



Career Placement Center Information

LOCATION & DATES

Palais des congrès de Montréal
(Montréal Convention Center)
Halls – 220A & 210A/B/E/F
* 163 Saint-Antoine Street West *
Montréal, QC H2Z 1X8

Sunday, August 4 to Wednesday, August 7

* This is not the main address / pedestrian entrance for the convention center.

STANDARD OFFICE EQUIPMENT

Each **12' x 12'** Executive Suite includes the following:

- | | |
|---|--------------------------------|
| 1 – Cocktail Table | 1 – Wastebasket |
| 1 – 6' White Draped Table | 1 – Standard Electrical Outlet |
| 4 – Padded Side Chairs | 1 – Table Lamp |
| 1 – Identification Sign with Company Name | Locking Office Door |

NOTE: Any change(s) in standard equipment, including drape color, is at the exhibitor's expense.

ADVANCE SHIPPING

Advance shipping begins **Friday, June 28 at 9:00 AM** and ends **Tuesday, July 30 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Suite Number)
JSM 2013 – Career Center
c/o Hargrove
ADCOM - WFS
2200 Reverchon Ave, Suite 116
Dorval, QC H9S 2S7
Canada

Advance Warehouse Receiving Hours: Monday through Friday, 9:00 AM until 4:00 PM

DIRECT SHIPPING

Direct shipping will begin on **Saturday, August 3 at 8:00 AM**.

Direct shipping address:
(Your Company Name & Suite Number)
JSM 2013 – Career Center
c/o Hargrove
Palais des congrès de Montréal
Exhibit Halls -- 220 B&C
* 163 Saint-Antoine Street West *
Montréal, QC H2Z 1X8
Canada

* This is not the main address / pedestrian entrance for the convention center.



PAYMENT FORM CAREER PLACEMENT CENTER

Advance Order Deadline: **Friday, July 12, 2013**

Company Name: _____ Suite: _____
Address: _____
City: _____ State/Zip: _____
Contact Name: _____ Email: _____
Phone: _____ Fax: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

☐☐☐☐

Credit Card Number**:

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EXP:

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Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card.

To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

☐ Charge the above listed credit card. **OR** ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5030668MK) **OR**

☐ Wire Transfer* on _____ from _____ in _____
(Date) (Bank) (Country)

* Send **wire transfers** to:

Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house fail to meet the required payment terms explained above.



CAREER PLACEMENT CENTER OPTIONAL / ADDITIONAL FURNISHINGS

Advance Order Deadline: **Friday, July 12, 2013**

Company Name: _____ Suite: _____

- Advance orders for the Career Placement Center are strongly suggested; carpet and carpet padding are only available by advance order.
- Advance prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Drape color choices for this show are **Black, Blue, Burgundy, Gold, Grey/Silver, Red, Teal** and **White**. If a drape color is not indicated, Hargrove will provide show colors.
- Need an item not listed? Call 301.306.4627

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD CARPET						
12' x 12' Grey Carpet (no color options)	C12	\$ 363	N/A		Grey	
CARPET PADDING						
12' x 12' Padding	CP12	\$ 173	N/A		N/A	
STANDARD TABLES						
Round Tables (30" diameter top)						
Low – 18" high	E	\$ 153	\$ 214		N/A	
Standard – 30" high	F	\$ 153	\$ 214		N/A	
Tall – 42" high	G	\$ 153	\$ 214		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	H4	\$ 117	\$ 164			
Standard (6' long)	H6	\$ 139	\$ 195			
Long (8' long)	H8	\$ 161	\$ 225			
Draped Counters (42" high x 24" wide)						
Small (4' long)	I4	\$ 139	\$ 195			
Standard (6' long)	I6	\$ 161	\$ 225			
Long (8' long)	I8	\$ 183	\$ 256			
STANDARD CHAIRS						
Barstool	Q	\$ 92	\$ 129		N/A	
Chair – Side (armless)	O	\$ 74	\$ 104		N/A	
						Subtotal:
						Tax 14.975%:
						TOTAL:

30/SP-effective01/13



MATERIAL HANDLING ESTIMATE

Company Name: _____ Suite: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, unskidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Shipments handled before 8:00 AM or after 4:00 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 35% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
WAREHOUSE (ADVANCE) SHIPMENT			
Crated or Skidded Shipment	MH1	\$98.00	\$196.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH4	\$132.30	\$264.60
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$34.30	\$68.60
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$46.31	\$92.62
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$49.00	\$98.00
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
SHOW SITE (DIRECT) SHIPMENT			
Crated or Skidded Shipment	MH8	\$96.00	\$192.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$120.00	\$240.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH10	\$129.60	\$259.20
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$33.60	\$67.20
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$42.00	\$84.00
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$45.36	\$90.72
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$33.60	\$67.20
MISCELLANEOUS SERVICE			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Motorized Vehicle Spotting Fees (round-trip, per vehicle)	MH17	Call for quote	
Marshalling Yard Fee - per shipment, if applicable	MH18	\$30 per shipment	

**** Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

TOTAL:



ORDER RECAP FORM CAREER PLACEMENT CENTER

Company Name: _____ Suite: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Optional / Additional Furnishings	\$
Material Handling Estimate	\$
Other Hargrove Services:		\$
TOTAL DUE TO HARGROVE, INC.		\$

Order Payment Method:

- ☐ Charge the Credit Card listed on the **Payment Form**.
- ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5030668MK)
- ☐ Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.

Union Rules & Regulations

PALAIS DES CONGRÈS DE MONTRÉAL MONTREAL, QUEBEC – CANADA

The Palais des congrès de Montréal is an 'open hall.' Therefore, there are no restrictions or requirements to use union labor for product or equipment installation or dismantling (I/D) provided exhibitors use full-time permanent employees. Spouses, children, friends and temporary employees/help are NOT permitted in the I/D activities.

Simply stated, exhibitor personnel can set-up their own products and equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order same and related operations from the official service contractor – Hargrove, Inc. Exhibitors may not "borrow" tools from the exhibit facility and/or the official service contractor.

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be limited to such items as assignment of dock space, and the loading/ unloading of materials and equipment requiring labor in excess of any exhibitor's full-time employee(s).

Hargrove personnel shall be used for:

- A. The operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of display materials, machinery, product and equipment). Exhibitors cannot "borrow" forklifts, dollies, hand trucks, carts, etc. from the exhibit facility and/or the official service contractor to uncrate, unskid, move, position, assemble, reskid, and/or recreate, etc. their equipment, product or displays.
- B. Material handling between the dock and exhibit space when exhibitors' full-time employees are unable to complete the tasks themselves.
- C. Installation and/or dismantling of exhibits when exhibitors' full-time employees are unable to complete the tasks themselves.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof shall be resolved with representatives of the official service contractor and Show Management. Hargrove will not be responsible for any material we do not handle.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the designated Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.



LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account after the close of the show. You must bring any invoice discrepancies to Hargrove's attention within 30 calendar days of the last show day if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 30 calendar days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Material Handling Agreement or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



ADCOM WORLDWIDE - DCA

OFFICIAL SHOW CARRIER!

We strive to set ourselves apart with a proactive approach to freight management, strict attention to detail, and a passion for meeting our customer's needs – efficiently and economically!

Working with a carrier experienced in meeting the stringent rules and deadlines of conference logistics will save you time and money. No hidden costs...our rates are customized for your specific needs, and are all-inclusive door to door!

Let us show you how simple and worry-free the tradeshow shipping process can be!

Click below to:

**REQUEST
A QUOTE**

**SCHEDULE
A SHIPMENT**

**EMAIL
ADCOM**

Or simply call 1-800-486-7447 (or + 1-703-684-1900) to discuss the most cost effective and efficient transit options to meet your shipping needs.

ADCOM WORLDWIDE-DCA Tradeshow Logistics' services include:

- Next Day Service
- 2 Day Service
- Deferred Economy Service
- International Brokerage/Transportation
- Easy shipment processing
- Onsite support
- Automatic Proof of Delivery by email
- Simplified billing
- Pre-printed Bills of Lading
- Address labels supplied at no cost
- 24-hour Customer Service



Worldwide Transportation
World Class Service
Personal Attention...it's what you deserve!





ADCOM WORLDWIDE-DCA, in partnership with **Mendelssohn Event Logistics**, will be providing

Canadian Customs Clearance Services

and *US Customs Clearance Services* for your return shipment (if applicable) for:



Palais des Congres de Montreal
Exhibit dates: August 3 - 8

As the **Official Show Carrier** and **Customs Broker**, **ADCOM WORLDWIDE - DCA Tradeshow Logistics** has been appointed by ASA / JSM to handle all international freight. Our services include the shipping of international exhibits to the show, customs clearance, delivering the goods to the show decorator and re-exporting the cargo at the conclusion of the show.

Our staff will assist you in your planning to ensure that your shipments are received, cleared, and delivered in a timely manner... *without fail!* For your convenience, we will also be onsite for move-in, during the show, and all of move-out.

Questions? Please contact us at 1.703.684.1900 or by fax at 1.703.684.3925.

Customs kits (documents and information on getting your materials to & from Canada), will be emailed to all exhibitors in May.

To request an additional copy, please complete and return this form to us.

Company: _____
Contact: _____ **Booth #:** _____
Address: _____
City: _____ **St/Prov:** _____ **Zip:** _____ **Country:** _____
Phone: _____ **Fax:** _____
Email: _____

For more information on ADCOM-DCA's services or to book a shipment, visit us at www.adcomworldwide.com & click 'Tradeshows'

ADCOM WORLDWIDE of Washington DC

Phone 1.703.684.1900 or 1.800.486.7447 • Fax 1.703.684.3925

www.adcomworldwide.com • Email: exhibitors@adcomworldwide.com



TO: HARGROVE
ADCOM - WFS
2200 Reverchon Ave, Suite 116
Dorval, QC H9S 2S7
Canada

JSM 2013 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, July 30 at 4:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
ADCOM - WFS
2200 Reverchon Ave, Suite 116
Dorval, QC H9S 2S7
Canada

JSM 2013 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, July 30 at 4:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Palais des congrès de Montréal
* 163 Saint-Antoine Street West *
Montréal, QC H2Z 1X8
Canada

JSM 2013 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 3 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Palais des congrès de Montréal
* 163 Saint-Antoine Street West *
Montréal, QC H2Z 1X8
Canada

JSM 2013 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 3 at 8:00 AM

DIRECT SHIPPING LABEL