

MONTREAL  
**COMICCON**  
DE MONTRÉAL



**EXHIBITOR GUIDE**

July 5 to 7, 2019 • Palais des congrès



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## INTRODUCTION

The Montreal Comiccon Exhibitor Guide was developed to provide useful, transparent and consistent information and guidelines to support exhibitors and ensure that they have a positive experience at Montreal Comiccon. Please take the time to review this guide and ensure that your booth/display meets the Montreal Comiccon exhibitor requirements and regulations to prevent unnecessary delays and work on-site.

For questions about the Exhibition Hall, please contact Ryan Moreau at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com).

For general show questions, please send an email to [info@montrealcomiccon.com](mailto:info@montrealcomiccon.com).

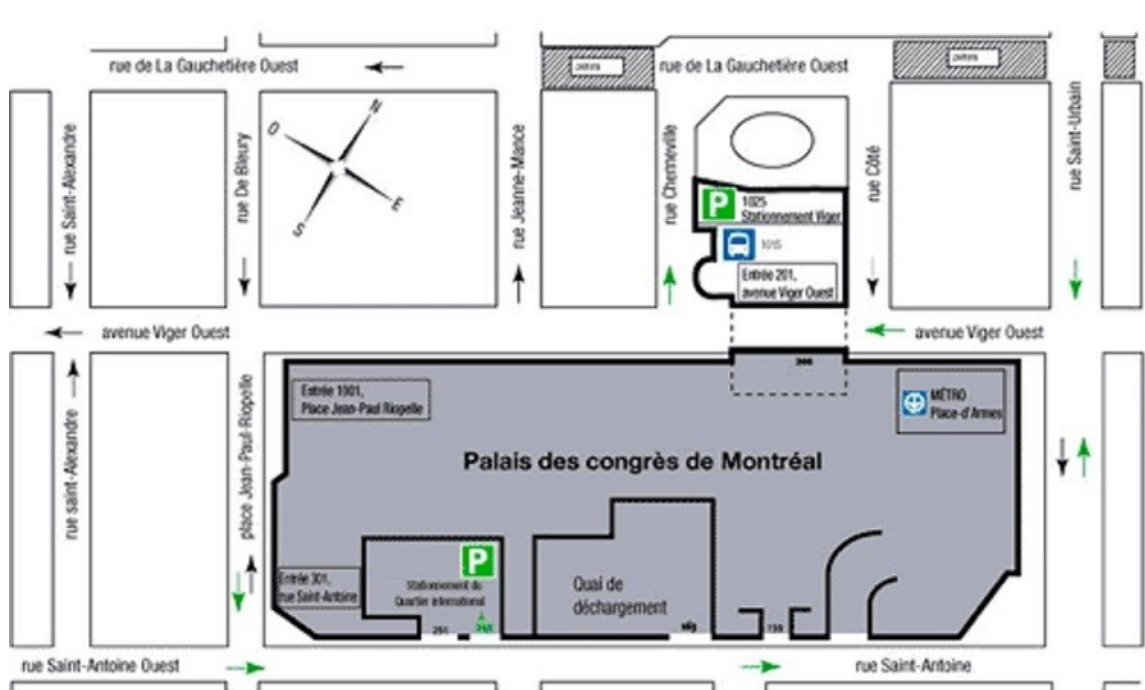
### *Montreal Comiccon Representatives On-Site*

<b>Show Presidents</b>	Alex La Prova Oscar Yazedjian
<b>VP, Operations</b>	Scott Péron
<b>Exhibition Hall Director</b>	Ryan Moreau
<b>Exhibition Hall Team Leads</b>	Patricia Lalonde Francis Tremblay
<b>Exhibition Hall Staff</b>	David Harris Lucie Chiapelli Marie Bladier Patricia Lalonde Vanessa Cameron

## VENUE INFORMATION

Montreal Comiccon takes place at the Palais des congrès / Montreal Convention Centre, located in Montreal, Quebec, Canada.

On foot entrance:  
159 Saint-Antoine Street  
Montreal, QC



Loading Docks:  
163 Saint-Antoine Street West  
Montreal, QC H2Z 1X8

### Directions to the Montreal Convention Centre docks:

1. Take Saint-Antoine Street West.
2. The entrance to the docks is marked as door 163 and is immediately after the traffic light at Saint-François-Xavier Street, before Saint-Urbain Street.
3. The docks are located on the second level of the Convention Centre



Fifteen (15) docks are available for the show. Docks will be assigned by the traffic controller. A limit of 30 minutes is placed on all vehicles in the dock area. It is recommended that you empty or fill up your vehicle in one sitting. Transport all of your goods and equipment to or from your booth and move your vehicle out as soon as possible in order to avoid being towed off the docks.

## EXHIBITOR CODE OF CONDUCT

Your involvement with Montreal Comiccon should be an enjoyable experience for everyone. The following are some of the general expectations of Exhibitors.

- *Have fun and enjoy the Convention.*
- Follow the guidelines, rules, regulations and policies of Montreal Comiccon.
- Respect the Exhibitor code of conduct.
- Always be courteous, friendly and cooperative.
- Respect the property of the Montreal Convention Centre and other Exhibitors.
- Refrain from any acts which may result in injury, fighting or horseplay on event premises.
- Respect the direction you receive from Montreal Comiccon staff or Montreal Convention Centre staff.
- Deal with conflicts or difficulties with attendees, Comiccon staff, other Exhibitors, or any other person(s) in an appropriate manner.
- **Please bring any questions or concerns to the attention of the Montreal Comiccon Exhibition Hall staff.**
- Show up on time and be ready at the times outlined in the “Move-In, Restock, Move Out hours” section of this guide. Failure to show up at the mentioned times or after the docks close will result in Exhibitors not being able to setup and open their booth on that day. In such cases, Exhibitors will be provided with an opportunity to setup on the following day during the times allocated by the Exhibitor Services department.
- Exhibitors must keep the area in front of their booth safe for attendees. The Exhibition Hall cannot open until all aisles are clear for attendee traffic. Exhibitors who cause a delay in the Exhibition Hall opening will be given a warning. After three (3) warnings, the Exhibitor will be asked to pack up their stock and leave the premises. The Exhibitor may also be banned from future events at the discretion of Montreal Comiccon management.
- At no time will Exhibitors disrupt or interfere with any convention event or activity (including panels, main events or general business and that of other Exhibitors, attendees, or guests), or the duties of any Montreal Comiccon staff, or the enjoyment of any event or activity by any other person.
- Exhibitors accept responsibility for everyone representing their business and/or working or attending at their booth, and further accept that the behavior of such individuals is their responsibility and as such, contravention of this Code of Conduct or any other Montreal Comiccon policy by such individuals may result in corrective action against the Exhibitor.
- Exhibitors shall not misrepresent themselves when they attend Montreal Comiccon or any affiliated events. Misrepresentation includes using false credentials or willfully presenting a false, fake or



inaccurate representation of their business, employer, or other affiliation when registering or attending the convention or an affiliated event.

- Exhibitors who contravene the Code of Conduct, and/or any Montreal Comiccon policy are subject to corrective action by Montreal Comiccon, including expulsion from the convention and bans (up to and including lifetime bans) from Montreal Comiccon and any of its affiliated events.

***Montreal Comiccon reserves the right to respect and enforce corrective actions taken by its partners and affiliates against individuals (including Exhibitors) including banning such individuals from attending any Montreal Comiccon event or activity.***

### ***Liability Statement***

Montreal Comiccon, Major Comics, the Montreal Convention Centre, sponsors and their staff, officers, representatives, agents, and or affiliates will not be held responsible in the case of damage, loss, harm, claims or injuries, to property or persons of the exhibitors, their affiliates, staff, and or property whether it was caused by the negligence of the show management, sponsors, or the host building or from theft, the elements (earth, fire, wind, water, heat) or by any other cause.

In the event that a part or all of the Montreal Comiccon event area becomes unavailable as a result of, but not limited to, the following natural causes: fire, flood, wind storm, hurricane, tornado, snow/ice storm, Sharknado, earthquake, or as the result of a war, acts of war, strike, police intervention, government decisions, labour disputes, bomb threats, riots, or an organization that the building has no affiliation or control to, or should the building decide that it is necessary to cancel, postpone, reduce event space and/or setup time and/or show time and/or tear-down time, the building, Montreal Comiccon, and Major Comics shall not be liable to indemnify or reimburse the Exhibitor for any expenses or losses the Exhibitor may have occurred.

The guidelines, rules, and regulations in the Exhibitor Guide may be changed at any time, and without prior notice, by Montreal Comiccon and Major Comics.



## **BOOTH DETAILS**

### ***Artist space***

Each Artist booth is a 6' by 6' space and comes with:

- One (1) 6' table that is 30" high by either 24" wide or 30" wide (pending availability);
- Two (2) chairs;
- Pole and drape 8' high back wall; and
- Two (2) Exhibitor badges which grant you early access to the Exhibition Hall.

### ***Exhibitor space***

Each Exhibitor booth is a 8' by 8' space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide (pending availability);
- Two (2) chairs;
- Pole and drape 8' high back wall; and
- Two (2) Exhibitor badges which grant you early access to the Exhibition Hall.

### ***Corporate/Partner/Sponsor space***

Please verify your contract for specific details on what is included with your space and what is not included.

To obtain items that are not included with your space, please refer to our supplier's page for more information on how to order furniture, electricity, Internet services, water services or any other equipment needed.

### ***Indie Gaming Zone space***

Each artist booth comes with a 6' by 6' space and comes with:

- One (1), 6' table that is 30" high by either 24" wide or 30" wide (pending availability);
- Two (2) chairs;
- Pole and drape 8' high back wall;
- Electricity (1 circuit, 120V/15AMP); and
- Two (2) exhibitor passes which grant you early access to the Exhibition Hall





## **Terms and Conditions**

- We reserve the right to limit spaces.
- We also reserve the right to place you as space and requests allow.
- Payment for Exhibitor spaces are non-refundable.
- It is strictly forbidden to sublet booths without the written consent of the Exhibition Hall directors or their designate. Any space sublet without prior, written consent will not be permitted to set up. There will be no refund for the space to either the offender or the Exhibitor who bought the space originally and may result in a ban from our events for both parties.
- If full payment is not received by the deadline, we will contact prospective Exhibitors to see if they still wish to keep their space reservation and to establish when the payment will be received. If the prospective Exhibitor does not respond, the space reservation will be cancelled.
- Cheques will be accepted no later than 30 days before an event.
- Cheques will be accepted at the event for a future show, but they need to be for the full amount. We are no longer accepting partial payments by cheque.

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. Any rigging or other display material or structure must not block other booths.

If the rigging is higher than pole drape (approximately 8 feet), the Exhibitor must email Ryan Moreau at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com) with the details of the booth.

Electricity (with the exception of the Indie Gaming Zone spaces), Internet and phone services, plumbing, booth cleaning, security service, banner hanging (to be approved by Comiccon first before ordering) and material handling are extra unless previously stated in a contract. Please refer to the Suppliers section of this guide for more information on how to order these services.

If Exhibitors would like extra tables or chairs or would like to remove one or more of these items, they must contact the official decorator, DEE; the contact information can be found in the Suppliers section. Please note that anything added will be at the Exhibitor's expense and must be ordered before the event. Note that Exhibitor services should be copied on these requests to keep us informed, this will allow us to be sure that exhibitors have everything needed before the show starts.

Exhibitors can bring their own flooring/carpet and/or tablecloths, please be conscientious of properly securing it, so there is no security risk.

If Exhibitors wish to purchase extra Exhibitor badges, they must contact Exhibitor Services at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com). Extra badges are \$60 plus taxes each. They can be purchased online for up to 2 weeks before the event and then on site only. You can buy a maximum of 6 extra badges per company.



### **Exhibition Hall Hours**

The following table indicates the times where VIP, Deluxe and Regular attendees will have access to the Hall. Exhibitors must ensure that their booths are open and staffed during these times.

<b>Date</b>	<b>Exhibition Hall hours</b>
Friday, July 5	12:00 p.m. to 8:00 p.m.
Saturday, July 6	9:00 a.m. to 7:00 p.m.
Sunday, July 7	9:30 a.m. to 5:00 p.m.

VIP and Deluxe attendees have exclusive access to the Exhibition Hall for 1 hour on Friday and Saturday and 30 minutes on Sunday.

It is expected that if the Exhibition Hall is ready for opening before the official opening time, we will allow the attendees to enter early. That being said, we will not open more than 15 minutes early to ensure that all exhibitors and artists are ready.

**Note:** For a detailed timetable for Move-in and Move-out hours, please refer to those sections.

### **Vehicles inside the Montreal Convention Centre**

Any vehicle or equipment inside the Convention Centre that has an internal combustion engine cannot have more than a quarter (1/4) a tank of fuel. The batteries and ignition systems must be disconnected at all times and all ignition keys provided to security services.

The gas caps on all vehicles and equipment must be secured with a lock. If they cannot be locked, they must be taped firmly shut in such a manner that prevents easy access to the gas tank.

Waterproof protective sheeting must be placed under vehicles and protective plates placed under the tires. Prior arrangements must be made, and approval obtained from Montreal Comiccon, before the entrance of motorized vehicles into the Exhibition Hall.

A set-up time must be scheduled with the Exhibitor Services Team prior to the event to facilitate the vehicles settling into the Hall. During set-up and tear-down, car owners must wait for the car to be escorted by the Exhibition Hall Team from the dock to their space and then to the exit, to lessen the risks



of the car being damaged. Due to the volume of traffic in the hall and on the Docks, vehicles should not expect to leave before 8:00 p.m. on Sunday.

### **Exhibition Hall Closing Time**

The following are the times that the Exhibition Hall closes to attendees.

<b>Date</b>	<b>Closing Time</b>
Friday, July 5	8:00 p.m.
Saturday, July 6	7:00 p.m.
Sunday, July 7	5:00 p.m.

A 15-minute warning, followed by a final announcement, will be made to signal the closing of the Exhibition Hall. Exhibitors are expected to complete all pending transactions at the 15 minutes warning. Shortly after the final announcement, security will begin to guide attendees to the exit. Exhibitors are expected to leave shortly after attendees have been guided out of the Exhibition Hall.

### **Cleanliness**

Exhibitors are required to maintain the cleanliness of their booth at all times during the show and during tear-down.

The Exhibition Hall will be cleaned every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be cleaned up and discarded.

Exhibitors are responsible for any damage done to the property of the Montreal Convention Centre or Montreal Comiccon, and will be billed for the cost of repair and/or replacement.

### **Safety**

Exhibitors are also responsible to ensure that their booths are safe for both attendees and their staff. The show management and City of Montreal staff (fire safety, police services, health services, etc.) reserve the right to determine what constitutes a safe booth and can request at any time for an exhibitor to modify their booth to ensure that it complies with all applicable rules, guidelines, and laws.

Wheeled devices are not permitted in the venue during the event. This includes roller blades, wheeled shoes, skate boards, scooters, bicycles, hover boards, etc. Exempt from this rule are wheel chairs (manual



or electronic), or mobility assisting wheeled device, walkers or anything that is required to assist with your mobility.

### ***Fire Regulations***

Booths must meet City of Montreal fire code and are subject to inspection by the City of Montreal fire marshal. No portion of a booth and/or display can block or cover aisles, doorways, fire extinguishers, fire hose cabinets, fire exits, fire alarms, or related items.

For fire safety, we have prohibited the use of fire/flame/heat sources in the Exhibition Hall. This includes but is not limited to: candles, tea lights, flame throwers, space heaters, torches, lighters, rockets, fireworks, sparklers, Tiki torches, flint & steel, etc.

### ***Smoking***

All smoking and the use of E-cigarettes are prohibited within the Montreal Convention Centre.

To access the outside smoking areas, Exhibitors can go out the back of the Exhibition Hall via the Exhibitor entrance elevator and go outside through the 1<sup>st</sup> level entrances. Legal distances must be maintained at all times.

### ***Medical Emergencies***

Exhibitors are required to report all accidents and injuries to the Exhibitor Services Office as soon as possible.

If medical services are required and it is not possible to attend the Exhibitor Services Office, Exhibitors should find a Comiccon staff member with a 2-way radio and have them call for the Exhibitor Services Office's assistance. The Exhibitor Services Office will dispatch the Montreal Comiccon medical team to the location of the emergency. This medical team is equipped to manage all types of medical emergencies.

The Montreal Comiccon medical team will assess the situation and call 911, if required. Exhibitors should NOT call 9-1-1 on their own due to building requirements when emergency services are dispatched.



## DISPLAY REGULATIONS

### *General Regulations*

1. During the event, all tables and aisles are to remain clear of boxes, debris, and displays.
2. All Exhibitors must be careful not to damage the show floor with tables or displays; Nothing is to be taped to the walls of the convention center.
  - a Only the following three tapes can be used on the floor of the Palais des congrès : Polyken 105c LPDE, Scapa 274004 and DC-W002A.
  - b Also please be advised that any tape used must be removed during teardown or exhibitors will be charged for its removal.
3. Drapes have been given to all Exhibitors and are not to be removed, and no item should be placed so as to hang off the pole and drapes. If an Exhibitor would like to remove the drape they must see Exhibition Hall staff at the Exhibition Services Desk. The drapes must remain undamaged, therefore the use of safety pins or needles is prohibited.
4. It is up to Exhibitors to maintain the safety (must make sure that any rigging and/or signage will not fall at anything time) and cleanliness of their booth. Exhibition Hall staff can ask for the booth rigging to be made stronger if they feel the booth is unsafe. Unsafe rigging and/or signage will be removed.
5. Scented Items are prohibited, whether in sale or on displays; including bath salts, potpourri, incense, candles, air fresheners, etc.

### *Height and Signage*

All banners & signage within a booth must be single sided. Exceptions can be made if the signage is hung from the ceiling. Only Exhibitors with booths larger than 16'x16' can hang signs from the ceiling and only if it doesn't affect sight lines. Exhibitors must contact Exhibitor Services if they would like to hang signage from the ceiling. Requests must be made a minimum of 2 weeks before the event.

Booths height must not exceed the 8' pole and drape. Exceptions may be made by Montreal Comiccon, on a case-by-case basis, in the Sponsor/Corporate area. This is to allow for all Exhibitors to have an equal chance of having their booth seen by attendees. Any Exhibitor who does not comply with the height rules will be asked to take down the segments that exceed the 8' pole and drape.



### Allocated space

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. The spaces are marked on the floor with the delimitation of each individual space. All aspects of your display, tables included, must be within the space allotted.

Exhibitors who are found to be encroaching on the booth spaces of a neighbor or an aisle, will be directed by a Comiccon staff member to move their display so it respects the space limits of their booth.

### ***Bootlegging & Plagiarism***

Montreal Comiccon and Major Comics do not condone the sale of unauthorized or bootlegged materials. The sale and or display of licensed materials should only be allowed if merchandise is approved by license holder and doesn't infringe on copyrights and licencing laws.

By attending Montreal Comiccon, you agree to these guidelines; violations of these guidelines will result in removal from the event without refund and possible ban from future events.

Montreal Comiccon and Major Comics work with law enforcement authorities and licence holders to act against the sale of bootleg and or unauthorized merchandise at our event. Any Exhibitor caught selling such items may be subject to prosecution.

### ***Adult (18+) Merchandise***

Exhibitors agree to not distribute or sell any adult material to anyone under the age of 18. Any "adult only" material should be behind the counter and any nudity and/or sexual content must not be displayed openly.

### ***Media Relations***

Exhibitors must ensure that all media interactions during Montreal Comiccon, including all forms of interviews and interactions, go through the Montreal Comiccon Media Department. To contact the Media Department, please contact Leeja Murphy at [pr@montrealcomiccon.com](mailto:pr@montrealcomiccon.com) or inquire at it at the Exhibitor Services Desk.

If you would like to promote exclusives at our event, please contact Oscar Yazedjian at [oyaz@montrealcomiccon.com](mailto:oyaz@montrealcomiccon.com).

### ***Promotional Material***

The distribution of flyers, cards, pamphlets or any other promotional material is only permitted within an Exhibitor's booth space. Such material cannot be distributed anywhere else on the premises of the convention without the prior authorization of Montreal Comiccon Exhibitor Services.

### ***Children in the Exhibition Hall During Set-Up and Tear-Down***

Due to Quebec CNESST regulations, children under the age of 16 are not allowed in the Exhibition Hall during set-up and tear-down hours.

Children affiliated with an exhibitor can be in the Exhibition Hall once the hall is open if they are under the direct care and supervision of the responsible Exhibitor at all times.

**If an Exhibitor comes to the venue during set-up and tear-down hours with a child, they will be not allowed to setup at that time.**

### **Montreal Plastic Shopping Bag By-law 16-051**

As per the new Montreal city by-law, certain kinds of plastic shopping bags have been prohibited on the island of Montreal. The ban applies to all establishments whose main activity is the sale of merchandise at the retail level.

#### Banned bags

- Conventional plastic shopping bags (a thickness of less than 50 microns)
- Oxo-degradable, oxo-fragmentable, biodegradable shopping bags, whatever their thickness

#### Bags not covered by the by-law

- Plastic bags used exclusively to transport foodstuffs to the cash counter of a retail store or to protect them, for hygiene purposes, from direct contact with other items (fruits, vegetables, nuts, bulk confectionery, prepared foods, meat, fish, bread, dairy products, etc.)

If you have any questions about the ban, you can reach the city at: [sacs@ville.montreal.qc.ca](mailto:sacs@ville.montreal.qc.ca)



### ***Weapons Policy***

If an Exhibitor intends to display and sell weapons, armour or props at the convention, they must contact Exhibitor Services (ryan@montrealcomiccon.com) and obtain Comiccon's approval. There are policies and procedures that provide direction and guidance on which items are permitted to be displayed and/or sold, the procedures for selling these items, weapons sales conditions and restrictions. We will also require Exhibitor to post a sign, supplied by Comiccon, in an easily visible area of booth, which will prove Exhibitors are approved to sell weapons, armour or props. The sign will also show that Exhibitors are required to ask for ID from participants before doing a sale, as the sale of an Inadmissible Weapon (e.g. metal swords, knives, etc.) as defined by our Weapons Policy, to anyone under 18 years of age is strictly prohibited. The sign provided by Comiccon must be returned after the event.

Exhibitors must sign an agreement and respect all convention policies, guidelines and all Canadian laws. We must receive a copy of the signed agreement **prior** to the event.

Exhibitors who have signed the above-mentioned agreement, and who have been approved, will receive a sign which identifies them as an approved weapons seller. Any Exhibitor selling weapons without a signed agreement and the sign clearly posted will be asked to remove the merchandise from their booth and further non-compliance will result in the expulsion of the Exhibitor and/or booth from the event.

### ***Parking***

Parking is **NOT** included for Exhibitors. There are a number of parking lots located close to the Montreal Convention Centre, as well as 2 directly linked to the Convention Centre.

### ***Drones***

The operations of drones at the Montreal Comiccon is strictly forbidden. Exhibitors caught flying a drone during the event will be asked to put the drone away. If the exhibitor is caught again, we will ask for the drone to be removed from the event and may result in the exhibitor being asked to pack up their booth and exit the event.

Please note that you can sell drones, but attendees must be informed not to fly them within the event premises. Any attendees found flying a drone during the event will have them confiscated.





### **Food Services**

The sale, distribution and personal consumption of all food and beverage items and related service in the Montreal Convention Centre are **exclusive** to Capital Traiteur.

Any Exhibitor promoting, distributing or selling food or beverage is forbidden by the exclusivity agreement between the caterer and the Convention Centre. If you want to do so, you may reach the caterer **prior** to the event to get authorization. You may reach Capital Traiteur for food deliveries at your booth at:

**Étienne Garceau-Tremblay**

Banquet Director

T: 514-871-3111

etienne@capitaltraiteur.com

We must have a written copy of this authorization before the event as well.

We require Exhibitors to post a sign, supplied by Comiccon, in an easily visible area of their booth, which will prove they are approved to sell food and beverages.

Only Exhibitors that have given us a copy of the venue's written approval will receive the sign which proves that they are approved to sell food and beverages in the Exhibition Hall during the event. Any Exhibitor caught selling food and beverages without the approval of the venue and the sign will be asked to remove the merchandise from their booth and further non-compliance will result in the expulsion of the Exhibitor and/or booth from the event.

Exhibitors who would like to have the caterer deliver food to their booth during the convention can obtain an order form from the Exhibitor Services Desk.



## **STORAGE**

Merchandise storage is only available through requests. Please contact Exhibitor Services at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com).

### ***Storage of Empty Boxes & Pallets***

Exhibitors who want to keep their boxes must place them on a pallet and get a Box Storage sticker from the Exhibitor Services Office. **This service will entail a fee of \$40 per sticker. One sticker per pallet.** The pallet must be pallet wrapped. Due to fire code, empty boxes cannot be stored in your booth. They must either be discarded or placed on a pallet for box storage. The Convention Centre will take care of storing the wrapped pallets and bring them back to your booth at tear down.

### ***Dollies, Hand Carts & Pallet Jacks***

Exhibitors are encouraged to bring their own equipment. Please note that this type of equipment must only be used in the Exhibition Hall and in the loading dock area. There are dollies available in the Centre but they are in limited number and we will function on a “first come, first served” basis with them.

Due to recent renovations in the Montreal Convention Centre, please be advised that pallet jacks are prohibited on the carpeted area of the Exhibition Hall, in room 210. You will need to get a forklift to transport your pallets to your booth if you are in this area. Any damage done to the carpet will be billed to the exhibitor in question.

Please note that no dollies, carts, buggies, or pallet jacks will be allowed in the Hall starting from half an hour before Hall opening until Hall closing.

**MOVE-IN AND MOVE-OUT HOURS**

	Thursday	Friday	Saturday	Sunday
Dock availability	9:00 a.m. to 9:30 p.m.	8:00 a.m. to 11:00 a.m.	7:30 a.m. to 8:30 a.m.	8:30 a.m. to 9:00 a.m.
Setup	9:00 a.m. to 10:00 p.m.	8:00 a.m. to 11:00 a.m.	-	-
Restock a.m.	-	-	7:30 a.m. to 8:30 a.m.	8:30 a.m. to 9:30 a.m.
Show hours	-	12:00 p.m. to 8:00 p.m.	9:00 a.m. to 7:00 p.m.	9:30 a.m. to 5:00 p.m.
Restock p.m.	-	8:00 p.m. to 8:30 p.m.	7:00 p.m. to 7:30 p.m.	-
Teardown	-	-	-	5:00 p.m. to 10:00 p.m.

Please note that the docks will only be open during setup and tear-down hours. The dock will be closed during Exhibition Hall hours. If Exhibitors require the ability to bring in merchandise during the show, please see the Exhibitor Services Office located in the office behind the sponsor booths next to the washrooms.

***Move-in Procedure***

Refer to the table (above) for hours allocated for setup. Exhibitors must have everything unloaded at the docks on Thursday, July 4 and have most of their setup finished by the end of the night on Thursday. If they have not finished setup, they can continue on Friday, July 5, but only from 8:00 a.m. to 11:00 a.m.

The dock is going to be using a “first come, first served” policy for space. Please be sure not to be late. It will be up to the Traffic controller to assign a dock to the dealers as they come in.

Artists and dealers must have their entire booth displays finished and ready one (1) hour before the Exhibition Hall opens each day.



### ***Deliveries and Shipments***

**All pallets, crates and loose boxes must be properly labeled with the Exhibitor's name, booth number, contact person's name, and name of the event (see example of shipment label, Appendix 1).** All shipments must be made during the hours and days that setup is scheduled and a representative from the booth must be present to receive the shipment. We do not accept shipments for exhibitors.

If a representative is not present at the time of delivery or the delivery arrives before or after our posted setup hours, or the shipment is improperly labeled, the shipment will be turned away. We will not accept a shipment or sign for a delivery on your behalf.

Exhibitors must ensure that their pallets are properly wrapped and stacked. If an improperly wrapped pallet is shipped and the pallet falls apart, crushes/damages merchandise and/or injures any persons, the owner of the pallet will be fully responsible for the losses and damages. Additionally, if a pallet falls apart and the Exhibitor is not in the building at the time of the incident, the exhibitor will be fully responsible for the cost of restacking and moving the pallet.

### ***Badge pick-up and check-in***

On Thursday, badges can be picked up at the Exhibitor Services Office situated behind the sponsor booths at the back of Room 220-C next to the washrooms, as soon as Exhibitors have unloaded.

On Friday, badges can be picked up at the Exhibitor Entrance on the 1st floor from 8:00 a.m. to 11:00 a.m.

**Exhibitors are required to pick up their badges before the opening of the Hall to the public.**

Badge pick-up will be open from 9:00 a.m. to 9:00 p.m. on Thursday, July 4, and from 8:00 a.m. to 11:00 a.m. on Friday, July 5.

If an Exhibitor requires additional badges, they may also be purchased at the check-in desk. If a person loses their badges during the convention, they can inquire at the Exhibitor Services Office about purchasing a replacement.

Please note that the badges cannot and will not be personalized.

Badges must be scanned in and out every day to confirm that you have officially come to the event. An individual badge can only be used by one person per day and must be worn at all times during the event.

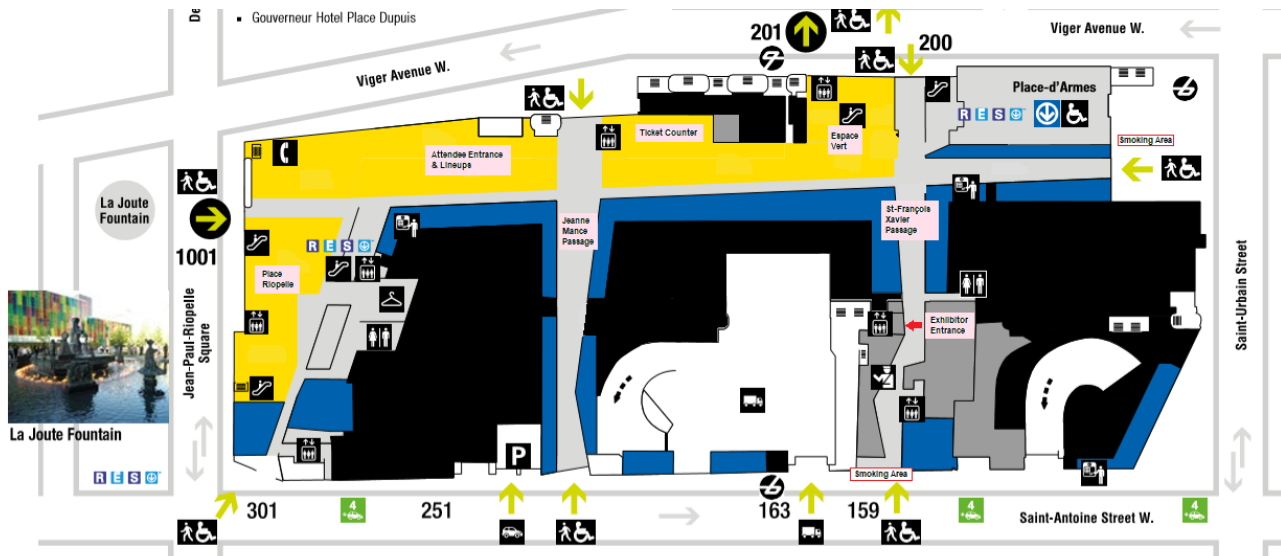
Please note that neither Comiccon nor the Montreal Convention Centre is responsible for getting your employees and/or exterior staff/personnel to your booth. We will also **not** hold badges for Exhibitor staff at Special Badge Pickup anymore. Exhibitors are responsible for making sure they have adequate staffing at their booth, getting them in and out of the event and making sure they have their badges on at all times.

### *Exhibitor and artist specific entrance*

You can access the Exhibition Hall at any point during the event by the Saint-François Xavier Passage Elevator on Level 1 of the Montreal Convention Centre. This elevator is only going to be accessible by Montreal Comiccon staff and exhibitors/artists.

During morning restock times including Friday, July 5 before the Hall opens, it is highly recommended that you use the St-François Xavier entrance. If you do not have merchandise with you, you can also use the Espace Vert escalators to get to the 2<sup>nd</sup> floor.

Note that you will have to have your badge scanned before entering and leaving the Hall.



### **Move-out Procedure**

Exhibitors with cars, minivans, pick-ups and or cargo vans will be allowed to load their vehicles from 5:01 p.m. to 6:00 p.m. exclusively. Exhibitors with cube trucks and/or larger vehicles up to 30 feet will be able to start loading their truck as of 6:15 p.m. Exhibitors with Tractor trailers, semi-trucks and or any vehicles longer than a 34-foot cube will only be able to come onto the Docks starting 9:00 p.m. Exhibitors will have a maximum of 30 minutes allowed on the dock itself with their vehicles.

<b>Cars, vans, cargo vans move-out</b>	5:00 p.m. to 6:00 p.m.
<b>Larger vehicles up to 30 feet move-out</b>	6:15 p.m. to 10:00 p.m.
<b>Tractor trailers, semi-trucks, any vehicles longer than a 34-foot cube</b>	9:00p.m. to 10:00p.m.

If an Exhibitor doesn't need dock space and can carry their merchandise by hand, we recommend that they do so and walk directly to their cars instead of bringing the car to the docks for tear-down.

The tear-down of booths in the Exhibition Hall cannot be started by dealers or artists before 5:00 p.m. on Sunday, July 7, unless approval is obtained from the Dock & Exhibition Hall Director.

If an emergency arises that requires an Exhibitor to tear down their booth before the scheduled teardown time, they must please seek approval from the Exhibition Hall Director for instructions and special authorization.

If Exhibitors decide to keep extra merchandise or boxes in their vehicles, they must report to Exhibitor Services to schedule dock time.

The garage doors leading to the docks will remain closed until all attendees have left the Exhibition Hall. Once the room is clear, we will open the garage doors and let people in the Hall with dollies and such.

Due to the limited time (30 minutes) that vehicles can remain at the docks, exhibitors must have everything packed and their booths completely torn down before bringing their vehicles to the Dock. The Exhibitor Services Team will be checking to make sure that your booth is torn down before permitting exhibitors into the loading docks.

All Exhibitors must have their booth torn down and everything moved out by 10:00 p.m. on Sunday or there will be additional fees incurred.



Exhibitors will only be allowed to line up their vehicles at the dock entrance a maximum of 10 minutes in advance.

### ***Early Registration for 2020***

Exhibitor Services will be accepting early registration for the 2020 Montreal Comiccon. The forms for this can be obtained at the Exhibitor Services Office starting Friday, July 5 at 3:00 p.m. until Sunday, July 7 at 9:00 p.m. We will accept forms on a 'first come, first served' basis for spaces. Booth spaces and corners are subject to availability and run out very quickly. It is recommended to register early and not wait until after the event to apply for next year. Please note that a deposit will be required when we accept your registration. For more information, please inquire at the Exhibitor Services Office.

Also note that due to the increased demand, a decision has been made that an individual wanting Artist spaces will now be limited to 1 corner for that space, no more. This is to help diversify the aisles and make them more attractive.

### ***Specific Inquiries***

For questions about the exhibition hall, please contact Ryan Moreau at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com).

For general show questions, please send an email to [info@montrealcomiccon.com](mailto:info@montrealcomiccon.com).

## FREQUENTLY ASKED QUESTIONS

**Q: I won't be able to make it for the dock times mentioned above. Is there a way to make an exception?**

A: Exceptions can be made in extenuating circumstances. Please contact Ryan Moreau at [ryan@montrealcomiccon.com](mailto:ryan@montrealcomiccon.com).

**Q: Does the Montreal Convention Centre have box storage?**

A: Yes, they do have box storage. Exhibitors who want to keep their boxes must place them on a pallet and get a box storage sticker from the Exhibitor Services Office. This service will entail a fee of \$40 per sticker. The pallet must be pallet wrapped. Due to fire code, empty boxes cannot be stored in your booth. They must either be discarded or placed on a pallet for box storage.

**Q: What happens if I need to get my boxes and then to load up my truck?**

A: Talk to the Exhibitor Service Desk before the end of the event.

**Q: Can I just leave my truck on the dock while I pack my merchandise?**

A: No, you cannot leave your truck on the dock while you finish packing your booth. You must have everything packed and ready to go before bringing your vehicle to the dock.

**Q: I need some dock space during the event to unload more merchandise, what do I do?**

A: See the Exhibitor Services Office and they'll be able to schedule a time with you.

**Q: Can I get food delivered to my table?**

A: Yes. Just ask for an order form from the Exhibitor Service Office or download the form on our website.

**Q: I have lost my badge. What do I do?**

A: Please see the Exhibitor Service Office for assistance or the purchase of a new badge.

**Q: Is parking at the Montreal Convention Centre free for Exhibitors and artists?**

A: Unfortunately, parking is not included. There are many options for parking lots located close to the Convention Centre.

**Q: If I need to smoke, where can I go?**

A: To access the outside smoking areas, exhibitors can go out the back of the Exhibition Hall via the exhibitor entrance elevator to the 1<sup>st</sup> level. It is recommended to take a right out the exhibitor entrance on the 1<sup>st</sup> level, go down the Saint-François Xavier Passage (the corridor which has the Subway restaurant) and out the door situated next to the post office. Legal Distances must be maintained at all times.





## TIPS AND HINTS

- Make sure to bring enough petty cash/change for the week-end.
- A limited number of carts may be available from the PDC. You are encouraged to bring your own carts to transport your merchandise from your vehicle to your booth.
- Plan out an attractive setup.
- Create a positive impression.
- You are encouraged to bring business cards and flyers to promote your store and products so long as you keep them in your booth space.
- Let your customers know that you're attending the show and setting up shop.
- Take breaks during the show but be sure someone is always at the booth to maximize potential sales.
- You should take valuables with you when you leave the event at night.
- The storage of boxes is not allowed in the show room.
- And, most of all have fun! Be sure to enjoy the convention!

## DEFINITIONS

**Corner booth:** An add-on to a booth which will give you access to two isles. It does not come with any extra furniture. This booth will stand on the end of a row.

**Artist space:** This booth is for people and companies that make hand crafted items, paintings, drawing and do not have a storefront or sell their products in multiple stores.

**Exhibitor space:** This booth is for people and companies that have their productions commercially made and or buy their products from a third party. This category is also for people with a storefront or people who need more space than what an artist space offers.

**Corporate/Partner/Sponsor space:** This is for companies wish to have more exposure than what an exhibitor's space can offer. This is a great option if you want to promote new or current product(s), promote your company name, or have a display that requires more than what a standard 8' by 8' booth can offer.



## **MONTREAL COMICCON SERVICE PROVIDERS**

***Temporary Electrical Power, Banner Hanging, Plumbing, Booth Cleaning, Material Handling, Security Services and Internet and Phone Services***

These services are provided directly by the Montreal Convention Centre.

Please use their online system located at the below link to order your exhibit's electrical and or display lighting services:

**Take advantage of a discount by ordering online by June 15, 2019.**

[portailclient.congresmtl.com](http://portailclient.congresmtl.com)

Click on the "Login" link in the top right corner to proceed.

Questions regarding these services and the online portal should be directed to:

Société du Palais des congrès de Montréal  
159, rue Saint-Antoine Ouest, 9<sup>th</sup> Floor  
Montréal (Québec) H2Z 1H2  
E: [portailclient@congresmtl.com](mailto:portailclient@congresmtl.com)  
T (toll free): 1-888-871-5871  
T: 514-871-5871 F: 514-868-6622

## ***Audio Visual Equipment & Services***

If you need audiovisual equipment, please contact:

Freeman Co.  
Éric Gagné  
T: 514-868-6656 / C: 514-868-6658  
[Eric.gagne@freemanco.com](mailto:Eric.gagne@freemanco.com)  
[www.freemanco.com](http://www.freemanco.com)



### ***Furniture, Show Decoration***

If you require tables, chairs, carpeting, or other types of furniture which are not provided by the convention, please contact:

Décor Experts Expo Inc.

Dominic Guay

E: [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com)

T:450-646-2251

c:450-444-2348

W: <http://www.decorexpersexpo.com/>

### ***Customs Brokerage and Carrier***

If you are from outside of Canada and need to import merchandise into the country, we are proud to be doing business with **ConsultExpo**. They offer both transportation and customs services. You can contact them at:

Jeff Labbé

Tel: 514-482-8886 ext. 7

Fax: 888-629-9008

Cell: 514-709-0739

Email: [jeffl@consultexpoinc.com](mailto:jeffl@consultexpoinc.com)

Website: [www.consultexpoinc.com/forms/](http://www.consultexpoinc.com/forms/)

**APPENDIX 1**

LABEL EXAMPLE

<p style="text-align: center;"><b>Sender's name</b> <b>Address</b></p> <p style="text-align: center;"><b>Telephone #</b> <b>Number of boxes</b> <b>Carrier</b> <b>Customs broker's name and</b> <b>Telephone #</b></p> <p style="text-align: center;"><b>NAME OF EXHIBITOR:</b></p> <p style="text-align: center;"><b>C/O Montreal Comiccon</b></p> <p style="text-align: center;"><b>Booth(s) number:</b></p> <p style="text-align: center;"><b>SEND TO</b> <b><i>Montreal Convention Centre</i></b> <b><i>163 Rue Saint-Antoine West</i></b> <b><i>Montreal, Quebec</i></b> <b><i>H2Z 1X8</i></b></p>	<p style="text-align: center;"><b>Pallet _____ of _____</b></p> <hr style="width: 150px; margin: 20px auto;"/> <hr style="width: 150px; margin: 20px auto;"/>
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## Appendix 2

### *Liabilities and restrictions*

The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

Recycling and Residual Waste Management	<p>The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup/teardown and during the exhibition). Additional selective collection may be added to those mentioned above.</p> <p>Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Palais des congrès' staff at no charge. Any bins inside the booth will not be emptied.</p>
Adhesive Tape	<p>The only adhesives allowed at the Centre are listed below:</p> <ul style="list-style-type: none"> <li>• Walls: nothing is to be posted on walls, anything posted on walls will be removed and you will be charged a cleaning fee if tape residue is found</li> <li>• Floors: Echo Tape CL-W6300 or VI-N6120 or equivalent Double Face Echo Tape DC-W188F</li> </ul>
Alcohol drinking during Setup and Teardown	<p>To minimize the risks of accidents, and unless otherwise agreed with the Palais des congrès, the Centre's caterer will not sell alcohol during the setup and teardown activities.</p>
Animals	<p>With the exception of service animals, exhibitors must not bring any animals into the Palais without prior written authorization, nor allow any to be brought in.</p>
Balloons and Confettis	<p>The use of helium balloons must be preauthorized by the Exhibit Hall Director. Charges apply for taking balloons down from the ceiling after the event. The use of confettis and sequins is also prohibited.</p>
Cooking Appliances	<p>The exhibitor must comply with the fire prevention rules.</p>
Fire	<p>Exhibitors must comply with the fire prevention rules. Please refer to "<i>Security and fire regulation</i>" for full details. Also, please note that the Palais des congrès is a nonsmoking establishment.</p>
Noise Limits & Scented products	<p>Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Exhibit Hall Director has sole authority in this matter.</p>
Stickers	<p>Stickers of any kind are strictly prohibited at the Palais des congrès.</p>