



Palais  
des congrès  
de Montréal

### Location of the exhibit

Palais des congrès de Montréal in Exhibit Hall: 220CDE

Main Entrances: 201 Viger Avenue West and 1001 Place Jean-Paul Riopelle. No deliveries accepted at these addresses.

Loading dock: 163 Saint-Antoine Street West, Montréal, Québec H2A 1H2. Please refer to the loading dock procedures below.

### Parking

Viger Parking - Palais des congrès de Montréal Clearance: 1,81 m (5'11") 1025 Chenneville Street

Quartier International de Montréal Parking Clearance: 2 m (6'7") 249 Saint-Antoine Street West

### Additional security

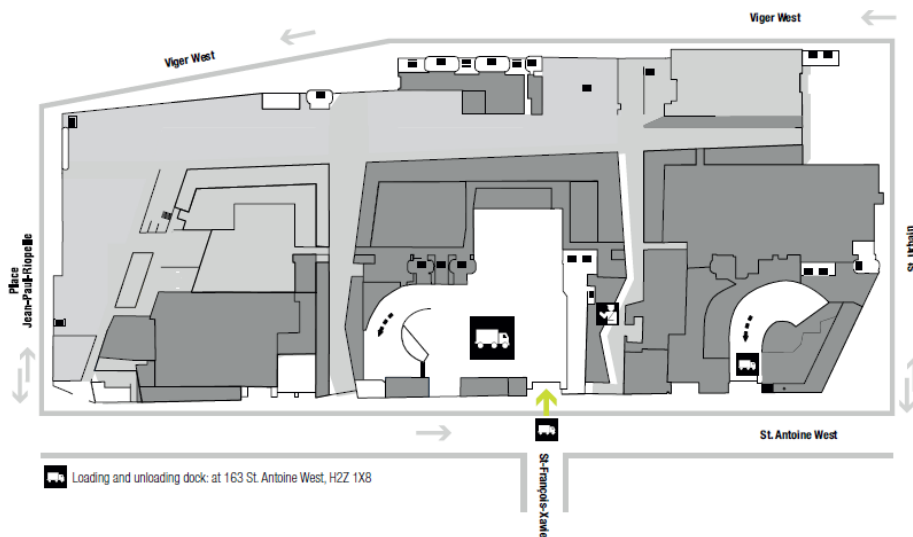
Show management and the Palais des congrès de Montréal will not be held responsible for theft or damage to merchandise and personal items or any injuries caused by exhibitors and their representatives during the entire duration of the event, including the set-up and dismantle. Should you wish to order additional security for your booth, please place a service order via the E-Commerce Portal of the Palais des congrès de Montréal at <https://congresmtl.com/en/services/client-portal/>

### Food and beverage services (Capital Traiteur)

Capital Traiteur Inc. Is the exclusive supplier of food and beverage services at the Palais des congrès de Montréal. Exhibitors are not permitted to bring their own food and beverage on the premises during the event. Any exception must be approved by Capital Traiteur. Should you wish to serve food and beverage in your booth, all orders must be channeled through Capital Traiteur. An order form is available on the E-Commerce Portal of the Palais des congrès de Montréal <https://congresmtl.com/en/services/client-portal/> Should you wish to distribute or sell food and beverage samples in your booth, mandatory authorization must be received, in advance, from Capital Traiteur. Products offered and distributed free of charge as samples must not compete with or limit the sales of Capital Traiteur. To be recognized as a sample, these products must form part of the nature of the trade involved and therefore be distributed in order to make them known to the public. Examples of authorized samples: a bakery that offers samples of its bread, a coffee merchant that offers a sample of its coffee. Examples of unauthorized samples: a car parts company that distributes bottles of water, an insurance company that distributes chocolates

### Loading Dock

Entry and exit procedure to the loading dock



### Entry procedure during set-up

- Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.
- A maximum of 15 minutes is permitted to unload your vehicle.
- Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.
- To assist in transporting materials, blue trolleys are readily available at the loading dock.

### **Exit procedure during dismantle**

- Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle. Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.
- The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.
- Empty boxes will be brought to booths as promptly as possible once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.
- A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.
- If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.
- Trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

## **TECHNICAL INFORMATION AND GENERAL CONDITIONS**

### **Rigging**

Rigging is permitted only in designated areas and must be exclusively carried out by the Palais des congrès de Montréal personnel. In locations where no rigging points exist, structures or other event identificational elements must be freestanding without impacting the infrastructure.

### **Animals**

Only service dogs for people with reduced mobility are unconditionally authorized by the Palais des congrès de Montréal. No other animal is permitted in the building without obtaining prior written consent from the appropriate authorities of the Palais des congrès de Montréal. Approval is based on the need for the presence of the animal in the context of an exhibit, activity or during a performance. If consent is granted, it is understood that the animal must remain on a leash, or in a cage depending on the circumstances, at all times. The owner must have all health and vaccination certificates of the animal in his possession.

### **Cooking equipment**

Exhibitors must comply with all fire safety regulations. Please refer to the document « Simplified Guide to Fire Prevention - Exhibition » on the E-Commerce Portal of the Palais des congrès de Montréal <https://congresmtl.com/en/services/client-portal/>

### **Stickers**

Distribution of stickers, of any kind, is strictly prohibited by the Palais des congrès de Montréal.

### **Balloons or confetti**

The use of helium filled balloons must be pre-approved by the Palais des congrès de Montréal. Use of confetti or other similar items is forbidden. Expenses related to cleaning after the activity will be charged to the exhibitor.

### **Floor load capacity**

For exhibits with a load capacity exceeding the limit of **1 464 kg/m<sup>2</sup> ou 300 lbs/pi<sup>2</sup>**, the feasibility and costs associated with the installation of protective measures must be evaluated and expenses paid by the promoter or exhibitor.

### **Compliance with fire regulations**

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie de Montréal). [Simplified Guide to Fire Prevention - Exhibition](#)

### **Alcohol consumption**

To reduce the risk of accidents, no alcoholic beverages are permitted during set-up and dismantle.

### **Children**

Children under 16 years of age are not permitted to assist their parents for security and insurance reasons.

### **Cleaning services**

At the close of the exhibit each evening, garbage/trash cans should be placed in the aisles outside each booth. They will be emptied by the personnel of the Palais des congrès de Montréal. Any garbage/trash cans left inside the booths will not be emptied.

### **Noise restrictions**

Should any equipment or device produce noise or odors which disrupt exhibitors or participants, the operation of such will be stopped at the promoter's discretion.

**Obstruction of the premises**

Exhibitors must not, at any time, obstruct the corridors, elevators, escalators, water fountains, hallways, nooks or recesses of dividing walls, digital signage screens, access to fire extinguishers, emergency exits or any other rooms of the Palais des congrès de Montréal. Minimum clearance must be maintained as follows: 18" from the walls and all freestanding structures and a minimum clearance of 18" is required under the sprinkler heads of the building.

**Protection of the premises**

Exhibitors must take the necessary precautions to prevent any destruction or damage to the rented space or to the property of other exhibitors for which they made be held responsible. All residual glue, paint or stains observed after the dismantle will be cleaned by the personnel of the Palais des congrès de Montréal at the exhibitors' expense.

**Tobacco**

The Palais des congrès de Montréal abides by the Government of Québec Tobacco and Vaping Control Act. It is strictly prohibited to smoke within the building. Smoking is permitted outside the building at a distance of 9 m (29' 5") from all access doors. In keeping with this law, any non-compliance will be subject to a fine.

**Prize drawings and/or promotional activities**

All prizes and giveaways must be approved by FMF Show Management – please see the [Policies and Guidelines](#) for full details. Any promotional activities must be done inside the booth and are prohibited in the aisles and corridors. Publicity contests and prize drawings, organized by exhibitors, are completely independent of the promoter. Exhibitors must obtain the necessary authorization from the Régie des alcools, des courses et des jeux du Québec. For more information, please refer to the website [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca)

**Use of adhesive materials**

The recommended brands and models of double-sided tape are: Polyken 105c LPDE and Scapa 274004 or DC-W002A  
The recommended brand and model of wall mounting adhesive is: Wall mounting tabs 3M, no 7220  
Use of any other brands or models may involve cleaning fees

**Motorized vehicles**

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie de Montréal). [Simplified Guide to Fire Prevention – Exhibition](#)