

PROMOTER'S INFORMATION

MARKETPLACE | **EVENTS**



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SHOW TEAM - EXPOMEDIA

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Operations Manager	Sarah Girard	Ext 230
Marketing Director:	Catherine Jeannin	Ext 234
Administrative Assistant	Vanessa Coehho-Alves	Ext 291

GENERAL INFORMATION

SHOW INFORMATION

OPENING HOURS – NATIONAL HOME SHOW

MONDAY TO FRIDAY	11:00 AM to 9:00 PM
SATURDAY	10:00 AM to 9:00 PM
SUNDAY	10:00 AM to 6:00 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
Pre-sale until (February 24th, 2017)	\$ 13
Online tickets www.salonnationalhabitation.com	\$ 13

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.

MARKETPLACE | EVENTS



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. 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 show's official supplier, GES Canada. 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 (see link for insurance in supplier directory on page 14). 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 following receipt of your final payment. Additional fees will be charged for additional cards (see forms section). 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

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. Place Bonaventure has energy supplies adapted to different needs (see Exhibitors' "Venue Regulations - Place Bonaventure" section on the website) please note that it is strictly forbidden to distribute food or beverages without written approval of 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 predominant.)

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. 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.* »

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. GES Canada, Place Bonaventure's official supplier, will deliver electricity supply 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 GES Canada (order forms available in the Exhibitors' "Supplier Order Forms" section on the website)

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 (sgirard@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

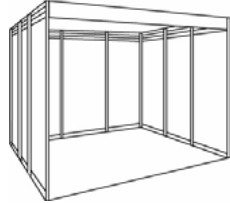
Various services are offered exclusively by *Marketplace Events*, *EXPOMEDIA* or by the exhibition hall suppliers. Exhibitors are required to fill-out order forms for each of the following services: handling, hanging, electricity, plumbing (water and sewer), compressed air, catering, telephone, cleaning,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

VEHICLES ON-SITE

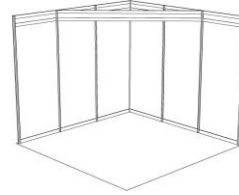
Exhibitors wishing to have a demonstration vehicle in their space must obtain prior approval from Exhibition Management and set-up must be done under the supervision of exhibition personnel. The exhibitor must submit a key of the vehicle to the show office and must conform to the relevant regulations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

EXHIBIT SET-UP REGULATIONS

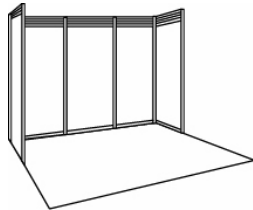
BOOTH SET-UP EXAMPLES



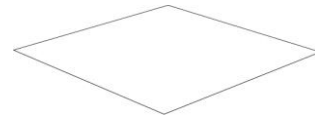
BOOTH BETWEEN TWO NEIGHBOURS:
one rear and two side walls required



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 (**Attention: some restrictions apply to the level 100 and 300 – 7 feet high maximum**);
- Exhibitors are required to respect all rules and regulations imposed by the Montreal's Fire Security Service (see pages the "Venue Regulations – Place Bonaventure" section 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 | sgirard@expomediainc.com

SUPPLIER DIRECTORY

SERVICES	COMPANY	PHONE(S)
<input type="checkbox"/> HANGING* <input type="checkbox"/> COMPRESSED AIR, WATER & DRAIN* <input type="checkbox"/> ÉLECTRICITY* <input type="checkbox"/> BOOTH RENTAL <input type="checkbox"/> FURNITURE RENTAL <input type="checkbox"/> HANDLING* <input type="checkbox"/> GRAPHIC PRODUCTION <input type="checkbox"/> LABOUR	GES Canada gesexpo.ca	Tel.: 514.367.4848 Fax: 514.367.5115
<input type="checkbox"/> CLEANING* <input type="checkbox"/> SECURITY* HOST(S)/HOSTESSE	Place Bonaventure www.placebonaventure.com	Tel.: 514.397.2222 Fax: 514.397.2384
<input type="checkbox"/> INTERNET* <input type="checkbox"/> TELEPHONE*	Réseau Cyr https://placebonaventure.reseauxcyr.com	Tel. : 450.471.5792 Info-pb@reseauxcyr.com
<input type="checkbox"/> CATERER*	Bistro de la Place info@bistrodelaplace.ca	Tel. : 514.371-1376
<input type="checkbox"/> DRYWALL	François Delorme, enr.	Tel. : 514.705.0047 Fax : 514.432.6247
<input type="checkbox"/> AUDIO-VISUAL	SEMA Média	Tel.: 450.635.5825 info@groupesemamedia.com
<input type="checkbox"/> OPERATIONS & LOGISTICS	SUM Logistik http://www.sumlogin.ca/snh/	Tel.: 514.282.8743 Fax: 514.287.8903
<input type="checkbox"/> HOTEL	Bonaventure Hotel Non refundable-rate: Preferential rate:	Tel.: 514.878.2332 https://reservations.travelclick.com/97993?groupID=1991339&hotelID=97993#/guestsandrooms https://reservations.travelclick.com/97993?groupID=2039477&hotelID=97993#/guestsandrooms

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

EXCLUSIVE SERVICES

Exhibition Hall - PLACE BONAVENTURE
Telephone: 514.397.2222 / Fax: 514.397.2384

HANDLING, SIGN HANGING, WATER AND DRAINAGE, COMPRESSED AIR, ELECTRICAL

GES Canada – Telephone: 514.367.4848 Fax: 514.367.5115
Web site: gesexpo.ca
Email: montreal@ges.com

GES Canada must provide all of the above-mentioned services. As a result, no other supplier may render any of these services in the Exhibition Halls.

IN-BOOTH SECURITY

PLACE BONAVENTURE – Telephone: 514.397.2222 - Fax: 514.397.2384
Web site: placebonaventure.com
Email: info@placebonaventure.com

For booth security services, please fill out appropriate enclosed order form and return to us 7 business days prior to the 1st day of the official show move-in. Only credit card payment is accepted.

BOOTH CLEANING

PLACE BONAVENTURE – Telephone: 514.397.2222 - Fax: 514.397.2384
Web site: placebonaventure.com
Email: info@placebonaventure.com

For booth cleaning service, please fill out appropriate enclosed order form and return to us 7 business days prior to the 1st day of the official show move-in. Only credit card payment is accepted.

TELECOMMUNICATION

RÉSEAU CYR – tél : (450) 471-5792
Web Site: placebonaventure.reseauxcyr.com
Email : info-pb@reseauxcyr.com

Réseaux Cyr is the exclusive supplier of all telecommunication services (telephone, fax, Internet line, direct payment, etc.). The Exhibition Halls are equipped with a complete network including high speed Internet. No other supplier may render any telecommunication services.

CATERER

BISTRO DE LA PLACE BONAVENTURE – Telephone : 514 371-1376
Web site: bistrodelaplace.ca
Email: info@bistrodelaplace.ca

Caterers, Agnus Dei and Sisters Gourmet of Place Bonaventure are the exclusive supplier of all food and alcoholic beverages in the Exhibition Halls. Any delivery of food / alcoholic beverages in the Exhibition Halls coming from any other exterior supplier is forbidden.