



CHRA ACHRU

**Congrès et foire commerciale annuelle
de 2026**

St. John's, T.-N.
Du 20 au 22 avril 2026

Manuel de l'exposant

Message de bienvenue

Cher exposant,

Les membres de l'Association canadienne d'habitation et de rénovation urbaine (ACHRU) sont d'avis que tout le monde mérite un logement sûr, abordable et adéquat. Cette conviction guide notre travail quotidien. Chaque année, les leaders du secteur du logement qui partagent nos valeurs se réunissent lors du Congrès national sur le logement et l'itinérance de l'ACHRU.

Le Congrès national sur le logement et l'itinérance de 2026 se tiendra à St. John's, à Terre-Neuve. Avec près de 700 participants venus de partout au Canada, le congrès annuel est le plus grand rassemblement de leaders et de professionnels où les représentants se réunissent pour s'informer et obtenir des outils stratégiques pour leurs communautés.

Nous sommes ravis de vous compter parmi ceux qui participeront à la foire commerciale. Cela témoigne de votre engagement en faveur d'un logement sûr, abordable et adéquat pour tous.

Nouveau cette année :

Nous sommes heureux de vous faire part des changements suivants concernant la participation des exposants :

- L'achat d'un kiosque à la foire commerciale donne droit à votre organisation à un (1) laissez-passer pour l'ensemble du congrès. Les cours pré-congrès et le Forum sur l'innovation autochtone restent en supplément.
- Le congrès de cette année durera 2 jours plutôt qu'un jour.
- L'on fournira aux exposants une liste des délégués qui acceptent de partager leurs coordonnées.

Veuillez utiliser ce manuel pour consulter les dates et les renseignements importants concernant la foire commerciale. Si vous avez des questions ou des inquiétudes, veuillez communiquer avec Lira Buschman ou Michelle Jackson à events-evenements@chra-achru.ca.

Reconnaissance du territoire

St. John's compte une communauté autochtone urbaine riche, diversifiée et dynamique. Situées sur le territoire ancestral et non cédé des Beothuks, les terres et les eaux de la ville et de ses environs ont toujours représenté un lieu de rassemblement pour les Mi'kmaq. La plus grande région de Terre-Neuve-et-Labrador accueille toujours une diversité de peuples autochtones, notamment les Premières Nations, les Inuits et les Métis. Nous rendons hommage et exprimons notre respect aux gardiens passés, présents et futurs de ces territoires.

Dates importantes

Réservation des chambres d'hôtel-----18 mars
Téléchargement des logos pour les guides imprimés -----30 mars
Téléchargement des biographies d'entreprise-----30 mars
Fermeture de l'inscription en ligne -----10 avril
Congrès -----21 et 22 avril

Renseignements sur la foire commerciale

Lieu :

Nous sommes fiers d'annoncer que cette année, la foire commerciale se tiendra au :
St. John's Convention Centre
101 New Gower Street
St. John's NL A1C 1J5

Horaires

Mardi 21 avril 8 h 00 à 16 h 30
Mercredi 22 avril 8 h 00 à 16 h 30

Installation et démontage

Installation	Lundi 20 avril, 13 h 30 à 17 h 00
Démontage*	Mercredi 22 avril, 17 h 00 à 19 h 00

Les exposants sont priés de **ne pas** démonter leurs stands avant 16 h 00 le mercredi.

Décorateur de la foire

La société Canadian AV Inc. a été choisie pour répondre à tous vos besoins en matière de mobilier supplémentaire, de fournitures et de services de transport. **Veuillez consulter le dossier *Canadian AV Tradeshow Package* ci-joint, qui comprend les formulaires de commande de la foire (Annexe A). Les documents sont seulement disponibles en anglais.** Pour bénéficier des tarifs réduits indiqués sur les formulaires de commande, votre commande PAYÉE doit être reçue avant le **lundi 6 avril 2026**.

Quais de chargement / Procédures d'accès / Monte-charge :

Les livraisons NE SERONT PAS acceptées directement par le St. John's Convention Centre (SJCC). Toutes les livraisons doivent être expédiées à l'avance à l'entrepôt de Canadian AV. **Veuillez consulter le formulaire de manutention du matériel CAV ci-joint (Annexe C) pour plus de détails, le remplir et le renvoyer dès que possible. Les documents sont seulement disponibles en anglais.**

Expéditions de fret et livraisons

Toutes les livraisons doivent être effectuées par le partenaire officiel du SJCC, soit Canadian AV. **Veuillez consulter le *guide de manutention du matériel de CAV* (Annexe B) et le *formulaire de manutention du matériel* (Annexe C) pour plus de détails, puis remplir et renvoyer le formulaire au plus tôt.** Les documents sont seulement disponibles en anglais. Canadian AV doit recevoir votre envoi au plus tard le **lundi 13 avril 2026**.

Tout matériel arrivant au SJCC sera redirigé vers l'entrepôt de Canadian AV, qui contactera l'expéditeur pour prendre les dispositions financières nécessaires au stockage et à l'expédition vers le SJCC. Canadian AV doit être employé pour gérer et déplacer le matériel dans les locaux pour tous les salons professionnels et congrès. L'UCHRA se chargera de transmettre ces frais à l'expéditeur.

Détails sur les kiosques

Chaque espace de 10 pi x 10 pi comprend :

- Une (1) table de 6 pi avec jupe
- Deux (2) chaises
- Murs latéraux drapés de 3 pi de hauteur – noir
- Mur arrière drapé de 8 pi de hauteur – noir
- Alimentation d'électricité standard

Les autres articles d'ameublement, écrans d'affichage, connexion internet dédiée et meubles ne sont pas inclus dans le prix de location du kiosque.

Alimentation d'électricité supplémentaire ou connexion internet dédiée

Si vous avez besoin d'une alimentation d'électricité supplémentaire ou d'une connexion internet dédiée, veuillez communiquer avec Brad Hollett de Canadian AV à bhollett@canadianavinc.com pour recevoir de plus amples renseignements.

Adhésifs et rubans adhésifs

Les adhésifs autorisés pour le sol sont les rubans à base de tissu, tels que le polyken ou le ruban Gaffer. Les adhésifs acceptables pour les murs sont le ruban de peintre ou le Fun-Tak®. Les rubans en vinyle, en mousse, transparents (Scotch®) et à base de plastique sont strictement interdits.

Renseignements sur le site web et l'application du congrès 2026

Si vous ne l'avez pas déjà fait, veuillez mettre à jour le profil de votre entreprise, y compris le descriptif de 40 mots avec le lien hypertexte vers votre site web dans la section Foire commerciale de l'application mobile du congrès de l'ACHRU. Si vous avez besoin d'aide, veuillez communiquer avec l'ACHRU à events-evenements@chra-achru.ca.

Responsabilité

L'exposant est responsable et s'engage à indemniser et à dégager de toute responsabilité l'organisateur, le prestataire désigné pour l'installation des kiosques, le prestataire désigné pour le transport et le lieu de l'événement pour toute perte ou tout dommage subi par toute personne ou entreprise, y compris, sans limiter la généralité de ce qui précède, l'exposant, les autres exposants, l'organisateur, les entrepreneurs officiels du salon, le propriétaire du bâtiment et leurs agents, préposés et employés respectifs, ainsi que les membres du public assistant à la conférence, que ce soit dans ledit espace ou ailleurs, si ladite perte ou ledit dommage résulte de l'occupation dudit espace par l'exposant ou y est lié de quelque manière que ce soit.

Règlements

L'accès à toutes les entrées et sorties de secours doit demeurer entièrement dégagé. Aucun présentoir, aucune table ou tout autre mobilier **ne doit bloquer les portes d'entrée ou les sorties de secours.**

Les allées entre les kiosques et les sorties de secours doivent rester dégagées. Les armoires contenant les tuyaux d'incendie et les déclencheurs d'alarme doivent rester accessibles et bien visibles en tout temps.

L'utilisation de flammes nues est interdite. Cela comprend les bougies, les lampes et les torches. L'utilisation de flammes nues pour la cuisine et les démonstrations est interdite dans les zones de réception. Tous les matériaux d'exposition doivent être ignifugés.

L'utilisation de liquides ou matériaux combustibles ou inflammables est interdite dans les lieux d'exposition ou dans les présentations.

L'utilisation des matériaux suivants est interdite à l'intérieur : paille et foin, tissus en acétate, papier ondulé, papier aluminium, sauf s'ils sont solidement collés sur un support approprié, matériaux combustibles utilisés pour recouvrir ou habiller les tables, kiosques en polystyrène expansé.

Inscription du personnel des exposants

À l'arrivée, veuillez vous présenter au comptoir des inscriptions situé dans le hall d'entrée au rez-de-chaussée afin d'obtenir votre badge et cordon et prendre connaissance de l'emplacement de votre kiosque.

Autres questions ?

Si vous avez d'autres questions, n'hésitez pas à communiquer avec le personnel de l'UCHRA à events-evenements@chra-achru.ca.



The AUDIO / VISUAL Experience

TRADESHOW PACKAGE

Annexe A

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Inquires

Canadian AV is proud to offer 24 hour 7 days a week contact.

Address: 22 Pearl Place
St. John's, NL
A1E 4P3
Canada

Phone 709.739.6666
Fax 709.739.6455

Email: bhollett@canadianavinc.com

Welcome

Canadian AV is proud to be the Exhibitor Service Provider and Audio Visual provider for the 2026 CHRA National Congress on Housing and Homelessness at St. John's Convention Centre.

As the largest audio visual and trade show supplier in the province we promise to live by our mantra "*Be Seen, Be Heard, Be Remembered!*" Whatever you require, great or small, we promise to ensure an outstanding event in our beautiful province, Newfoundland and Labrador. Thank you for allowing us the opportunity to work together!

Booth/Exhibit Table Information

Carpeting – THE FLOOR IS CARPETED

Exhibitor Move-In

Move-in Date: Monday April, 20, 2026 Set up Times: 1:30 p.m. to 5:00 p.m.

Exhibit Show times

Tuesday, April 21, 2026 8:00 a.m. to 5:00 p.m.

Wednesday, April 22, 2026 8:00 a.m. to 4:00 p.m.

Exhibitor Move-out

Move-out: Wednesday, April 22, 2026 Dismantled by: 7:00 p.m.

Audio/Visual Order Form

COMPANY NAME: _____
 EVENT NAME: 2026 CHRA National Congress on Housing and Homelessness
 BOOTH NUMBER: _____

VIDEO MONITORS AND PLAYERS

QUANTITY	EQUIPMENT	ADVANCE RATE Before April 6, 2026	STANDARD RATE After April, 6, 2026
	22" HD LCD MONITOR	\$100/DAY	\$140/DAY
	32" HD LCD MONITOR	\$200/DAY	\$230/DAY
	LG 34" UltraWide FHD VESA	\$225/d	\$250
	55" HD LCD MONITOR	\$300/DAY	\$430/DAY
	65" 4K LCD MONITOR	\$325/DAY	\$420/DAY
	DVD PLAYER	\$50/DAY	\$75/DAY
	BLUE RAY PLAYER	\$60/DAY	\$90/DAY
	42" HIGH DRAPED CART	\$30/DAY	\$45/DAY
	TV STAND	\$75/DAY	\$110/DAY
	IPAD STAND	\$35/DAY	\$50/DAY

COMPUTERS AND ACCESSORIES

QUANTITY	EQUIPMENT	ADVANCE RATE Before April 6, 2026	STANDARD RATE After April, 6, 2026
	LAPTOP	\$150/DAY	\$210/DAY
	LASER JET PRINTER	\$250/DAY	\$325/DAY
	COMPUTER SPEAKERS	\$40/DAY	\$60/DAY

Furniture Order Form

COMPANY NAME: _____
 EVENT NAME: 2026 CHRA National Congress on Housing and Homelessness
 BOOTH NUMBER: _____

QUANTITY	EQUIPMENT	ADVANCE RATE Before April 6, 2026	STANDARD RATE After April, 6, 2026
	8' Skirted Banquet Table	\$28/DAY	\$39/DAY
	6' Skirted Banquet Table	\$25/DAY	\$37/DAY
	4' Skirted Banquet Table	\$24/DAY	\$36/DAY
	37" High 30" Diameter Round Bistro Table	\$40/DAY	\$60/DAY
	Scuba stretch table form for Bistro table (Includes cleaning charge)	\$40/DAY	\$60/DAY
	40" high - approx 2' x 2' square counter (black fabric) with wire management & internal storage	\$60/DAY	\$90/DAY
	40" high - approx 4' x 2' square counter (black fabric) with wire management & internal storage	\$100/DAY	\$140/DAY
	40" high - 4' x 2' black draped high table	\$50/DAY	\$75/DAY
	40" high - 6' x 30" black draped high table	\$60/DAY	\$90/DAY
	29" High table skirt for banquet table	\$24/DAY	\$36/DAY
	White linen table cloth for 4' or 6' banquet table	\$15/DAY	\$22/DAY
	White vinyl table cloth for up to 8' banquet table	\$15/DAY	\$22/DAY
	Glass top coffee table with two end tables	\$192/DAY	\$268/DAY
	40" high, 23" round (enclosed) pedestal Tambour table (black or grey fabric)	\$115/DAY	\$160/DAY
	High back swivel stool (brown)	\$20/DAY	\$30/DAY

Furniture Order Form (Page 2)

QUANTITY	EQUIPMENT	ADVANCE RATE Before April 6, 2026	STANDARD RATE After April, 6, 2026
	High back non-swivel stool (black)	\$25/DAY	\$37/DAY
	Club Chair (black leather)	\$95/DAY	\$142/DAY
	Deluxe cloth armchair (grey fabric)	\$24/DAY	\$36/DAY
	Love Seat (black leather)	\$150/DAY	\$210/DAY
	Booth Carpet per 100 sq.ft. (rounded up to nearest 100) Underpad extra \$37.50 per 100 sq.ft	\$100/DAY	\$140/DAY
	6' Panel Tabletop Display (39" high) (black, blue, or silver Velcro-compatible fabric panels)	\$152/DAY	\$212/DAY
	6' Curved Tabletop Display (52" high) (black, blue, or silver Velcro-compatible fabric panels)	\$200/DAY	\$230/DAY
	Lights for Tabletop Displays (above 2 lines)	\$16/DAY	\$24/DAY
	Large literature stand	\$55/DAY	\$82/DAY
	10 pocket literature stand	\$50/DAY	\$75/DAY
	Mini literature stand (4-6 pockets)	\$50/DAY	\$75/DAY
	Medium artificial plant	\$35/DAY	\$52/DAY
	Easel	\$20/DAY	\$30/DAY
	Clear Plexi glass ballot box	\$16/DAY	\$24/DAY
	4' x 8' Poster board (2-sided) (inside dimensions: 45" x 91")	\$75/DAY	\$112/DAY
	Stanchion (price per stanchion upright)	\$20/DAY	\$30/DAY
	Retractable Stanchion	\$25/DAY	\$37/DAY
	10' Red Velour Rope	\$15/DAY	\$22/DAY
	6' Red Velour Rope	\$10/DAY	\$15/DAY
	Red aisle carpeting (price per running foot)	\$5/DAY	\$8/DAY

Electrical Order Form

COMPANY NAME: _____

EVENT NAME: 2026 CHRA National Congress on Housing and Homelessness

BOOTH NUMBER: _____

QUANTITY	EQUIPMENT	ADVANCE RATE Before April 6, 2026	STANDARD RATE After April, 6, 2026
	10AMP CIRCUIT	\$50/DAY	\$75/DAY
	20AMP CIRCUIT	\$75/DAY	\$100/DAY
	25' AC CORD	\$5/DAY	\$10/DAY
	POWER BAR	\$5/DAY	\$10/DAY

***IF YOU REQUIRE ANY SPECIAL POWER, PLEASE CONTACT OUR OFFICE.**

Labour Order Form

COMPANY NAME: _____

EVENT NAME: 2026 CHRA National Congress on Housing and Homelessness

BOOTH NUMBER: _____

Labour Rates (FOUR HOUR MINIMUM PER WORKER)

Straight time: 8am – 5pm Monday to Friday **\$75 per hour**

Over time: 5pm – 12am Monday to Friday **\$125 per hour**

8am – 12am Saturday and Sunday

Double time: 12am – 8am Monday to Sunday **\$150 per hour**

All Holidays

Payment Form

Company Name: _____

EVENT NAME: 2026 CHRA National Congress on Housing and Homelessness

Booth Number: _____

Card Number: _____

Expiration Date: _____ CVV _____

Card Holders' Name (please print): _____

Email Address: _____

Please note that **ALL** orders will be subject to a \$80 delivery charge, PFC&C and a \$72 labor charge. Any orders placed **ON SITE** will be subject to a 50% price increase.

PFC&C- The Professional Fees, Cables & Consumables rate is based on the overall rental total pre HST. This rate covers the pre/post event administrative work, accounting, warehouse equipment preparation, equipment return and disposal of exhausted consumables post event.

Sub Totals (To be filled out by CAV)

Audio Visual	Days stored
Furniture	Days used
Electrical	Days used
Labor	Days used
Sub Total	
HST 15%	
Total	

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION. IF THIS AUTHORIZATION IS NOT COMPLETED ORDERS WILL BE CONSIDERED INCOMPLETE AND VOID. LATE PAYMENTS WILL BE SUBJECT TO A 5% INCREASE ALL ON-SITE ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY WITH CREDIT CARD

22 Pearl Place, St. John's, NL A1E 4P3

Phone: 709-739-6666

Email: bhollett@canadianavinc.com



The AUDIO / VISUAL Experience

Annexe B

MATERIAL HANDLING GUIDE

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Inquires

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St. John's, NL
Canada
A1E 4P3

Phone 709.739.6666
Fax 709.739.6455

Email: Brad Hollett bhollett@canadianavinc.com

Welcome

Canadian AV Inc. (hereinafter referred to as "CAV") is proud to be the Shipping/Material Handling Service Provider for the St. John's Convention Centre. As one of the largest Audio Visual and trade show suppliers in the province we promise to live by our mantra "*Be Seen, Be Heard, Be Remembered!*" Whatever you require, great or small, we promise to ensure an outstanding event in our beautiful province, Newfoundland and Labrador. Thank you for allowing us the opportunity to work together!

Labour

Labour is available upon request. Please refer to the Tradeshow order form for pricing.

Material Handling/Shipping Instructions

- Please ship all pieces of freight to our warehouse (22 Pearl Place, St. John's NL, A1E 4P3).

Note: All pieces of freight MUST have the shipping labels in this document (see page 6) attached to them in order to properly identify and transport your items.

- We will transport your items directly to the venue and/or your booth. After the conference we will transport your items back to our warehouse.
- After the conference you must arrange for the pickup of your freight and send any waybills to bhollett@canadianavinc.com .

Material Handling

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event. CAV will accept freight 30 days before the start of your event at no extra cost. Although we do not have a delivery cut off time, we strongly suggest all shipments arrive at least 5 business days before the start of your event to avoid shipping, boating and or plane delays.

Estimating Shipping and Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the CWT and rounded up to the nearest hundred. A minimum charge per shipment may apply; see enclosed Material Handling Order Form for details. All shipping charges must be prepaid. CAV cannot accept or be responsible for any collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped and/or un-skidded machinery without proper lifting bars or hooks.
- **Special Handling** - Shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move in or move out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up and returned to holding area. On-site storage will be approved on a show-by-show basis depending on available storage.

Insurance

All of your shipped goods must be insured by the Exhibitor from the time it leaves the Exhibitor's facilities until the time it is received by the Exhibitor after the show. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products.

Customs & Brokerage Fees

CAV is not responsible for the brokerage fees, duty or GST resulting from Exhibitor materials entering Canada from another country. CAV is not responsible for any delays in the delivery of Exhibitor materials to the show site or the advance warehouse due to Canada Border Services Agency inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

Suggested Customs Brokerage Canadian Import / Export

P F Collins St John's Office 709-726-7596

Canadian AV Inc. Limits of Liability

Liability - CAV is liable for loss or damage to your goods ONLY if the loss or damage was caused by CAV negligence.

Measure of Damage - If CAV was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

- a) Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
- b) The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence. CAV does not offer or sell insurance. CAV is not liable and will not owe for loss or damage to your goods if the damage was not caused by CAV.

Material Handling Rates:

Small shipment (under 30 pounds): \$45

Shipment weighing between 30-200 pounds: \$200

Shipment weight exceeding 200 pounds: \$1 per pound

A 30% surcharge will apply to the following:

- Material handling orders placed on-site OR
- Paperwork is not sent to bhollett@canadianavinc.com
- Overnight load in load out (midnight to 6am)

All additional components that the Exhibitor would like to be stored away from its booth (i.e.: skids, containers, boxes, etc.) must be clearly labelled to avoid delays in finding them. Exhibitors must clearly label the additional components, indicating the company name and booth number in large print.

PFC&C- The Professional Fees, Cables & Consumables rate is based on the overall rental total pre HST. This rate covers the pre/post event administrative work, accounting, warehouse equipment preparation, equipment return and disposal of exhausted consumables post event.

NOTE: Canadian AV CANNOT accept any C.O.D. shipments. All charges must be cleared before we can accept any shipments.

PLEASE FILL OUT AND ATTACH TO ALL BOXES SHIPPED TO Conference

Ship to:

CANADIAN AV INC.

709-739-6666

22 Pearl Place,

St. John's, NL

A1E4P3

Canada

For:

(Conference Name)

(Organization)

(Booth#)

St. John's Convention Centre
or Delta Hotel

(Room Name)

(Dates of conference)

Box# ___ of ___ Boxes

Shipping from:

(Organization name)

(Contact Name)

Contact Phone #

Address:

(Street,

Municipality, province,

Postal Code,

Country)

PLEASE FILL OUT AND ATTACH TO ALL BOXES (AFTER CONFERENCE)

Ship to:

(Organization name)

(Contact Name)

Contact Phone #

Address:

(Street,

Municipality, province,

Postal Code,

Country)

Shipping from:

(Organization Name)

Box# ____ of ____ Boxes

22 Pearl Place,

St. John's, NL

A1E4P3

Canada

Limits of Liability & Responsibility

1. CAV and their subcontractors, employees and agents shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipments to the booth by CAV or its subcontractors and the arrival of the Exhibitor's representatives at the booth. Similarly, relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times shipments will be left in the booths unattended. SJSEL, CAV and their subcontractors, employees and agents are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are SJSEL, CAV and their subcontractors, employees and agents responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipments submitted to CAV or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and will be corrected where discrepancies exist.
3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipments to the booth by CAV or its subcontractors and the arrival of the Exhibitor's representatives at the booth. Similarly, relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times shipments will be left in the booths unattended, CAV and their subcontractors, employees and agents are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are, CAV and their and its subcontractors, employees and agents responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipments submitted to CAV or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and will be corrected where discrepancies exist.
4. CAV and their subcontractors, employees and agents shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advanced notice has been given to CAV in time to obtain the proper equipment.
5. CAV and their subcontractors, employees and agents shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
6. CAV and their subcontractors, employees and agents shall not be responsible for ordinary wear and tear in the handling of equipment, nor for any loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control.
7. It is understood that CAV and their subsidiaries, their directors, officers, employees, representatives, agents and contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to CAV hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CAV and their subcontractors do not provide for full liability should loss or damage occur. It is agreed that if CAV or their subcontractors should be found liable for loss or damage to the Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Further, such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. This paragraph shall apply if loss or damage, regardless of cause or origin, results either directly or indirectly to property or from the negligence, willful or otherwise, of CAV and their subsidiaries, their directors, officers, employees, representatives, agents and contractors. The Exhibitor shall have the burden of proving such negligence.

8. CAV and their subcontractors, employees and agents shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage must be submitted to CAV by the close of the show. No suit or action shall be brought against CAV or their subcontractors more than one year after the cause of action arose.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that CAV and its subcontractors, employees and agents will provide these services as agents of the Exhibitor and not as shippers. If any employee of CAV or its subcontractors, employees and agents shall sign a delivery receipt, bill of lading or other document, it is agreed that CAV or its subcontractors, employees and agents will do so in its capacity as agent of the Exhibitor, and that the Exhibitor will accept full responsibility thereof.
11. CAV and their subsidiaries, their directors, officers, employees, representatives, agents and contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booths without guarantee of piece count or condition.
12. Empty container labels will be available at the CAV Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CAV and their subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
13. In order to expedite the removal of materials from the show site, CAV shall have the authority to change designated carriers if such carriers do not pick up the materials on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for the payment of any fees relating to such handling at the warehouse. CAV does not assume liability as a result of such re-routing or handling.
14. The Exhibitor agrees, in the event of a dispute with CAV or their subcontractors, employees and agents relative to any loss or damage to any of its materials or equipment, that the Exhibitor will not withhold payment in any amount due to CAV for material handling services or any other services provided by CAV or its subcontractors, employees and agents as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CAV prior to the close of the show for all such services and further agrees that any claims the Exhibitor may have against CAV and their subcontractors, employees and agents shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
15. The terms and conditions herein shall be interpreted in the accordance with the laws of the Province of Newfoundland and Labrador and the laws of Canada applicable therein and treated in all respects as a Newfoundland and Labrador contract. The Exhibitor hereby irrevocably and unconditionally attorns to the exclusive jurisdiction of the courts of the Province of Newfoundland and Labrador and all courts competent to hear appeals therefrom.

The consignment or delivery of a shipment to CAV or its subcontractors, employees and agents by an Exhibitor or by any shipper 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 in Sections 1 through 15 above.

All shipments must be insured by Exhibitors from the time they leave the Exhibitors' facilities until the time they are received after the show. It is recommended that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative for more information.

MATERIAL HANDLING FORM

 CONFERENCE NAME: 2026 CHRA National Congress on Housing and Homelessness

COMPANY NAME _____

BOOTH NUMBER _____

 IN DATE: Apr. 20, 2026; 1:30 p.m. to 5:00 p.m. OUT DATE: Apr. 22, 2026; 5:00 p.m. to 7:00 p.m.

ON-SITE CONTACT _____

PHONE NUMBER _____ EMAIL _____

CREDIT CARD NUMBER _____ EXPIRY _____ CVV _____

Material Handling Rates

Small shipment (under 30 pounds): \$45

Shipment weighing between 30-200 pounds: \$200 Shipment weight

exceeding 200 pounds: \$1 per pound

A 30% surcharge will apply to the following:

- Material handling orders placed on-site
- Paperwork is not sent bhollett@canadianavinc.com
- Overnight load in load out (midnight to 6am)

ITEMS SHIPPED TO CAV

# Of Items	DESCRIPTION OF ARTICLES	WEIGHT (Specify in lbs or

ITEMS SHIPPED FROM CAV

# Of Items	DESCRIPTION OF ARTICLES	WEIGHT (Specify in lbs or

Our material handling charges include the following services:

- ✓ Delivery to advanced warehouse and storage before the conference
- ✓ Delivery by CAV to venue
- ✓ Delivery to booth at venue
- ✓ Return to venue dock
- ✓ Return to advanced warehouse and storage until pick-up

Shipping address for your materials for delivery and pickup warehouse: **22 Pearl Place,
St. John's NL, A1E 4P3.**

Return shipments can be picked up 9-4 Monday to Friday 2 business days after the event.

PLEASE RETURN THIS FORM TO bhollett@canadianavinc.com

Refer to our Material Handling Guide for shipping labels and more information.
You have read and understand fully the costs associated with material handling:

Customer Signature: _____ Date: _____