



**World
Design
Summit**

WORLD DESIGN SUMMIT

**Expo & Congress
OCTOBER 16–20, 2017**

**PALAIS DES CONGRES
DE MONTREAL**

Exhibitor Guide

worlddesignsummit.com



**TOURISME /
MONTREAL**

Québec 


**Palais des congrès
de Montréal**
congresmtl.com

Montréal 

TABLE OF CONTENT

GENERAL INFORMATION	3
SCHEDULE	3
VENUE	3
SERVICES—SUPPLIERS/DECORATOR.....	5
SERVICES — EXCLUSIVE PALAIS DES CONGRES SUPPLIERS	5
PROCEDURES.....	6
BOOTH.....	6
AUDIOVISUAL AND LIGHTING.....	6
STORAGE	6
TEARDOWN AND ROLLOUT	6
REGULATIONS	7
EXHIBITION ACCESS.....	7
BOOTH STAFF	7
INSURANCES.....	7
FLOOR BEARING CHARGES.....	7
SIGNAGE.....	7
FIRE.....	8
ANIMALS	8
GENERAL RESTRICTIONS	9
NOISE	9
VIBRATIONS.....	9
NON-SMOKING POLICY	9
DELIVERIES	9
PRESS ROOM.....	9
SERVICE SUPPLIERS—CONTACT INFO.....	10

GENERAL INFORMATION

SCHEDULE

Sunday, October 15	7 AM	Merchandise Load-in Opening (According to set-up schedule)
Monday, October 16	8 PM	Storage Service Closing
Monday, October 16	10 PM	Merchandise Load-in Closing and Limited Access to Exhibition Floor (Alley carpet installation)
Tuesday, October 17	8 PM	Exhibitor Admission
Tuesday, October 17	9:30 AM - 5:30 PM	Reserved to participants
Wednesday, October 18	10 AM - 6 PM	Reserved to participants
Thursday, October 19	10 AM - 8 PM	Reserved to participants
Friday, October 20	10 AM - 3 PM	Reserved to participants
Friday, October 20	3 PM – 10 PM	Booth Teardown and Merchandise Rollout
Saturday, October 21	7 AM - 10:00 PM	Teardown Closing

VENUE

Palais de congrès de Montréal

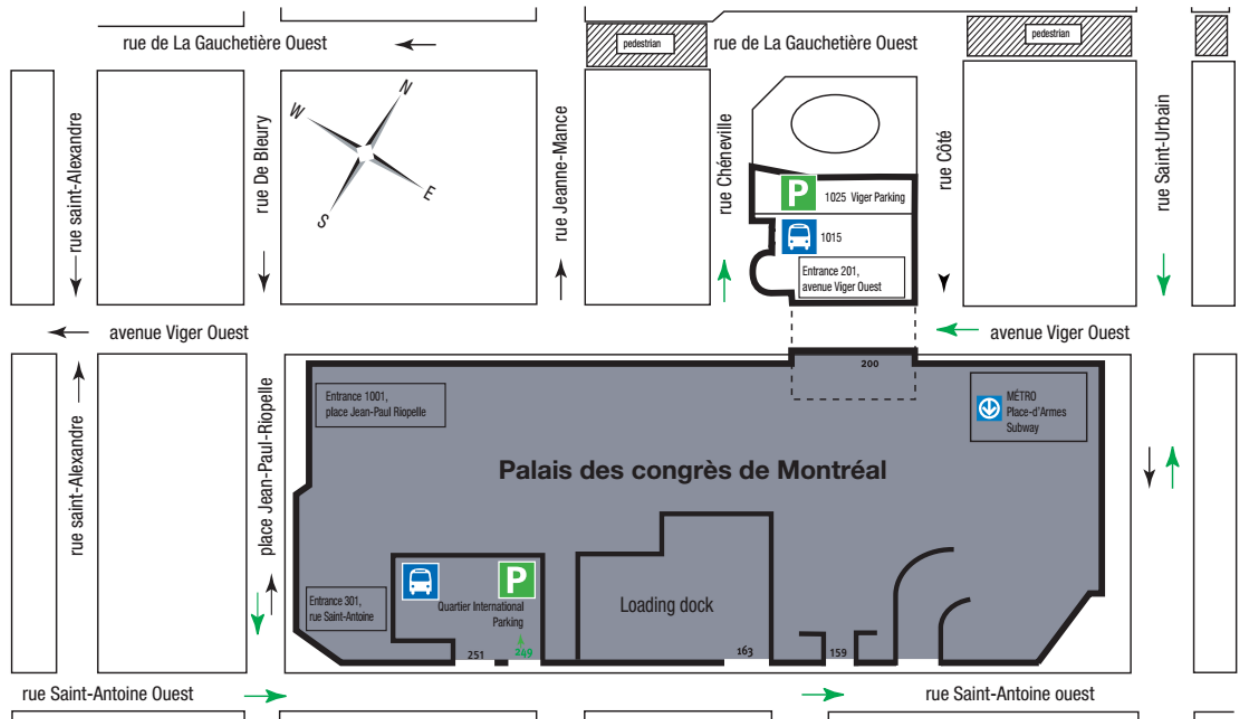
Exhibition Hall

1001 Jean-Paul-Riopelle Place,
Montreal, Quebec H2Z 1H2

Deliveries—Loading Dock:

163 Saint-Antoine West Street,
Montreal, Quebec H2Z 1X8

Accessibility Plan - Palais des congrès de Montréal



Loading Dock: 163, Saint-Antoine West, Montreal, Quebec H2Z 1X8

World Design Summit Organization
 380 St-Antoine W. Street, Office 3220
 Montreal, Quebec
 H2Y 3X7

SERVICES—SUPPLIERS/DECORATOR

MERCHANDISE HANDLING

The forklift service is ensured by GES, an official Palais des congrès supplier.

GES Customer Service Rep :

Judith Leclair—jleclair@ges.com

Main 514.367.4848 ext. 206 | Fax 514.367.5115

Order Forms Online : <https://e.ges.com/CA-00050407>

CUSTOM BROKERAGE

The official custom broker of the WORLD DESIGN SUMMIT is Consultexpo.

Contact Name: Diane Labbé Deegan

Phone 514.482.8886

Email: dianel@consultexpoinc.com

SERVICES — EXCLUSIVE PALAIS DES CONGRES SUPPLIERS

AIR PRESSURE AND PLUMBING

Palais des congrès de Montreal exclusively handles these services. Order online (<https://portailclient.congresmtl.com>).

ELECTRICITY

Palais des congrès de Montreal exclusively handles this service. Order online (<https://portailclient.congresmtl.com>).

ANCHOR POINTS AND SIGNAGE INSTALLATION

Palais des congrès de Montreal exclusively handles this service. Order online (<https://portailclient.congresmtl.com>).

BOOTH CLEANING

During the daytime, a light cleaning service is maintained throughout the show. A general cleaning will be ensured nightly, after closing, in all alleys. Exhibitors are responsible for ensuring their booth cleaning and are asked to leave their trash in the alleyways at the end of each day for the cleaning team to take and discard.

Exhibitors may order a professional booth cleaning service through the service provider GES.

SECURITY

Palais des congrès de Montreal ensures the establishment's general security on a 24-hour basis. This service does not cover delegates' goods and effects inside the rented halls.

All additional security request must be ordered online on the Palais des congrès de Montreal Web portal (<https://portailclient.congresmtl.com>)

TELECOMMUNICATIONS

Palais des congrès de Montreal exclusively handles this service. Order online (<https://portailclient.congresmtl.com>).

Halls are not connected to a telecommunication network and Web service is not included.

CATERING

Capital Traiteur exclusively handles all food and alcohol beverages inside the Exhibition Hall. All deliveries from external food and beverage suppliers is prohibited inside the Exhibition Hall.

Exhibitors may have food or beverages served to their booth by contacting Capital Traiteur, at least one month prior to the event to order.

PARKING

There are many paid parking areas close to the Palais des congrès, including:

- a 400 car-capacity indoor parking (Palais des congrès) on Chenneville Street, accessible by Viger Avenue (1025 Chenneville Street)
- a 1200-car-capacity indoor parking (QIM) accessible by Saint-Antoine Street (249 Saint-Antoine Street)

PROCEDURES

BOOTH

Your space rental does not include walls, lighting, electricity nor floor coverings. Exhibitors must ensure their own booth design and production. Refer to the GES Manual to order elements.

AUDIOVISUAL AND LIGHTING

While planning your booth, please contact Freeman Audiovisuel, our official supplier.

STORAGE

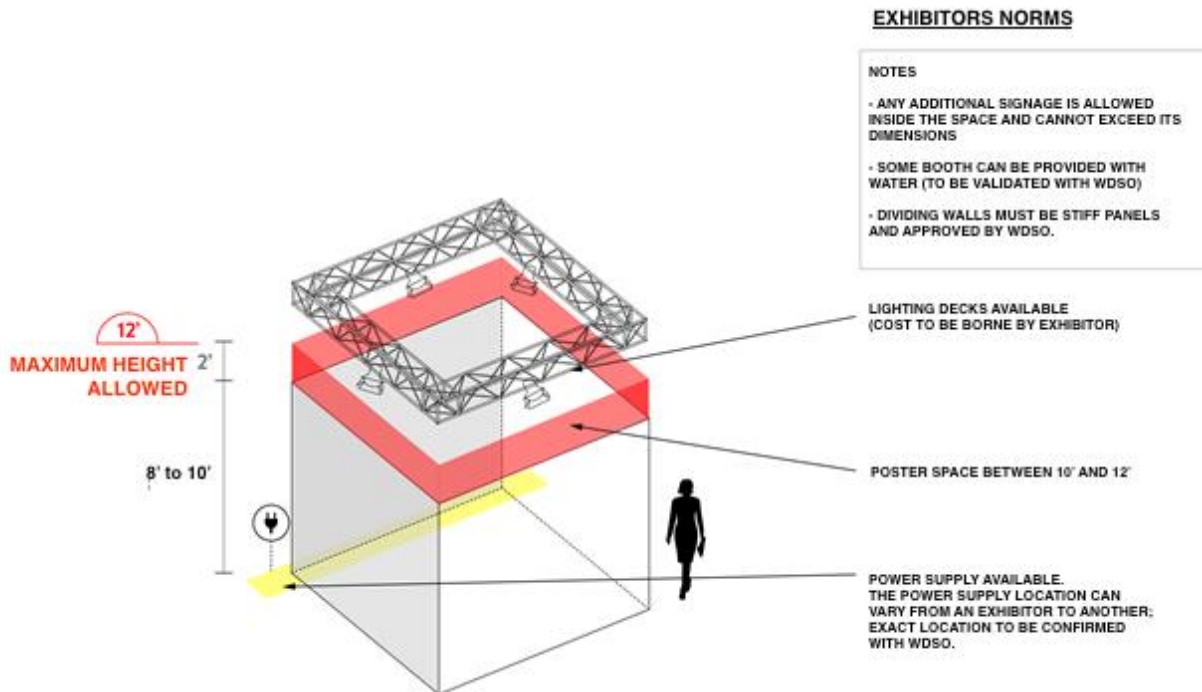
Storage is included in GES's merchandise handling service. Refer to the GES Manual to order.

TEARDOWN AND ROLLOUT

Fold and tie up empty boxes and retrieve storage tags at the GES service counter on site.

Clearly identify and number every box and advice GES when boxes are ready to be stored.

REGULATIONS



EXHIBITION ACCESS

The Palais des congrès administration has the right to refuse access to the exhibition to all visitors, exhibitors or staff members who it considers are acting undesirably or disrupting the exhibition.

BOOTH STAFF

Exhibitors must ensure the booth has at least one staff member at all times during opening hours and at least fifteen (15) minutes prior to hours of operation. We recommend exhibitors carry small objects of value with them daily (portable computers, for instance) when leaving the show.

INSURANCES

Exhibitors must obtain their own insurance coverage in civil responsibility, valid for the entire duration of the show. Provide proof of insurance to our Project Manager.

World Design Summit, Palais des congrès and their delegates will not be held responsible for any personal injuries, losses or damages caused on products, booths, tools or decorations, by fire, water, accidents, theft or any other cause, occurring during your occupancy in the establishment and its outbuildings.

FLOOR BEARING CHARGES

Floor Weight-Bearing Restriction:

- Level 200: 300 lbs/sq.ft.
- Level 5: 100 lbs/sq.ft.

SIGNAGE

Signs must not exceed the height of the booth, set at 12 feet maximum, unless approved otherwise by our Project Manager.

FIRE

Prohibited materials

Unless a written authorization is given by the Palais des congrès de Montreal's Security, it is forbidden to use the following materials:

- trees or resinous wood branches;
- jute fabric;
- hay;
- sonotube;
- peat (moss);
- Coroplast (polypropylene), except if surface
- Cellulose acetate fabrics (10% of material)
- lint straw; total booth surface.
- wrapping wood shavings;

Booth Layout and Production

1. Booth and exhibited objects must be laid out in order to to restrain:
 - access and visibility of all circulation areas and exits;
 - width of all circulation areas and exits;
 - view of all exit signage;
 - access to fire extinguishing equipment.
2. All parts of exhibited objects must be constrained to the booth area without contravening to alleys or passages designated as such.
3. Wood builds must have a maximum width of 6 mm (¼ inch) or be fireproofed by certified fireproofing suppliers.
4. The exhibitor must not exceed the perimeter of its lot.
5. All constructions with ceilings, rigid roofing, membranes, fabrics or any other material exceeding 27.9 sq. metres (300 sq.ft.) must be equipped with a sprinkler system for the event. The only material stamped approved by the SSIM is Smoke Out.
6. A minimal clearing of 45 cm (18 inches) is mandatory under the built-in establishment sprinklers.

Fire Hazard Sources

1. Unless a prevention method eliminates all risks of fire or explosion, it is forbidden to produce an open flame or heat, through the use of an appliance of any sort, and during an activity of all nature. The prevention method will need to be submitted to the Palais des congrès de Montreal Security Team in advance for approval.
2. Candles and paraffin lamps must be approved by the Palais des congrès de Montreal Security Team. They must be installed on non-combustible structures (non-floating) and contained in a 3.8 cm (1.5 inch) maximum high candleholder, equal to the height of a flame, in order to prevent the flame catching on to combustible materials such as table clothes. It is forbidden to use vegetable oil to fuel the flame.

ANIMALS

With exception made for guide dogs to partially sighted persons, no animal is admitted inside the Exhibition Hall unless a specific authorization has been issued by Palais des congrès.

GENERAL RESTRICTIONS

The following restrictions apply to all exhibitors and crew members staffed during set-up and teardown:

- No alcohol;
- No play or activity that may lead to accidents;
- No possession or consumption of prohibited substances;
- No children.

NOISE

All music or voice amp systems as well as any appliance emitting noise may be used as long as they do not interfere or bother neighbouring exhibitors.

VIBRATIONS

Equipment emitting strong vibrations must have anti-vibration cushions installed and be submitted for approval.

NON-SMOKING POLICY

A City of Montreal policy forbids smoking inside the Exhibition Hall and booths.

DELIVERIES

If you need to have material or merchandise delivered to the World Design Summit at Palais des congrès, it is **MANDATORY** to:

1. Advise your Project Manager
2. No delivery is accepted at Palais des congrès before the set-up date. (If you wish to have material shipped in advance, contact GES).
3. Clearly tag all merchandise with the following data:
 - Exhibition Hall, Palais des congrès,
Loading Dock (163 Saint-Antoine West Street)
Montreal (Quebec) H2Z 1X8
 - Event: 2017 MONTREAL WORLD DESIGN SUMMIT
 - Company Name: Exhibitor company name
 - Contact Name: Contact person on site during the event
 - Phone Number: Contact person's phone number during event
 - Theme Space: Name of the Theme Space (when applicable)
 - Booth #: Booth # for the World Design Summit
4. Ensure a contact person will be on site to accept merchandise. Although security measures are insured, neither Palais des congrès de Montréal, nor World Design Summit, nor their employees will ensure the responsibility for losses, thefts or damages caused to exhibited material or exhibitor equipment.

All deliveries, whether arriving by train, plane, truck, or any other means of transportation, must be paid in advance by the exhibitor. Cash-on-delivery packages will not be accepted.

No delivery will be accepted at Palais des congrès prior to the set-up date.

PRESS ROOM

Exhibitors wishing to do so may leave a press kit or any other promotional tool at the disposal of press reps and journalists.

SERVICE SUPPLIERS—CONTACT INFO

EXHIBITION SUPPLIERS	SERVICE	CONTACT	ADDITIONAL INFORMATION
GES	Official Decorator Basic / Turnkey Booth Carpet Handling Transportion Labour Force Graphic Design and more	Judith Leclair P: 514.367.4848 Ext. 206 jleclair@ges.com Order Forms Online : https://e.ges.com/CA-00050407	Discount Deadline: October 2, 2017
Capital Traiteur Montréal Inc	Exclusive Caterer	Heather Schidlowsky P : 514-871-3111 Ext. 4005 1-800-268-8122 heather.schidlowsky@capitaltraiteur.com	
Consultexpo	Custom Brokerage	Diane Labbé P : 514-482-8886 Ext.2 Mobile : 514-709-0761 dianel@consultexpoinc.com	
Freeman	Audiovisual and Lighting	Pierre-Luc Boucher T : 514-631-1821 ext. 310 Pierre-luc.boucher@freemanco.com	
Lamcom	Signage and Large-scale Printing	Laurence Lefebvre P : 514-238-2355 laurence@lamcom.ca www.lamcom.ca	<ul style="list-style-type: none"> • 5 % discount on orders placed before September 15. • 15 % rush fee on orders placed after October 1
Extension Concepts	Trade show booth Projection screen Event decor	Amélie Hétu 514-523-2211 Ext. 203 amelie@extension.ca	www.extension.ca
Palais des Congres	Booth Cleaning Additional Security Signage Installation Electricity Plumbing Telecommunications Internet	Order Forms Online https://portailclient.congresmtl.com/en/web/guest/accueil	
World Design Summit	Promotor	David Chhiv Project Manager davidchhiv@sommetmondialdesign.com	