

SCHEDULE "B"
to Conference Space Contract

BETWEEN: Fairmont Château Laurier
AND: The American Reusable Textile Association
DATE: March 8, 2017 (the "Contract")

Capitalized terms used in this Schedule shall have the same meaning when used in this Schedule as in the Contract.

CONFERENCE SERVICES/CATERING DEPARTMENT

Upon our receipt of this Contract fully executed by you, a Conference Services/Catering Representative will be assigned to arrange all details pertaining to your program.

CUSTOMS INFORMATION / BROKERAGE & SHIPPING:

It is recommended to register with Canada Customs, in order to obtain duty and tax free status for the goods required to be imported for the event:

Contact

Customs Services
Ottawa Air Cargo Centre
101-140 Thad Johnson Road
Gloucester, ON K1V 0R4
Telephone: 613-990-6567
Fax: 613-991-6912

A Customs Broker can be used for all material being shipped into Canada, including non-duty conference registration materials and supplies. This will ensure delay-free entry.

Contact

Livingston Internal
205-140 Thad Johnson Road
Gloucester, ON K1V 0R4
Telephone: 613-521-4751
Fax: 613-738-1619

All brokerage and shipping costs will be your responsibility. We are unable to pay any shipping charges unless provided with a credit card number by you that can be billed expressly for such purposes. Neither we nor Fairmont Hotels & Resorts shall be liable for the negligence or misconduct of any customs broker recommended by us.

PROMOTIONAL MATERIALS

We do not permit anything to be nailed, posted or otherwise attached to the Hotel walls. Only pre-authorized signage, promotional material, etc., will be allowed in any lobby areas. Communication of the above requirements to the conference delegates and/or exhibitors is your responsibility.