

Exhibitor Kit



March 9 to 12, 2023

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1 General Information

1.1 Location

Palais des congrès de Montréal
159 Saint-Antoine Ouest,
Montreal, QC
H2Z 1H2

 Place-d'Armes Metro Station

Loading dock address – Entrance and exit for the move-in and move-out

163 Saint-Antoine Ouest
Montreal, QC
H2Z 1H2

1.2 Schedule

Thursday, March 9 - 12pm to 9pm
Friday, March 10 - 12pm to 9pm
Saturday, March 11 - 10am to 7pm
Sunday, March 12 - 10am to 5pm

*Please note that the doors will open for exhibitors 1 hour before the show starts and will close 30 minutes after the closing time.

1.3 Move-in and Move-out

To obtain a delivery schedule (move-in) & pick-up schedule (move-out), exhibitors must register on the operations site (<https://snh.sumlogin.ca/>), it is mandatory to:

- Complete the technical profile: details regarding the set up / installation / dismantling of the booth
- Reserve and print your delivery / pick-up schedule

An email will be sent to the designated contact person when it is possible to complete your exhibitor profile. Deliveries with a reservation, will have priority access to the unloading dock (163 Saint-Antoine O). Please note that the reservation site will be online until the Monday before the set-up period - (<https://snh.sumlogin.ca/>). Exhibitors who have not made a reservation will have access on a space available basis. If there is no space available at the loading dock, **as there is no waiting area**, vehicles will have to leave the site and arrange a delivery/pick-up time with the SUM team on site.

MOVE-IN : MATERIAL DELIVERIES AND BOOTH INSTALLATION

Tuesday, March 7 and Wednesday, March 8

In order to avoid congestion and/or delays, exhibitors must adhere to their own **schedule** and unload their material as soon as possible. Vehicles must leave the loading dock immediately once the merchandise has been unloaded, **WITHOUT EXCEPTION**. The loading dock will be accessible, **by reservation ONLY**, according to the schedule available on the operations site, during the set-up/dismantling periods (24 hours).

Forklift services

Forklift services are available, free of charge, to unload and load heavy merchandise (during set-up and tear-down). However, the service must be booked through the [operations site](#). Any operation requiring handling services for assembly and/or placement once inside the booth space is at the exhibitor's expense

(see the [Palais des congrès portal](#) to reserve this service- section 5 of the Exhibitor Kit). The same provisions apply for dismantling.

Exhibitors must ensure to set up their booth within their rented space (take notice of floor markings). Exhibitors are also required to use easily removable tape to hold their floor covering in place. Failure to do so may result in a clean-up fee charged to the exhibitor.

All booth set-up must be completed by 6:00 p.m., Wednesday, March 8, to allow for cleaning of the exhibit hall and the installation of the aisle carpets.

ENTRY AND EXIT OF GOODS DURING THE SHOW

Authorized deliveries can be made one hour before the show opens to the public. Any departure of a large quantity of material can be done after the closing of the show, provided that an agreement has been made with the logistics manager of SUM Logistik on site.

MOVE-OUT: DISMANTLING AND MATERIAL PICK-UP

Sunday, March 12 and Monday, March 13

Out of respect for visitors, it is **strictly forbidden** to dismantle the booth before the show closes at 5:00 PM on Sunday, March 12th, 2023.

All materials will be **kept inside the exhibition hall** until closing time.

Security measures in effect during the Show will be lifted at the close of the Show; no valuables are to be left on the premises; in case of breakage or theft, the Promoter, the Palais des congrès de Montréal and/or their representatives cannot be held responsible.

Move-out procedures and reservation schedule are available on the operations website - snh.sumlogin.ca.

All exhibitors must have removed their merchandise by Monday, March 14, 2022, 11:59 AM. After this time, the material left onsite will be picked up by the official transporter and delivered to the exhibitor **at the exhibitor's expense**.

DEMOLITION AND WASTE DISPOSAL

Exhibitors are responsible for the demolition of their booths and the management of their waste, and must vacate their space by 11:59 AM on Monday, March 13. Failure to do so will result in the promoter disposing of any materials left on site at the exhibitor's expense.

The Show offers a waste collection and disposal service. Consult the form below to order the service in advance:

❖ [Waste disposable](#)

FOR ALL ADDITIONAL INFORMATION CONCERNING THE MOVE-IN AND MOVE-OUT, info@sumpro.ca or 514.282.8743 ext. 236

1.4 Delivery of merchandise

Merchandise must be delivered to the Palais des congrès and will be accepted on March 7th and 8th only, according to the reserved time slot on the operations site. The Palais des congrès will return any merchandise received before March 7th. Expo Média is not responsible for delivery charges, and you must ensure that you make the necessary arrangements for delivery of materials to your booth. Please note the delivery address (ON EACH BOX): Montreal National Home Show - Palais des congrès, Your name, Your booth #, Your phone number, 163 Saint-Antoine West, Montreal, QC, H2Z 1X8

1.5 Storage

All packaging containers must be removed from the booths before the aisle carpets are placed. The storage of cardboard boxes or any other containers around the booth is strictly prohibited by the City of Montreal Fire Department. Once the containers are empty and ready for storage, please obtain storage labels from SUM Logistics on site. Containers will then be picked up by the show team, stored for the duration of the show, and returned to the booths at the end of the show.

The show offers a secured storage service, use the form below to order this service.

❖ [Secured storage](#)

1.6 Construction and safety standards

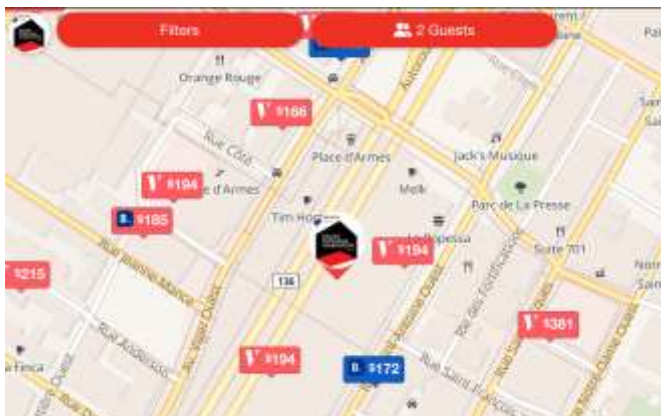
The move-in and move-out of an exhibition is considered by law to be a construction site. Therefore, the wearing of safety shoes, safety glasses, helmets and safety harnesses is strongly recommended in some situations, and mandatory in others. For more information, please visit: www.csst.qc.ca

1.7 Accommodation

BOOK YOUR HOTEL USING THE STAY22 PLATFORM

Use the link below to see all the hotels nearby and find the best rate across all platforms.

Once you have chosen the hotel that suits you, simply click on the icon with the price. This will automatically take you to the best deal.



1.8 Exhibitor Badges

Each exhibitor gets four exhibitor badges per 100sq.ft. of booth space. These will be available at the promoter's office starting Tuesday March 7th at 10am and at the accreditation booth at the entrance of the Show on March 8. Each card gives access to the show for one person per day. Anyone who leaves during the day or evening with no intention of returning can leave their card at the front desk to be picked up the next day. Additional cards are available at a reduced cost by completing the form below:

❖ [Accreditations](#)

Please note that exhibitor badges are required for access during the show's opening days.

2 General Conditions

The following rules are intended to facilitate your participation in the Montreal National Home Show. They are intended to guide you in preparation for the show and to ensure that you meet the appropriate safety standards for exhibitors and the public. This document is an integral part of your space and service rental contract (see contract clause #1 b) and you are required to read it carefully and take note of all rules and regulations states.

2.1 Attitude, behaviour and respect

Exhibitors are responsible for their personnel, their behavior and attitude. In order to maintain a harmonious show, any person deemed violent, aggressive, unpleasant or undesirable will be expelled from the exhibition premises. No aggression will be tolerated, whether with other exhibitors, visitors, or the promoter's staff. Show management reserves the right to deny access to any visitor, exhibitor or employee of an exhibitor who, in the opinion of management, is undesirable, intoxicated, or in any way interferes with the proper functioning of the show.

2.2 Insurance

Marketplace Events (and its' representatives) shall not be liable at any time for accidents, injury to persons in the booths, loss or damage to products or booths due to fire, theft, or any other cause.

Marketplace Events requires proof of insurance from the exhibitor covering these risks for the duration of the show. Each exhibitor must carry a minimum public liability insurance coverage of two million dollars (\$2,000,000) for the duration of the Show (including the move-in and move-out period). Exhibitors are required to obtain a comprehensive exhibition policy at their own expense. We strongly suggest that you contact your insurer as soon as possible to make the necessary arrangements.

❖ **MANDATORY:** Please send your proof of insurance before February 23, 2023 to exposants@expomediainc.com.

2.3 Payment of accounts

The exhibitor must comply with the payment terms indicated on the approved contract. The exhibitor will be entitled to his accreditation cards and will be admitted to the exhibition site provided he has paid the amounts due to Marketplace Events, in full.

2.4 Articles 46 of the Building Act

Each exhibitor declares to be in compliance with the law and releases Expo Media and MarketPlace Events from any liability. Art 46. No person shall act as a building contractor, hold the title of building contractor, or

give reason to believe that he is a building contractor, unless he holds a current license. No contractor may use the services of another contractor for the performance of construction work who is not licensed for that purpose.

2.5 Security

Marketplace Events shall not be liable at any time for any loss or damage that may occur. The exhibitor must take all necessary measures to protect his goods and to ensure the physical integrity of the people in and around his stand.

2.6 Sample(s), solicitation and souvenir(s)

No bag, of any material, may be distributed by the exhibitor without the prior written authorization of the Show Management. The distribution of samples, souvenirs and advertising material, as well as commercial solicitation, are only permitted inside your booth. All self-adhesive advertising material is prohibited outside the booths. All distribution is subject to approval by Marketplace Events. Any distribution deemed illegal will be stopped immediately and those responsible may be expelled from the site, if deemed necessary by Show Management. All self-adhesive advertising material is prohibited outside the booths.

2.7 Maintenance and cleaning of booths

Booths must be cleaned daily before the show opens to the public. Trash must be placed in the aisle in front of the booth at the end of each day for pick-up by the hall maintenance department.

2.8 Contest

Commercial advertisements and contests conducted by exhibitors must never commit Marketplace Events. Contests must be authorized by Marketplace Events and the Régie des alcools, des courses et des jeux (for any prize valued at \$100 or more). Additional information can be obtained from the Régie by calling 514-873-3577 or 1-800-363-0320.

2.9 Noise

The municipal by-law on noise in commercial premises limits the sound power. Show management reserves the right to enforce an acceptable noise level of 85 decibels at 5 meters from the source, in order to promote good neighbourliness. The use of microphones in the booths is subject to the approval of the Show management.

2.10 Presence in the booth

The exhibitor must ensure the presence of personnel in his booth during all opening hours of the Show.

2.11 Cooking of food and food products

Capital Traiteur de Montréal Inc. has exclusive rights to all food and alcoholic beverages in the Exhibition Halls. Any delivery (from outside suppliers) of food/beverages into the Exhibition Halls is prohibited. Please complete the application form below to receive approval for the distribution and or sampling of any food and/or beverages. info@capitaltraiteur.com

❖ [Request form – Capital Traiteur](#)

2.12 French Language Regulations / Signage and Documentation

In order to satisfy all visitors, the exhibitor agrees to distribute sufficient French literature for the duration of the event.

Source: Article 58 of the Charter of the French Language - "Public signs and commercial advertising must be in French. They may also be done both in French and in another language provided that French is clearly predominant." <https://www.oqlf.gouv.qc.ca/charte/reglements/index.html>

2.13 Author Rights

Exhibitors are responsible for obtaining all licenses and permits for the use of soundtracks, photographs, films and other media subject to copyright protection. The Show Management reserves the right to remove any productions deemed offensive or not in compliance with the regulations in force.

2.14 Electricity

Electrical installation inside the booths, after connection, must be performed by a certified electrical contractor, at the option of the exhibitor. All electrical installations must comply with the various building codes in effect. For more information, please visit: <http://www.rbq.gouv.qc.ca>

The exhibitor must comply in all respects with safety regulations. The Palais des congrès de Montréal will distribute electricity only if the exhibitor's installations comply with building codes and regulations.

- Electrical connections are standard North American plugs, i.e. direct connection.
- The exhibitor is responsible for providing any adapters necessary for the operation of his electrical installations.
- For inspection and troubleshooting purposes, the electrical wires of prefabricated booths must be easily accessible from all sides of the booth at all times.
- Connecting to the electrical plugs of neighboring booths or to the permanent plugs of the building is strictly prohibited.
- Each exhibitor is responsible for ordering their own electrical service from GES (Section 5 - Service Providers)

2.15 Wireless Internet (Wi-Fi)

The Palais des congrès has the exclusive right to provide all telecommunications services (telephone, fax, Internet, direct payment, etc.). The Halls are equipped with a complete telecommunications network including high-speed Internet service. No other provider can render telecommunication services.

You may order internet access for the duration of the Show. Wireless Internet orders must be sent to Expo Media Inc. Please complete the form found in section 5 of the Exhibitor Manual.

2.16 Exclusif Services

Many services are provided on an exclusive basis by Marketplace Events, Expo Media or by the Palais de congrès de Montréal's designated suppliers. Exhibitors must fill out order forms for all requests for: material

handling, banner / structure hanging, electrical power, plumbing (water and drainage), compressed air, catering, telecom, booth cleaning and security services (see section 5 - Service Providers to place orders).





2.17 Vehicles on site

Vehicles on display must be authorized in advance by the Show Management, and their placement in the booth must be done under the supervision of Show personnel. The exhibitor will be required to return the vehicle key to the promoter's office and must comply with the regulations established by the City of Montreal Fire Department.

2.18 Photography

Photography is permitted during the exhibition with the exhibitor's permission. Marketplace Events reserves the right to prohibit the taking of photographs of any person deemed undesirable or harmful to the smooth running of the exhibition.

3 Booth requirements

BOOTH SET-UP EXAMPLES	
	
BOOTH BETWEEN TWO NEIGHBOURS: <u>one rear</u> and <u>two side</u> walls required	BOOTH OPEN ON TWO SIDES (CORNER) : <u>one rear</u> and <u>one side</u> wall required
	
BOOTH OPEN ON THREE SIDES: <u>one rear</u> wall required	BOOTH OPEN ON FOUR SIDES (ISLAND): <u>no wall</u> required

3.1 Mandatory floor covering

Floor covering is mandatory for the rented booth space. Unless you have ordered a turnkey booth (carpet included), you can use your own material (carpet, tiles, etc.) or rent a carpet from the official show decorator (GES Canada) (see section 5 - Service Providers). A neoprene rug must be installed under all flooring such as stone, brick or concrete to protect the existing floor.

3.2 Mandatory hard walls (8 ft. height)

Curtains are not permitted. The walls of your booth, as well as any other equipment, must be self-supporting and finished on both sides. Unless otherwise authorized in writing by the Show promoter, the maximum height allowed for booths is 8 feet. Unless you have ordered a turnkey booth or rented the necessary quantity of panels from the official show decorator (GES Canada) you may use or build your own booth, provided it meets the current standards required by the City of Montreal Fire Department.

Pop-up style booths are accepted, provided they cover the entire width of your booth space. All exhibitors must comply with the required layout or rent a turnkey booth from GES Canada, the official show decorator (see section 5 - Service Providers).

3.3 Maintaining the integrity of the premises

It is forbidden to screw or nail on the walls or floor of the Palais des congrès de Montréal. The exhibitor must take the necessary measures to prevent any deterioration of the rented premises or the property of others, for which he will be held responsible if necessary.

3.4 Floor bearing capacity

For exhibits with loads in excess of the load bearing capacity (300 lbs/ft² inside the exhibit hall - 100 lbs/ft² in the pre-function area) a feasibility assessment must be made and the costs associated with the implementation of protective measures will be assumed by the exhibitor. Please mention any concern to the operations team while completing your move-in form (section 1.3).

3.5 Booth plans

Booth plans are necessary and required for any booth or attraction larger than 300 square feet. These plans must be submitted to Operations for approval at least 15 days prior to the event (exposants@expomediainc.com). Any unapproved set-up may result in a rearrangement fee, at the discretion of Show Management.

3.6 Water Basin

"A retention basin consisting of a seamless 6 mil (0.006 inch) polyethylene liner shall be installed so as to cover the entire surface of the basin beyond its perimeter by a distance of 3 feet. At the perimeter of the liner, a lip of at least 6 inches in height shall be formed under the liner to contain any minor spills.

3.7 Banners, signage and hanging banners

Any banner or rigid sign must be installed inside the booth, at a maximum height of 8 feet. Banners hung on the wall of the booth must be professionally made and aesthetically pleasing. The Show management reserves the right to refuse or remove any banner that is deemed to be detrimental to the smooth running and/or image of the Show. All hanging work on the structure of the Palais des congrès (columns, mezzanine, other) or from the ceiling must be done by the Palais des congrès team and approved by the Show operations (exposants@expomediainc.com). A visibility fee applies for aerial banners.

French is the predominant language and must be reflected on the signage inside the Show (see section 2.12).

Any deviation from these rules must be agreed upon in advance with the Show management.

3.8 Lighting

As the intensity of lighting varies from show to show, it is the responsibility of the exhibitors to ensure that they have additional lighting to meet their needs.

3.9 Fire prevention

The City of Montreal Fire Department requires, among other things, that all objects, materials and fabrics used in your booth be fireproof. Wood is tolerated as long as it has a minimum thickness of ¼ inch. Each booth covered by a ceiling must be protected by a sprinkler system if it exceeds 300 square feet in area. Inspectors may require the dismantling of booths that are found to be non-compliant with these standards. If in doubt, consult the following website: <http://ville.montreal.qc.ca/sim/occupation-temporaire-dun-batiment-exposition>

For general information: 514-872-3800

4 Increase your visibility

4.1 Create your profile on our website's exhibitor list

Check that the information found on your profile in the [interactive exhibitor directory](#) is up to date. If you are not yet registered, or if you wish to update your profile, [click here](#) to submit your information.

The exhibitor listing is an important part of your space contract! The only way to guarantee your listing on our website is to register your company. Insert images of your product, talk about your promotions at the Show, and invite visitors to come and see you on site.

Take advantage of this great visibility before and after the Show for which you have already paid. For any questions, please write to: exposants@expomediainc.com

4.2 Marketing Kit and the LaPresse+ Show Guide

If you would like to increase your visibility before or during the show, become a presenter of an attraction or a contest, or have an article about you in our LaPresse+ Show Guide, please consult our marketing guide. We have several options for you. Place your order before **January 27, 2023** to take full advantage of our media campaign.

❖ [Marketing Guide](#)

4.3 Talk about your presence at the Show!

Find us on social media! Tag us in your publications before and during the show, we will be happy to share your posts. Post pictures of your booth and announce your contests and promotions, all using the hashtag #snh2022!

 @salonnationaldelhabitation  @salon_national_habitation

Contact us if you need our logo for your content creation (exposants@expomediainc.com).

4.4 Personalized promo code

Offer your customers a promotional code for ticket purchases with your own personalized code. Contact exposants@expomediainc.com to receive your promo code!

4.5 Complementary tickets

Each exhibitor receives **20 complementary tickets** to the show to invite clients, friends or family. Many exhibitors also use these tickets to organize social media contests and promote their presence at the Montreal National Home Show. If you would like to have more courtesy tickets to distribute in your offices or stores, please contact exposants@expomediainc.com.

5 Service suppliers and order forms

5.1 Electricity and Banner Hanging (Palais des congrès)

Your kiosk space does not include electrical access to the base. Please follow the link below to order your electrical services with Palais des congrès. The deadline for early bird pricing is **February 20**.

❖ [Palais des congrès – Service Portal](#)

5.2 Furnishings (GES) (carpet, furniture, custom booths)

GES is the official decorator of the National Home Show. Follow the link below for carpet rentals, booth furnishings, turnkey booths or custom booths. The deadline for early bird pricing is **February 20**.

❖ [GES Form](#)

5.3 Internet (Wi-Fi) (Promotor)

Complete the order form below to order your Wi-Fi Internet access. Place your order before **February 20** to take advantage of the early bird price.

❖ [Internet \(Wi-Fi\)](#)

5.4 Gypse walls

If you wish, you can order rigid gypsum walls with our official supplier. Take note that the construction of gypsum walls takes away about 8" from each side where a wall is built, slightly reducing your booth space.

It is also important to confirm with the drywall supplier the date and time your walls will be ready for walls will be ready during the installation period to avoid any confusion.

Regular prices until February 16, 2023

❖ [Gypse Walls](#)

5.5 Waste collection and disposal (Promotor)

Exhibitors are responsible for the demolition of their booths and the management of their waste, and must vacate their space by 11:59 AM on Monday, March 14. Failure to do so will result in the promoter disposing of any materials left on site at the exhibitor's expense.

The Show offers a waste collection and disposal service. Consult the form below to order the service in advance:

❖ [Waste collection and disposal](#)

*Please note that this service does not include the task of demolishing the booth and manpower must be ordered in addition if required.

5.6 Secured storage (Promotor)

If you would like to have access to a secure storage space at the show, complete the form below before **February 18**.

❖ [Secured storage](#)

5.7 Water access, cleaning, security and wired internet (Palais des congrès)

The Palais des congrès offers several additional services to exhibitors. Follow the link below to order the following services: water access, cleaning, security at the booth, and wired internet.

❖ [Exhibitor Portal – Palais des congrès](#)

5.8 Transport of merchandise (Camion Rouge)

Camion Rouge is the official transporter of the Montreal National Home Show. Contact Dimitri Bonnet (dimitri_bonnet@yahoo.com) to plan and book the transportation of your goods to the Palais des congrès.

6 Show Check-list

Use this simply to-do list to ensure a successful and hassle-free show!

- Step 1: Read the [Exhibitor Kit](#) and take into account the rules and regulations.
- Step 2: Complete your [technical profile](#), reserve your time slot and plan your set-up and tear-down needs (section 1.3 of the exhibitor manual).
- Step 3: Verify that the information found on your profile in the [list of exhibitors](#) is up to date. If you are not yet registered, or if you wish to update your profile, [click here](#) to submit your information (section 4.1 of the exhibitor manual).
- Step 4: Consult the [marketing guide](#) and order your additional visibility before **January 27** to take advantage of our marketing campaign (section 4.2 of the exhibitor manual).
- Step 5: Reserve your Hotel Room
- Step 6: It is mandatory to be insured for the show. Send your proof of insurance to exposants@expomediainc.com by **February 23** (section 2.2 of the Exhibitor Manual).
- Step 7: Make sure your booth set-up meets the required standards (section 3 of the Exhibitor Manual) and that you have ordered everything you need for your booth set-up from our suppliers* (section 5 of the Exhibitor Manual).

***Pay attention to our suppliers' deadlines to take advantage of the best price.**

Send your booth layout plan for approval to exposants@expomediainc.com (for any booth over 300 square feet).

- Step 8: Promote your presence at the show through your social networks and other advertising! (section 4 of the exhibitor manual).