

# Exhibitor Kit



## SALON INTERNATIONAL TOURISME VOYAGES

PRÉSENTÉ PAR



Aéroport International  
**Montréal-Trudeau**  
International Airport

November 3<sup>rd</sup> to 5<sup>th</sup>, 2023

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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** (access for the move-in and move-out / deliveries): 163 rue Saint-Antoine Ouest, Montréal, QC H2Z 1X8.

## 1.2 Show Hours

Friday, November 3rd – 11:00 am to 9:00 pm

Saturday, November 4<sup>th</sup> – 10:00 am to 6:00 pm

Sunday, November 5<sup>th</sup> – 10:00 am to 6:00 pm

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

## 1.3 Parking

- 1025 Rue Chenneville, Maximum height: 1,81m (5'11")
- 249 rue Saint-Antoine Ouest, Maximum height: 2m (6,7")

## 1.4 Deliveries

Deliveries of merchandise will be accepted starting **Thursday, November 2<sup>nd</sup> at 7am only**. Be sure to order a "door to door" service. You must identify your boxes by indicating:

- Your company name
- Your name and contact number (in case of problems with delivery)
- The name of the show (Salon international tourisme voyages)
- Your booth number
- The number of boxes

You can download the delivery form to be affixed to each of your boxes [here](#).

## 1.5 Exhibitor Passes

Each exhibitor gets 4 exhibitor badges per 100sq.ft. of booth space. These will be available at the promoter's office on Thursday, November 2<sup>nd</sup> or on Friday, November 3<sup>rd</sup> (as of 9am) at the accreditation's booth at the entrance of the show. 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.

## 1.6 Move-In

- **Move-in:** Thursday, November 2<sup>nd</sup> – 7am to 7pm
- **Exhibitors with turnkey booths or built by a decorator:** as of 1pm (please present yourself no earlier than 1pm to make sure your booth will be installed for you).
- **Forklift service period (at no cost):** 8am to 11am
- **Aisle carpet installation:** 7pm (once the aisle carpets are installed, trolleys and forklifts are no longer permitted, items must be carried by hand. You are still permitted to work on the installation of your booth after 7pm).

### Loading dock access and deliveries

Access to the loading dock is on Thursday, November 2<sup>nd</sup> between 7:00 am and 7:00 pm. Please note that no carts can circulate after the installation of the carpets, that is to say after 7:00 p.m. on Thursday, November 2<sup>nd</sup>. If you need access outside of this period, please contact the Operations Department ([exhibitorservices@expomediainc.com](mailto:exhibitorservices@expomediainc.com)). We remind you that you have only 30 minutes to unload your vehicle at the dock, vehicles will be towed at their own expense. During the event, you may bring in material one hour before the show opens.

Please ensure that all taxes and delivery service fees (boxes) are paid in full. Expo Media will not assume any costs.

### Forklift services

If you anticipate needing forklift services to unload your vehicle, please ensure that your delivery schedule falls within the free period (Thursday, October 27 from 8:00 am to 11:00 am). For all special requests, please refer to the Palais des congrès ordering site (found in the Suppliers section of the Exhibitor Kit).

### 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 the carpet installation as to not ruin the venue floors. 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).

## 1.7 Move-Out Procedures

During the Show, **NO MATERIAL will be allowed to leave the exhibition hall without written authorization from the promoter.**

Out of respect for the visitors, it is strictly forbidden to dismantle the booth before the closing of the Show, on Sunday, November 5<sup>th</sup> at 6:00 pm.

### **ALL EQUIPMENT WILL BE HELD IN THE HALL UNTIL 6:00 PM.**

- Dismantling and removal of material will begin on Sunday, November 5<sup>th</sup>, at

approximately 6:30 p.m., as soon as the aisle carpets are removed.

- We would like to remind you that on Sunday, November 5<sup>th</sup>, starting at 6:01 pm, the security service of the Palais des congrès will no longer be available. We will not be held responsible for any breakage or theft of your merchandise. If you have valuables, be careful!
- Don't forget to make the necessary arrangements with your carrier to return your merchandise before 11:00 pm on Sunday, November 5<sup>th</sup>. If your carrier is not available, we suggest the official show carrier. North American Logistics Services (NALS) (1-877-332-8987) (see section 2.1 to order your service).

**All material remaining in the hall after 11:00 p.m. on Sunday, November 5<sup>th</sup> will be disposed of at your expense.**



## 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	<a href="mailto:Lzurita@expomediainc.com">Lzurita@expomediainc.com</a> / <a href="mailto:exhibitorservices@expomediainc.com">exhibitorservices@expomediainc.com</a>	<a href="#">Order Form</a>	October 4 <sup>th</sup> , 2023
Internet (Wi-Fi)	Promotor	Exhibitor services - Show	<a href="mailto:exhibitorservices@expomediainc.com">exhibitorservices@expomediainc.com</a>	<a href="#">Order Form</a>	October 13 <sup>th</sup> , 2023
Carpet and Furniture	GES	Exhibitor Services - GES	<a href="mailto:serviceinfo@ges.com">serviceinfo@ges.com</a>	<a href="#">Order online with GES</a>	October 18 <sup>th</sup> , 2023
Hard walls	GES	Exhibitor Services - GES	<a href="mailto:serviceinfo@ges.com">serviceinfo@ges.com</a>	<a href="#">Order online with GES</a>	October 18 <sup>th</sup> , 2023

Transport, early delivery and storage, and border services	Nalsi	Robert Vieira	<a href="mailto:montreal@nalsi.com">montreal@nalsi.com</a>	<a href="#">Order Form</a>	October 14 <sup>th</sup> , 2023
Audio-visual	FX Productions	(438) 497-4016	info@fxproductions.ca	<a href="#">Order form</a>	October 21 <sup>st</sup> 2023
Catering / Approval for food and beverage sampling	Capital Traiteur	Exhibitor Services - Capital Traiteur	<a href="mailto:info@capitaltraiteur.com">info@capitaltraiteur.com</a>	<a href="#">Food regulations / Approval Form – Capital Traiteur</a>	October 18 <sup>th</sup> , 2023
Water services and booth cleaning	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès	<a href="mailto:info@congresmtl.com">info@congresmtl.com</a>	<a href="https://congresmtl.com/services/commander-des-services/">https://congresmtl.com/services/commander-des-services/</a>	October 18 <sup>th</sup> , 2023
Forklift and material handling	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès	<a href="mailto:info@congresmtl.com">info@congresmtl.com</a>	<a href="https://congresmtl.com/services/commander-des-services/">https://congresmtl.com/services/commander-des-services/</a>	October 18 <sup>th</sup> , 2023
Electricity	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès	<a href="mailto:info@congresmtl.com">info@congresmtl.com</a>	<a href="https://congresmtl.com/services/commander-des-services/">https://congresmtl.com/services/commander-des-services/</a>	October 18 <sup>th</sup> , 2023
Banner hanging	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès	<a href="mailto:info@congresmtl.com">info@congresmtl.com</a>	<a href="https://congresmtl.com/services/commander-des-services/">https://congresmtl.com/services/commander-des-services/</a>	October 18 <sup>th</sup> , 2023
Hotel	Le Dauphin Hotel	514.788.3888 / 1.888.784.3888	<a href="mailto:mtl@hoteldauphin.ca">mtl@hoteldauphin.ca</a>	<b>Reserve by email or by phone to get the preferential group rate. The code to use for this event is SITV23.</b>	October 3 <sup>rd</sup> , 2023

## 2.2 Booth Regulations

Layout examples	
	
<b>Booth open on three sides « U »</b> A wall on back is required	<b>Booth open on four sides « island »:</b> <u>No walls are required</u>

- 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](mailto:exhibitorservices@expomediainc.com))
- You must leave a space of 1 metre (3 feet) wide on each side of the booth for visibility rights

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

Booths over 300 sq.ft. must get their booth approved by Show Management. Please send the floor plan to [exhibitorservices@expomediainc.com](mailto:exhibitorservices@expomediainc.com) by September 31<sup>st</sup>.

### “Half Moon” or “pop-up” or “spectra-light” 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).

### 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 without exceptions.

Be sure to order everything you need before the show by following the standards required for the layout of your booth.

## 2.3 Storage

All boxes and packaging containers must be removed from the booths before the aisle carpets are placed (7pm). 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

Capital Traiteur Inc. 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 Capital Traiteur application form. Otherwise, you will not be allowed to offer samples at the Show.

Please complete the form below and send it to [info@capitaltraiteur.com](mailto:info@capitaltraiteur.com) for approval.

❖ [Exclusivity of food services – Capital Traiteur](#)

## 2.5 Hotel

To facilitate your presence at the Show, we have secured a block of rooms at a preferential rate at **Le Dauphin Hotel**, located at 1025 Rue de Bleury, Montreal, QC H2Z 1M, a 6-minute walk from the Palais des congrès.

Reserve your room with code SITV23 [by e-mail](#) or telephone **514.788.3888 / 1.888.784.3888** before **October 3** to take advantage of the group discount!

The rate is **\$199 plus taxes** and includes breakfast. Free cancellation up to 72 hours before check-in.

For other accommodations, visit <https://www.mtl.org/en/Accommodations>

# 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](#) and the [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](mailto:exhibitorservices@expomediainc.com) before **October 21<sup>st</sup>**.

If you need insurance for the show, these company offer event coverage:

[Hub International](https://www.hubinternational.com/fr-CA/contact-us/business-insurance/) : <https://www.hubinternational.com/fr-CA/contact-us/business-insurance/>

[Duuu](mailto:info@duuo.ca) : [info@duuo.ca](mailto:info@duuo.ca) ou 1-833-439-3886

[Essor](tel:18333702703) : 1.833.370.2703

### 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](mailto: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 and the [Régie des alcools, des courses et des jeux](#) (for any prize of \$100 or more). Additional information can be obtained from the Régie by calling 514-873-3577 or 1-800-363-0320.

If you are planning to host a contest, please notify us: [exhibitorservices@expomediainc.com](mailto:exhibitorservices@expomediainc.com)

### 3.6 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](mailto:exhibitorservices@expomediainc.com)).

### 3.7 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.

### 3.8 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>

### 3.9 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.

### 3.10 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](mailto:exhibitorservices@expomediainc.com)).

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

### 3.11 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.

### 3.12 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, your 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](mailto: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](mailto: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](mailto:exhibitorservices@expomediainc.com) to receive your promo code!

#### 4.5 Complementary tickets

Each exhibitor receives **30 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](mailto:exhibitorservices@expomediainc.com).

### 5 Show check-list

Use this simple to-do list to ensure a successful and hassle-free show!

- Step 1: Read the Exhibitor Kit and take into account all rules and regulations.
- 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](mailto:exhibitorservices@expomediainc.com) by **September 31<sup>st</sup>** (for all booths over 300 square feet).

- 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: Consult the [marketing guide](#) and order your additional visibility before **August 17** (section 4.2 of the exhibitor manual).
- Step 7: Book your stay at the Dauphin Hotel before October 3<sup>rd</sup> with the promo code SITV23 to get our group rate.
- Step 8: Send your proof of insurance to [exhibitorservices@expomediainc.com](mailto:exhibitorservices@expomediainc.com) by **October 21** (section 3.3 of the Exhibitor Kit).
- Step 9: Promote your presence at the show through your social media pages and other advertising (section 4.3 and 4.4 of the exhibitor manual)!