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## IMPORTANT CONTACT INFORMATION

Exhibition Hall  
General Inquiries

[expo@montrealcomiccon.com](mailto:expo@montrealcomiccon.com)  
[info@montrealcomiccon.com](mailto:info@montrealcomiccon.com)

### EXHIBITORS PAGE

<https://www.montrealcomiccon.com/en/exhibitors/>

### SHOW LOCATION

Palais des congrès  
200 Viger West  
Montréal, QC  
H2Z 1X7

### CUSTOMS BROKERAGE & CARRIER

Consult Expo  
Jeff Labbé  
514-482-8886 ext. 7  
[jeff@consultexpoinc.com](mailto:jeff@consultexpoinc.com)  
[www.consultexpoinc.com/forms](http://www.consultexpoinc.com/forms)

### EXHIBITOR SERVICES: CLEANING, BANNERS, ELECTRICITY, ETC.

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

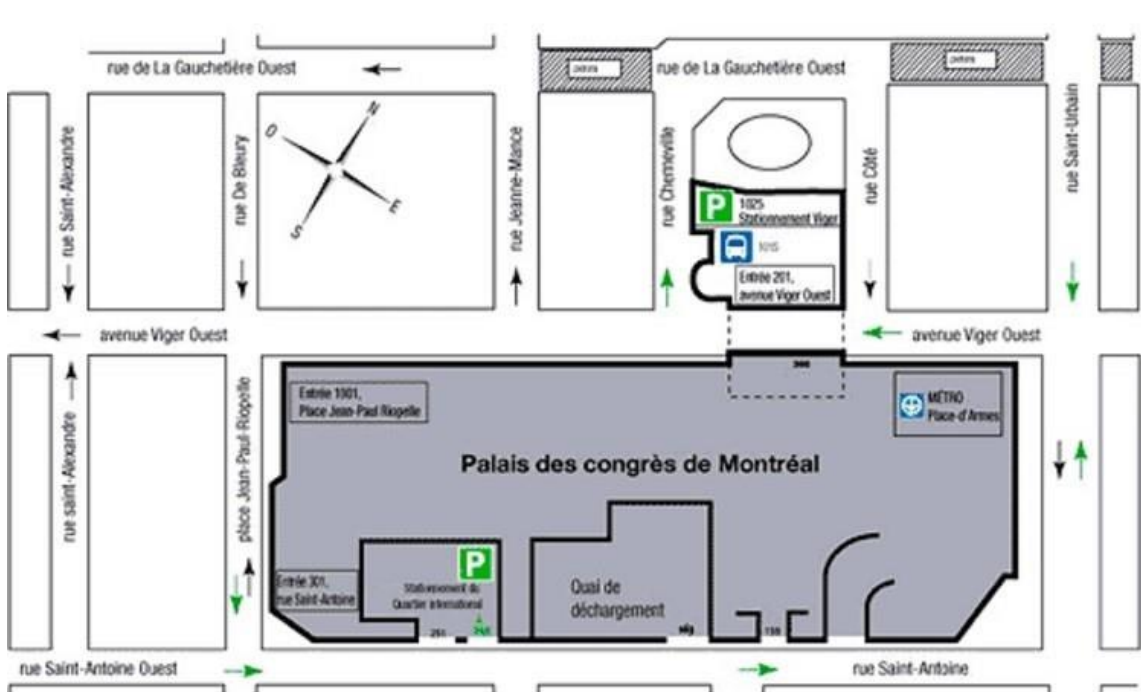
### SHOW DECORATION

(TBD)

## EXHIBITION HALL SHOW HOURS

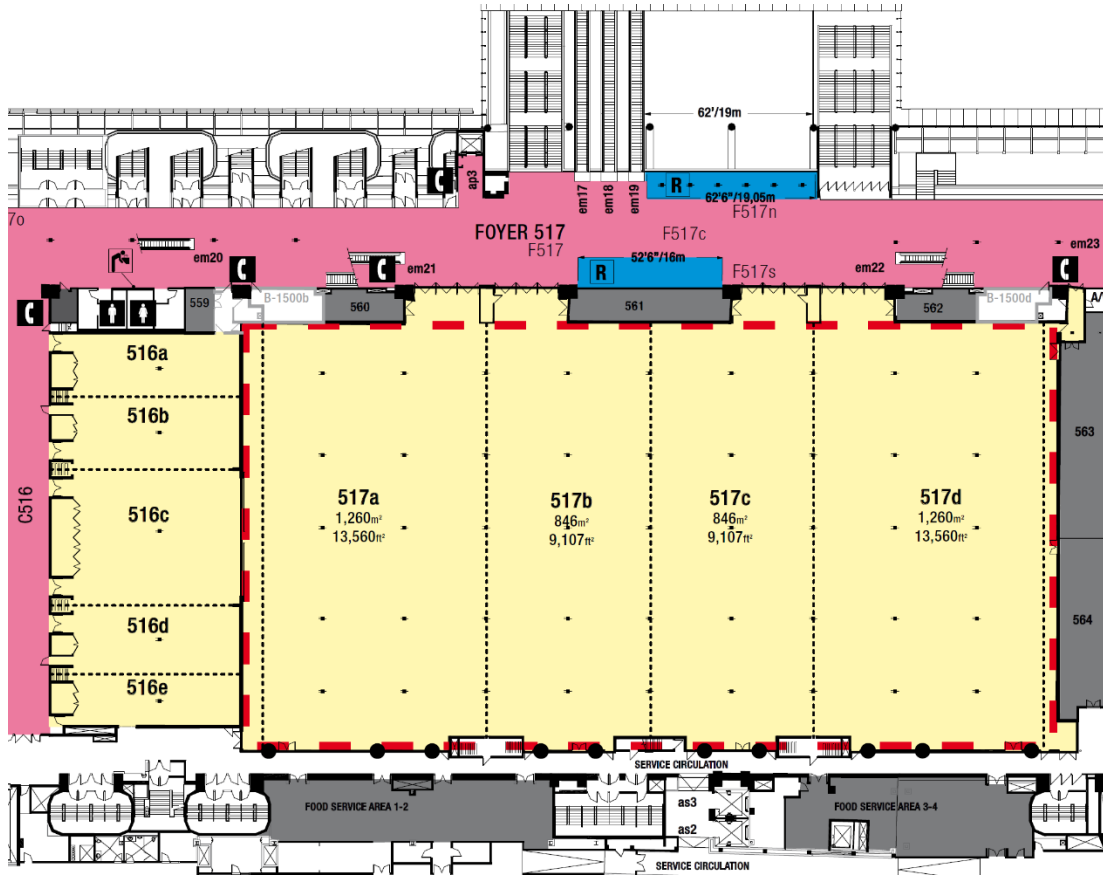
	FRIDAY	SATURDAY	SUNDAY
Dock availability	3:00PM to 8:30PM	9:00AM to 10:30AM	5:00PM to 9:00PM
Setup	3:00PM to 9:00PM	9:00AM to 10:30AM	-
Restock AM	-	-	10:30AM to 11:00AM
Show hours	-	11:00AM to 7:00PM	11:00AM to 5:00PM
Restock PM	-	7:00PM to 7:30PM	-
Teardown	-	-	5:00PM to 9:00PM

## VENUE INFORMATION



Loading docks:  
 163 rue Sainte-Antoine West  
 Montréal, QC  
 H2Z 1X8

This year's Montreal Mini-Comiccon will be held on the 5<sup>th</sup> floor, at the Palais des congrès, in rooms 517a-c.



## 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
- Two (2) chairs

### EXHIBITOR SPACE

Each exhibitor booth is an 8' by 8' space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide
- Two (2) chairs

# MOVE-IN PROCEDURE

## MOVE-IN HOURS

FRIDAY	3:00PM to 9:00PM
SATURDAY	9:00AM to 10:30AM

## 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 A*). 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.

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.

## CUSTOMS BROKERAGE AND CARRIER

If an exhibitor needs to import merchandise from outside Canada, ConsultExpo offers both transportation and customs services:

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/)

## CHECK-IN

Exhibitor services will have two desks during setup: On the dock (2<sup>nd</sup> floor) and at the entrance of 517b (5<sup>th</sup> floor). Bracelets will be distributed in place of badges for this event at no cost. Extra bracelets can be requested during check-in.

**Please note there will not be an exhibitor services desk during the event.** The exhibitor services team, who will be wearing safety vests, will be walking on the floor available to answer your questions. For emergencies, please contact Stef Tite at 438-930-2890.

## ELEVATORS AND CARGO ELEVATORS

Exhibitors will have access to elevators 2, 3, 4 and 5, as well as the cargo elevator MC2 during setup and tear-down. The cargo elevator will not have an attendant, exhibitors will be able to use it freely.

Please note the elevators will NOT be accessible during show hours.

## 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 convention centre, but they are in limited number, and we will function on a “first come, first serve” basis.

**Manual pallet jacks, dollies, carts, and buggies are permitted on the carpet. Electric/hydraulic pallet jacks and forklifts are NOT permitted in the elevators or in hall 517.**

Please note that dollies, carts, buggies, or pallet jacks will be **NOT** allowed in the hall starting from half an hour before opening until closing.

## VEHICLES INSIDE THE COVENTION 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.

A set-up time must be scheduled with exhibitor services 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. 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.

## CHILDREN INSIDE THE EXHIBITION HALL DURING EXHIBITOR HOURS

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 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.**

## STORAGE

Exhibitors who want to keep their boxes must place them on a pallet and get a box storage sticker from exhibitor services. **This service will entail a fee of \$40.00 per sticker, one sticker per pallet.** The

pallet must be 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 bringing them back to your booth at tear down.

## PARKING

Parking is **NOT** included for exhibitors. There are several parking lots located close to the Palais de congrès de Montréal, as well as 2 directly linked to the convention centre.

# BOOTH REGULATIONS

## GENERAL

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; Nothing is to be taped to the walls of the convention center.

Only the following three tapes can be used on the floor: Polyken 105c LPDE, Scapa 274004 and DC-Woo2A. Be advised that any tape used must be removed during teardown or exhibitors will be charged for its removal.

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. The 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.

Strongly scented Items are prohibited, whether in sale or on displays, including bath salts, potpourri, incense, candles, air fresheners, etc. Scented items must be wrapped.

## HEIGHT & SIGNAGE

**All banners & signage within a booth must be single sided.** Booths' height must not exceed 8 feet. Exceptions may be made on a case-by-case basis. Any exhibitor who does not comply with the height rules will be asked to take down the segments that exceed 8 feet.

## 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 the 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. Violation will result in removal from the event without refund and possible ban from future events. Any exhibitor caught selling such items may be subject to prosecution.

**Please note the sale of AI produced art is strictly prohibited.**

## FIRE REGULATION

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, it is prohibited to use 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 AND CANNABIS

All smoking and the use of E-cigarettes are prohibited within the Palais de congrès de Montréal. It is also forbidden to consume Cannabis.

Exhibitors desiring to smoke must go outside the building.

## MEDICAL EMERGENCIES

Exhibitors are required to report all accidents and injuries to exhibitor services as soon as possible.

If medical services are required and it is not possible to go to the exhibitor services office, exhibitors will need to find a Comiccon staff member to call for assistance. Exhibitor services 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.

## 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 Palais de congrès de Montréal and/or Montreal Comiccon property and will be billed for the cost of repair and/or replacement.

## ADULT (18+) MERCHANDISE

Exhibitors CANNOT 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.

## DRONES

The operations of drones at the Montreal Comiccon are strictly forbidden. Exhibitors caught flying a drone during the event will be asked to put the drone away. If the exhibitor persists, the drone will be removed from the event and may result in the exhibitor also being removed.

If exhibitors sell drones, 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.

## MONTREAL PLASTIC SHOPPING BAG BY-LAY 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: [sacs@ville.montreal.qc.ca](mailto:sacs@ville.montreal.qc.ca)

## WEAPONS POLICY

If an exhibitor intends to display and sell weapons, armor, or props at the convention, they must receive approval from exhibitor services. 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 Montreal Comiccon, in an easily visible area of the booth; it will also show the sale of an inadmissible weapon (e.g., metal swords, knives) to anyone under 18 years of age is strictly prohibited. The sign provided by Montreal Comiccon must be returned after the event.

Exhibitors must sign an agreement and respect all convention policies, guidelines, and all Canadian laws prior to the event.

Any exhibitor selling weapons without a signed agreement, or a sign not 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.

## FOOD SERVICES

The sale, distribution and personal consumption of all food and beverage items and related service in the Palais de congrès de Montréal 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. Authorization from the caterer is needed **prior** to the event:

Noémie Pilon  
Capital Traiteur  
[noemie.pilon@capitaltraiteur.com](mailto:noemie.pilon@capitaltraiteur.com)

Please send approvals to [expo@montrealcomiccon.com](mailto:expo@montrealcomiccon.com)

Exhibitors will be required to post a sign (supplied by Montreal Comiccon) in an easily visible area of their booth.

Only exhibitors that have sent the approval will receive a food and beverage sign. Any exhibitor found to be 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.

## SERVICE PROVIDERS

### TEMPORARY ELECTRICAL POWER, BANNER HANGING, PLUMBING, BOOTH CLEANING, MATERIAL HANDLING, SECURITY SERVICES, INTERNET, AND PHONE SERVICES

These services are provided directly by the Palais de congrès de Montréal. You can purchase services by visiting their website:

<https://congresmtl.com/en/services/client-portal/>

**Take advantage of early booking price by ordering online before January 12<sup>th</sup>, 2023**

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

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

## FURNITURE AND SHOW DECORATION

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

(TBD)

## MOVE-OUT PROCEDURE

### MOVE-OUT HOURS

SUNDAY	5:00PM to 9:00PM
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### MOVE-OUT PROCEDURE

If an exhibitor doesn't need dock space and can carry their merchandise by hand, we recommend using the front entrance and walk to where their vehicle is parked.

**The tear-down of booths in the exhibition hall cannot be started by exhibitors before 5:00 p.m. on Sunday.**

If an emergency arises that requires an exhibitor to tear down their booth before the scheduled teardown time, they must seek approval from the exhibition hall director and, if approved, special instructions.

If exhibitors decide to keep extra merchandise or boxes in their vehicles, they must contact exhibitor services to schedule dock time.

**Please note dollies, carts, pallet jacks or buggies are allowed on the floor until all attendees have exited the exhibition hall.**

**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 obtaining a dolly and bringing their vehicles to the dock.** Exhibitors will receive a ticket from the exhibition hall team to obtain a dolly. Exhibition hall staff can be identified by orange visibility vests.

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

# APPENDIX A

Sample Label

<p><b>Sender's name</b> <b>Address</b></p> <p><b>Telephone #</b> <b>Number of boxes</b> <b>Carrier</b> <b>Customs broker's name and</b> <b>Telephone #</b></p> <p><b>NAME OF EXHIBITOR:</b></p> <p><b>C/O Montreal Comiccon</b></p> <p><b>Booth(s) number:</b></p> <p><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>Pallet _____ of _____</p>
	<p>_____</p> <p>_____</p>