



Exhibitors Guide

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1 QUÉBEC CITY CONVENTION CENTRE

Exhibitors' Entrance: 1000 René-Lévesque blvd. E

**Note: Pick-ups and deliveries are strictly prohibited at this address.
Please use Level 1 docking area.**

(See section 3 – Set-up)

Exhibitors Hall: Room 200AB

2 OPERATING HOURS

Set-up:

Sunday, April 10: from 1:00 p.m. to 5:00 p.m.

Exhibit:

Monday, April 11: from 8:00 a.m. to 7:00 p.m.

Tuesday, April 12: from 8:00 a.m. to 7:00 p.m.

Dismantling:

Tuesday, April 12: from 7:00 p.m. to 10:00 p.m.

3 SET-UP

Stand set-up starts on **Sunday, April 10**, at 1:00 p.m. and **MUST** be completed by 5:00 p.m.

The following order of arrival must be followed by exhibitors:

1:00 p.m. - 1:45 p.m.

- Stands # 7 to 10
- Stands # 19 to 23
- Stands # 44 to 45

2:30 p.m. - 3:15 p.m.

- Stands # 34 to 43

1:45 p.m. - 2:30 p.m.

- Stands # 3 to 5
- Stands # 11 to 17

3:15 p.m. - 4:00 p.m.

- Stands # 1 to 2
- Stands # 25 to 32

Address of docking area:

Level 1 Docking Area
875 Saint-Joachim St.
Québec, Québec G1R 5V4



Trailer trucks must not exceed 13 ft. 3 in. in height and 48 feet in width.

Parking is not allowed in the docking area. Only unloading and loading activities are allowed. Any vehicle parked in that area will be towed.

Exhibitors arriving at the docking area can handle their material using the Convention Center's blue dollies.

The door giving access to room 200ABC (Exhibitors Hall) is 92 in. high and 94 in. wide. Exhibitors must make pre-arrangements for the handling of oversize crates.

4 DISMANTLING

Stand dismantling will take place on Tuesday, April 12, starting at 7:00 p.m. Please see the "Exhibitor Move-out" Procedure on following page.

Following the scheduled time for dismantling stands, i.e. 10:00 p.m., any material left by the exhibitor's carrier or courier will be automatically taken care of by the official carrier of the event, and all costs incurred will be borne by the exhibitor.

*** *The official carrier of the event is **Dolbec International Inc.***



http://www.dolbec-intl.ca/pages_anglais/exhibitions/exhibitions_acces.html

MOVE-OUT PROCEDURES AT THE CLOSING OF THE EXHIBITION

After dismantling you must use the loading dock to move your material out.

FOR INFORMATION:
418 644-4000

Parking by the Convention Centre's main entrance (Promenade Desjardins) is prohibited.

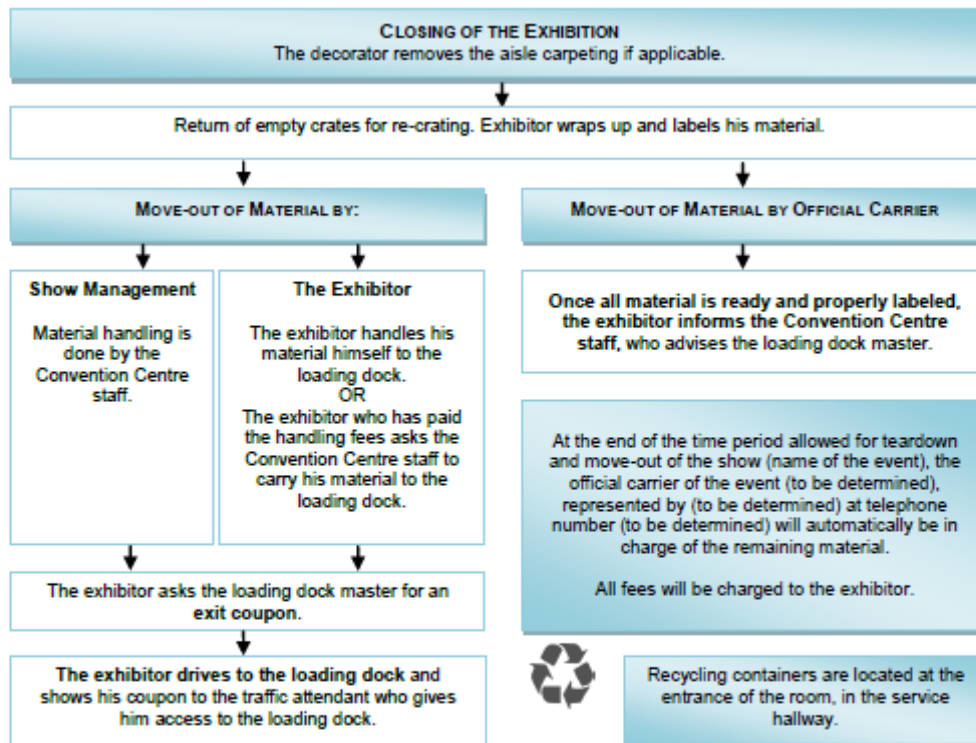
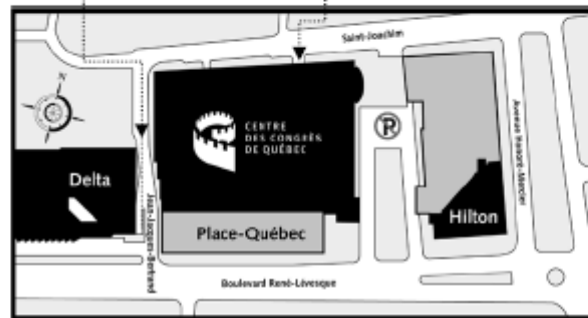
Dollies are not allowed in the Centre's main halls.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill HIMSELF with his account number and contact the courier to order his material pick-up.

ACCESS TO THE QUÉBEC CITY CONVENTION CENTRE LOADING DOCKS

LOADING DOCK
855, rue Jean-Jacques-Bertrand
G1R 5V3

LOADING DOCK
675, rue St-Joachim G1R 5V4



THANK YOU for your cooperation

5 SHIPPING, HANDLING AND STORAGE OF MATERIAL

Exhibitors must see to the shipping of their material used for the exhibit. In order to ensure proper oversight, and on-site and on-time delivery, see this section of the Guide.

Shipping and delivering of material:

Shipping options for material:

- By the exhibitor;
- By the carrier of the exhibitor’s choice (you can also view the list of the Convention’s official suppliers in [section 8](#)).

Important: Exhibitors who use courier companies such as FedEx, UPS, DHL or others must ensure that customs duties, taxes and so forth are paid in advance. All goods sent COD will not be accepted by the Centre.

In some cases, courier companies do not declare that costs are paid by the consignor at delivery. Consequently, sometimes the Convention Centre receives a bill 30-90 days after the event. In these situations, the exhibitor will be re-invoiced with administrative fees.

LABEL ADDRESSING SAMPLE (Please send to shipping company if different from exhibiting firm)

<p>Name of shipper (exhibitor) Address Phone Fax</p> <p>Number of boxes:</p> <p>Carrier: Name of your carrier Customs broker’s contact information:</p> <p style="text-align: center;">NAME OF EXHIBITING FIRM To the attention of: AQTr’s 51th Annual Convention Stand number: _____ Québec City Convention Center Level 1 Docking Area 875 Saint-Joachim St. Québec, Québec G1R 5V4</p>
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Handling:

Exhibitors who are directly shipping their material to the Québec City Convention Center and who are not on site to receive it understand that it will automatically be handled by the Convention Center's staff, and that **charges will apply**.

Storage:

- Pre-event storage:

Pre-event material storage options:

- Storage at the Québec City Convention Centre;
The Convention Center will accept exhibitors' material starting Friday, April 8, 2016 only. Pre-event storage fees will apply for any exhibitors' material received before this date.



<http://www.convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms>

- Storage by the exhibitor's supplier (see the Convention's official suppliers list in [section 8](#)).

- Storage during the event:

The Québec City Convention Center manages storage areas located near the exhibition halls.

Storage during the event must be confirmed by each exhibitor by filling out the appropriate order form, or at the service counter during exhibit set-up. Rate only includes items labelling and storage space. **Handling charges will apply for moving empty crates or boxes** from the Exhibitors Hall to the storage area, and back to the Exhibitors Hall at the end of the event.



<http://www.convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms>

5.1 Material from outside Canada

All material entering Canada, including temporary imported goods, are subject to duties and taxes. It is the exhibitor's responsibility to make sure goods are delivered on time. For more information, please visit Canada Border Services Agency's website:

 www.cbsa-asfc.gc.ca

Exhibitors may also use customs brokers' services at their own expense. A list of licensed customs brokers is available on Canada Border Services Agency's website.

 <http://www.cbsa-asfc.gc.ca/services/cb-cd/menu-eng.html>

See also the official suppliers list in [section 8](#).

If you use the services of a broker, you must provide him with an AQTr's invitation letter that explains the nature of the event and with an authorization letter from your company, which allows him to act on your behalf at customs.

6 PARKING

6.1 Cars

The Center is located close to numerous underground parking spaces located at Place Québec (accessible via Saint-Joachim St.), Complex Marie-Guyart, Place Haute-Ville (under the Delta Hotel), and finally Place D'Youville. These parkings are connected through underground pedestrian tunnels for more convenience. They are open 24/7 (see available Parking Map on the Convention Center's website, under Parking of the Exhibitors Guide).

 <http://www.convention.qc.ca/en/attending-event/parking>

For an undetermined periods of time – On weekdays (by day), we strongly suggest that you use sustainable forms of transportation (carpooling, public transit, Parc-O-Bus), due to heavy traffic in the area and road works. For more information, visit the Convention Center's website.

Please note that parking on the Promenade Desjardins is prohibited at all times.



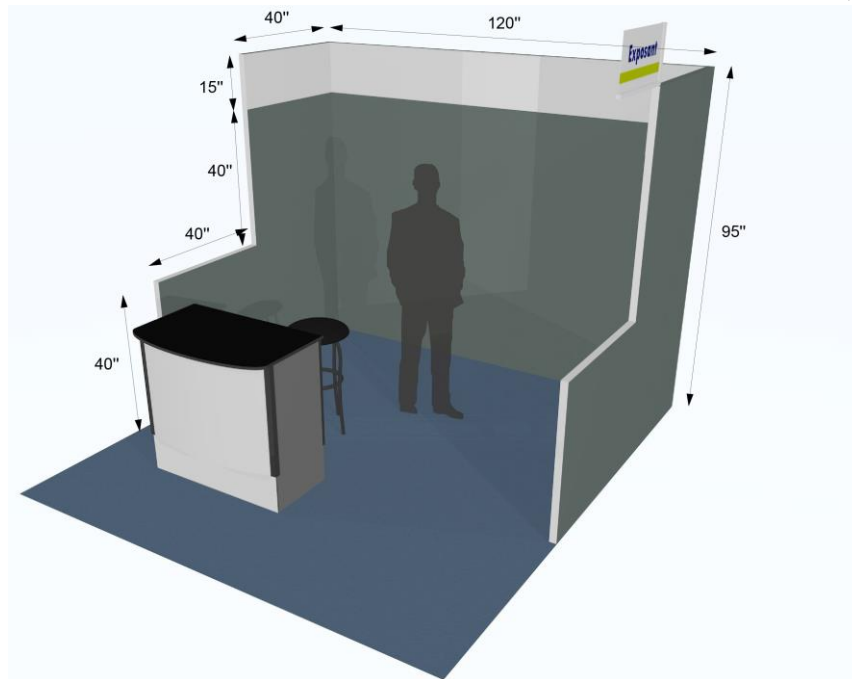
7 EXHIBITION BOOTHS

There are no restrictions on the type of equipment that can be set up in exhibition booths. However, all stands, without exception, must stay within the maximum height allowed of 8 ft., panels included. In order not to interfere with adjacent stands' aesthetics, partitions, devices and other equipment cannot exceed maximum depth of 4 ft. extending from back wall.

Only doubled-sided Velcro is allowed to mount rigid panels in stands.

Equipment included in a 10 ft. X 10 ft. stand

- As shown in illustration: one 95 in. H x 120 in. W back rigid panel; two 95 in. H x 40 in. W middle panels, and two 40 in. H x 40 in. W side panels;
- A counter and a stool;
- One 120-volt/15-amp electrical outlet;
- One trash bin and one recycling bin;
- Free Wi-Fi access (max. 250 MB/day – recommended for personal use).



7.1 Trade Show Events

Numerous events will take place during the exhibit in order to attract a growing number of visitors at the Transportation and Trade Show: *Prochain Arrêt!*

THE ECONOMIC DEVELOPMENT FORUM

This forum will be the ideal setting for exchanges and discussions. It will showcase speakers who will present the economic, societal and environmental dimensions of transportation.

A guided tour of the Trade show with work providers. For more information, please contact Mr. Andrés Quesada by email at ventes@aqtr.qc.ca or by phone at 514 523-6444, ext. 310.

THE STUDENTS

This showcase is the favorite gathering place for students and all of those who are interested in the next generation of transport professionals. Two activities will take place: the posting of students' works and the 2016 edition of the *Les mordus du transport* contest.

A high volume of visitors is to be expected!

Trade show passes

Exhibitors will receive 20 electronic admission passes to the Transportation Trade Show for distribution to their guests. For more passes, please contact Mr. Andrés Quesada by email at ventes@aqtr.qc.ca or by phone at 514 523-6444, ext. 310.

8 OFFICIAL SUPPLIERS

8.1 List of services provided to exhibitors

- Exhibition services;
- Shipping and customs services;
- Hanging, additional electricity, storage, handling, stand cleaning, temporary staff, security and telephony;
- Audiovisual;
- Internet.

8.2 List of the Convention's official suppliers

Exhibition services

You can get additional equipment from our official supplier at your own costs. You can contact him directly to get the catalog of available material.

StandEx

2800 Dalton ave, Suite 8
Québec, Québec G1P 3S4
Contact: Mrs. Sylvie Beaulieu
E-mail: exposition@standex.ca
Phone: 1 418 654-0029, ext. 200

Shipping and customs services

In order to make sure that material is delivered to exhibitors on site and on time, please contact the Convention's official supplier that offers these services:

Dolbec International Inc.

Contact: Mrs. Danielle Amyot
Email: show@dolbec-intl.ca
Phone: 418 688-9115
Fax: 418 688-3399

To order shipping and customs services, please fill out Dolbec International Inc.'s exhibition forms through this link:



http://www.dolbec-intl.ca/pages_anglais/exhibitions/exhibitions_acces.html

To access Dolbec's exhibition forms, please enter the following password:
15SHOW.

*****Please note that « 0 » is for the number zero and all letters have to be in capitals*****

Hanging, additional electricity, storage, handling, stand cleaning, temporary staff, security and telephony.

Québec City Convention Center

Contact: Mrs. Line Laliberté

Email: services@convention.qc.ca

Phone: 418 649-7711, ext. 4066 or 1 888 679-4000

All of these services are exclusive to the Québec City Convention Center, except for stand cleaning, surveillance service and temporary personnel.

To order these services, please fill out the Convention Center's order forms (customized for the event) available on the Center's website, under "AQTr's 51th Annual Convention".



www.convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms

- Exhibitors must fill order forms directly online, and print, sign and send them by fax at 418 649-5266 **by 4:30 p.m., Thursday, March 24, 2016.** **An extra charge of 25% will apply after this date.** On site, a service counter will answer last-minute demands in exchange of an extra charge of 25%. However, some services may not be provided.

Audiovisual

The Center's official supplier for all audiovisual equipment is:

Freeman Audio Visual

Contact: Mr. Éric De Lafontaine

Email: eric.delafontaine@freemanco.com

Phone: 1 418 649-5225

Fax: 1 418 649-5224

Internet and computer rental services

Free Wi-Fi access (max. 250 MB/day – recommended for personal use only) is provided to exhibitors. However, for specific needs such as wired Internet or computer rental, please contact the Center’s official and exclusive supplier:

Miro Location Informatique

Phone: 1 418 649-5219

Fax: 1 418 780-3358

Contact: Yves Fortier

Email: support@miroinformatique.com

To order audiovisual services or additional Internet data, you may also fill suppliers’ order forms, customized for the event, which are available on the Center’s website under AQT’s 51st Annual Convention:



www.convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms

9 GENERAL RESTRICTIONS

The following restrictions apply to exhibitors and staff used for the set-up and dismantling of the exhibit.

9.1 Common areas

Exhibitors must keep hallways, elevators, escalators, entrances, lobbies, halls, signage displays, plasma screens, emergency exits and any other room free from obstruction **at all times**.

9.2 Animals

With the exception of assistance dogs for blind persons, no animals are allowed in the Centre without special authorization from the Convention Center.

9.3 Stickers

Stickers of any kind are strictly prohibited at the Convention Centre.

9.4 Balloons and confetti

The use of helium balloons must be preauthorized by your event's coordinator. Charges apply for taking balloons down from the ceiling after your event. The use of confetti and sequins is prohibited.

9.5 Set-up and dismantling

To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, no alcohol beverages will be tolerated during set-up and dismantling of stands.

Children	For safety reasons, the presence of children at the docking area and in the Exhibitors Hall is not advised during set-up and dismantling of stands.
Fire	Exhibitors must comply with fire prevention rules. For full details, please refer to "Security Measures and Fire Prevention" document available at http://www.convention.qc.ca/sites/default/files/pdf/security_measures_jan2013.pdf
Motorized vehicles	Exhibitors must comply with fire prevention rules. For full details, please refer to "Security Measures and Fire Prevention" document available at http://www.convention.qc.ca/sites/default/files/pdf/security_measures_jan2013.pdf

9.6 Noise limits

Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.

9.7 No smoking policy

The Québec City Convention Centre provides a **smoke-free environment** to its clientele. Since May 31, 2006, according to provisions of the Tobacco Act, smoking is strictly forbidden inside the Centre and also in the docking areas.

9.8 Security

The Convention Centre offers general site security on a 24-hour basis. However, the Centre is not responsible for goods and property belonging to exhibitors or the event in rented spaces.

9.9 Food services

HRS Inc. holds **the exclusive right to sell and distribute food and beverages inside the Convention Center**. Therefore, no food or beverages may be sold or distributed without the written consent of the Québec City Convention Center management or HRS Inc.

9.10 Adhesive tape

The only adhesives allowed in the Center are listed below and may be purchased on site:

Wall surfaces:	3M wall mounting tabs, no. 7220
Floor surfaces:	Tuck Tape 85 or Tuck Tape 99 Double Face Echo Tape DC-W188F
Brick walls:	3M wall mounting tabs, no. 7220

10 EXHIBITORS OBLIGATIONS

10.1 Insurance

Exhibitors must have their own “liability” insurance. In the event of fire, flooding or theft, no matter how caused, the Québec City Convention Centre and its representatives assume no liability for any bodily harm or material damage to products, stands, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

10.2 Recycling and residual waste management

Exhibitors have the obligation to use the equipment provided for recycling (paper, paperboard, glass, plastic) for the duration of the event (including set-up/dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.

Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre's staff at no charge. Any bins inside the booth will not be emptied.

11 PROMOTIONAL INSERT

If you purchase the “Promotional Insert” package (\$900)”, you can ship your promotional material using one of these 2 options:

- 1) Pre-event shipping to the Convention Center – send your material to Dolbec’s warehouse. Material must be shipped between April 5 and April 8, 2016. You must follow Dolbec’s specific labelling procedure.



http://www.dolbec-intl.ca/pages_anglais/exhibitions/exhibitions_acces.html

Password: **15SHOW**

- 2) Delivery in person on Sunday morning, April 10, at 9:00 a.m., at the Convention Center (room 202 - Secretariat).

Please note that any material that will not be delivered at the Convention Center at 9:00 a.m., on April 10, will not be inserted into participant bags.

To purchase the “Promotional Insert” package, please contact Mrs. Danielle Cantin by email: dcantin@aqtr.qc.ca or by phone: 514 523-6444, ext. 311.

For more information on the shipping of your promotional material, please contact Mr. Andrés Quesada by email at aquesada@aqtr.qc.ca or by phone at 514 523-6444, ext. 310.

12 CONTACT INFORMATION

SERVICE	CONTACT
AQTr	Contact: Andrés Quesada email: aquesada@aqtr.qc.ca Phone: 514 523-6444, ext. 310 Sales: Danielle Cantin Coordinator, Sales and partnerships Email: dcantin@aqtr.qc.ca Phone: 514 523-6444, ext. 311
Exhibition services	StandEx Phone: 1 418 654-0029 Contact: Sylvie Beaulieu Email: exposition@standex.ca Phone: 1 418 654-0029, ext. 200
Shipping and customs services	Dolbec International Inc. Phone: 418 688-9115 Fax.: 418 688-3399 Contact: Danielle Amyot Email: show@dolbec-intl.ca http://www.dolbec-intl.ca/pages_anglais/exhibitions/exhibitions_acces.html Password: 15SH0W
Hanging, additional electricity, storage, handling, stand cleaning, temporary staff, security and telephony	Québec City Convention Center Phone: 418 649-7711, ext. 4066 or 1 888 679-4000 Contact: Line Laliberté Email: services@convention.qc.ca
Audiovisual	Freeman Audio Visual Phone: 1 418 649-5225 Fax: 1 418 649-5224 Contact: Éric De Lafontaine Email: eric.delafontaine@freemanco.com
Internet and computer rental services	Miro Location Informatique Phone: 1 418 649-5219 Fax: 1 418 780-3358 Contact: Yves Fortier Email: support@miroinformatique.com
Accommodation	Hilton Québec 1100, René-Lévesque blvd. E Québec City, QC G1R 4P3 418 647-2411 Preferred hotel rates: <ul style="list-style-type: none"> - <u>Downtown City& Parliament View</u>: \$142 per night (single or double occupancy) plus taxes - <u>Old-Québec River View (ON REQUEST)</u>: \$162 per night (single or double occupancy) - <u>Customized reservation link</u>: http://www.hilton.com/en/hi/groups/personalized/Y/YQBHIIH-GAQTB-20160407/index.jhtml

