



Show Co-Presidents

Alex La Prova
Oscar Yazedjian

VP of Operations

Scott Péron

Exhibition Hall Director

Stef Tite

SHOW HOURS

General Admission

Friday, December 3	5:00 p.m. to 9:00 p.m.
Saturday, December 4	11:00 a.m. to 6:00 p.m.
Sunday, December 5	11:00 a.m. to 5:00 p.m.

LOCATION

Palais des congrès

201 Viger Street West
Montreal, QC H2Z 1X7
<http://www.congresmtl.com>

Loading Docks

163 Saint-Antoine Street West
Montreal, QC H2Z 1H2

Room

Level 2, Room 220 B

GENERAL INFORMATION

What's Included

36 feet square space (6'x6')

One 6' table and two (2) chairs for every table.

Or

64 feet square space (8'x8')

One 8' table and two (2) chairs for every table.

There will NOT be any skirting or vinyl cover on the tables, nor will there be a backdrop to separate exhibitors from their neighbors to the back.

Power and Internet are not provided, and the related costs are the responsibility of the exhibitor.

RIGGING, ELECTRICITY, INTERNET, TELECOMMUNICATIONS, MATERIAL HANDLING AND BANNER HANGING

Rigging, electricity, telecommunications, material handling, banner hanging, booth cleaning, and/or security services are provided by the Palais des congrès. If you require these services, you need to order them with the provided link for the web portal

<https://portailclient.congresmtl.com/en>

Questions regarding these services should be directed to:

Société du Palais des congrès de Montréal

159 Saint-Antoine Street West, 9th Floor

Montréal (Québec) H2Z 1H2

E: portailclient@congresmtl.com | T: 514-871-5871 | F: 514-868-6622

FOOD SERVICES

The sale, distribution and personal consumption of all food and beverage items and related service in the Palais des congrès 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:

Jérôme Poulin

Banquet Director

jerome.poulin@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.

DISPLAY RULES AND REGULATIONS

Exhibitor Specifications

Exhibitors get one table and 2 chairs per space. You can use the space as they like but cannot go outside of the limits of the space they are given. Any rigging should not block other booths. If the rigging is higher than about 8 feet, please email Stef Tite at stef@montrealcomiccon.com with the details of your booth.

Display Regulations

- During the event, all tables and aisles are to remain clear of boxes, debris and displays.
- All exhibitors must be careful not to damage the show floor with tables or displays. Only the following three tapes can be used in the Palais des congrès: Polyken 105c LPDE, Scapa 274004 and DC-W002A. Also, please be advised that any tape used must be removed before the end of the show or you will be charged for its removal.
- During opening hours (see “Show Hours” section), there are to be no handcarts and dollies throughout the Palais des congrès.
- Helium is permitted in the Palais des congrès. The Helium tank must be properly secured (i.e. chained) to a dolly at all times. However, if you are planning on handing out anything that may have a chance of floating away (i.e. balloons) you will be charged for the removal of them from the ceiling.
- Confetti and glitter are prohibited in the Palais des congrès.
- Fog and smoke machines are not permitted in the Exhibition Hall.
- It is up to exhibitors to maintain the safety and cleanliness of their booth. They must make sure that any rigging and/or signage will not fall at any time. Exhibitor services can ask for the booth rigging to be made stronger if they feel the booth is unsafe. If this is not done, the convention is within its rights to have the rigging removed.

WEAPONS POLICY

If an exhibitor intends to display and sell weapons, armour, or props at the convention, they must contact exhibitor services (expo@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, armor 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.

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.

PALAIS DES CONGRÈS REGULATIONS

Smoking

Smoking is prohibited inside the Palais des Congrès. You can go outside the Palais to smoke, either at any of the doors or on the terrace area outside Viger Hall.

Alcohol consumption during Setup and Teardown Hours

To minimize the risks of accidents and unless otherwise agreed with the convention centre, alcohol will not be tolerated during setup and teardown activities.

Animals

Apart from Service Animals, the client must not bring any animals, nor allow any to be brought into the Palais des congrès without prior written authorization.

Children in the Hall during Setup and Teardown Hours

For safety reasons, the presence of children 16 years and under in the exhibition hall and the loading dock is not advised during set-up and teardown hours.

Noise Limits

Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at four feet from the sound source. Palais des congrès has sole authority in this matter.

Recycling and Residual Waste Management

The exhibitor has the obligation to use the equipment provided at his/her disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including

setup/teardown hours and during the exhibition). Additional selective collection may be added to those mentioned above.

Cleaning

Each evening, at the closing of the exhibition hall, trash bins should be placed outside the stand in the alleyway. They will be emptied by the convention centre.

Deliveries

The Centre cannot accept deliveries or store materials before the scheduled move-in date. At the end of the period allowed for teardown and move-out, the official carrier of the event will automatically oversee the remaining material. All fees will be charged to the exhibitor.

WHAT YOU NEED TO KNOW

- Exhibitor booths must be ready 30 minutes before the exhibition hall opens to the public. Exhibitor booths must not have merchandise or displays blocking the aisles. For merchandise transportation purposes, handcarts and dollies can be used in the exhibition hall and docks only.
- The show is not responsible for lost or stolen merchandise during the show. It is recommended to always have someone at your booth during exhibition hall hours.
- Any garbage generated from the transportation of merchandise or sales should be disposed of in bins placed around the exhibition hall. Any boxes used and ready for disposal need to be broken down before being discarded in the bins.

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

PARKING

There is no parking provided with your booth. There are a few parking lots around and inside the Palais des congrès. The rates vary depending on the lot and time of the day.

MOVE-IN AND MOVE-OUT HOURS

Friday Setup	10:00 a.m. to 4:30 p.m.
Saturday Restock AM Hours	9:00 a.m. to 10:30 a.m.
Saturday Restock PM Hours	6:00p.m. to 6:30 p.m.
Sunday Setup	10:00 a.m. to 11:00 a.m.
Sunday Teardownn Hours	5:01 p.m. to 9:00 p.m.

Please note that the docks will only be open during setup and teardown hours.

CHECK IN

There will not be badges for this event, but to enter the hall you will need to check in with exhibitor services- they will provide you with bracelets. Exhibitor services will be located next to the loading docks during setup times.

There will not be an exhibitor services desk during the event. The exhibition hall director, who will be walking about with a safety vest, will be available for questions during show hours.

MOVE-IN PROCEDURE

Exhibitors **MUST** have all their merchandise unloaded at the docks on Friday, December 3 and have finished their setup by 4:30 p.m.

The dock is on a first come, first served basis. Please be sure not to be late. The dock area will be controlled by the Palais des congrès traffic controller. They will assign places based on who arrives first and the size of the vehicle.

Exhibitors will have a maximum of 30 minutes to empty their vehicles and offload everything before the vehicle must vacate the dock.

Exhibitors may not park their vehicles, cars, and trucks alike, on the dock during the event. If a vehicle is stationed on the dock for more than an hour, the owner will be fined then towed by the convention center.

Please also note that the docks close at the end of the dock period and will not open again till the next dock time. This means that if you arrive late, you will not be able to unload your merchandise. Thus, it is recommended to be on time.

MOVE-OUT PROCEDURE

A dock will be assigned to different vehicles on a first come, first served basis.

Exhibitors will have a maximum of 30 minutes allowed on the dock itself with their vehicles.

Make sure your booth is torn down before bringing your vehicle to the dock. If you have a large setup and need more time to load your truck than the regular 30 minutes, please notify the exhibition hall

Dealers and artists cannot tear down their booths before 5:01 p.m. on Sunday, December 5 unless given special permission from the event management or the exhibition hall director

If there is an emergency that requires you to tear down your booth before the scheduled teardown hours, please see event management or dock & exhibition hall director for instructions and special authorization.

All exhibits **must** have their booth torn down and everything moved out by 9:00 p.m. on Sunday or additional fees will be charged.