

Exhibitor Kit



SALON INTERNATIONAL **TOURISME VOYAGES**

PRÉSENTÉ PAR



Aéroport International
Montréal-Trudeau
International Airport

November 7th to 9th, 2025

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1 General Information

1.1 Location

Palais des congrès of Montréal

- **Public entrances:** 159 Saint-Antoine Ouest, 201 Avenue Viger Ouest or 1001 Place Jean-Paul Riopelle, Montréal, QC ***No deliveries at these addresses.**
- **Loading dock/Deliveries** (access for the move-in and move-out / deliveries): 163 rue Saint-Antoine Ouest, Montréal, QC H2Z 1X8.

1.2 Dates and hours

- **SHOW**
 - Friday, November 7th / 12:00 am to 8:00 pm
 - Saturday, November 8th / 10:00 am to 6:00 pm
 - Sunday, November 9th / 10:00 am to 5:00 pm
- **MOVE IN:**
 - Thursday, November 6th
 - See page 4 for details
- **MOVE OUT:**
 - Sunday, November 10th
 - See page 5 for details

*Please note that the doors will open for exhibitors 1 hour before the show starts and will close 30 minutes after the closing time during show days.

1.3 Parking

- Parking Palais des Congrès - 1025 Rue Chenneville, Maximum height: 1,81m (5'11'') : [how to get there](#)
- Parking Indigo Quartier internationale - 249 rue Saint-Antoine Ouest, Maximum height: 2m (6,7'') : [how to get there](#)
- Electronic charging stations: [how to get there](#)

1.4 Exhibitor Passes

Each exhibitor receives four (x4) exhibitor badges for every 100 sq. ft. of booth space. These will be available from the accreditation desk on Thursday 6th November from 9 am to 5 pm, and from Friday 7th November from 9 am.

Each card gives access to the show for one person per day. Anyone who leaves during the day or evening with no intention of returning can leave their card at the front desk to be picked up the next day by another staff member. Additional cards are available for purchase onsite.

1.5 Move-In times and procedures

Set-up procedure:

When setting up, it is important to build your walls inside your space (refer to the markings on the floor). We ask that you use good quality tape for carpet installation as to not ruin the venue floors: **Please note the requirements and regulations** for event installations at the Palais des Congres de Montréal: [LINK](#)

Thursday evening is strictly reserved for the final touch up of the booths and the installation of the aisle carpet. Only hand-carried merchandise will be allowed in (no carts)

Move-In times:

MOVE-IN		
BOOTH SURFACE	DATE	HOURS
- 200 pi2	Thursday, November 06	1pm – 11pm From 7 p.m. - No carts will be allowed once the carpets have been installed. However, the installation of your booth in your space may continue.
+ 200 pi2	Thursday, November 06	Please contact the Operations Department exhibitorservices@expomediainc.com to obtain your schedule. NO MOVE-IN WITHOUT A RESERVED TIME SLOT From 7 p.m. - No carts will be allowed once the carpets have been installed. However, the installation of your booth in your space may continue.
- 200 pi2	Friday, November 07	7am – 11pm No carts will be allowed on the floor - Only hand-carried goods will be allowed in.
+ 200pi2	Friday, November 07	07am– 11pm No carts will be allowed on the floor - Only hand-carried goods will be allowed in.
<ul style="list-style-type: none"> ➤ You are responsible for guarding your merchandise and exhibition equipment. If you have valuables in your possession, be vigilant! The promoter and the Palais des congrès decline all responsibility in the event of breakage or theft. ➤ Children aged 14 and under are not allowed on site during move-in 		

DELIVERY OF EXHIBITION MATERIAL		
BOOTH SURFACE	DATE	HOURS
- 200 pi2	Thursday, November 06	1pm – 5pm
+ 200 pi2	Thursday, November 06	8am – 5pm
<ul style="list-style-type: none"> ➤ Make sure that all taxes and delivery charges for your exhibition material are paid in full. Expo Média will not assume any costs. ➤ You must identify your boxes. Please download the shipping labels and affix them to each of your boxes: here. ➤ During the Show, NO EQUIPMENT will be allowed to leave the exhibition hall without written authorization from the promoter. 		

FREE FORKLIFT SERVICES		
BOOTH SURFACE	DATE	HOURS
- 200 pi2	Thursday, November 06	1pm – 5pm
+ 200 pi2	Thursday, November 06	8am – 5pm
<p>➤ Forklift handling services are available, free of charge, for unloading and loading heavy merchandise (during set-up and dismantling). However, any operation requiring handling services for assembly and/or placement in the booth space is at the exhibitor's expense. See the Palais des congrès portal for service reservation: congresmtl.com/en/services/client-portal. The same provisions apply to dismantling.</p>		

DELIVERY OF GOODS (small boxes)		
BOOTH SURFACE	DATE	HOURS
- 200 pi2 et + 200 pi2	JEUDI 6 NOVEMBRE	7am – 5pm
<p>➤ Make sure you pay all taxes and delivery charges for your material (boxes). Expo Media will not assume any costs.</p> <p>➤ You must identify your boxes. Please download the shipping labels and affix them to each of your boxes: here.</p>		

1.6 Move-Out Procedures

MOVE OUT		
BOOTH SURFACE	DATE	HOURS
- 200 pi2 et + 200 pi2	Sunday, 9th November	Around 6pm after aisle carpet removal.
<p>➤ Out of respect for visitors, it is strictly forbidden to dismantle your booth before the Show closes at 5:00 p.m. on Sunday, November 09. ALL MATERIAL WILL BE HELD IN THE HALL UNTIL 6:00 P.M.</p> <p>➤ You are responsible for looking after your merchandise. If you have valuables, please be vigilant! The promoter and the Palais des congrès will not be held responsible for the breakage or theft of your merchandise.</p> <p>➤ Don't forget to make the necessary arrangements with your carrier so that your merchandise is returned before 11 p.m. on Sunday, November 9. If your carrier is not available, we suggest that you use the Show's official carrier. North American Logistics Services (NALS) (1-877-332-8987)</p> <p>➤ All equipment still in the hall after 11 p.m. on Sunday, November 09 will be disposed of at your expense at the rate of \$500.</p> <p>➤ During the Show, NO EQUIPMENT may leave the exhibition hall without written authorization from the promoter.</p> <p>➤ Children aged 14 and under are not allowed on site during move-out</p>		

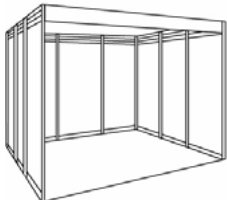
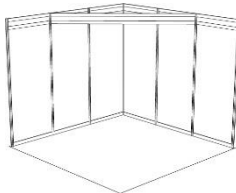
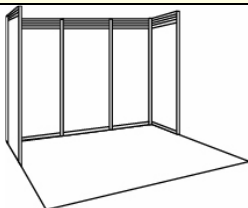
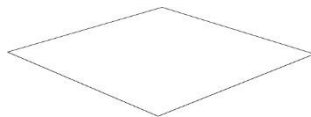
2 Booth Installation and Supplier Orders

2.1 Supplier Orders

Service	Supplier	Contact	Courriel	Order Forms	Deadline for preferential pricing
Turnkey booths	Promotor	Lucia Zurita Perez / Exhibitor services - Show	Lzurita@expomediainc.com / exhibitorservices@expomediainc.com	Order Form	October 6 th , 2025
Internet (Wi-Fi)	Promotor	Exhibitor services - Show	exhibitorservices@expomediainc.com	Order Form	October 10 th , 2025
Carpet and Furniture	GES	Exhibitor Services - GES	serviceinfo@ges.com	Order online with GES	October 20 th , 2025
Hard walls	GES	Exhibitor Services - GES	serviceinfo@ges.com	Order online with GES	October 20 th , 2025
Transport, early delivery and storage, and border services	Nalsi	Robert Vieira	montreal@nalsi.com	Order Form	October 13 th , 2025
Audio-visual	Promotor	Exhibitor services - Show	exposants@expomediainc.com	Order form	October 10 th 2025
Catering / Approval for food and beverage sampling	Maestro Culinaire	Exhibitor Services – Maestro Culinaire	info-mtl@maestroculinaire.ca	Order form	October 10 th , 2025
Water services and booth cleaning	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 22nd, 2025
Forklift and material handling	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 22nd, 2025
Electricity	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 22nd, 2025
Banner hanging	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 22nd, 2025
Hotel	To come				

2.2 Booth Regulations

- Floor covering is **mandatory** (carpet, tiles, etc.) *
- Hard walls of 8 feet are **mandatory** (curtains are not permitted)
- Walls visible from the aisles must be finished on both sides
- All decor or walls over 8 feet in height must be approved by show management (exhibitorservices@expomediainc.com)
- You must leave a space of 1 metre (3 feet) wide on each side of the booth for visibility rights
- Booth layout example:

BOOTH SET-UP EXAMPLES	
	
BOOTH BETWEEN TWO NEIGHBOURS: <u>one rear</u> and <u>two side</u> walls required	BOOTH OPEN ON TWO SIDES (CORNER) : <u>one rear</u> and <u>one side</u> wall required
	
BOOTH OPEN ON THREE SIDES: <u>one rear</u> wall required	BOOTH OPEN ON FOUR SIDES (ISLAND): <u>no wall</u> required

- **“Half Moon” or “pop-up” booths** / This type of booth is permitted under the following conditions: the booth must measure 8 feet high by 10 or 20 feet wide (depending on the width of your booth) and you must have walls on either side of your booth if you have neighboring booths. If your booth does not meet these conditions, we invite you to consider renting the Turnkey or walls & carpet packages (see section 2.1 to order).

Exhibitor liability:

Exhibitors are responsible for meeting the standards set by the Palais des congrès regarding fire department regulations (section 3.12 of the Exhibitor Manual).

Mandatory: Exhibitors must send the booth plan for approval to Show Management. Please send the floor plan to exhibitorservices@expomediainc.com by **September 30th**. Be sure to order everything you need before the show by following the standards required for the layout of your booth.

Make sure you order everything you need before the Show, in accordance with the standards required for the layout of your booth. Please note the requirements and regulations for event facilities at the Palais des Congrès de Montréal: [LINK](#)

Draped tables

Skirt to draped table must be of good quality and **be fireproofed**. Tables must be covered on the entire front and sides to look attractive. Improvised makeshift tables will not be permitted.

2.3 Storage

All boxes and packaging containers must be removed from the booths before the aisle carpets are placed. The storage of cardboard boxes or any other container around the booth is strictly prohibited by the City of Montreal Fire Department. Empty containers and boxes of additional materials may be stored at the loading dock during the show in the designated area.

2.4 Food Services and Sampling

Maestro Culinaire is the **exclusive food service provider** for the Palais des congrès. Any delivery (from outside suppliers) of food/beverages to the Exhibition Halls is prohibited. Exhibitors may not bring food or beverages onto the event premises.

If you plan to offer samples at the Show, it is **mandatory** to fill out the Maestro Culinaire application form. Otherwise, you will not be allowed to offer samples at the Show.

Please complete the form below and send it to info-mtl@maestroculinaire.ca for approval.

❖ [Exclusivity of food services – Maestro Culinaire](#)

2.5 Hotel

Information to come

2.6 Other accommodations options

For other accommodation options, visit the Tourisme Montréal website: <https://www.mtl.org/fr/hebergement>

3 Rules and Conditions

3.1 Attitude, behaviour and respect

Exhibitors are responsible for their personnel, their behavior and attitude. In order to maintain a harmonious show, any person deemed violent, aggressive, unpleasant or undesirable will be expelled from the exhibition premises.

3.2 Health, safety and security

In order to provide a highly safe and secure environment, the Palais des congrès de Montréal has adopted numerous measures and offer onsite security to meet the security demands of our event. For more information, please consult the [Palais des congrès – Summary of Emergency Measures Exhibit Health and Safety Requirements](#)

Palais des congrès de Montréal security phone number: 514-871-3141

Expo Media Inc. and the Palais des congrès can not be held responsible for theft or damage to exhibitors' merchandise or property during the entire event, including set-up and dismantling, nor for injuries caused to exhibitors or their representatives.

3.3 Insurance (mandatory)

Expo Media Inc. and its representatives will not be held responsible for any accident, injury to persons in the booths, loss or damage to products or booths due to fire, theft or any other cause.

Expo Media Inc. requires proof of insurance from the exhibitor covering these risks for the duration of the show. Each exhibitor must carry a minimum of two million dollars (\$2,000,000) of public liability insurance

coverage for the duration of the Show. The policy also needs to name Expo Media as additional insured and insure Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the Show.

MANDATORY: Please send your proof of insurance to exhibitorservices@expomediainc.com before **October 21st**.

If you do not yet have insurance for the show, please contact.

Insurance provider: Exhibitor Insurance

Price: Special exhibition price of \$175 + tax.

LINK to the insurance requirements document : [LINK](#)

LINK to subscribe to exhibitor insurance : <https://www.exhibitorinsurance.com/pub/srch/?e=SITV2025>

3.4 Distribution of promotional material

No bag of any material may be distributed by the exhibitor without prior written authorization from the Show Management. The distribution of samples, souvenirs and promotional material, as well as commercial solicitation, is only permitted inside your booth. Any distribution is subject to the approval of the Show management (exhibitorservices@expomediainc.com). Any distribution deemed illegal will be stopped immediately and those responsible may be expelled from the site, if the Show Management deems it necessary. All self-adhesive advertising material is prohibited outside the booths.

3.5 Contests

Commercial games and contests organized by exhibitors must never commit Expo Media Inc. Contests must be authorized by Show Management.

If you are planning to host a contest, please notify us: exhibitorservices@expomediainc.com

3.6 Helium balloons

The use of helium-filled balloons is permitted. Should the balloon become unhooked, recovery costs (cost of forklift) of \$220 per balloon will be billed to the exhibitor.

If you would like to use helium-filled balloons in your booth, please contact us at exposants@expomediainc.com

3.7 Noise

The municipal by-law on noise in commercial premises limits the sound power. The Show management reserves the right to enforce an acceptable noise level of 85 decibels at 5 meters from the source, in order to promote good neighborliness. The use of microphones in the booths is subject to the approval of the Show management (exhibitorservices@expomediainc.com).

3.8 Presence in the booth / Booth cleanliness

The exhibitor must ensure the presence of personnel in his booth during all the opening hours of the Show.

Booths must be cleaned daily before the show opens to the public. Trash must be placed in the aisle in front of the booth at the end of each day for pick-up by the hall maintenance department.

3.9 French Language Regulations

In order to satisfy all visitors, the exhibitor agrees to distribute sufficient French literature for the duration of the event. French is the predominant language and must be reflected on signage inside the event.

"Public signs and commercial advertising must be in French. They may also be done both in French and in another language provided that French is clearly predominant." Source: Article 58 of the Charter of the French Language

For more information: <https://www.oqlf.gouv.qc.ca/charte/reglements/index.html>

3.10 Photography

Photography is permitted during the exhibition with the exhibitor's permission. Expo Media Inc. reserves the right to prohibit the taking of photographs of any person deemed undesirable or harmful to the smooth running of the exhibition.

3.11 Banners and signs

Any banner or sign must be installed inside the booth, at a maximum height of 8 feet. Banners hung on the wall of the booth must be professionally made and aesthetically pleasing. All hanging work on the Palais des congrès structure (columns, mezzanine, other) or from the ceiling must be done by the Palais des congrès team and approved by the Show operations (exhibitorservices@expomediainc.com).

French is the predominant language and must be reflected on the signage inside the Show.

3.12 Lighting

As the intensity of lighting varies from show to show, it is the responsibility of the exhibitors to ensure that they have additional lighting to meet their needs.

3.13 Fire Safety

The City of Montreal Fire Department requires, among other things, that all objects, materials and fabrics used in your booth be fireproof. Wood is tolerated as long as it has a minimum thickness of ¼ inch. Tents are prohibited by the Show management. Each booth covered by a ceiling must be protected by a sprinkler system if it exceeds 300 square feet in area. Inspectors may require the dismantling of booths that are deemed to be non-compliant with these standards. If in doubt, consult the following website:

<http://ville.montreal.qc.ca/sim/occupation-temporaire-dun-batiment-exposition>

For further information, please consult the venue's fire safety regulations:

[Palais des congrès – Fire safety regulations](#)

4 Increase your visibility

4.1 Exhibitor Listing

A) Make sure to create your exhibitor listing profile. Here are the steps to register for the directory:

- Go to the already [Exhibitor Space page](#)
- Click on "[Exhibitor Listing Subscription Form](#)".
- Create a username (24 characters or less), enter your email, a password, your Facebook and Instagram links (if you have them - otherwise leave them blank)
- Enter the company name, your booth number, a link to your website, the country in which you do business and a description of your services.

It will be necessary to also enter the information in French so that you appear in the French page. Once everything is entered, please click on "Register". Our team will then approve your description.

You will receive an email confirming your registration approval. You will then be able to login to add **your logo** by [clicking login](#).

B) If you created a profile last year:

Click here: <https://salontourismevoyages.com/connexion-um/>

- Enter your email or username
- Enter your password

You will then be able to modify your profile's information.

The exhibitor listing is an important part of your space contract! The only way to guarantee your listing on our website is to register your company. Take advantage of this great visibility before and after the Show for which you have already paid. For any questions, please write to: exhibitorservices@expomediainc.com

4.2 Marketing Kit and the LaPresse+ Show Guide

If you wish to increase your visibility online (newsletters, social media, website ads, advertising in the La Presse + Show Guide) or in person at the show (become a presenter of an attraction, distribute promotional items or even showcase your country's cuisine in the *Cuisine du Monde*), we have the tools you need! Please consult our Marketing Kit!

❖ [Marketing Kit](#)

4.3 Talk about your presence at the show!

Find us on social media! Tag us in your publications before and during the show, it will be our pleasure to share your posts. Post pictures of your booth and talk about your contests and promotions!



@saloninternationaltourismevoyages



@salontourismemtl

Contact us if you need the Show logo for the creation of your content: exhibitorservices@expomediainc.com.

4.4 Personalized promo code

Offer your customers a promotional code for ticket purchases with your own personalized code. Contact exhibitorservices@expomediainc.com to receive your promo code!

4.5 Complementary tickets

Each exhibitor receives **20 complimentary tickets** to the show to invite clients, friends or family. Many exhibitors use these tickets to organize social media contests and promote their presence at the Show. If you would like to have more courtesy tickets than the base amount, please contact exhibitorservices@expomediainc.com.

5 Show check-list

- ☐ **Step 1:** Read the Exhibitor Kit and take into account all rules and regulations for event installations at the Palais des Congres de Montréal: [LINK](#)
- ☐ **Step 2:** Make sure that your booth set-up complies with the required standards (section 2.2 of the exhibitor kit)
- ☐ Send your booth layout plan for approval to exhibitorservices@expomediainc.com by **September 31st**.
- ☐ **Step 3:** Place all your orders (electricity, wi-fi-, turnkey booth, carpet, hard walls, audio-visual, transport, etc.) * (section 2.1 of the exhibitor kit)
***Pay attention to supplier deadlines for preferential pricing**
- ☐ **Step 4:** Plan your needs for your deliveries, the move-in and the move-out (section 1.6 of the exhibitor manual).
- ☐ **Step 5:** Check that the information on your profile in the [list of exhibitors](#) is up to date. If you are not yet registered, or if you wish to update your profile, [click here](#) to submit your information (section 4.1 of the exhibitor manual).
- ☐ **Step 6:** Print the shipping labels and affix them to each of your boxes: [here](#).
- ☐ **Step 7:** Consult the [marketing kit](#) and order your additional visibility before **August 17** (section 4.2 of the exhibitor manual).
- ☐ **Step 8:** Book your Hotel.
- ☐ **Step 9:** Send your proof of insurance to exhibitorservices@expomediainc.com by **October 21** (section 3.3 of the Exhibitor Kit).
- ☐ **Step 10:** Promote your presence at the show through your social media pages and other advertising (section 4.3 and 4.4 of the exhibitor manual)!

The show is already 83% booked!

If you are interested in participating

Contact Lucia Zurita-Perez for placement options

lzurita@expomediainc.com