



**MONTREAL  
JOB AND TRAINING FAIR**  
New perspectives are everywhere

Palais des congrès de Montréal

## **Exhibitor's Guide 31<sup>st</sup> Edition**

**Tuesday , September 16<sup>th</sup>, 2008  
Wednesday, September 17<sup>th</sup>, 2008**

### **Rules & Regulations of the exhibition**

**THIS DOCUMENT IS AN INTEGRAL PART OF YOUR CONTRACT.**

The success of our event depends on our capacity to harmonise every details. This document will help you prepare your participation. By following it, you will contribute to the maintain the public safety standards through all the event.

An event produced by Expoz inc.



110 de la Barre, suite 225

Longueuil (Québec) J4K 1A3

Phone : (450) 651-7407 • Fax : (450) 651-2355

info@emploifformation.com • www.emploifformation.com

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**Exhibition site**

**Palais des congrès de Montréal  
Hall 210**

1001, Jean-Paul-Riopelle place

**Other entrances**

301, Saint-Antoine West Street  
201, Viger West Avenue

**Parking**

Parking is not allowed at the loading dock. This space is reserved exclusively for loading and unloading. Vehicles violating this rule will be towed.

Two parking lots with admission charges are available at the Palais des Congrès.

- The Quartier International parking lot at 249 St-Antoine Street West, which provides 1,300 places.

- Accessible by 1025 Chénéville Street, the underground parking at the Palais offers 400 spaces.

**Date of the event :**

Tuesday September 16th &  
Wednesday September 17th 2008

**Obligatory Set-up date:**

Monday September 15th, 2008 from 2 pm to 10 pm.

Please come to the loading dock only for your scheduled time. Your booth location number determines the time.

**Opening hours for visitors**

Tue, September 16, 2008 : 10 am to 7 pm  
Wed. September 17, 2008 : 10 am to 6 pm

Exhibitors are allowed in the Exhibition Hall each day, one hour prior to the official opening time, at 9:00 am.

**Exhibitor passes et Lunch coupons**

Exhibitor passes can be obtained at the information booth which is at the entrance of the exhibition hall, if needed. You can start getting them the first day of the event at 9 am. Please note that you do not have to supply us with an employee list.

The Lunch coupons bought by the exhibitors from the Promotor can be obtained at the information booth which is at the entrance of the exhibition hall, if needed. You can start getting them the first day of the event at 9 am.

**The acquittal of the accounts**

In order to be allowed on the site of the exhibition, exhibitors must have respected payment terms indicated on the contract. Exhibitors must have paid all sums owed to **Salon Emploi Formation**.

**Other employment events**

The exhibitor commits to not take part in another employment event taking place at the Palais des Congrès de Montréal for a period covering three weeks before the event and three weeks afterwards.

### **Cancellation policy**

All cancellation requests must be made in writing to the promoter of the event, **Expoz inc. / Salon Emploi Formation** 60 days prior to the event. A penalty of 30% of the total cost (including GST and PST) will be charged to the Mandatory if he/she cancels the Rental Agreement. The payment of this penalty will be required 30 days after the date of cancellation.

All cancellation requests received after the delay of 60 days before the event do not discharge the Mandatory of its responsibilities. The Mandatory will have to settle the total sum due to the promoter, plus a fine of 15 %. A new invoice will be emitted immediately and the payment of this new invoice will be required 30 days after the date of cancellation.

### **Commitment of occupation**

The Exhibitor must guarantee the presence of at least one person in the booth during the operating hours of the event, in respect for the visitors. **Expoz inc. / Salon Emploi Formation** reserves the right to charge a penalty of \$200 per hour to the Exhibitor if this rule is not respected. The payment of the new total sum will be required 30 days according to the last date of the event.

### **Prohibition of subletting or sharing of sites**

Subletting or sharing of sites is strictly prohibited. Only the exhibitor whose name appears on the Rental Agreement will be allowed to use the site identified in the Rental Agreement. The exhibitor is not permitted to share his site with any company or organisation.

### **Space Allocation**

The promoter reserves the right to transfer the booth emplacement of an exhibitor in the case of a rearrangement of the site. If this exceptional measure has to be implemented the exhibitor will be notified by the promoter in writing as soon as possible or at least two weeks before the event. The allocation of booth space by the promoter is final, and the exhibitor accepts to occupy the space according to these terms.

### **Space rental**

Included in the space rental agreement “Space only “

A grey carpet is included in all site reservation.

Included in the space rental agreement “Booth package“

1 x 10'X10' exhibition site ID Sign, a counter, 2 high stools

1 x 10'X10' grey carpet Front identification (18 letters):

Booth package space 10'X10' rigid walls

### **Included with all booth Space**

- Meeting rooms
- Access to Billboards
- Exhibitor rest area (water, chair massage service)
- Storage of boxes during the event
- Cleaning and maintenance of the aisles after the set-up and during the event.

### **Free Billboards at your disposition**

Billboards for job offers are at your disposition during the event.

Please print your offers on a regular page and bring them at the Event on the set-up day, we will post them for you.

### **Insurance**

• **Expoz inc.** producer of the Salon *Emploi Formation* / **The Montreal Job and Training Fair** is not responsible for accidents or injuries or losses and/or damages to products and/or your booth that might occur in your booth, caused by fire, theft or any other cause. The exhibitor is expected to have his/her own insurance (please verify with your own Insurance company, this is usually part of a multipurpose clause in commercial policies).

• Should any situation such as those mentioned occur, the exhibitors involved must submit a report to the **Palais des congrès de Montréal** immediately after the incident.

• Proof of insurance must be sent to *Salon Emploi Formation* by fax (450) 651-2355 at least ten days before the event. If the exhibitor is unable to provide such proof, a letter of responsibility from the exhibitor including a waiver of liability may be accepted.

### **Interpretation of rules and regulations**

The show manager has the entire and final responsibility, of the application and interpretation of all rules and regulations.

The show manager may, following an infringement or offence establishes disciplinary measures which could include expulsion from the present event and exclusion from subsequent events.

### **Modifications of rules and regulations**

The show manager reserves the right to modify the existing rules and regulations And establish new ones if need be.

The show manager may at his/her discretion apply in exceptional cases exceptional measures. These exceptions may be applied in case by case situations.

### **Site access**

The management of the event reserves the right to refuse access to the site to anyone whose conduct may be reprehensible. This includes visitors, exhibitors, and employees of exhibitors. For security reasons all exhibitors and their personnel must leave the site as soon as all visitors have left.

### **Personnel**

Exhibitors are responsible and liable for all of their employees, agents, suppliers and contractors during their presence at the Event. Exhibitors shall ensure the presence of at least one person in charge of their booth throughout the period of the Event

### **Contest, promotional draws**

- Any contest or promotional drawing organised by the exhibitor may not involve **The Salon Emploi Formation or Expoz** without its prior permission.
- Written permission from **The Salon Emploi Formation** must be obtained for any promotion at least ten working days before the event. Exhibitors must comply with provincial lottery laws.
- For more information, you may call **La Régie des alcools, des courses et des jeux: (514) 873-3577**.

### **Solicitation, samples and souvenirs**

- Except in the case of the sponsorship program, the distribution of samples, souvenirs, advertising materials and/or business solicitation is permitted only within the exhibitor's booth.
- The **Salon Emploi Formation** reserves the right to prohibit the distribution of any item or product and may, at its discretion, permit or refuse its distribution or impose additional fees

### **Signs Banners, posters with the permission of the promoter only**

- All signs (banners, boards, posters or other) must be installed inside the limits of the site reserved by the exhibitor and may not exceed the site, unless authorised by the promoter, who may, at their discretion, permit or refuse such a sign or impose additional fees.
- **Expoz inc. / Salon Emploi Formation** may, at its discretion, permit, refuse or charge additional fees for all promotional material, products, and/or services which require its authorisation.
- A banner with the exhibitor's name is included with the **Booth package rental agreement** only.
- The exhibitor must obtain written permission from the promoter to install banners, posters and or promotional material outside of their booth space. This includes the ceiling.
- The exhibitor must specify the exact size of their banners.
- The show manager reserves the right to forbid the installation of all banners, which exceed the pre-approved maximum size, allowed.
- For shared adjacent booths it is allowed to install a banner for the two booths.
- Other conditions which apply;
  - The width of a banner may be no larger than the booth or isle.
  - The superior part of a banner may be no higher than 16 feet from the floor
  - Banners must be installed at least 5 feet away from other exhibitors
  - The inferior part must be at least 7 feet from the floor

### **Signs, Banners , posters inside your booth**

- For installation of materials at the site, the use of Velcro, double-face tape or chains for frames is recommended. Hammering nails into the rental panels is strictly prohibited.
- **GES Poitras Services d'expositions** will have a service counter. Velcro, double-face tape, and chains will be available on site.
- All signs, banners, and posters must be of professional quality.
- The show manager reserves the right to modify or remove all signs which do not meet the quality standards of the event. Large banners must be fireproofed.

### **Decoration inside your booth**

- It is forbidden to apply paint, lacquer or any other sticky substance to the floor, or to nail, screw, and or drill whatever to the walls and floors of the building.
- Only single or double face tape may be applied to the floor.
- Booths can only be 8 feet high. In all cases exhibitors must make sure that they do not obstruct visual access to their neighbours.
- **Natural trees** are permitted if they are potted with their roots and watered on a daily basis.

### **Weight limit**

Exhibitors will not be allowed to place objects of more than 1464 kilograms per square meter (300 lbs. per sq.ft.) Any damage caused by the set-up, the use, the display or the moving of any object exceeding these norms will be repaired and invoiced directly to the exhibitor.

### **Noise**

Municipal by-laws on noise in commercial buildings stipulate moderate sound levels. Le Salon Emploi Formation reserves the right to enforce acceptable sound levels to ensure good neighbourliness.

### **Mobile displays**

Are permitted if they do not disturb fluid circulation in the aisles or your neighbours.

### **Cleaning and maintenance**

- Booths must be cleaned at the end of each day the exhibitors.
- Refuse, empty boxes and other waste must be placed outside the booth at the end of each day for pick-up by the maintenance service.
- If you wish to have this done, there is a service, please see the list.

### **Storage of Cardboard boxes and crates**

- **Cardboard boxes and crates** empty of merchandise should be clearly identified.
- Storage space is available for the length of the Show.
- Only the show decorator and the employees of the Palais des congrès de Montréal will have access to the storage area.
- However, the exhibitor must clearly identify all his boxes. The boxes will be picked up following the installation and brought back at the end of the show.
- It is forbidden to store these materials on the side, the back or inside the booth.
- **Unidentified boxes will be considered as garbage.**
- Merchandise for daily distribution can be stored in a specific area indicated at the site.

### **Lighting**

The use of lighting must be reasonable and responsible, and in no way bother your neighbours.

### **Electricity**

- Electric installations in the booths are provided exclusively by Palais des congrès de Montréal, as these installations must comply with the rules in effect.
- Electric power will be provided to the exhibitor only if the interior installation of his booth complies with building regulations. The electric outlets are North American standard.
- The exhibitor must comply with all aspects of the safety regulations.
- Any adapter required for the operation of the exhibitor's installations must be supplied by the exhibitor.
- For inspection and services, the electric wires of prefabricated stands must be easily accessible from both sides and the back of the stand at all times.
- Electrical installations cannot be shared.
- An exhibitor who wishes to obtain electrical outlets must place his order with Palais des congrès de Montréal. Please see service providers order forms.

### **Security**

- The exhibitor is responsible for taking appropriate measures to protect his booth, if he considers this necessary, by ensuring constant monitoring during opening hours and after closing time.
  - The Salon Emploi Formation will not be responsible for theft, breakage or acts of vandalism.
  - Exhibitors who wish to procure the services of a security agent may complete a form for this purpose, which is available on request.
  - All exhibitors are required to wear their identification badges.
- The exposition will be closed after all exhibitors and their employees have left, and can only be opened by the management of the event.

### **Trade unions**

The exhibitor must respect and follow the rules and regulations that are in effect between Palais des congrès de Montréal, its trade unions and the contractual engagements with its different contractors.

### **Fire Prevention**

Booths and displays should be installed and operated without obstructing:

- Access to any exit or visibility of any exit;
- The width of any exit;
- The visibility of any exit sign;
- Access to fire fighting equipment.
- No booth or equipment shall obstruct access to safety equipment such as exit doors, fire cabinets, fire alarms, etc.

**Drapes, curtains, decorative materials including dried flowers, cotton, foam, paper and cardboard of less than 1/8 inch (3 mm), textiles, netting and plastic materials,** must comply with the CAN/ULC-S109-M *Standard for Flame Tests of Flame-Resistant Fabrics and Films*, or be **fireproofed with Gardex**.

Unless there is a **regulator** or control device to eliminate risk of fire or explosion, it is forbidden to produce **open flames, sparks or heat** using an ignition device or during an activity. The proposed control device must be submitted to the Security Department of the Palais des congrès de Montréal for approval.

**Use of candles and paraffin lamps** are subject to a request for approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder ideally exceeding 1.5 inches (3.8 cm) the height of the flame, so that the flame does not accidentally enter into contact with combustible materials (tablecloths, etc.). It is forbidden to use vegetable oil as fuel.

**Performances featuring fire-eaters or use of pyrotechnic devices** are prohibited, unless written authorisation has been obtained from the Security Department of the Palais des congrès de Montréal.

**The Security Department of the Palais des congrès de Montréal or the Montréal Fire and Security Department may, at any time, refuse any installation that does not comply with their requirements.**

**Thank you for your co-operation.**

### **Non-smoking rules**

The Palais des congrès de Montréal became on December 17, 1999 a "Smoke-free Convention Centre".

### **Food services**

The sale and distribution of food and beverages throughout the **event site** shall be exclusive to Capital Traiteur. (514) 875-1300

### **Vehicles and other internal combustion engines on display**

All **fuel tank openings** of vehicles and other internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapours (except for tanks that have never contained fuel).

**Fuel tanks of vehicles** on display should not be more than one half full or contain more than 10 gallons (38 litres) of fuel.

**Battery cables** must be removed from the battery. When a battery is not needed to start the engine, spark plugs should be removed.

Vehicles may not be moved during show hours. Internal combustion engines should not be started without authorisation from the Security Department of the Palais des congrès de Montréal.

Fuelling or defuelling of vehicles and other combustion engines are prohibited inside the building. Propane tanks, used in trailers, recreational and utility vehicles or any other form of equipment, must be removed, emptied and sealed before entering the exhibition rooms.

### **Official Decorator**



#### **Poitras Services d'expositions**

Mme Érika Richard  
950, Avenue St Jean Baptiste bureau 100  
Québec (Québec) G2E 5E9

Phone : (418) 877-2727, ext. 221  
1-877- 877-2744, ext. 221

Fax : (418) 877-2828  
erichard@ges.com  
www.pepoitras.com

### **Exhibitor service centre**

All exhibitors must contact le Palais des congrès de Montréal for the following services: electrical services, plumbing, telecommunications services, booth cleaning, sign installation, and security services.

#### **PALAIS DES CONGRÈS DE MONTRÉAL**

##### **Direction de la production**

##### **Centre des services aux exposants**

159, Saint-Antoine West Street, 9e étage

Montréal (Québec) H2Z 1H2

Phone: (514) 871-5871 - Free: 1-888-871-5871

Fax : (514) 868-6622

email : infotechno@congresmtl.com

**Exclusive Food services**

**CAPITAL TRAITEUR / CATERING**

M. Nick Bavellas  
159, rue Saint-Antoine ouest Suite 400  
Montréal (Québec) Canada H2Z 1X7  
Phone : (514) 871-3111  
Fax : (514) 875-1300  
nbavellas@congresmtl.com

**Audio Visuel (exposition, rest area, meeting rooms)**

TELAV is the official supplier of all audiovisual equipment at the site.

**AVW TELAV**

**Monsieur Stéphane Benoît**

benoit@avwtelav.com

Telephone: (514) 868-6655

Télécopieur: (514) 868-6658

**Order forms**

- Electric services
- Signs installation
- Drayage
- Booths cleaning
- Security services
- Food services
- Telecommunication services
- Audiovisuel services
- Loading dock access

Please note that all forms are available on our website : [www.emploiinformation.com](http://www.emploiinformation.com)  
For further information, contact us at (450) 651-7407 or [coordination@expo3m.com](mailto:coordination@expo3m.com).

**Move-in & Set-up date (OBLIGATORY)**

**Monday September 15th 2008**

<b><i>Booth Number</i></b>	<b><i>R.D.V.</i></b>
• <b>700 and more</b>	2 pm
• <b>400 to 699</b>	3 pm
• <b>100 to 399</b>	4 pm

## **Disassembly procedure & move-out**

**Please read the following procedure carefully. You must follow it to the letter to ensure the safe and orderly removal and transport of your material during dismantling.**

- The doors between level 2 (Exhibition) and the loading docks will remain closed until all carpeting in the aisles has been completely removed.
- The blue dollies will be available at the loading docks when the doors open.
- Empty boxes or cases will be brought to the booth by Palais personnel as soon as possible once carpeting has been removed or, in the absence of carpeting, once visitors have left the room. Under no circumstances may exhibitors access the storage area.
- When all your material or merchandise has been brought to the loading dock, an operations manager will issue your pass so that you may park your vehicle in an available space at the loading dock.
- If your material can be transported without a dolly, you may leave the premises through the exit doors of the exhibition.
- Blue dollies and other heavy transport equipment will not be allowed into common or public areas of the Palais. These areas include public elevators and escalators.
- You may access the parking lot of the Quartier international via service elevators 4 and 5, located at the southwest end of room 517a, on level 5 (Convention) or at the west end of the loading dock area on level 2.

**If you have any questions please do not hesitate to contact us.**

### **Expoz inc. / *Salon Emploi Formation***

110, de La Barre Street. Box 225  
Longueuil (Quebec) J4K 1A3  
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coordination@emploiformation.com • www.emploiformation.com