

PROMOTER'S INFORMATION

MARKETPLACE | EVENTS



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SHOW TEAM - EXPOMEDIA

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Exhibition Consultants	Pierre-André Blain	Ext 293
	Alex Sarrasin	Ext 242
	Serge Fouchaux	Ext 295
	Maxime Beaulieu	Ext 241
Operations Coordinator	Sydney Lauder	Ext 230
Marketing Director	Catherine Jeannin	Ext 234
Office Manager	Nathalie Arella	Ext 282

GENERAL INFORMATION

SHOW INFORMATION

OPENING HOURS – NATIONAL HOME SHOW

Thursday, March 12 th :	12:00 AM to 8:00 PM
Friday, March 13 th :	10:00 AM to 9:00 PM
Saturday, March 14 th :	10:00 AM to 8:00 PM
Sunday, March 15 th :	10:00 AM to 5:00 PM

ADMISSION (taxes included - OTHER PROMOTIONS TO FOLLOW)

Adults	\$ 16
Students and seniors (60 +)	\$ 13
Children, 6 to 12	\$ 6
Children, 5 and under	Free
Family (2 adults + 2 children)	\$ 35
Every additional child	\$ 6
Online tickets www.salonnationalhabitation.com	\$ 14

NOTICE AND INSTRUCTIONS TO FOLLOW

The following instructions are intended to help your successful participation in the Montreal National Home Show. They are designed to help you prepare for the show and to allow you to maintain safety standards for exhibitors and the public. This document is considered an integral part of your service and rental contract (see contract Clause 1b) and we advise you to read it carefully.

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The Montreal National Home Show is an event by Marketplace Events
An EXPO MEDIA INC. production

ACCESS TO THE EXHIBITION

YOU MUST WEAR YOUR EXHIBITION ACCREDITATION AT ALL TIMES.

Any work or maintenance of the booth must be done in the time set aside prior to opening 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 FORBIDDEN.**

HANGING AND POSTING OF SIGNS

All banners and rigid signs must be installed on the inside of your booth space. The maximum height allowed is 8 feet. All banners hung on the booth's wall should be professional and aesthetic. Show management reserves the right to refuse or demand the removal of any banner considered harmful to the smooth operation and/or image of the Show. All hanging work on the venue's structure (pillars, mezzanine, ceiling) must be carried out by the Palais des congrès, as the exclusive supplier and must be approved by the operations department (slauder@expomediainc.com). The French language must be predominant on signs or banners inside the Show. (See the section Documentation / Literature)

Any exception to these rules requires an authorization from Show Management.

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 *Marketplace Events* in total.

INSURANCE (SEE CONTRACT CLAUSE #5)

Marketplace Events will in no way be held responsible for accidents or injuries to persons in the booths, nor for loss or damage to products or booths caused by fire, theft or any other reason. *Marketplace Events* 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 their personnel and their 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 personnel of the promoter.

Show Management reserves the right to refuse access to the Exhibition hall to any visitor, exhibitor or exhibitor's employee judged by Show management 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. Show Management reserves the right to demand of exhibitors that they respect the acceptable noise level of 85 decibels at 5 meters from the source in order to maintain good relations with neighbours. The use of microphones is subject to the approval of Show Management.

NOTICE AND INSTRUCTIONS TO FOLLOW (continued)**ACCREDITATION CARDS**

The number of cards is determined according to your contract. You will receive them only following receipt of your final payment. Additional fees will be charged for additional cards. The accreditation card remains the property of *Marketplace Events*, and any illegal or fraudulent use of accreditation may result in immediate expulsion from the Show site.

CONTESTS

Promotions and contests organized by exhibitors must not bind *Marketplace Events* in any way. Please note that contests must be authorized by *Marketplace Events*, and the Régie des alcools, des courses et des jeux du Québec (for all prizes valued at \$100 or more). For more information, please contact the Régie at 514-873-3577.

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: www.csst.qc.ca

FLOOR CAPACITY

For booths with loads beyond the bearing capacity (300 lbs / sq.ft. inside the exhibit hall - 100 lbs / sq.ft. in the prefunction space) an assessment of the feasibility should be made and associated costs for the protective measures needed will be taken by the exhibitor.

COOKING OF FOOD AND FOOD PRODUCTS

Exhibitors who wish to cook food in their booth must submit a written request to Capital Traiteur detailing the nature of the product and the cooking equipment used and how often. The Palais des congrès has energy supplies adapted to different needs, please note that it is strictly forbidden to distribute food or beverages without approval. See approval form found on the exhibitor manual.

DOCUMENTATION / LITERATURE

In order to satisfy all visitors, the exhibitor agrees to distribute documentation in French in sufficient quantities for the duration of the event. (Quebec's Charter of the French Language requires posters and advertising to be in French, and that where one or more other languages are used, French must be predominant.)

Source: Article 58 of the *Charte de la langue française* - « *Public signs and posters and commercial advertising must be in French. They may also be both in French and in another language provided that French is markedly predominant.* »

COPYRIGHT

Exhibitors are responsible for obtaining the rights to use any music, photographs, video or other media subject to copyright laws. The promoter reserves the right to remove any products considered offensive or that do not conform to the regulations in force.

SAMPLES, SOLICITATIONS AND SOUVENIRS

No bag, made of any material, can be distributed by exhibitors without the written authorization of Show Management. Distribution of samples, souvenirs, and publicity material as well as commercial solicitation is permitted only within the limits of your booth. Any distribution is subject to the approval of *Marketplace Events*, any distribution considered illegal will be stopped immediately and those responsible will be expelled from the Show site if Show Management considers it necessary. All self-sticking promotional material is prohibited outside the booths.

LIGHTING

As the intensity of lighting can vary from one exhibition to another, it is the responsibility of exhibitors to ensure they have adequate additional lighting for their needs.

ELECTRICITY

Electrical installation inside the booths, after connection, can only be carried out by a certified electrician who may be chosen by the exhibitor. All electrical installations must conform to the various building codes in effect. To learn more: www.rbq.gouv.qc.ca

NOTICE AND INSTRUCTIONS TO FOLLOW (continued)**ELECTRICITY** (continued)

Exhibitors must meet all safety requirements. The Palais des congrès, holds the exclusive rights to supply all electricity inside the building and will deliver the electrical services only if the exhibitor's installations conform to building 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.
- Electrical wiring in prefabricated booths must be readily accessible for inspection and repair on both sides and back of the stand at all times.
- 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 the Palais des congrès exhibitor portal.

STORAGE

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

When containers have been emptied and are ready for storage, exhibitors must obtain **storage stickers** from the loading dock, and apply storage stickers to every item to be stored. These containers will then be collected and stored for the duration of the show.

MAINTENANCE AND CLEANING OF BOOTHS

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

PHOTOGRAPHY

Taking photographs is permitted during the Shows upon authorisation from exhibitors. *Marketplace Events* reserves the right to prohibit anyone considered undesirable or who harms the smooth operation of the Show from taking pictures.

BOOTH PLANS

Layout plans are required for booths or attractions larger than 300 square feet. Plans must be forwarded to Operations Services (slauder@expomediainc.com) for approval at least 15 working days before the opening of the event. Any booth installation that has not been approved may incur arrangement costs if judged necessary by the Exhibition Management.

PRESENCE AT THE BOOTHS

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

SECURITY

Exhibition Management 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. *Marketplace Events* will not be held responsible for any loss or damage. Exhibitors must take all precautions to protect their material and safety inside and around their booths.

EXCLUSIVE SERVICES

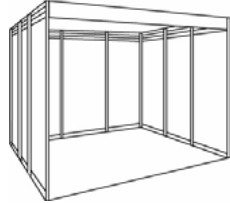
Various services are offered exclusively by *Marketplace Events*, *EXPOMEDIA* or by the exhibition hall suppliers. Exhibitors are required to fill-out order forms for each of the following services: handling, hanging, electricity, plumbing (water and sewer), compressed air, catering, telephone, cleaning, and security. (See Exhibitors' "Supplier Order Forms" section on the exhibitor manual)

VEHICLES ON-SITE

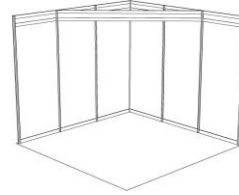
Exhibitors wishing to have a demonstration vehicle in their space must obtain prior approval from Exhibition Management and set-up must be done under the supervision of exhibition personnel. The exhibitor must submit a key of the vehicle to the show office and must conform to the relevant regulations established by the Montreal fire service department.

EXHIBIT SET-UP REGULATIONS

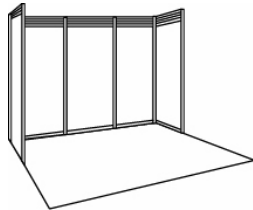
BOOTH SET-UP EXAMPLES



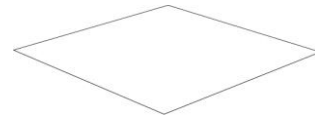
BOOTH BETWEEN TWO NEIGHBOURS:
one rear and two side walls required



BOOTH OPEN ON TWO SIDES (CORNER) :
one rear and one side wall required



BOOTH OPEN ON THREE SIDES:
one rear wall required



BOOTH OPEN ON FOUR SIDES (ISLAND):
no wall required

IMPORTANT REMINDER

- **FLOOR COVERINGS ARE REQUIRED** (carpet, tiles, etc.);
- **RIGID EIGHT-FOOT WALLS ARE REQUIRED** (curtains are prohibited);
- Walls Viewed from Aisles must be finished on both sides;
- **FEES OF \$1000 APPLY TO ANY VISUAL ELEMENT* EXCEEDING 12 FEET IN HEIGHT** (*banners, signs);
- Any decoration exceeding 8 feet in height must be approved by Operation Services
- Exhibitors are required to respect all rules and regulations imposed by the Montreal's Fire Security Service (see document "Fire safety regulations" on the exhibitor manual for more information);
- **"Half-moon", "pop-up" or "Spectra-light" booths** will be permitted only if they conform to the above-mentioned specifications. All exhibitors will have to conform to these regulations or rent a "turn-key" booth from GES Canada, the exhibition's official decorator (see the Exhibitors' "Supplier Order Forms" section on the website for order forms).

ADDITIONAL INFORMATION, PLEASE CONTACT THE OPERATIONS' DEPARTMENT

514-527-9221 ext 230 | slauder@expomediainc.com

SUPPLIER DIRECTORY

SERVICES	COMPANY	PHONE(S)
<input type="checkbox"/> BOOTH RENTAL <input type="checkbox"/> FURNITURE / CARPET RENTAL <input type="checkbox"/> GRAPHIC PRODUCTION	GES Canada gesexpo.ca	Tel.: 514.367.4848 Fax: 514.367.5115
<input type="checkbox"/> ELECTRICITY* <input type="checkbox"/> PLUMBING* <input type="checkbox"/> MATERIAL HANDLING* <input type="checkbox"/> SIGN HANGING <input type="checkbox"/> CLEANING* <input type="checkbox"/> SECURITY* <input type="checkbox"/> TELECOM / WIRED INTERNET*	Palais des congrès https://congresmtl.com/en/client-portal/	Tel.: 514.871.5871 infotechno@congresmtl.com
<input type="checkbox"/> WIRELESS INTERNET (WIFI)* <input type="checkbox"/> GYPSUM WALLS	Expo Media Inc	Tel. : 514.609.7519 slauder@expomediainc.com
<input type="checkbox"/> MERCHANDISE TRANSPORT	Camion Rouge Dimitri Bonnet	Tel : 514.963.4587 dimitri_bonnet@yahoo.com
<input type="checkbox"/> CATERER*	Capital Traiteur Octavio Vieira info@capitaltraiteur.com	Tel. : 514.871.3111
<input type="checkbox"/> AUDIO-VISUAL	SEMA Média	Tel.: 450.635.5825 info@groupesemamedia.com
<input type="checkbox"/> OPERATIONS & LOGISTICS	SUM Logistik snh.sumlogin.ca	Tel.: 514.282.8743 Fax: 514.287.8903
<input type="checkbox"/> HOTEL	Hôtel Intercontinental Preferential group rate: \$159 / night Deadline for preferred rate: February 10 th 2020	Tel.: 514.987.9900 https://book.passkey.com/event/49973004/owner/17635/home?lang=fr_CA

***EXCLUSIVE SUPPLIERS / see description on next page**

EXCLUSIVE SERVICES

Exhibition Hall – PALAIS DES CONGRÈS
Telephone: 514.871.5871

HANDLING, SIGN HANGING, WATER AND DRAINAGE, COMPRESSED AIR, ELECTRICAL, IN-STAND SECURITY, CLEANING, TELECOM AND WIRED INTERNET

Palais des congrès – Telephone: 514.871.5871
Web site: <https://congresmtl.com/en/client-portal/>
Email: infotechno@congresmtl.com

The Palais des congrès holds the exclusive rights to the services mentioned above. Therefore, no other supplier can provide these services in the Exhibition Hall. Please place your orders for the above services in the exhibitor portal dedicated to the services offered by the Palais des congrès.

*Handling: Please note that forklift handling services are available, free of charge, to unload and load heavy goods (during assembly and disassembly) (the service must be booked via the operations site - snh.sumlogin.ca). Any operation requiring the services of handling for assembly and / or installation in the booth is at the expense of the exhibitor and must be ordered in the exhibitor portal of the Palais des congrès. The same provisions apply for dismantling.

WIRELESS INTERNET (WIFI)

Expo Media Inc – tel.: (514) 527-9221
Website: <https://salonnationalhabitation.com/en/exhibitors/exhibitor-kit>
Email: slauder@expomediainc.com

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

Wireless Internet orders must be sent to Expo Media Inc. Please complete the form found in the Exhibitor Manual and send to slauder@expomediainc.com.

CATERER

Capital Traiteur – Telephone : 514-871-3111
Email: info@capitaltraiteur.com

Capital Traiteur are the exclusive supplier of all food and alcoholic beverages in the Exhibition Hall. Any delivery of food / alcoholic beverages in the Exhibition Hall coming from any other exterior supplier is forbidden. Please fill out the approval found on the exhibitor manual for the distribution of any food or beverage item.