

# Exhibitor's Manual



Montreal - Quebec City

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[www.contech.qc.ca](http://www.contech.qc.ca)

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## 1. Contech team

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<b>Exhibitor's registration:</b>	Sophie Botas ( <a href="mailto:sophiebotas@contech.qc.ca">sophiebotas@contech.qc.ca</a> )

## 2. Dates

Montreal	Quebec City
Thursday November 25, 2010	Wednesday October 27, 2010
<b>Palais des congrès de Montréal</b> 201, Viger Street West (visitor's entrance) 163, Saint-Antoine Street West (loading docks) Montreal (rooms 210 and 230) <a href="http://www.congresmtl.com">www.congresmtl.com</a>	<b>Quebec City Convention Centre</b> 1000, René-Lévesque Blvd East (visitor's entrance) Loading docks: 855, Jean-Jacques-Bertrand Street, Quebec City, G1R 5V3 (rooms 400 AB) Contact: Mrs Line Laliberté <a href="mailto:services@convention.qc.ca">services@convention.qc.ca</a> 418-649-7711 ext. 4066 <a href="http://www.convention.qc.ca">www.convention.qc.ca</a>
Trade show opening hours : from 9 a.m. to 6 p.m.	Trade show opening hours : from 9 a.m. to 5 p.m.

## 3. Lodging

Montreal	Quebec City
<b>Hotel Le Dauphin</b> (Near the Palais des congrès)  <b>1-888-784-3888</b> – <a href="http://www.hoteldauphin.ca">www.hoteldauphin.ca</a> 112\$ / night – single or double occupancy Mention <b>Évènement bâtiment Contech 2010</b> (depending availability) Continental breakfast included	<b>Delta Hotel</b> (Neighboring to the Convention centre)  <b>1-888-884-7777</b> <a href="http://www.deltaquebechotel.com/ge0091">http://www.deltaquebechotel.com/ge0091</a> 129\$ / night – single or double occupancy Mention the name of the group <b>Contech</b> (Before September 26, 2010)
<b>Hotel Travelodge Montréal Centre</b> (Near the Palais des congrès)  <b>1-800-363-6535</b> – <a href="http://www.travelodgemontreal.centre.com">www.travelodgemontreal.centre.com</a> 72\$/ night - single or double occupancy Mention the booking code <b>Contech</b> (depending availability) Continental breakfast included	<b>Hilton Québec</b> (connected with the Convention centre)  <b>1-800-447-2411</b> – <a href="http://www.hiltonquebec.com">www.hiltonquebec.com</a> 145 \$ / night - single or double occupancy Mention <b>Évènement bâtiment Contech</b> (Before September 27, 2010)

## 4. Set up and dismantling

The exhibitor is responsible for handling his exhibition material during set up and dismantling. Trolleys will be available at docks to help you carry your material from the receiving dock to your site. Once emptied, the boxes (identified) containing the exhibition material shall be warehoused in the area provided. The exhibitor may be charged a fee if warehoused components are too large.

Order forms are available on our [Web site](#) for handling services (forklift with operator). **The Fire Department will absolutely not tolerate any material behind the stands. All the material should be stocked in the assigned warehouse.**

It is forbidden to use trolleys or to carry your "pop up" in the trade show area outside the set up schedule, and parking on the Promenade Desjardins, located at the main entrance of the Quebec City Convention Center, is prohibited.

- **Shipping material**

Exhibitors may send material to the unloading dock during assembly hours. Boxes delivered must be clearly identified:

- Exhibitor name ( responsible person )
- Trade show name (Montreal or Quebec Building Event)
- Stand number
- Box number / total number of boxes ( ex: 1/3, 2/3, 3/3 )

	<b>Montreal</b>	<b>Quebec City</b>
Set up schedule	Wednesday, November 24, 2010 From 10 a.m. to 8 p.m.	Tuesday, October 26, 2010 From 11 a.m. to 8 p.m.
Receiving dock address	163, St-Antoine Street West Montreal, QC H2Z 1H2  <b>Any material delivered outside the time frame schedule: will be refused by the Montreal palais des Congres docks staff</b>	855, Jean-Jacques-Bertrand Street Quebec, QC G1R 5V3  <b>The exhibitor whose material is shipped directly to the Quebec City Convention Centre by carrier or courier understands that these will be handled by the Center's staff at applicable rate. The exhibitor carrying his material himself to the Centre may handle it from the dock to his booth and back using the Centre's carts which are available at the loading dock.</b>

- **Official carrier**

Using our official carrier will insure you that deadlines will be respected for pick-up and delivery.

Exhibitors using our official carrier for both Quebec City and Montreal shows could store their material at the carrier warehouse in between the 2 shows free of charge.

North American Logistics services Inc. A/s Fernando Vera or Andres Valdes

205, Viger Street West # 208, Montreal (Quebec) H2Z 1G2

Tél : 514-868-6650 – Fax :(877) 332-8987

Courriel : fvera@nalsi.com ou avaldes@nalsi.com [Order form available on our Web site](#)

- **Dismantling**

Dismantling starts after the official closing (6 p.m. in Montreal and 5 p.m. in Quebec City) and once the decorator has removed the carpets from the aisles. Boxes and crates will be delivered by the sites staff.

**No material can remain on the premises after 23h, on the day of the show.**

**Exhibitor's material that remains on the premises after 23h will be taken in charge by Contech official carrier and all the expenses will be charged to the exhibitor.**

## 5. Trade show rules

### Size 10' x 10'

**Note: The 10' x 10' space set up must respect following rules:** Maximum height of the back wall: 8' (2,4 m.). Side walls must be finished on both sides and must not exceed 8' in height if they are 39" wide or less and 36" in height if they are 78" wide or less. Total width of side walls must not exceed 78".

- **F1:** (space only)

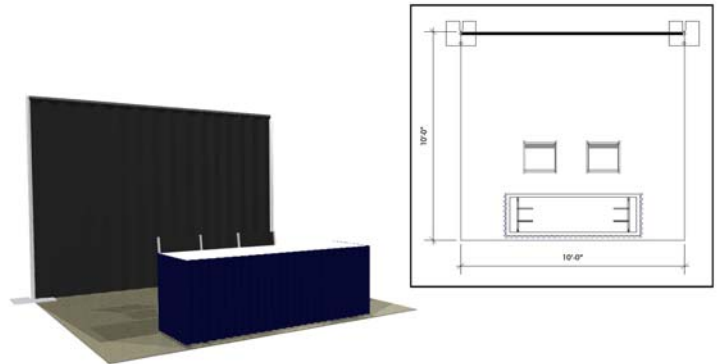
**Note:** This package is for exhibitors which will manage the installation of their material (carpet, stand, pop-up or roll-up banner).

- Black curtain separation at the back (10' x 8')
- Carpet is not required but highly recommended. [Order form available on our Web site](#)

- **F1.5 :** (minimum set up)

**Note:** This package is for exhibitors which will supplement it with their material (stand, pop-up or roll-up banner).

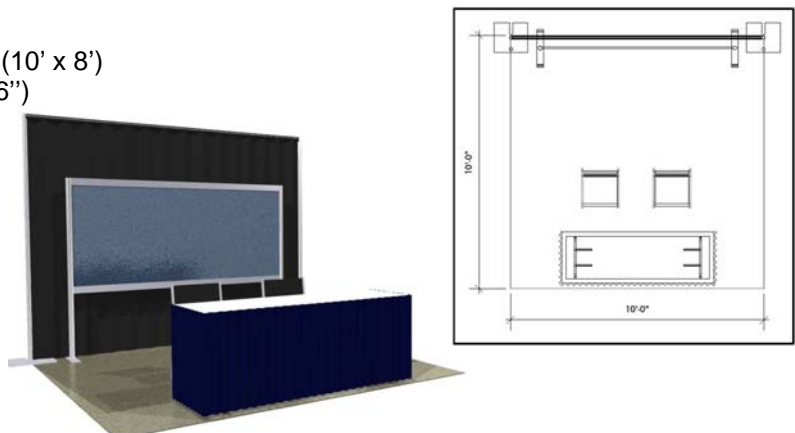
- Draped table (72" x 30")
- 2 chairs
- 1 carpet (10' x 10')
- Black curtain separation at the back (10' x 8')



- **F1.75:** (basic set up)

**Note:** This package is for exhibitors wishing to benefit from a practical and simple set up.

- Horizontal velcro fabric panel (96" x 48"),
- Draped table (72" x 30"),
- 2 chairs
- Carpet (10' x 10')
- Black curtain separation at the back (10' x 8')
- Viewable surface (90 7/16" x 40 9/16")

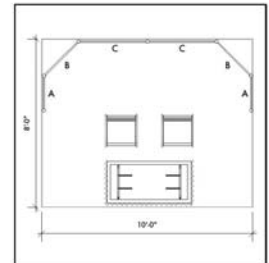
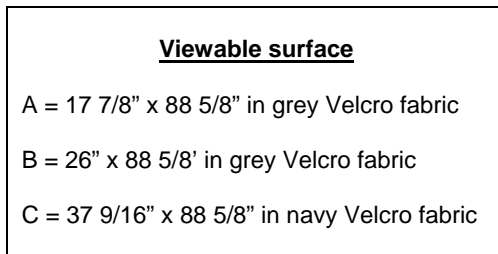


## Size 10' x 8'

- **F3:** (with partitions and table)

**Note:** Limited quantity, offered in a dedicated zone of the exhibition room, for exhibitors which have no exhibition material. Pop-up or other structures are not allowed.

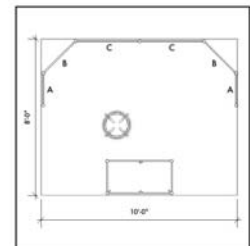
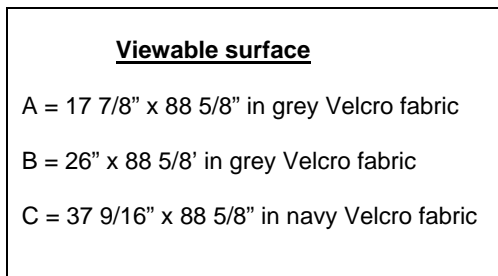
- Velcro fabric partitions
- Draped table (48" x 30")
- 2 chairs
- Carpet (10' x 8')



- **F4:** (with partitions)

**Note:** Limited quantity, offered in a dedicated zone of the exhibition room, for exhibitors which have no exhibition material. Pop-up or other structures are not allowed.

- Velcro fabric partitions
- Counter (40" x 20" x 42")
- 1 stool
- Carpet (10' x 8')



### **In fact...**

Exhibitor must have at least one person in the booth during show hours.

It is strictly forbidden in any manner to use the inside walls of the Palais des congrès and the Centre des congrès for hanging signs or visual projection.

Sample and promotional material distribution, either than commercial solicitation must be done inside your booth space only.

**The exhibitors cannot organize a draw without having obtained the permission of Contech before.**

If you witness a commercial solicitation act from a visitor, please inform us immediately, we have personal all day long in the show manager office that will take care of that matter.

## **Exhibition rules**

### **1. Payment**

Full contract payment must be received before goods enter the exhibition site.

For any written cancellation received 60 or more days prior to exhibition date, the company signing the space rental contract will pay 30% of the total space rental costs. Cancellations received less than 60 days before the show will require full payment of space rental costs. Any incurred amount due by the exhibitor in the space rental contract will not be reimbursed if exhibitor does not use the reserved space.

### **2. Dates modification**

Contech may, at its discretion, change the event dates. Any new dates communicated to exhibitor will replace those on the contract and will become an integral part of this contract.

### **3. Event cancellation policy**

The exhibitor hereby renounces and waives any claim, refund, indemnity, damage, recourse, demand and cause of action against Contech resulting from the cancellation, in whole or in part, of the event by Contech, where such cancellation is, directly or indirectly, the result of circumstances beyond Contech's control such as: a fire, a storm, a flood, a war, a rebellion, a revolt, a riot, a gas leak, shortages, civil unrest (actual or apprehended), an earthquake, a strike, a lock-out, picketing, work conditions, the failure of any structure, movable or immovable, linked directly or indirectly to the use of the site and without limiting the generality of the foregoing, when the cancellation is made by the exhibition site owner, the municipality where the exhibition site is located or any provincial or federal authority, or is cause by any other event that Contech may not reasonably prevent or restrain. In such a case, the exhibitor shall evacuate the premises as soon as access is resume and as if the exhibition normally ended.

### **4. Exhibitor's responsibility**

Exhibitor is responsible for his (her) actions and those of his (her) representatives, exempting Contech for all responsibility associated to them and he (she) compensates Contech for any loss or damage, which ever, that Contech may suffer from or that he (she) can be liable towards any physical or moral person, including (without limiting the preceding generalities) any other event exhibitor and the exhibition site owner (and their respective representatives) and any visitor to the event. The exhibitor keeps Contech unscathed and commits to assume his (her) actions related to any recourse, sue or request against Contech, resulting directly from the exhibitor's action or those of his (her) representatives the exhibitor assumes himself (herself) any damage caused by him (her) or his(her) employees, contractors and authorized representatives to event rooms and to other exhibitor's property.

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### **5. Mandatory insurance**

The exhibitor will buy and maintain, at his (her) own expense, at all times between the date the exhibitor will access the site for assembling and the site occupancy limit date, a civil and public liability insurance (comprehensive) and an insurance guaranteeing the security of goods that the exhibitor has under his (her) custody or under his (her) control or that belong to him (her), against any disaster without restricting the generalities of the preceding, against fire, theft and vandalism, which will not be less than 2 000 000 \$ for each trade show. The insurance policies in regards to the coverage mentioned above will designate as co-insured (with renunciation to take legal action against co-insured), the promoter, the exhibition site owner and their representatives, officers, directors and employees. It is also agreed that the said insurance policies will be obtained on an occurrence basis. A copy of your Insurance certificate must be received at the Contech's office before the event.

### **6. Modification to floor plan**

Contech reserves the right to make changes to the floor plan already received by the exhibitor if it becomes necessary to improve public access or it's security, or in the exhibitors general interest. Such changes, if required, will be brought to concerned exhibitors attention prior to the opening of the exhibition.

### **7. Compliance to fire standards**

The exhibitors are responsible for the compliance of their stand (and their components) to the municipalities (cities) fire department rules where exhibitions are held. You will find here after some particularly pertinent examples.

The following materials must be fireproofed if they are destined to decoration:

- Artificial flowers and foliage
- Wood or bamboo fibers
- Styro foam
- paper (including cardboard and pressed paper of less than 1/8 inch in thickness)

There is no need to fireproof the fabrics, paper and other combustible goods intended for sale.

It is forbidden to install drapes or other decorating material that do not comply with the fire department standards (Canada fire prevention national Code).