INSTRUCTIONS FOR EXHIBITORS

CMOS Congress, May 24 - 28, 2020
Delta Ottawa City Centre, 101 Lyon Street, Ottawa, Ontario, Canada

CMOS Exhibition

The conference exhibition area is centrally located adjacent to the plenary sessions. You will benefit from large number of delegates visiting the exhibits area after each plenary session. Coffee stations located in close proximity to exhibits will retain delegates and provide opportunities to discuss their requirements for products and services offered by the exhibitors.

Dates and Times of Commercial Exhibits
The exhibits will be open during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>May 25</td>
<td>09:30—16:30</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 26</td>
<td>09:30—16:30</td>
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<tr>
<td>Wednesday</td>
<td>May 27</td>
<td>09:30—16:30</td>
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<tr>
<td>Thursday</td>
<td>May 28</td>
<td>09:30—12:30</td>
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</table>

Exhibit set-up should be done between 12:00 noon and 18:00 on Sunday, May 24. Icebreaker will be on Sunday, May 24 at 18:00.
Takedown should be done between 12:30 and 16:00 on Thursday, May 28.

Receptions/Coffee
Exhibitors are invited to the icebreaker, held on Sunday evening, May 24. You are also invited to the banquet on Wednesday, May 27.

Refreshments will be served in the exhibits area at mid-morning each day.
Accordingly, these will be the busiest times for the exhibitors. There is an opportunity for exhibitors to sponsor coffee breaks and gain exposure by having their names prominently displayed before and during the break.

Location of CMOS 2020 Congress

Delta Ottawa City Centre, 101 Lyon Street, Ottawa, Ontario K1R 5T9 Canada.

For more information about the hotel please contact:
Lynn Booth
lynn.booth@deltahotels.com
613-852-3273
Shipping and Handling

SHIPMENTS ORIGINATING IN CANADA

Delta Ottawa City Centre Hotel has an official move in date from when they will accept shipments. For CMOS Congress the Delta Ottawa City Centre Hotel will accept shipments from exhibitors, on Friday/Saturday/Sunday, May 21-24, 2020 (between 8 am and 3:30 pm) and will store them until you arrive. The shipping address is: Delta Ottawa City Centre, 101 Lyon Street, Ottawa, Ontario K1R 5T9 Canada.

Please note: The Loading Dock is NOT Manned on Weekends, please have drivers call Banquet Captain at 613-223-5905 or the Manager on Duty at 613-223-7854 to open the Loading Dock Door for deliveries

Please follow the instructions below for loading dock information, labelling your boxes and after-hour delivery.

For any other questions about shipments or about the hotel please contact from Monday to Friday between 8:00 a.m. – 5:00 p.m.

Lynn Booth
lynn.booth@deltahotels.com
613-688-6810

LOADING DOCK INFORMATION

The Hotel Loading dock is open from Monday-Friday from 7:30 a.m. – 3:30 p.m. After hours or on the weekend, phone numbers are below.

The Hotel Loading dock is located on Queen Street. White large garage door, if driving from Kent Street the Garage Door is before Tim Hortons. If driving from Bronson Street the Garage Door is after Tim Hortons.

Banquet Captain’s Phone number when your driver has arrived at the Hotel is: 613-223-5905 and they will open the Garage Door. If the Banquet Captain does not answer call the Manager on Duty at: 613-223-7854.

Labelling your boxes.
Please address any boxes as follows:

Delta Ottawa City Centre, 101 Lyon Street, Ottawa, Ontario K1R 5T9
Canada. CMOS Exhibits Attn: BANQUET DEPARTMENT/ Lynn Booth

RE: CMOS Conference; May 24-28, 2020 BOOTH#: __________
FROM: Name/Address of Shipper + contact cell phone of Shipper
Hold For: Name/Address of Recipient + contact cell phone of Recipient
SHIPMENTS ORIGINATING OUTSIDE OF CANADA

FREEMAN has been appointed the official Customs Broker for the CMOS 2020 Congress in Ottawa. For problem free importing we strongly suggest that you contact:

Freeman Ottawa Exhibitor Services Department.

Email: freemanottawaes@freeman.com
Phone: 613-748-7180 Ext: 234

HAND CARRYING or PRIVATE VEHICLE

Please notify the Customs Broker in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit the Customs Broker to supply you with the appropriate customs forms and advise their border offices of your crossing.

Exhibit Booths

Booth locations are shown on the attached floor plan.

We are offering 2 booth sizes 10'x10' (booths 1-12) and 10'x6'. (booths 13-18). Each exhibit booth comes with curtain dividers and will be furnished with a skirted table (6'x2') and two chairs. All booths will have access to 110V AC power and free wireless internet. The layout may be altered slightly depending on the number of booths required.

Additional Services for Exhibitors (Contact Freeman AV if you require additional power or any other additional services. Additional costs will be incurred)

Delta Ottawa City Centre Hotel offers a variety of exhibitor services. For more information please contact Freeman Ottawa Exhibitor Services Department.

Email: freemanottawaes@freeman.com
Phone: 613-748-7180 Ext: 234

Signage

A small sign identifying your booth will be provided. However, you may bring your own sign or display, which will identify your organization.

Electrical Power

Each booth will be provided with a single receptacle providing, 110V AC, 3 amps. Exhibitors must provide their own extension cords and power bars for inside the booth. If you require more power please contact:

Freeman Ottawa Exhibitor Services Department.

Email: freemanottawaes@freeman.com
Phone: 613-748-7180 Ext: 234

Internet Service

Complimentary wireless Internet access will be available to all delegates and exhibitors. Should you require anything additional please contact:

Security
The exhibit area will be staffed by a congress volunteer at all times it is open and will be locked at night. While every precaution will be taken to ensure the security of the exhibit materials, CMOS cannot be held responsible for loss or damage.

How to get to Ottawa, Ontario
The most direct way is to fly to Ottawa International Airport (YOW)
Taxi fare from Ottawa airport to Delta Ottawa City Centre Hotel is approximately $26.

Air Canada promotion code HDK7QGP1
Air Canada was designated as the official Canadian Airline for the event. To book a flight, and receive a discount with promotion code, access aircanada.com and enter promotion code in the search panel. Or call 1-800-361-7585 during daytime hours to make a reservation. The travel period begins Sunday, May 17, 2020 and ends Thursday June 4, 2020.

Accommodations – Hotels

We have negotiated competitive room rates at the following hotel:

**Delta Ottawa City Centre**, 101 Lyon Street, Ottawa, Ontario K1R 5T9 Canada.
Standard room $229.00 plus applicable taxes.
(Parking; one time fee of $100 for 4 days)
Tel: 613-237-3600 (code: CMOS)
Distance from Congress: 0 km

Please reserve early. The cut-off date for guests to reserve rooms is April 23, 2020.

Car rental (Promotion code: CV# 022Q8420)
Hertz (1-800-654-2240) is the official car rental company for the 2020 Congress in Ottawa. Special discounts are available for all participants as noted below:

<table>
<thead>
<tr>
<th>Car Class</th>
<th>Per Day Daily</th>
<th>Per Day Weekend</th>
<th>Weekly 5-7 Day</th>
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</thead>
<tbody>
<tr>
<td>A-ECONOMY</td>
<td>$53.03</td>
<td>$27.80</td>
<td>$236.37</td>
</tr>
<tr>
<td>B-COMPACT</td>
<td>$53.03</td>
<td>$27.80</td>
<td>$236.37</td>
</tr>
<tr>
<td>C-MID-SIZE</td>
<td>$55.09</td>
<td>$30.89</td>
<td>$246.67</td>
</tr>
<tr>
<td>D-STANDARD</td>
<td>$59.21</td>
<td>$32.95</td>
<td>$277.57</td>
</tr>
</tbody>
</table>
F-FULLSIZE 4DR $59.21 $32.95 $277.57
G-PREMIUM $92.17 $77.75 $411.47
I-LUXURY $98.35 $88.05 $442.37
L-STANDARD SUV $88.05 $77.75 $370.27
R-MINIVAN $88.05 $77.75 $370.27
All Unlimited kms
Note: Airport Concession Tax and HST additional.

Reservations
To reserve special meeting rates, please include your CV# when making reservations.
1-800-654-2240 1-405-749-4434 www.hertz.com
At the time of reservation, meeting rates will be automatically compared to other Hertz rates and the best rate will apply.

Rest and Relaxation
There are a variety of facilities at Delta Ottawa City Centre Hotel to facilitate your business contacts, as well as, provide a place for private discussions and rest periods.

Congress Registration
Your exhibit booth fee includes two full registrations to the conference. You should pick up your registration package (including tickets and name badges) at the registration desk when you arrive at the conference. You can also obtain a name-tag-only for other exhibits staff members, if required. Please supply names for the name badges to okoren@sympatico.ca ahead of time to avoid delays. Exhibits staff will be registered as a group.

Icebreaker, Banquet
Your fee also includes a ticket to icebreaker and banquet. See the Registration Desk if you wish to purchase extra tickets for icebreaker, or banquet.

Need More Information?
The latest information on the CMOS Congress is available at: http://congress.cmos.ca or contact Oscar Koren, Tel: (905) 669-2365; E-mail: okoren@sympatico.ca

We hope to make your presence at the congress an enjoyable and profitable one!