potential customers nor to exchange business cards amongst representatives – simply swipe the customers' barcode and obtain a detailed report daily. For information, please contact:

Mario Starnino
A.S.M. Inc.
6437, rue Abrams
St-Laurent (Quebec) H4S 2V4
Tel: (514) 338-1868 or (888) 610-0297
Fax: (514) 338-8519
E-mail: mstarnino@scan-ex.com

SHOW GUIDE AND ADVERTISING

As the official magazines for the event, **Pulp and Paper Canada** (PPC) and **Les Papetières du Québec** (PDQ) will:

- produce and distribute a **Special PaperWeek Supplement** on EXFOR[®] and the PAPTAC Technical Conference Program in September 2004 (jointly with PAPTAC).
- produce an English and French **Show Guide** which will appear in the December issues of PPC and PDQ, and be also distributed on-site in the form of a pocket-size guide.
- provide each exhibitor, at no charge, a **maximum 50 word** (in English and French) **description of the products and services to be exhibited at EXFOR[®]**. Exhibitors are requested to provide the magazines with text in both languages.
- produce and distribute (in most hotels and at the show site) a daily newspaper "**The Reporter**" each day during the convention (Tuesday through Thursday).

For more information, please contact:

Heather Lynch, Pulp & Paper Canada
E-mail: hlynch@pulpandpapercanada.com
Jaclin Ouellet, Les Papetières du Québec
E-mail : jouellet@lpdq.ca

Additional advertising space in the magazines and the daily "Reporter" is available. For additional information, please contact:

Jim Bussière - Pulp & Paper Canada / Les Papetières du Québec
1 Holiday Street, East Tower, Suite 705
Pointe-Claire (Quebec) H9R 5N3
Tel: (514) 630-5955 or (800) 363-1327
Fax: (514) 630-5980
E-mail: jbussiere@pulpandpapercanada.com

DISTRIBUTION OF ADVERTISING / PROMOTIONAL ITEMS

Literature and promotional materials may be distributed from your booth and/or designated literature display area(s) only. Under no circumstances are promotional items to be placed on conference room chairs, tables, in other booths, on tables in lounges, or distributed in lobbies and aisles.

MONTREAL CONVENTION CENTRE – SERVICES

ELECTRICAL – WATER – COMPRESSED AIR

The **Montreal Convention Center** is the **exclusive supplier** of all electrical services including:

Electricity

- electrical outlets of 1500 watts
- extension cords
- lighting

It is imperative that all lighting and electrical equipment used by exhibitors meet C.S.A. standards.

Plumbing (water/drain) and compressed air

Please note that **plumbing** (water and drain) **and compressed air services are available in the Exhibition Hall** (Level 2 - booth #100-3128) **only** at designated locations.

All the pertinent forms will be available in the exhibitor kit. For additional information, please contact:

**Exhibitors Services Centre
MONTREAL CONVENTION CENTRE
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-3155
Fax: (514) 868-6696**

TELEPHONE / INTERNET

Telephone and ISDN lines may be installed in booths and exhibitors expecting numerous telephone/internet calls are urged to consider this service. You must request a telephone set with your order for a private business line.

All the pertinent forms will be available in the exhibitor kit. For additional information, please contact:

**Exhibitors Services Centre
MONTREAL CONVENTION CENTRE
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-5871 or (514) 871-3128
Fax: (514) 868-6696
E-mail: infotechno@congresmtl.com**

FOOD AND BEVERAGE

Capital Traiteur is the **exclusive** provider of **food and beverage within the Montreal Convention Centre** and must be used for all food/beverage functions. **Under no circumstances** are exhibitors permitted to supply their own food and beverage within the Convention Centre.

All the pertinent forms will be available in the exhibitor kit. For additional information, please contact:

**Denis Kotsoros
André Pelland
CAPITAL TRAITEUR
c/o Montreal Convention Centre
159 St Antoine West
Montreal (Quebec) H2Z 1H2
Tel: (514) 871-3111
Fax: (514) 875-1300
E-mail: dkotsoros@congresmtl.com
apelland@congresmtl.com**

AUDIO-VISUAL / COMPUTER SERVICES

CORPAV and **Vernon** are the **official** contractors for audio-visual (A/V) and computer equipment, respectively. All order forms will be available in the exhibitor kit. For additional A/V information, please contact:

Customer service / Philip Moran
CORPAV
7900, rue Jean-Brillon
Montreal (Quebec) H8N 2L5
Tel: (514) 842-1440
Fax: (514) 499-1463
E-mail: pmoran@corpav.com

For computer rentals, please contact:

Sophie Desjardins
VERNON
9740 Transcanada Hwy
St-Laurent (Quebec) H4S 1V9
Tel: (514) 956-1001 or (888) 605-0265
Fax: (514) 956-9444 or (800) 386-1282
E-mail: sdesjardins@vernontech.com



REGULATIONS MISCELLANEOUS

FIRE PROTECTION

In brief, the regulations of the Montreal Fire Department, Prevention Bureau state the following:

Equipment

Access to portable extinguishers and fire cabinets shall be maintained free of obstruction at all times, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must remain accessible at all times.

Decoration

All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Montreal Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered regularly. Any dry vegetation or dried-up tree shall be prohibited. No open flame or pyrotechnic device shall be permitted.

Displays

Plans drawn to scale for every structure more than one (1) story in height must be signed by an engineer and be available upon request. Exhibit booths shall be constructed of:

- non-combustible or flame proofed materials.
- textiles treated for flame retardancy in order to meet CAN/ULC-S109-M87.

Any other materials are subject to approval and shall be submitted to the Montreal Fire Department by November 1, 2004.

Every exhibit booth more than one (1) story in height and more than 37.16 m² (400 ft²) shall be provided with two (2) exits on each floor. The following shall be protected by automatic water extinguishing systems:

- single level exhibit booths covered with a ceiling greater than 37.16 m² (400 ft²).
- throughout each level of multilevel exhibit booths including the uppermost level.

Exception: Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13 shall not be considered ceilings.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a minimum of 3 m (10 ft) where the aggregate ceiling exceeds 30 m² (300 ft²). Exhibitors with this type of display are required to submit a plan, **no later than November 1, 2004** to the Director of Building Services at the Montreal Convention Center for approval by the Montreal Fire Department.

Vehicles

All fuel tank openings of vehicles or other internal combustion engines on display shall be locked or sealed with tape in order to prevent the escape of vapors (except for tanks that have never contained fuel). Fuel tank(s) of vehicles on display shall not be more than one-half full or contain more than 38L (10 gal.) of fuel, whichever is less. Internal combustion engines shall not be started without the written authorization of the Fire Department. Battery cables shall be removed from the battery.

CARE OF THE MONTREAL CONVENTION CENTRE

No signs or other articles are to be fastened to walls, columns or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any tool or material that could mark floors, walls and columns is prohibited.

INSURANCE / SECURITY

Exhibitors must carry their own fire, theft, or other insurance. The Management shall take reasonable precautions to prevent losses or damages and protect the interest of the exhibitors, but under no circumstances will it be liable for such losses or damages. Uniformed security personnel will guard the exhibit space when the exhibit is closed. Every precaution will be taken to prevent losses due to pilfering, but the Management will not accept liability for losses or damages of any kind.

RESPONSIBILITY FOR LOSSES

The Management will not be responsible for losses due to causes or conditions beyond its control, such as war, panic, mobilization, strikes, inclement weather (ice, snow, rain), fire, flood or other similar conditions which could arise prior to, during or after the scheduled dates of the exhibition. In the event that the exhibition is reduced in duration or does not open due to such conditions, the Management will not be responsible for any expenses incurred by an exhibitor in preparation for, or promotion of, his participation in the exhibition. The Management may retain such part of the exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency occurred.

MANAGEMENT RESERVES THE RIGHT TO:

- refuse a display or materials that is not in compliance with the Montreal Fire Department regulations.
- approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in the booth, halls, corridors or approaches thereof.
- to maintain the events professionalism and high caliber by maintaining the "Good Neighbor Policy" at all times. Loud or obtrusive audio-visuals, presentations or other activities distracting to neighboring booths will not be permitted. **Loud speakers should be directed towards the booth and not the aisles.**

- insist that exhibits must be in good taste. Degrading side show antics and/or other undignified promotional methods (scantily clad models) will not be permitted.
- to prohibit the use of flashing signs or other lighting effects which cause distracting reflections or interfere with other exhibitors.
- close exhibitors' who serve or distribute alcoholic beverages from their booth.
- approve the awarding of special prizes provided a description of the method, the type of prize(s) and the qualifications required are received, in writing, prior to the event opening. The announcement of winners through the public address system is prohibited.
- Animals are not permitted.

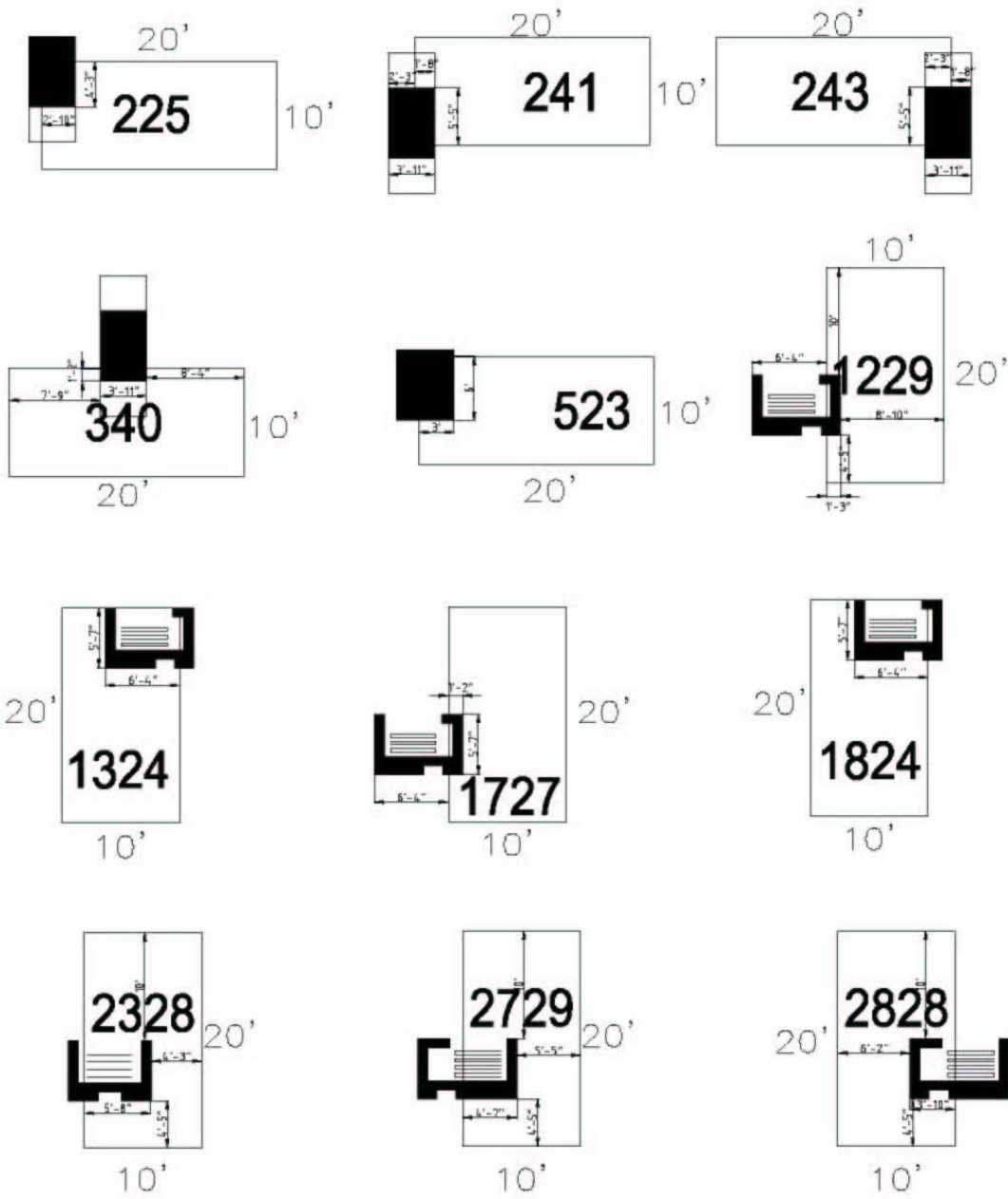
SHOW MANAGEMENT

The Pulp and Paper Technical Association of Canada (PAPTAC) has contracted **ActivExpo Inc.** to manage the EXFOR[®] 2005 exhibition. With its partners, GES Exposervice Standard Inc. and North American Logistics Services Inc., ActivExpo Inc. is committed to providing you the most up-to-date services and equipment available. **Please direct your questions to:**

Wayne Novak, General Manager
Josée Dallaire, Project Manager
ACTIVEXPO INC.
159 Place Frontenac, Suite 5
Pointe-Claire, (Quebec) H9R 4Z7
Tel: (514) 426-4010 or (800) 426-1099
Fax: (514) 426-5073
E-mail: wnovak@activexpo.com
E-mail: jdallaire@activexpo.com
www.activexpo.com

THANK YOU!

**APPENDIX 1
IRREGULAR SPACES / COLUMN DIMENSIONS**



IMPORTANT
ALL DIMENSIONS ARE APPROXIMATE