

Exhibitor Kit



SALON INTERNATIONAL TOURISME VOYAGES

PRÉSENTÉ PAR

YUL

Aéroport International
Montréal-Trudeau
International Airport

November 1st to 3rd, 2024

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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 1st – 11:00 am to 8:00 pm
- Saturday, November 2th – 10:00 am to 6:00 pm
- Sunday, November 3th – 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

Delivery of merchandise will be accepted starting **Thursday, October 31 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 receives 4 exhibitor badges per 100sq.ft. of booth space. These will be available at the promoter's office on Thursday, 31 or on Friday, November 1 (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

- **Thursday, October 31, 2024:**
 - **Booth set-up times:** For authorization to set up outside this period, please contact the operations department exhibitorservices@expomediainc.com
NO STAND SET-UP WITHOUT TIME RESERVATION
 - **Arrival times for exhibitors with turnkey or designer-built booths:** from 1:00 p.m. / please do not arrive before 1:00 p.m. to ensure that your booth will be built.
 - **Access to dock for free forklift delivery:** 8:00 am to 11:00 am
 - **Installation of aisle carpet:** 7:00 p.m. / No forklifts will be allowed once the carpet have been installed; however, your may continue to set up in your space.
- **Friday, November 1, 2024**
 - **Booth set-up times:** 8:00 am and 10:00 am / No carts allowed on the floor / HAND CARRY ONLY.

Loading dock access and deliveries

Access to the loading dock is on Thursday, November 1 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 1. If you need access outside of this period, please contact the Operations Department (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 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 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

- **Sunday, November 03, 2024:**
 - **Booth tear down:** around 6:30 p.m. after aisle carpet removal.
 - 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 3. ALL MATERIAL WILL BE HELD IN THE HALL UNTIL 6:00 P.M.

- It is your responsibility to watch over your merchandise. If you have valuables, please be vigilant! The promoter and the Palais des congrès will not be held responsible for the damage or theft of your merchandise.
- Don't forget to make arrangements with your carrier to return your merchandise before 11 p.m. on Sunday, November 3. If your carrier is not available, we suggest that you use the Show's official carrier. North American Logistics Services (NALSIS) (1-877-332-8987)
- **All materials remaining in the hall after 11pm on Sunday, November 3 will be disposed of at your expense.**

During the Show, NO EQUIPMENT may leave the exhibition hall without written authorization from the promoter.

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 4 th , 2024
Internet (Wi-Fi)	Promotor	Exhibitor services - Show	exhibitorservices@expomediainc.com	Order Form	October 13 th , 2024
Carpet and Furniture	GES	Exhibitor Services - GES	serviceinfo@ges.com	Order online with GES	October 18 th , 2024
Hard walls	GES	Exhibitor Services - GES	serviceinfo@ges.com	Order online with GES	October 18 th , 2024
Transport, early delivery and storage, and border services	Nalsi	Robert Vieira	montreal@nalsi.com	Order Form	October 14 th , 2024

Audio-visual	FX Productions	(438) 497-4016	info@fxproductions.ca	Order form	October 21 st 2024
Catering / Approval for food and beverage sampling	Maestro Culinaire	Exhibitor Services – Maestro Culinaire	info-mtl@maestroculinaire.ca	Order form	October 18 th , 2024
Water services and booth cleaning	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 16 th , 2024
Forklift and material handling	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 16 th , 2024
Electricity	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 16 th , 2024
Banner hanging	Palais des Congrès de Montréal	Exhibitor Services - Palais des congrès		Order online	October 16 th , 2024
Hotel	Monville	514.379.2005	reservations@hotelmonville.com	Reservation link	October 17 th , 2024

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:

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

- **“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).

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 31st. Be sure to order everything you need before the show by following the standards required for the layout of your booth

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

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.

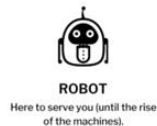
❖ [Exclusivity of food services – Maestro Culinaire](#)

2.5 Hotel

To facilitate your presence at the Show, we have secured a block of rooms at a preferential rate at the Hotel Monville. This 4* hotel is located at 1041 rue de Bleury, Montréal, QC H2Z 1M7, in the heart of the Quartier International de Montréal, a 1-minute walk from the Palais des Palais des congrès.

Reserve your room before **October 17** to take advantage of the group discount.

- **Rate:** \$249 plus taxes.
- Free cancellation up to 72 hours before arrival, i.e. before 3:00 p.m., 3 days before arrival.
- **Reservation link:** <https://bit.ly/3VU6kfH>
- **Email:** reservations@hotelmonville.com
- Telephone: 514.379.2005
- **Services:**



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](#) 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 before **October 21st**.

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 ou 1-833-439-3886

[Essor](tel:1.833.370.2703) : 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). 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

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).

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).

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, 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

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 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:** Consult the [marketing kit](#) and order your additional visibility before **August 17** (section 4.2 of the exhibitor manual).
- Step 7:** Book your Hotel.
- Step 8:** Send your proof of insurance to 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)!