

**AQTr**

Quebec Transportation  
Association

52<sup>nd</sup>

**TRANSPORTATION  
CONVENTION AND  
TRADE SHOW:  
PROCHAIN ARRÊT!®**

**EXHIBITOR MANUAL**

Transportation...

**city**  
**vision**  
**vitality**

**03-05.04.2017**

PALAIS DES CONGRÈS  
DE MONTRÉAL

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1. *MONTRÉAL PALAIS DES CONGRÈS*

Participant's Entry: 1001, place Jean-Paul Riopelle, Montréal

Note: No pickup or delivery will be permitted at this address.

Please use the loading dock on level 1 (consult section 5 of the manual about this).

Exhibitor's Hall: room 517CD

2. *TRADE SHOW HOURS OF OPERATION*

**Setup:**

Sunday, April 2nd, 2017: from 2 p.m. to 5:15 p.m.

**Show:**

Monday, April 3rd, 2017: from 8 a.m. to 7 p.m.

Tuesday, April 4th, 2017: from 8 a.m. to 7 p.m.

**Takedown:**

Wednesday April 5th: from 7 a.m. to 11 a.m.

3. *SETUP*

Setup begins on Sunday, April 2nd, at 2 p.m. and **MUST BE** finished by 5:15 p.m.

It is important to follow the next arrival schedule for exhibitors:

**2 p.m. to 3:15 p.m.**

Booths #1 to 20

**3:15 p.m. to 4 p.m.**

Booths #21 to 40

**4 p.m. to 4:45 p.m.**

Booths #41 to 60

**4:45 p.m. to 5:15 p.m.**

Booths #61 to 80

4. *TAKEDOWN*

Takedown will be **done Wednesday April 5th** starting at 7 a.m.

At the end of the scheduled hours for takedown of the exhibit, the official carrier of the Palais des Congrès will automatically take any equipment not picked-up by a carrier or the exhibitor's courier and all costs incurred will be the responsibility of the exhibit

Note: No pickup or delivery will be permitted at this address.

Please use the loading dock on level 1 (consult section 5 of the manual about this).

Exhibitor's Hall: room 517CD

5. *TRANSPORT, HANDLING OF MERCHANDISE AND TEMPORARY STORAGE*

It is the responsibility of the exhibitor to assure delivery of merchandise being used to the exhibition hall. In order to assure smooth functioning as well as on-site and on-time delivery, we invite you to consult this section of the manual.

Options for transport of equipment:

1. *By the exhibitor on setup and takedown days only*

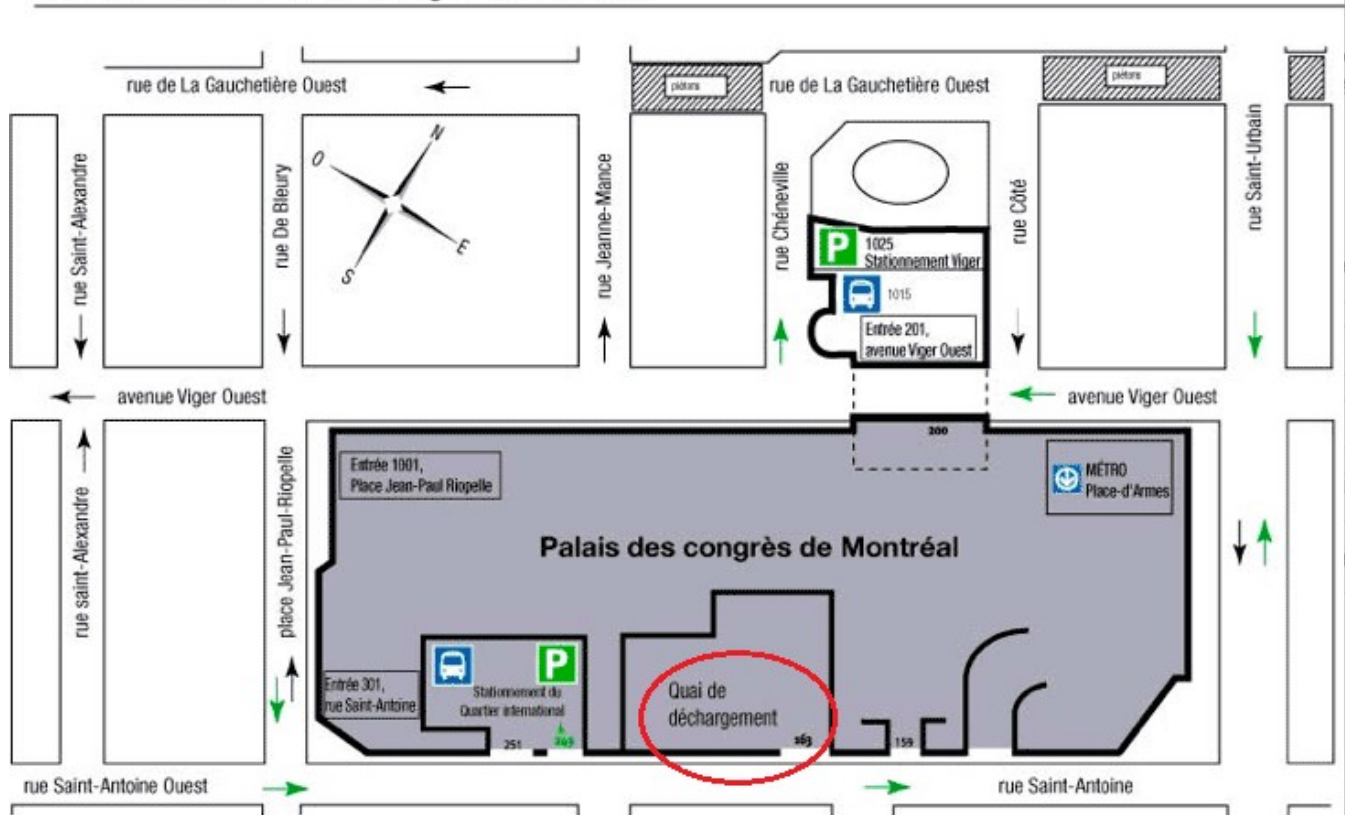
In such cases, the exhibitor uses the loading and unloading dock of the Palais des Congrès, located at 163, rue St-Antoine Ouest.

Tractor-trailers should not be higher than 13'3" and more than 48' long. Parking is not permitted at the loading dock. Only loading and unloading are authorized and any violators will have their vehicle towed.

All exhibitors who arrive at the loading dock with equipment and/or material will unload his/her truck with the help of the blue dolly, which will be made available by the Palais des Congrès.

The door providing access to hall 517 CD (exhibitor's hall) is 8' high and 9' wide. The exhibitor is responsible for making any special arrangements for the handling of any oversized transport boxes in advance.

**Plan d'accès - Palais des congrès de Montréal**



## *2. By the official supplier of the Trade Show*

The official supplier of the Trade Show is Stand-Ex. In this case, the exhibitor's equipment will be delivered directly to the exhibit booth the day of setup.

To get more details on the costs of pickup, transport, temporary storage and delivery by this supplier, the exhibitor should contact the official carrier of the Palais des Congrès directly.

### *Official supplier of the trade show*

#### **StandEx**

Mrs Vicky Boudreault

Project Manager

418 654-0029, extension 205

exposition@standex.ca

[www.standex.ca](http://www.standex.ca)

*Exhibitors will be sent directly Stand-Ex purchase orders.*

## **Shipping of promotional inserts:**

If your partnership arrangement includes promotional inserts, you should assure that the material is shipped within the required time frame.

Options for the transport of material (*for promotional inserts only*):

### *By the partner on setup day only*

You should bring material directly to the Montréal Palais des Congrès to the attention of the AQTr. Material must be delivered only on Sunday, April 2nd, between 8 a.m. and 10 a.m. and must be dropped off at the Convention's secretariat (room 522).

### *By the official supplier of the Trade Show*

The official supplier of the Trade Show is Stand-Ex. In such cases, the material will be delivered directly to the attention of the AQTr.

Boxes must be identified in the following manner:

*Company Name :*

*Adress :*

*Phone :*

*Number of boxes :*

To the attention of: 52<sup>nd</sup> Annual Convention of the AQTr  
Promotional inserts  
(to be delivered to the Convention secretariat, room 522)

**StandEx**  
**2800, avenue Dalton,**  
**Ville de Québec,**  
**QC G1P 3S4**

To get more details on the costs of pickup, transport, storage and delivery by this supplier, the partner should contact the supplier directly.

Mrs Vicky Boudreault  
Project Manager  
418 654-0029 extension 205  
[exposition@standex.ca](mailto:exposition@standex.ca)  
[www.standex.ca](http://www.standex.ca)

### *Handling:*

Any exhibitor, who ships his/her material directly to the Montréal Palais des Congrès and is not on-site to receive it, understands that the staff of the Palais will automatically handle his/her material and that **additional cost will be applied.**

### *Storage:*

#### Pre-convention storage:

The official carrier of the Montréal Palais des Congrès is Stand-Ex. To get more details on storage costs, the exhibitor should contact the official carrier directly.

Mrs Vicky Boudreault  
Project Manager  
418 654-0029, extension 205  
[exposition@standex.ca](mailto:exposition@standex.ca)  
[www.standex.ca](http://www.standex.ca)

Tel.: 514-987-2700, ext. 2126

*Exhibitors will be sent directly Stand-Ex purchase orders.*

### Temporary Storage during the Convention

The Montréal Palais des Congrès has storage areas near the exhibition halls and oversees the management of these spaces.

Storage during the convention is mandatory.

Stickers will be distributed during setup and each exhibitor is responsible for identifying his/her boxes with the booth number in order to be able to find them at the end of the convention.

#### 5.1 *Merchandise from Outside of Canada*

Any merchandise entering Canada, even if imported only temporarily, is subject to duties and taxes. It is the responsibility of the exhibitors to assure the timely delivery of merchandise. We suggest that you consult the Internet site of the Canada Border Services Agency to obtain more information on this subject: [www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)

Exhibitors may also use customs brokerage services at their own expense. A list of accredited customs brokers is available on the Internet site of the Canada Border Services Agency: <http://www.cbsa-asfc.gc.ca/services/cb-cd/menu-eng.html>

The official carrier for the Palais des Congrès, Mendelssohn Commerce/Lamcar Logistique acts as an official customs broker for this event.

If you use the services of a broker, you should send him/her a letter of invitation from the AQTr that explains the nature of the event as well as an accreditation letter of your company that allows the broker to act in your name at customs. To obtain a letter of invitation from the AQTr, please contact the Association.

## 6. *PARKING*

There are several parking lots on-site or near the Palais des Congrès, including:

The 400-space indoor parking lot (Palais des Congrès) on the rue Chenneville, accessible from Avenue Viger.

The 1200-space indoor parking lot at the Quartier International de Montréal (QIM), accessible from the rue St-Antoine.

*Parking rates at the Palais des Congrès  
1025, rue Chenneville*

Every 20 minutes: \$4  
For a maximum period of 12 hours: \$21  
For a period of 12 to 24 hours: \$24  
Fixed rate at entry during an event: \$22

*QIM parking rates  
249, rue St-Antoine Ouest*

Every 20 minutes: \$4.50  
For a maximum period of 12 hours: \$20  
For a period of 12 to 24 hours: \$25  
Fixed rate at entry during an event \$23

*\*\*\*All applicable taxes are included. All prices are in Canadian dollars and may be modified without notice.*

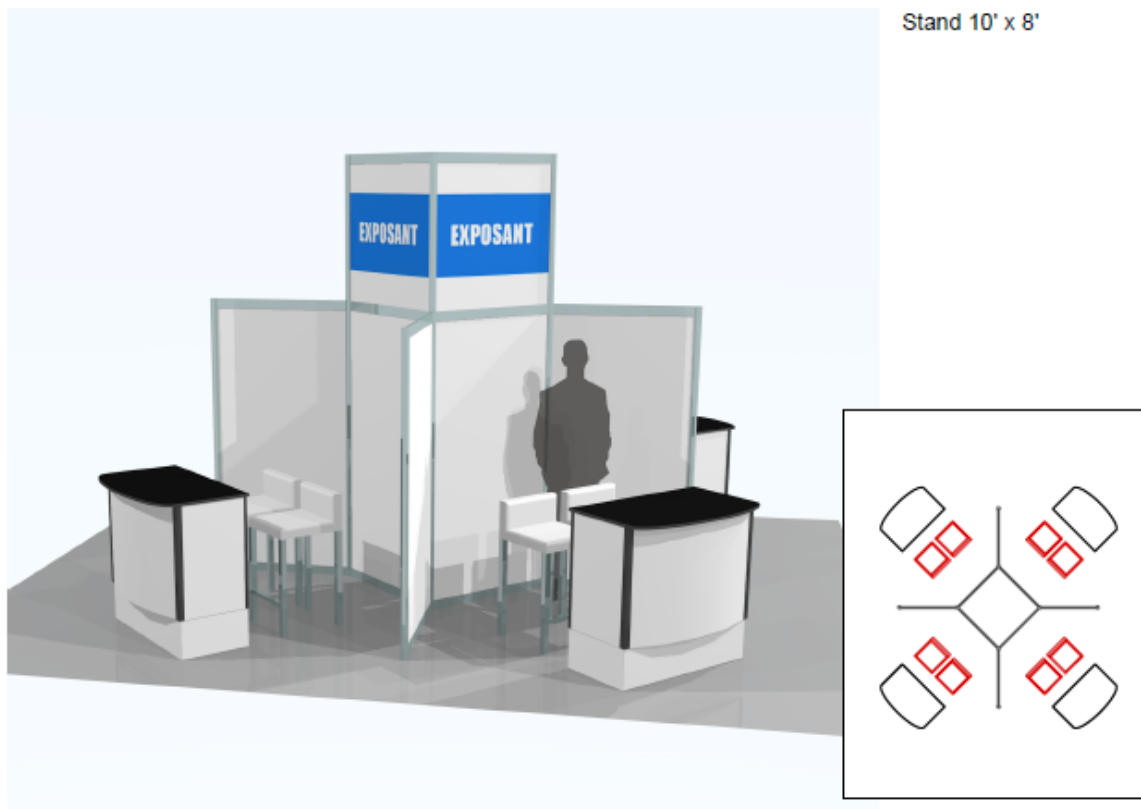
## 7. EXHIBITION BOOTHS

### Details about the booths

No restrictions are set as to the kind of equipment installed in booths. However, all booths, without exception, must respect the maximum authorized height of 8', including signage. So as to not detract from the aesthetics of adjoining booths, partitions, machinery, devices or appliances and other equipment and articles may not exceed a maximum depth of 4' from the back wall. From this point, to the front of the booth, equipment, including machinery, devices and appliances, tables and counters, may not exceed a height of 4'. For any special requests concerning the arrangement of your booth, please contact the AQTr.

### Equipment included in a 10' x 8' booth

- ✓ 10' x 8' booth including white rigid PVC walls (customization in addition)
- ✓ A table 40'' (customization in addition)
- ✓ 2 white stools
- ✓ A 15 amp electrical outlet (1500W)
- ✓ A 5Mbps Internet connection for 1 device
- ✓ 1 Exposit visual 40'' x 40''
- ✓ A wastebasket and recycling bin





## 7.1 Trade Show Events

Numerous activities are scheduled throughout the exhibition in order to assure a still greater number of visitors.

### 1. THE ECONOMIC DEVELOPMENT FORUM

You will be able to meet with international delegations looking to establish partnerships for their projects and innovations.

### 2. THE STUDENTS SHOWCASE

This showcase is the exclusive meeting place for students and for all those who have an interest in emerging professionals. Two activities will take place: poster sessions as well as the Les mordus du transport Contest, 2017 edition.

### 3. THE TECHNOLOGICAL SHOWCASE

Here is a showcase that serious fans of new and innovative technology will not want to miss. This space will offer lectures and during the two days.

### 4. TRADE SHOW PASS

Contact us if you wish to obtain electronic passes to the show. Your guests may move freely inside the Trade Show then.

Resource Person: Danielle Cantin  
[dcantin@aqtr.gc.ca](mailto:dcantin@aqtr.gc.ca) or 514 523-6444, ext. 311

## 8. OFFICIAL SUPPLIERS

### 8.1 List of Services Offered to Exhibitors:

1. Exhibition Services;
2. Transportation service and customs brokerage;
3. Hanging displays, additional electricity, temporary storage, handling, booth cleaning, surveillance and telephone systems;
4. Audio-visual;
5. Internet.

### 8.2 List of Official Suppliers of the Convention

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**Association  
québécoise des  
transports**

If you have any question regarding sales and partnerships :

**Resource Person: Andrés Quesada**  
 Email: [aquesada@aqtr.com](mailto:aquesada@aqtr.com)  
 Tel. : 514 523-6444, extension 310

**Sales: Danielle Cantin**  
 Email: [dcantin@aqtr.com](mailto:dcantin@aqtr.com)  
 Tel. : 514 523-6444, extension 311

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<b>Exhibition Services, storage and delivery</b>	<p>It is possible to obtain, at your expense, additional equipment from our official supplier. We invite you to contact them directly to obtain a catalogue of available equipment.</p> <p><b>StandEx</b>          Madame Vicky Boudreault          Chargée de projets          418 654-0029, poste 205  <a href="mailto:exposition@standex.ca">exposition@standex.ca</a>  <a href="http://www.standex.ca">www.standex.ca</a></p>
<b>Transportation service and customs brokerage</b>	<p>In order to assure on-time and on-site delivery of merchandise to the exhibitors, please contact the convention's official supplier who is offering these services:          Mendelssohn Commerce/Lamcar Logistique          Monsieur Philip Lopresti          Event Coordinator          Mendelssohn Commerce/Lamcar Logistique          Email: <a href="mailto:plopresti@mend.com">plopresti@mend.com</a>          Tel.: 514-987-2700, ext. 2126</p> <p>To order transportation and custom brokerage services, you must fill out the order forms available in the appendix.</p>
<b>Hanging displays, additional electricity, booth cleaning, surveillance and telephone systems</b>	<p>To order these services, you must fill out the order forms from the Montréal Palais des Congrès, personalized for the event and available on the Web site:  <a href="https://portailclient.congresmtl.com">https://portailclient.congresmtl.com</a></p> <p>Exhibitors shall create their account, choose the services that they wish to order, verify their order and pay their order by credit card. A confirmation of the order will then be sent to the exhibitor by email.</p> <p>To benefit from the most advantageous prices, order before March 23, 2017. Additional charges of 25% will apply after this date. On site, a service counter will allow us to respond to last-minute requests: however, please note that other additional charges of 20% will apply and that it is possible that some services may no longer be available.</p>
<b>Audio-visual</b>	<p>Additional equipment can be obtained at your expense from our official supplier. Please, contact him directly to have the catalogue listing the equipment available.</p> <p>Minution          Marc Calvert,          Président  <a href="mailto:mc@minution.ca">mc@minution.ca</a>          Tel : 514 246-6272, poste 346          Fax. : 514 710-6272  <a href="http://www.minution.ca">www.minution.ca</a></p>
<b>Internet services</b>	<p>For any additional Internet service, please order on line through the Palais des congrès de Montréal Web site: <a href="https://portailclient.congresmtl.com">https://portailclient.congresmtl.com</a>, (customized for the event).</p>
<b>Accomodation</b>	<p>Here is the link for bookings through Internet: <a href="https://www.starwoodmeeting.com/Book/AQTR">https://www.starwoodmeeting.com/Book/AQTR</a></p> <p>Le Westin Montréal          270, Saint-Antoine Ouest, Montréal, Québec H2Y OA3 Canada          Tel :(1) 514 380-3333</p> <p>This Web site will be accessible for any reservation request, change or cancellation. Bookings can be made by phone at 1 866 837-4262 with the following group name: Association québécoise des Transports.</p>

## 9. GENERAL RESTRICTIONS

The following restrictions apply to exhibitors and to the work force required during setup and takedown of booths.

### 9.1 Common Areas

The exhibitor must not at any time obstruct hallways, elevators, escalators, lobbies, halls, video monitors, plasma screens, building emergency exits or other rooms of the Palais des Congrès.

### 9.2 Animals

With the exception of guide dogs for the sight-impaired, no animals are admitted inside the Palais des Congrès, unless the management of the Montréal Palais des Congrès has given special permission.

### 9.3 Stickers

Stickers, of whatever kind, are strictly prohibited by the Montréal Palais des Congrès.

### 9.4 Balloons and Confetti

The use of helium-filled balloons must be pre-authorized by the coordinator of your event. Costs will be charged to you for the recovery of balloons from the ceiling after your event. The use of confetti and sequins is prohibited.

### 9.5 Consumption of Alcohol During Setup and Takedown

In order to minimize the risk of accident, and except by special agreement with the Palais des Congrès, no alcoholic beverages are allowed during the setup and takedown periods.

### 9.6 Docking Area

For security reasons, the presence of children at the loading dock and in the exhibition hall is not recommended during setup and takedown periods.

### 9.7 Fire

The exhibitor must conform to fire prevention rules. See the document “Fire Security and Prevention Measures” available on the online portal for ordering services: <https://portailclient.congresmtl.com>.

### 9.8 Motorized Vehicles

The exhibitor must conform to fire prevention rules. See the document “Fire Security and Prevention Measures” available on the online portal for ordering services: <https://portailclient.congresmtl.com>

The exhibitor must have the following elements validated: vehicle dimensions and weight as well as its make and model. The logistics supervisor will coordinate delivery hours and dates. *See appendix A.*

### 9.9 Noise Limits

If the operation of equipment or machines, appliances or devices produces noise or odors that bother exhibitors or guests, they will have to cease operations. The noise intensity must not exceed 70 decibels at four feet from the source of the noise. The AQTr is the sole judge in this matter.

### *9.10 Tobacco Policy*

The Montréal Palais des Congrès offers a smoke-free environment. According to the provisions of the Tobacco Act, it is strictly forbidden to smoke inside the Palais des Congrès and on its terraces and loading docks, without exception.

### *9.11 Security*

The Montréal Palais des Congrès assures the overall security of the building on a 24-hour basis. This service is, however, not responsible for the client's goods and property or for the event inside the leased premises.

### *9.12 Food Services*

Capital Traiteur possesses the exclusive right for the sale and distribution of food and beverages inside the Palais des Congrès. No food or drink may be distributed, sold or given away without written authorization from the management of the Montréal Palais des Congrès or from Capital Traiteur.

### *9.13 Adhesive Ribbon*

The only adhesives permitted in the Palais des Congrès are the following:

On wall surfaces: 3M wall mounting tabs, no. 7220

On floors: Polyken 105c LPDE Scapa 274004 or DC-W002A

On brick walls: 3M wall mounting tabs, no. 722

## *10. OBLIGATIONS OF THE EXHIBITOR*

### *10.1 Insurance*

The exhibitor must possess his/her own Liability Insurance. The Company and its agents assume no liability for bodily harm or material damage to products, booths, equipment or decorations caused by fire, water, theft from leased premises or during transitions in the building, for any reason whatsoever.

### *10.1 Recycling and Waste Collection*

The exhibitor must use the various pieces of equipment put at his/her disposal for recycling (paper, cardboard, glass, plastic) during setup/takedown as well as during the exhibition. Other selective collections may be added to those enumerated above.

Wastebaskets must be placed outside the booth, in the walkway at the closing of the exhibition each night. They will be emptied by the staff of the Montréal Palais des Congrès at no cost. Wastebaskets left inside the booth will not be emptied.

11. APPENDIX

11.1 Appendix A

a) Vehicles and other combustion engines on display

1. All gas caps on vehicles and other combustion engines on display must be locked or sealed with adhesive tape so that the fumes cannot escape (not applicable to gas tanks that have never been filled).
2. Gas tanks in vehicles on display must not contain more than half a tank or 38 litres (10 gallons) of fuel.
3. a) Starter batteries on gas-fueled vehicles must be disconnected. Anti-theft features and other accessories cannot use the starter battery for power; they must be connected to an external source that cannot be used to start the engine. For engines that do not require an accumulator to start, the spark plugs must be removed.

b) Starter batteries on hybrid vehicles must also be disconnected. However, no measures need to be taken for electric motors or battery packs.

c) There is no need to remove or disconnect batteries on electric cars.

4. Owners are responsible for ensuring that no engines can be started during the show. Vehicles cannot be moved during opening hours without authorization from the Montreal Convention Centre Safety Services.
5. Refueling or emptying fuel from vehicles is strictly prohibited inside the building and in the surrounding areas of the Montreal Convention Centre.
6. Propane tanks used in trailers, RVs, commercial vehicles or any other type of vehicle must be emptied and sealed before entering the showroom.