



## EXHIBITOR AGREEMENT

PRINT COMPANY INFORMATION CLEARLY AS YOU WANT IT TO APPEAR ON ALL PROMOTIONAL AND PRINTED MATERIAL

EXHIBITOR NAME:	_____	WEBSITE:	_____
MAILING ADDRESS:	_____	PHONE:	_____
CITY:	_____	STATE:	_____
CONTACT NAME:	_____	CONTACT EMAIL:	_____
1 COMP BOOTH STAFF:	_____	BOOTH STAFF EMAIL:	_____
(Standard and Non-Member Booth Purchases)		(Standard and Non-Member Booth Purchases)	

PASFIPro '25 MONTREAL EXHIBIT PACKAGES SEPTEMBER 9-10, 2025	MEMBER	NON-MEMBER	QTY	TOTAL	Place our booth NEAR the following exhibitor(s):  Place our booth AWAY FROM the following exhibitor(s):
Standard Booth	\$1600 CAD	\$2750 CAD		\$	
Optional Electrical Connection	\$350 CAD	\$350 CAD		\$	
TOTAL				\$	

PAYMENT			
NAME:	_____	EMAIL:	_____
COMPANY:	_____		
CC#:	_____	Exp:	_____
CVV:	_____	BILLING ZIP:	_____
SCAN AND EMAIL TO: LINDSEY@FCIA.ORG			

- Signed Contract & FULL Payment is due to secure PasFiPro '25 Montreal exhibit space.
- PasFiPro '25 Montreal exhibits are tabletop exhibits, 8' wide x 4' deep. Standard Booth Package includes one (1) 6' x 30" table, one (1) half-page program ad, and one (1) FREE Booth Attendee. Electrical is extra and can be ordered through FCIA.
- Booth space is assigned on a first-come, first-serve basis.
- Booth space is assigned by FCIA or NFCA Staff.

ALL EXHIBITOR PERSONNEL MUST COMPLETE ATTENDEE REGISTRATION FOR PASFIPro '25 MONTREAL.

See page 2 for PASFIPro '25 Montreal Exhibitor Agreement Rules & Regulations

## EXHIBITOR AGREEMENT RULES AND REGULATIONS

**Exhibit Booth Size:** 8' wide x 4' deep

**Exhibit Space:** Components and signs will be permitted to a maximum height of 8'. All components must fit into booth size purchased. Display materials over 4 ft. high must be confined to the booth area and at least 5 ft. from the aisle line.

**Shipping:** Additional shipping and handling charges may apply, and are due payable to Sheraton Montreal Airport Hotel. **Packages may arrive at Sheraton Montreal Airport Hotel from 8:00am-4:00pm EDT, Monday-Friday, September 1-8, 2025. Shipments received any other time will be rejected.** Should special arrangements for delivery be necessary, please contact FCIA or NFCA Staff for details. The following information must be on all packages to ensure proper delivery:

Sheraton Montreal Airport Hotel  
555 Boulevard McMillan  
Montreal, QC H9P 1B7  
Attention: Lindsey Dutkiewicz / (Guest's Name)  
FCIA-NFCA 2025 / September 9-11, 2025  
Number of Boxes:

**Booth Set-Up:** Booth set-up hours are available from

- Monday, September 8, 2025 - 3:00 pm - 6:00 pm EDT
- Tuesday, September 9, 2025 - 6:30 am - 7:30 am EDT

**Exhibit Hours:**

- Tuesday, September 9, 2025 - 7:30 am - 6:00 pm EDT
- Wednesday, September 10, 2025 - 7:30 am - 4:00 pm EDT

**Booth Move-Out:** Booth/Contents move-out is available from

- Wednesday, September 10, 2025 - 4:00 pm - 6:00 pm EDT

**NO EARLY TAKE-DOWN.** Exhibitors dismantling or removing trade show materials from exhibit hall prior to move-out hours may lose future exhibit space.

**Alcohol:** Alcohol Sales/Distribution at exhibitor booths prohibited.

**Announcements:** Microphones, amplifiers are not allowed.

**Booth Staffing:** Booths are expected to be staffed with exhibitor personnel during all exhibit hours. Standard Booths include registration for ONE free attendee to PasFiPro '25 Montreal. All exhibit staff must be registered. Additional exhibit staff must pay the registration fee. Booths not staffed with exhibitor personnel during all exhibit hours may lose future exhibit space.

**Cancellation Policy:** 2025 Exhibitor Cancellations must be provided to FCIA in writing, via fax or email. Cancellations prior to August 15, 2025, may receive a 50% refund. Cancellations after this forfeit any refund.

**Cash or Credit Card Sales:** Cash or Credit Card Sales are prohibited during the event.

**Choice of Law, Venue, Attorney's Fees:** This Contract is governed by the State of Illinois. Venue for any dispute arising out of or related to this Contract shall be in DuPage County, Illinois. The prevailing party

in any dispute arising from or related to this Contract shall be entitled to its attorney's fees, costs, and expenses incurred through mediation, litigation, or appellate proceedings.

**Conflicting Events:** Conflicting Events at Sheraton Montreal Airport Hotel are prohibited during PasFiPro '25 Montreal hours.

**Consent to Be Photographed:** As partial consideration for my attending this event, I give the Firestop Contractors International Association (FCIA) and/or National Fireproofing Contractors Association (NFCA), its licensees, assigns, successors in interest, and legal representatives the irrevocable right to use any photographs and/or video of me taken at this event.

**Electric:** 110v electric connections must be pre-ordered through the event organizer. On-site electrical orders could face premiums and cannot be guaranteed.

**Entertainment:** Exhibitor may operate games, raffles, and entertainment in the booth with prior event organizer approval.

**Exhibitor Raffles:** FCIA and/or NFCA can announce winners of raffles held at individual exhibitor booths.

**"Give Away" Items:** Razor blades, knives, etc. prohibited.

**Hospitality Suites:** Hospitality Suites are acceptable provided they are not open during event/exhibit/seminar hours. Event organizer approval required.

**Liability:** It is agreed that Exhibitors will assume responsibility for any damages to Sheraton Montreal Airport Hotel and their own exhibits. The Exhibitor further agrees that neither FCIA, NFCA, nor its employees, agents, or representatives shall be liable and that the Exhibitor will release, hold harmless, and make no claims for any reasons whatsoever including negligence (but excluding gross negligence or willful/wanton conduct), against the FCIA or NFCA, its employees, agents or representatives for: (1) loss, theft, damage or destruction of goods or displays; (2) any accident or injury to or death of the Exhibitor or the Exhibitor's employees, agents or representatives; (3) any damage to Exhibitor's business by reason of the failure to provide space for the exhibit or the removal of the exhibit; (4) any other action of employees, agents or representatives of FCIA or NFCA; (5) the failure to hold the event as scheduled as a result of Coronavirus (COVID-19) or similar viruses or illness requiring quarantine, local, state, or federal emergencies, acts of God, fire, flood, riots, or any other causes beyond the control of FCIA or NFCA, Sheraton Montreal Airport Hotel, or any exhibit service contractor that may render any exhibit area unusable.

**Machinery:** Machinery may not be operated.

**Reservation of Right to Make Changes:** Any matters not specifically covered herein are subject to decision by FCIA and/or NFCA, and FCIA and/or NFCA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such change.

Exhibitor Company: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ By checking this box, all representatives from our company agree to abide by the policies and procedures set by FCIA for exhibitors.