



EXHIBITOR'S MANUAL « *SMALL AREA* » MONTREAL 2024

GENERAL INFORMATION

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GENERAL INFORMATION

PROMOTER

TEAM

Jacques Dupuis jdupuis@acvrq.com
Project Manager

Karine Thibault kthibault@acvrq.com
Assistant Project Manager

CONTACT US

ACVRQ : 655, blv Pierre-Bertrand, #500, Québec (Québec) G1M 2E4

Before the show	From February 27th to March 3rd, 2024
Phone : 418-564-4688	Promoter's office in the "Viger Hall" Jacques Dupuis : 418-564-4688 Karine Thibault : 438-393-4747

GENERAL INFORMATION

OPENING HOURS

SHOW SCHEDULE

Thursday, February 29 th , 2024	11 am to 08 pm
Friday, March 1 st , 2024	10 am to 09 pm
Saturday, March 2 nd , 2024	09 am to 07 pm
Sunday, March 3 rd , 2024	09 am to 05 pm

GENERAL INFORMATION

DELIVERY ADDRESS AND EXPEDITION

Name of the Exhibitor :
Booth number:
2024 Montreal RV Show
Palais des Congrès de Montréal
163, rue Saint-Antoine Ouest
Montréal (Québec) H2Z 1X8



**Please write this information on
you boxes and/or your skids**
Delivery February 27th or 28th

NOTICE AND INSTRUCTIONS

ACCESS TO THE EXHIBITION

YOU MUST WEAR YOUR BADGE AT ALL TIMES.

Any work or maintenance at the booth must be done in the established time frame, prior to the opening of the Show to the public.

For security reasons, all exhibitors and their personnel must leave the premises immediately following the departure of the public.

THE PRESENCE OF CHILDREN UNDER THE AGE OF 16 ON THE SITE DURING SET-UP AND DISMANTLING IS STRICTLY PROHIBITED.

PAYMENT OF ACCOUNTS

Exhibitors must respect the terms of payment indicated on the approved contract. Exhibitors will receive their accreditation cards and will be admitted to the exhibition site only if they have acquitted the amount due to the ACVRQ in total.

INSURANCE

ACVRQ will not be held responsible, in any way, for accidents or injuries to persons within the booths, nor for loss or damage of products, materials, furniture and/or booths caused by fire, theft or any other reason. ACVRQ requires exhibitors to provide proof of insurance valid for the duration of the Show. Exhibitors are required to obtain, at their expense, a multi-risk policy. Exhibitor must have, during the entire show, a general responsibility insurance with a civil responsibility of two million dollars (\$2.000.000.000). Additionally, every exhibitor should have theft insurance. In the case of accident or theft, exhibitors are required to submit a report to Show Management within 24 hours of the incident.

ATTITUDE, BEHAVIOUR AND RESPECT

Exhibitors are responsible for themselves, as well as for their personnel's behaviour and attitude. In order to maintain the smooth operation of the show, any person considered violent, aggressive, unpleasant or undesirable may be expelled from the exhibition site. No excesses will be tolerated toward exhibitors, visitors or the promoter's personnel.

The show's management team and its affiliates reserve the right to refuse access to the Exhibition hall to any visitor, exhibitor or exhibitor's employee judged to be, undesirable, drunk or that he or she hampers the Show's smooth progress.

NOISE

Municipal regulations command limits on noise level in commercial venues. The show's management team reserves the right to demand of exhibitors that they respect the acceptable noise level of 72 decibels (measured at 1,5 meters from the source) in order to maintain good relations with neighbours. The use of microphones is subject to the approval of the show's management team.

BADGES

The number of badges is determined according to your contract. You will receive them following receipt of your final payment. Fees will be charged for additional badge(s). The badges remain the property of ACVRQ, and any illegal or fraudulent use of it may result in immediate expulsion from the Show's site.

NOTICE AND INSTRUCTIONS (sequel)

FORKLIFTS

All forklifts must be ordered in advance, **at the exhibitor's expenses**. They must be ordered through the exhibitor's portal of the Palais des Congrès website. (<https://congresmtl.com/en/services/client-portal/>)

CONTESTS

Promotions and contests organized by exhibitors must not bind ACVRQ in any way. Please note that contests must be authorized by ACVRQ.

CONSTRUCTION AND SAFETY STANDARDS

The set-up and dismantling of an exhibition is considered as a construction site under the law. Consequently, safety shoes, safety glasses, helmets and safety harnesses are strongly recommended for certain situations and mandatory for others. To learn more: <http://www.cnesst.gouv.qc.ca>

DOCUMENT / LITERATURE

Literature must be also in French :

Source : article 58 de la *Charte de la langue française* - « *L'affichage public et la publicité commerciale doivent se faire en français. Ils peuvent également être faits à la fois en français et dans une autre langue pourvu que le français y figure de façon nettement prédominante. Toutefois, le gouvernement peut déterminer, par règlement, les lieux, les cas, les conditions ou les circonstances où l'affichage public et la publicité commerciale doivent se faire uniquement en français ou peuvent se faire sans prédominance du français ou uniquement dans une autre langue.* »

COOKING OF FOOD AND FOOD PRODUCTS

Exhibitors who wish to cook food in their booth must submit a written request to the show's management team detailing the nature of the product and the cooking equipment used and how often. *The Palais des congrès de Montréal* has energy supplies adapted to different needs (see Exhibitors' "Venue Regulations – *Palais des congrès*" section on the website) please note that it is strictly forbidden to distribute food or beverages without written approval of the show's management team.

ELECTRICITY

Exhibitors must meet all safety requirements. The *Palais des congrès* official supplier, will provide electricity if the exhibitor's installations are in accordance to the building's regulations and codes.

- Electrical connections are standard North American outlets, that is, junction coupling.
- Exhibitors are responsible for supplying all adaptors required for the proper functioning of their electrical equipment.
- It is strictly forbidden to plug into the electrical outlets of neighbouring booths or to the permanent outlets of the building.
- Exhibitors are responsible for ordering their own electrical connections through *Palais des congrès* (order forms available in the Exhibitor's "Supplier Order Forms" section on the website)

NOTICE AND INSTRUCTIONS (sequel)

STORAGE

All shipping and packing materials must be removed from the booths. Storage of cardboard boxes or other containers around and/or behind the booths during the exhibition is **strictly forbidden** by fire regulations. Exhibitors who do not respect this rule may be liable to fines.

When boxes and/or crates have been emptied and are ready for storage, exhibitors must obtain **storage stickers** from the loading dock manager. These containers will then be collected and stored for the duration of the show.

MAINTENANCE AND CLEANING OF BOOTHS

Booths must be cleaned every day before the Show is opened to the public. **Garbage must be placed in the aisles in front of the booths at the end of each day** to be collected by the exhibition hall's cleaning service.

PRESENCE AT THE BOOTHS

Exhibitors are required to have personnel present in their booths during all opening hours of the Show.

SECURITY

The show's management team maintains a permanent basic security service throughout the exhibition. Please note that the security service will not be available during the set-up and dismantling periods. ACVRQ will not be held responsible for any loss or damage (refer to page 3 – Insurance). Exhibitors must take all reasonable precautions to protect their materials and safety inside and around their booths.

EXCLUSIVE SERVICES

Various services are offered exclusively by the ACVRQ or by the exhibition hall suppliers. Exhibitors are required to fill-out order forms for each of the following services: handling, hanging, electricity, compressed air, catering, telephone, Internet (WIFI), cleaning, and security. (See Exhibitors' "Supplier Order Forms" section on the website)

USE OF SPACE

- Each exhibitor is allowed to exhibit the products described in the contract and must limit the products and services exposed to the leased space. The exhibitor is not allowed to distribute coupons, samples or other goods belonging to third parties or to promote products and services of others.
- The use of space is strictly reserved for the exhibitor and it cannot be assigned in whole or in part, any activities or exposures occurring in the space leased to a third party, or otherwise allow the participation of a third therein, without the prior express written consent of the promoter.
- The promoter reserves the right to relocate the leased space as it deems appropriate in its sole discretion, for the benefit of the exposure.

FLOOR COVERING

- Floor covering is **not mandatory**.
- Long hair grass carpet is prohibited by the Fire Department.

NOTICE AND INSTRUCTIONS (sequel)

SIGNS AND BANNERS

- All rigid signs or banners must be installed within the booth space. If you wish to install suspended elements of signage or decor, you must get a written authorisation from the promoter.
- All of the promoter's rules and directions of signage and banners must be respected by exhibitors.

SECURITY PROTOCOL

- No smoking in the exposition halls – punishable by fine
- No jaywalking or simply standing around forklifts and/or vehicles – punishable by fine
- No drinking (alcohol) during assembling and disassembling times.
- The presence of children under the age of 16 is strictly prohibited during assembling and disassembling times.

MEDICAL EMERGENCIES

All accidents that happen within the Palais des Congrès exhibiting sites of the Montreal RV Show must be immediately reported to the show's managing team at the promoter's office located in the Viger Hall.

CHECKLIST

MANDATORY DOCUMENTS TO BE COMPLETED ONLINE :

Click here: :  [MarcDesmarais & Associate logistic](#)

- EXHIBITORS PROFILE

DOCUMENTS TO BE RETURNED BY EMAIL : jdupuis@acvrq.com

- BADGES (before February 14th,2024)

FORMS TO RETURN TO VARIOUS SUPPLIERS

NOTE: HIGHER COSTS WILL APPLY AFTER DEADLINE DATES.

Services

Company

<input type="checkbox"/> Booth and furniture rental	GES Pre-order date : February 14th, 2024
<input type="checkbox"/> Electricity, hanging, telecom, Internet, cleaning, security*	Palais des congrès Pre-order date : February 12th, 2024
<input type="checkbox"/> Food & beverage services*	Capital Catering Pre-order date : February 12th, 2024
<input type="checkbox"/> Transportation	Nalsi
<input type="checkbox"/> Hotel	Embassy Suites by Hilton
<input type="checkbox"/> Hotel	Hôtel le Dauphin Pre-order date : January 26 th , 2024
<input type="checkbox"/> Hotel	Hôtel Monville Pre-order date : February 12 th , 2024

***EXCLUSIVE SUPPLIERS**

SUPPLIERS

DIRECTORY

SERVICES	COMPANY	PHONE(S)
<input type="checkbox"/> BOOTH RENTAL <input type="checkbox"/> FURNITURE RENTAL <input type="checkbox"/> EARLY DELIVERY	GES Canada Ltd serviceinfo@ges.com	Tel.: 1 877-399-3976
<input type="checkbox"/> HANGING <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> TELECOMS ET INTERNET <input type="checkbox"/> CLEANING <input type="checkbox"/> SECURITY <input type="checkbox"/> MANUTENTION	Palais des congrès https://congresmtl.com/en/services/client-portal/	Tel.: 514 871-5871
<input type="checkbox"/> CATERING	Capital Catering Info@capitaltraiteur.com	Tel.: 514 871-3111
<input type="checkbox"/> OPERATIONS ET LOGISTICS	MarcDesmarais & Associate Camille Desmarais camille@planesolutions.ca	Tel.: 514 702-8743
<input type="checkbox"/> HOTEL	Embassy Suites Click here	Tel.: 1-800-362-2779
<input type="checkbox"/> HOTEL	Hôtel le Dauphin mtl@hoteldauphin.ca Click here	Tel. : 1 888-784-3888
<input type="checkbox"/> HOTEL	Hôtel Monville reservations@hotelmonville.com Click here	Tel. : 514 379-2005
<input type="checkbox"/> CUSTOMS/SHIPPING	Nalsi Fernando Vera Robert Vieira montreal@nalsi.com	Tel. : 514 847-1791