

## PROMOTER'S INFORMATION

MARKETPLACE | **EVENTS**



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### SHOW TEAM – EXPO MEDIA

Show Manager:	Jean Saad	Ext 240
Exhibition Consultant :	Maxime Beaulieu	Ext 241
Exhibition Consultant :	Pierre-André Blain	Ext 293
Exhibition Consultant:	Alex Sarasin	Ext 242
Operations Coordinator:	Alexandra Huxham	Ext 243
Marketing Manager:	Catherine Jeannin	Ext 234

## SHOW INFORMATION



### OPENING HOURS – MONTREAL HOMEEXPO

THURSDAY, FEBRUARY 6 <sup>TH</sup>	12:00 PM to 9:00 PM
FRIDAY, FEBRUARY 7 <sup>TH</sup>	10:00 AM to 9:00 PM
SATURDAY, FEBRUARY 8 <sup>TH</sup>	10:00 AM to 9:00 PM
SUNDAY, FEBRUARY 9 <sup>TH</sup>	10:00 AM to 5:00 PM

The Olympic Stadium ticket office closes 1 hour before closing.

### ADMISSION (taxes included)

Adults	\$ 16
Students and seniors (60 +)	\$ 13
Children, 6 to 12	\$ 6.50
Children, 5 and under	Free
Online tickets	\$14
<a href="https://expohabitationautomne.ca/">https://expohabitationautomne.ca/</a>	

# NOTICE AND INSTRUCTIONS TO FOLLOW

The following instructions are intended to help your successful participation in the Montreal HomeExpo. 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 and we advise you to read it carefully.



## 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.

## INSURANCE

*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 for at least two million dollars (\$2,000,000.000). Additionally, every exhibitor should have theft insurance. We strongly suggest that you contact your insurer as soon as possible to make the necessary arrangements.

## 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.

## ARTICLE 46 BUILDING ACT:

Each exhibitor declares to comply with the law and releases *Expo Media* and *MarketPlace Events* from any liability. Art 46. No person may perform the duties of a construction contractor, take the title, or give the impression that he/she is a construction contractor, if he/she does not hold a valid license. No contractor may, for the performance of construction work, use the services of another contractor who does not hold a valid license for that purpose.

## SECURITY

*Marketplace Events* will not be held responsible for any loss or damage. Exhibitors must take all precautions to protect their material and ensure the safety of everyone inside and around their booth.

## 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.

## 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 or 1-800-363-0320.

## PRESENCE AT THE BOOTHS

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

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

**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 in order to maintain good relations with neighbours. The use of microphones is subject to the approval of Show Management.

**COOKING OF FOOD AND FOOD PRODUCTS**

Exhibitors who wish to cook food in their booth must submit a written request to Show Management detailing the nature of the product and the cooking equipment used and how often. Please note that it is strictly forbidden to distribute food or beverages without written authorization from Show Management.

**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 the predominant language).

Source : Article 58 of the 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.* »

<https://www.oqlf.gouv.qc.ca/english/regulations.html>

<https://www.oqlf.gouv.qc.ca/english/charter/index.html>

**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.

**ELECTRICITY**

Electrical installation inside the booths, after connection, can only be carried out by a certified electrician. All electrical installations must conform to the various building codes in effect. Exhibitors must meet all safety requirements. Olympic Stadium's official supplier, will deliver electricity services if the exhibitor's installations conform to building regulations and codes. Every exhibitor is responsible for ordering their own electrical connections through the Olympic Stadium's official supplier (order form in the exhibitor kit).

**EXCLUSIVE SERVICES**

Various services are offered exclusively by *Marketplace Events*, *Expo Media* or by the exhibition hall suppliers. Exhibitors are required to fill-out order forms for each of the following services: handling, electricity, plumbing (water and sewer), catering and WIFI.

**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.

**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.

## RUNNING OF THE SHOW

### ACCREDITATION BADGES

The number of cards is determined according to your contract. Your accreditation badges will be available at the promoter office starting Tuesday, February 4<sup>th</sup> at 10am. Each badge gives access to the show for one person a day. You can go out and come back the same day by being stamped by the stadium employees. Anyone who leaves during the day or evening without intending to return may leave their badge at the accreditation desk to be used the next day by another person. Additional badges are available at an extra cost by completing the appropriate form on our website (order forms in our exhibitor kit).

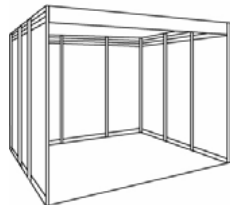
Please note that these badges are required for access during the show's opening days. These policies come from the venue authorities (Régie des installations Olympique) and are strictly applied. *Any discussion with stadium employees about badges is futile. In case of problems, please contact the event promoter.*

### OPENING HOURS

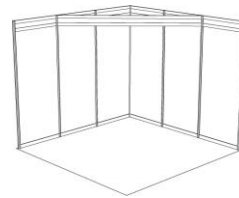
**You must wear your exhibitor accreditation badge at all times.** On the first day of the show, exhibitors will have access to their booth from 8am, but only one hour before opening to the public on the following days. For security reasons, all exhibitors and their personnel must leave the premises immediately following the departure of the public.

## EXHIBIT SET-UP REGULATIONS

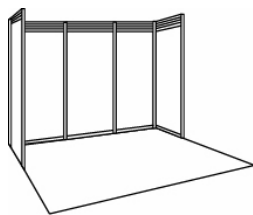
### BOOTH SET-UP EXAMPLES



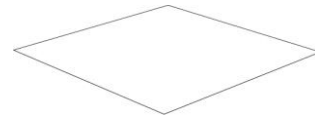
**BOOTH BETWEEN TWO NEIGHBOURS:**  
one rear and two side walls required



**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

All exhibitors are required to use a minimal quality flooring coverage. Unless you have ordered a turnkey booth (carpet included), you must use your own material (carpet, tiles, etc.) or rent a carpet from the official show decorator (GES Canada).

## RIGID EIGHT-FOOT WALLS ARE REQUIRED

**Curtains are prohibited.** The walls of your booth, as well as any other equipment, must be self-supporting and finished on both sides. Unless a written authorization has been provided by the event promoter, the maximum permitted booth height is 8 feet. Unless you have ordered a turnkey booth or rent the required amount of wall panels from the show's official decorator (GES Canada), you must use or build your own booth, as long as it meets the standards in place as well as the rules and regulations imposed by the Montreal's Fire Security Service.

Note that pop-up style booths are accepted as long as they cover the full width of your square footage. All exhibitors will have to conform to these regulations or rent a turnkey booth from the show's official decorator (GES Canada).

## MAINTAINING THE INTEGRITY OF THE PREMISES

It is forbidden to bolt or nail on the walls or floor of the Olympic Stadium. Exhibitors must take the necessary measures to prevent any deterioration of the rented premises or the property of others. If necessary, the exhibitor will be held responsible for any deterioration.

## BOOTH PLANS

Layout plans are required for booths or attractions larger than 300 square feet. Plans must be forwarded to Operations Services ([ahuxham@expomediainc.com](mailto:ahuxham@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.

## HANGING AND POSTING OF SIGNS

Unless a written authorization has been provided by the event promoter, all banners and rigid signs must be installed on the inside of your booth. 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. The French language must be predominant on signs or banners inside the Show. **Any exception to these rules requires an authorization from Show Management.**

## FIRE PREVENTION

The City of Montreal's fire department requires, among other things, that all objects, materials and fabrics that make up your booth must be fireproof. Wood is tolerated as long as it has a minimum thickness of ¼ inch. Any booth covered by a ceiling must be protected by a sprinkler system if it exceeds 300 square feet. Inspectors may require the dismantling of booths that are found to be non-compliant with these standards. If you are not sure, please visit the following web site:

<http://ville.montreal.qc.ca/sim/en/temporary-occupancy-building-exhibitions>

For general information please call: **514-872-3800**

## MOVE-IN & MOVE-OUT

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

### SCHEDULE

A personalized schedule and access door to the Olympic Stadium will be available on our website no later than January 10<sup>th</sup>, 2020. The move-in period is the following: Monday, February 3<sup>th</sup> to Wednesday, February 5<sup>th</sup> from 6am to 8pm. For more information on move-in, please refer to exhibitor kit (SECTION 1).

### MERCHANDISE DELIVERY DURING THE SHOW

The delivery of small boxes or other parcels, provided it is done manually, is allowed during the hour preceding the opening of the show, every day. No transportation of goods is allowed in the exhibition halls during the show's opening hours

### MERCHANDISE DELIVERY

All goods must be delivered to the Stadium and will only be accepted on February 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The Olympic Stadium will return any goods received before February 3<sup>rd</sup> in the morning. Expo Media is not responsible for delivery charges, so be sure to order a "Door to door" service. Expo Media will not bear any costs.

***All goods delivered to an exhibitor must be addressed as followed:***

Montreal HomeExpo Show – Olympic Stadium  
Your name, booth #  
4545 Pierre de Coubertin  
Montreal, Quebec, H1V 0B2

### 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 the containers are empty and ready for storage, please identify them by indicating the name of your company, the number on the box, the number of boxes to store (example: Box 1 of 3), and finally your booth number. Then drop them in the aisle. One of our employees will remove them and bring them back to you at the end of the show.

### CONSTRUCTION AND SAFETY STANDARDS

The set-up and dismantling of an exhibition are 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](http://www.csst.qc.ca)

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**ADDITIONAL INFORMATION, PLEASE CONTACT THE OPERATIONS' DEPARTMENT**

514-527-9221 ext 243 | [ahuxham@expomediainc.com](mailto:ahuxham@expomediainc.com)

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