Exhibitor Kit

5th to 7th of February 2027

Palais des congrès

EXPO HABITATION de Montréal MAISONS & JARDINS

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1 General Information

1.1 Location

Palais des congrès de Montréal
Place-d'Armes Metro Station

- **Public entrance**: 159 Saint-Antoine Ouest, Montreal, QC, H2Z 1H2 (no deliveries at this address)
- **Loading dock address – Entrance and exit for the move-in and move-out**: 163 Saint-Antoine Ouest, Montreal, QC, H2Z 1H2

1.2 Schedule

- Friday, February 5th - 12pm to 8pm
- Saturday, February 6th - 10am to 7pm
- Sunday, February 7th - 10am to 5pm

*Please note that the doors will open for exhibitors 1 hour before the show starts and will close 30 minutes after the closing time.

2 Move-In and Move-out

2.1 Reserving loading dock access for the move-in and move-out (mandatory) and the operations site

All exhibitors must reserve a time slot for setup and teardown to have access to the loading dock and must provide technical details regarding the layout of their booth at the Operations website site. *

- **Step 1**: Complete your technical profile to provide details about your delivery, booth layout, handling requirements, and booth dismantling. This information is important for ensuring that the show runs smoothly and safely and complies with event regulations. Our logistics team (SUM) is here to guide you.
- **Step 2**: Choose your delivery and pickup schedule at the loading dock (mandatory). **
- **Step 3**: Make a note of your schedule and share it with your team and delivery personnel to ensure proper planning for your show.
- **REMINDER - Step 4**: When delivering or picking up equipment, arrive on site with your reservation summary on your phone or in paper form and present the QR code for the relevant period: setup or teardown.

*An email will be sent to the designated contact person when it is possible to complete your exhibitor profile. Deliveries with a reservation, will have priority access to the unloading dock (163 Saint-Antoine O). Please note that the reservation site will be online until the Monday before the set-up period - (expohabmtl.sumlogin.ca/).

Exhibitors who have not made a reservation will have access on a space available basis. If there is no space available at the loading dock, as there is no waiting area**, vehicles will have to leave the site and arrange a delivery/pick-up time with the SUM team on site.

2.2 Construction and security norms

The assembly and dismantling of an exhibition are considered by law to be a construction site. Therefore, wearing safety shoes, protective eyewear, a helmet, and a safety harness is strongly recommended in certain situations and mandatory in some cases. For more information, please visit: www.csst.qc.ca

For safety reasons, children are not allowed during the assembly and dismantling period.

2.3 Move-In: material deliveries, forklift services and booth installation

Date: Wednesday, February 3, and Thursday, February 4 (24hrs)
Loading dock address: 163 Saint-Antoine Ouest, Montréal, QC, H2Z 1H2

In order to avoid congestion and/or delays, exhibitors must adhere to their own **schedule** and unload their material as soon as possible. Vehicles must leave the loading dock immediately once the merchandise has been unloaded, WITHOUT EXCEPTION. The loading dock will be accessible, **by reservation ONLY,** according to the schedule available on the operations site, during the set-up/dismantling periods (24 hours).

Forklift services are available, free of charge, to unload and load heavy merchandise (during set-up and tear-down). However, the service must be booked through the **operations site**. Any operation requiring handling services for assembly and/or placement once inside the booth space is at the exhibitor's expense (see the Palais des congrès portal to reserve this service - section 6 of the Exhibitor Kit). The same provisions apply for dismantling.

Exhibitors must ensure to set up their booth within their rented space (take notice of floor markings) to ensure aisles of circulation during the move-in and move-out periods.

All booth set-up must be completed by 6:00 p.m., Thursday, February 4th, to allow for cleaning of the exhibit hall and the installation of the aisle carpets.

2.4 Deliveries and entry and exit of goods during the show

Deliveries must be made to the loading dock address of the Palais des congrès **only on setup days (February 3rd and 4th)**, according to the reservation schedule selected on the operations website. **The Palais des congrès will return any merchandise received before February 3rd.** Expo Media is not responsible for delivery costs, and you must make the necessary arrangements to ensure that the materials are delivered to your booth.

To ensure that your deliveries are found on site: please note the delivery address, the name of the show, as well as your booth and your contact information **(ON EACH BOX)**: ExpoHabitation de Montreal, Your name, Booth #, Your phone number – Delivery address: Palais des congrès, 163 Saint-Antoine Ouest, Montreal, QC, H2Z 1X8

Deliveries/exit of merchandise during the show: Once the show begins, authorized deliveries may be made one hour before the show opens to the public. Any removal of a large quantity of material may only be done after the show closes for the day, provided that an agreement has been made in advance with the SUM Logistics technical manager on site.

2.5 Move-out: dismantling and material pick-up

Date: Sunday, February 7th and Monday, February 8th (please note that you must reserve a time slot on the operations website to access the loading dock for the move-out as well)

Out of respect for visitors, it is **strictly forbidden** to dismantle the booth before the show closes at 5:00 PM on Sunday, February 7th, 2027.

All materials will be **kept inside the exhibition hall** until closing time.

Security measures in effect during the Show will be lifted at the close of the Show; no valuables are to be left on the premises; in case of breakage or theft, the Promoter, the Palais des congrès de Montréal and/or their representatives cannot be held responsible.

Move-out procedures and reservation schedule are available on the operations website - expohabmtl.sumlogin.ca.

All exhibitors must have removed their merchandise at the latest at 6:00 pm, on February 8th.

After this time, the material left onsite will be picked up by the official transporter and delivered to the exhibitor at the exhibitor's expense.

2.6 Packing containers and Storage

All packaging containers must be removed from the booths before the aisle carpets are placed. The storage of cardboard boxes or any other containers around the booth is strictly prohibited by the City of Montreal Fire Department. **Once the containers are empty and ready for storage, please obtain storage labels from SUM Logistics on site.** To facilitate the handling process, please ensure that all materials to be stored are placed inside your crates or securely fastened onto a pallet. Containers will then be picked up by the show team, stored for the duration of the show, and returned to the booths at the end of the show. No valuables should be left inside the stored crates.

The show also offers a secured storage service for items of value, use the form below to order this service.

- Secured storage

2.7 Waste removal and disposal

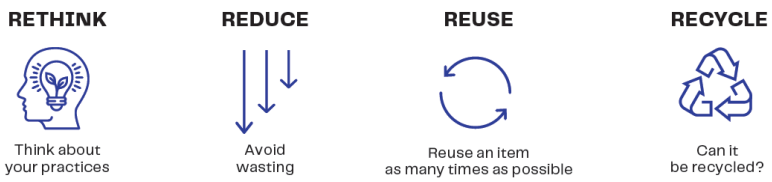
Exhibitors are responsible for the demolition of their booths and the management of their waste. **ALL materials must be removed and taken back with the exhibitor after the event (including all construction waste, construction materials (wood, drywall, flooring/carpet, etc.), signs and posters, leftover flyers, etc.).** Failure to do so will result in the promoter disposing of any materials left on site at the exhibitor's expense.

Order the waste collection and disposal service by using the order form below if you wish to dispose of your materials on site in our containers.

- Waste disposable

The event management and the Palais des congrès invite you to plan your participation in an ecological way; **use recyclable materials, when possible, reduce waste and reuse items as much as possible**. Consult the best waste management practices**.**

→ The key concepts of waste REDUCTION are:



FOR ALL ADDITIONAL INFORMATION CONCERNING THE MOVE-IN AND MOVE-OUT AND THE LOGISTICS OF THE SHOW, info@sumpro.ca or 514.282.8743 ext. 236

3 General Conditions

The following rules are intended to facilitate your participation in the ExpoHabitation de Montreal. They are intended to guide you in preparation for the show and to ensure that you meet the appropriate safety standards for exhibitors and the public. This document is an integral part of your space and service rental contract (see contract clause #1 b) and you are required to read it carefully and take note of all rules and regulations states.

3.1 Attitude, behaviour and respect

Exhibitors are responsible for their personnel, their behavior and attitude. In order to maintain a harmonious show, any person deemed violent, aggressive, unpleasant or undesirable will be expelled from the exhibition premises. No aggression will be tolerated, whether with other exhibitors, visitors, or the promoter's staff. Show management reserves the right to deny access to any visitor, exhibitor or employee of an exhibitor who, in the opinion of management, is undesirable, intoxicated, or in any way interferes with the proper functioning of the show.

3.2 Insurance

Marketplace Events (and its' representatives) as well as the Palais des congrès de Montréal shall not be liable at any time for accidents, injury to persons in the booths, loss or damage to products or booths due to fire, theft, or any other cause.

Marketplace Events requires proof of insurance from the exhibitor covering these risks for the duration of the show. Each exhibitor must carry a minimum public liability insurance coverage of two million dollars ($2,000,000) for the duration of the Show (including the move-in and move-out period). Exhibitors are required to obtain a comprehensive exhibition policy at their own expense. We strongly suggest that you contact your insurer as soon as possible to make the necessary arrangements.

- **MANDATORY**: Please send your proof of insurance before **January 18th, 2027** to exposants@expomediainc.com.

3.3 Payment of accounts

The exhibitor must comply with the payment terms indicated on the approved contract. The exhibitor will be entitled to his accreditation cards and will be admitted to the exhibition site provided he has paid the amounts due to Marketplace Events, in full.

3.4 Articles 46 of the Building Act

Each exhibitor declares to be in compliance with the law and releases Expo Media and MarketPlace Events from any liability. Art 46. No person shall act as a building contractor, hold the title of building contractor, or give reason to believe that he is a building contractor, unless he holds a current license. No contractor may use the services of another contractor for the performance of construction work who is not licensed for that purpose.

3.5 Security

Marketplace Events shall not be liable at any time for any loss or damage that may occur. The exhibitor must take all necessary measures to protect his goods and to ensure the physical integrity of the people in and around his stand.

3.6 Sample(s), solicitation and souvenir(s)

All distribution is subject to approval by Marketplace Events (exposants@expomediainc.com). No bag, of any material, may be distributed by the exhibitor without the prior written authorization of the Show Management. The distribution of samples, souvenirs and advertising material, as well as commercial solicitation, are only permitted inside your booth. All self-adhesive advertising material is prohibited outside the booths. Any distribution deemed illegal will be stopped immediately and those responsible may be expelled from the site, if deemed necessary by Show Management.

3.7 Exhibitor Badges

Each exhibitor gets four (4) exhibitor badges per 100sq.ft. of booth space. These will be available at the promoter's office during move-in and at the accreditation booth at the entrance of the Show as of February 5th. Each card gives access to the show for one person per day. Anyone who leaves during the day or evening with no intention of returning can leave their card at the front desk to be picked up the next day. Additional cards are available at a reduced cost by completing the form below:

- Accreditations

Please note that exhibitor badges are required for access during the show's opening days.

3.8 Maintenance and cleaning of booths

Booths must be cleaned daily before the show opens to the public. Trash must be placed in the aisle in front of the booth at the end of each day for pick-up by the hall maintenance department.

3.9 Contest

Commercial advertisements and contests organized by exhibitors must never involve Expo Media Inc. Contests must be authorized by the Show management (for any prize valued at $100 or more).

If you plan to organize a contest, please notify us at: exhibitorservices@expomediainc.com

3.10 Noise

The municipal by-law on noise in commercial premises limits the sound power. Show management reserves the right to enforce an acceptable noise level of 85 decibels at 5 meters from the source, in order to promote good neighbourliness. The use of microphones in the booths is subject to the approval of the Show management.

3.11 Presence in the booth

The exhibitor must ensure the presence of personnel in his booth during all opening hours of the Show.

3.12 Sampling and food products

Capital Traiteur de Montréal Inc. has exclusive rights to all food and alcoholic beverages in the Exhibition Halls. Any delivery (from outside suppliers) of food/beverages into the Exhibition Halls is prohibited. Please complete the application form below to receive approval for the distribution and or sampling of any food and/or beverages. Contact info-mtl@maestroculinaire.ca

- Exclusivity Policy / Sampling Authorization Form
- Catering services – Maestro Culinaire

3.13 Cooking of food

The cooking of food, with prior written approval, is permitted at the Palais des congrès (see section 3.12), with the following requirements and regulations: Rules and Requirements For All Event Installations Section I) and J) of the Palais des congrès.

3.14 Helium balloons

The use of helium-filled balloons is permitted. However, if a balloon becomes detached, recovery costs (forklift cost) will be $220 per balloon and will be billed to the exhibitor. If you wish to use helium-filled balloons in your booth, please notify us at: exhibitorservices@expomediainc.com

3.15 French Language Regulations / Signage and Documentation

In order to satisfy all visitors, the exhibitor agrees to distribute sufficient French literature for the duration of the event.

Source: Article 58 of the Charter of the French Language - "Public signs and commercial advertising must be in French. They may also be done both in French and in another language provided that French is clearly predominant."https://www.oqlf.gouv.qc.ca/charte/reglements/index.html

3.16 Author Rights

Exhibitors are responsible for obtaining all licenses and permits for the use of soundtracks, photographs, films and other media subject to copyright protection. The Show Management reserves the right to remove any productions deemed offensive or not in compliance with the regulations in force.

3.17 Electricity

Electrical installation inside the booths, after connection, must be performed by a certified electrical contractor, at the option of the exhibitor. All electrical installations must comply with the various building codes in effect. For more information, please visit: http://www.rbq.gouv.qc.ca

The exhibitor must comply in all respects with safety regulations. The Palais des congrès de Montréal will distribute electricity only if the exhibitor's installations comply with building codes and regulations.

- Electrical connections are standard North American plugs, i.e. direct connection.
- The exhibitor is responsible for providing any adapters necessary for the operation of his electrical installations.
- For inspection and troubleshooting purposes, the electrical wires of prefabricated booths must be easily accessible from all sides of the booth at all times.
- Connecting to the electrical plugs of neighboring booths or to the permanent plugs of the building is strictly prohibited.
- Each exhibitor is responsible for ordering their own electrical service from the Palais des congrès if they wish to have electrical at their booth (Section 6 - Service Providers)

3.18 Wireless Internet (Wi-Fi)

The Palais des congrès has the exclusive right to provide all telecommunications services (telephone, fax, Internet, direct payment, etc.). The Halls are equipped with a complete telecommunications network including high-speed Internet service. No other provider can render telecommunication services.

You may order internet access for the duration of the Show. Wireless Internet orders must be sent exhibitorservices@expomediainc.com with the order form found in section 6 of the Exhibitor Manual.

3.19 Exclusif Services

Many services are provided on an exclusive basis by Marketplace Events, Expo Media or by the Palais de congrès de Montréal's designated suppliers. Exhibitors must fill out order forms for all requests for: material handling, banner / structure hanging, electrical power, plumbing (water and drainage), compressed air, catering, telecom, booth cleaning and security services (see section 6 - Service Providers to place orders).

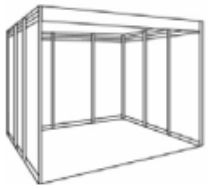
3.20 Vehicles on site

Vehicles on display must be authorized in advance by the Show Management, and their placement in the booth must be done under the supervision of Show personnel. The exhibitor will be required to return the vehicle key to the promoter's office and must comply with the regulations established by the City of Montreal Fire Department and fire prevention regulations found in the following document: Rules and Requirements For All Event Installations

3.21 Photography

Photography is permitted during the exhibition with the exhibitor's permission. Marketplace Events reserves the right to prohibit the taking of photographs of any person deemed undesirable or harmful to the smooth running of the exhibition.

4 Booth requirements

BOOTH SET-UP EXAMPLES	
	
BOOTH BETWEEN TWO NEIGHBOURS: one rear and two side walls required	**BOOTH OPEN ON TWO SIDES (CORNER) :** one rear and one side wall required
	
BOOTH OPEN ON THREE SIDES: one rear wall required	**BOOTH OPEN ON FOUR SIDES (ISLAND):** no wall required

4.1 Mandatory floor covering

Floor covering is mandatory for all rented booth space. Unless you have ordered a turnkey booth (carpet included), you can use your own material (carpet, tiles, etc.) or rent a carpet from the official show decorator (GES Canada) (see section 6 - Service Providers).

A neoprene mat must be installed under all coverings such as stone, brick, or concrete flooring to protect the existing floor. Exhibitors are also required to use easy-to-remove tape to secure the floor covering. **Failure to do so may result in cleaning or damage charges being billed to the exhibitor.**

4.2 Use of adhesives

Exhibitors are required to use easy-to-remove adhesive tape for their installations and floor coverings; failure to do so will result in cleaning charges being billed to the exhibitor. Please use the tapes recommended below to avoid cleaning charges.

Recommended double-sided carpet tape:

- Polyken 105c LPDE
- Scapa 274004 ou DC-W002A

Recommended tape for wall surfaces :

- 3M wall-mounting strips, No. 7220

4.3 Mandatory hard walls (8 ft. height)

Hard walls of 8 feet in height are mandatory for all exhibitors. Curtains are not permitted. The walls of your booth, as well as any other equipment, must be self-supporting and finished on both sides. Unless otherwise authorized in writing by the Show promoter, the maximum height allowed for booths is 8 feet. Unless you have ordered a turnkey booth or rented the necessary quantity of panels from the official show decorator (GES Canada) you may use or build your own booth, provided it meets the current standards required by the City of Montreal Fire Department.

Pop-up style booths are accepted, provided they cover the entire width of your booth space. All exhibitors must comply with the required layout or rent a turnkey booth from GES Canada, the official show decorator (see section 6 - Service Providers).

4.4 Maintaining the integrity of the premises

It is forbidden to screw or nail on the walls or floor of the Palais des congrès de Montréal. The exhibitor must take the necessary measures to prevent any deterioration of the rented premises or the property of others, for which he will be held responsible if necessary.

4.5 Floor bearing capacity

For exhibits with loads in excess of the load bearing capacity (300 lbs/ft2 inside the exhibit hall - 100 lbs/ft2 in the pre-function area) a feasibility assessment must be made and the costs associated with the implementation of protective measures will be assumed by the exhibitor. Please mention any concern to the operations team while completing your move-in form (section 1.3).

4.6 Booth plans

Booth plans are necessary and required for any booth or attraction larger than 300 square feet. These plans must be submitted to Operations for approval **before December 18th** (exposants@expomediainc.com). Any unapproved set-up may result in a rearrangement fee, at the discretion of Show Management.

4.7 Water Basin

If you wish to fill a swimming pool, spa, water fountain, or any other water basin, approval from the Show management is required (exposants@expomediainc.com). Please contact the show team as soon as possible.

Pool capacity may not exceed 30,000 litres (6,600 imperial gallons or 7,900 US gallons) or 14.36 kilopascals (300 pounds/square foot). For additional weight restrictions, see article 5A. The Palais Security and Prevention Department may require constant supervision outside of exhibit hours depending on overflow risk.

A seamless pool liner must be installed on each pool. Pools must be kept in a containment basin exceeding 30 centimeters (12 inches) on all sides. This containment basin must be at least 30 centimeters (12 inches) in height and fitted with a seamless pool liner. It must be equipped with a drain (attached to the side wall) with a minimum diameter of 50 millimeters (2 inches) and connected to a floor drain in a conduit. The diameter and number of drains required will be evaluated by the Palais Property Management Department based on pool capacity.

Pools are not allowed in Rooms 210 and 230 and in Room 220A. Prefabricated spas do not have location restrictions.

In all cases, exhibitors must be vigilant not to spill water on the floors.

4.8 Banners, signage and hanging banners

Any banner or rigid sign must be installed inside the booth, **at a maximum height of 8 feet**. **A visibility fee applies for aerial banners and/or banners installed at height.** Banners hung on the wall of the booth must be professionally made and aesthetically pleasing. The Show management reserves the right to refuse or remove any banner that is deemed to be detrimental to the smooth running and/or image of the Show.

All hanging work on the structure of the Palais des congrès (columns, mezzanine, other) or from the ceiling must be done by the Palais des congrès team and approved by the Show operations (exposants@expomediainc.com). Once approved by show management, you may order your banner hanging services by following the link found in section 6.

French is the predominant language and must be reflected on the signage inside the Show (see section 3.15).

4.9 Lighting

As the intensity of lighting varies from show to show, it is the responsibility of the exhibitors to ensure that they have additional lighting to meet their needs.

4.10 Fire prevention

The City of Montreal Fire Department requires, among other things, that all objects, materials and fabrics used in your booth be fireproof. Wood is tolerated as long as it has a minimum thickness of ¼ inch. Each booth covered by a ceiling must be protected by a sprinkler system if it exceeds 300 square feet in area. Inspectors may require the dismantling of booths that are found to be non-compliant with these standards. If in doubt, consult the following document: Rules and requirements for event installations Palais des congrès de Montréal

5 Increase your visibility

5.1 Create your profile on our website's exhibitor list

After signing the contract, the Show team will send you a registration link to create your profile on the list of exhibitors on the show's website. You can use this same link at any time to update your information online (please note that changes may take up to 24 hours to appear on the site).

Take advantage of this great visibility. Our visitors consult the list of exhibitors before and after the Show. Talk about the promotions you are offering at the Show, insert images of your projects and/or products, and invite visitors to come and meet you at your booth.

Check that the information on your profile is up to date here: list of exhibitors and follow the personal link that was sent to you to make any desired changes.

For any changes concerning your listing's category and the name of your company that appears, contact us directly: exposants@expomediainc.com

The exhibitor list is an important part of your space contract! The only way to guarantee visibility on our website is to create your company profile. If you have any questions, please write to: exposants@expomediainc.com

5.2 Marketing Kit and the LaPresse+ Show Guide

If you would like to increase your visibility before or during the show, become a presenter of an attraction or a contest, or have an article about you in our LaPresse+ Show Guide, please consult our marketing guide. We have several options for you. Place your order before **December 21st, 2026** to take full advantage of our media campaign.

- Marketing Guide

5.3 Talk about your presence at the Show!

Find us on social media! Tag us in your publications before and during the show, we will be happy to share your posts. Post pictures of your booth and announce your contests and promotions, all using the hashtag #ExpoHabitation2027

@expohabitation @expohabitation

Contact us if you need our logo for your content creation (exposants@expomediainc.com).

5.4 Offer your clients a discount on tickets

Offer your customers a discount for ticket purchases to the Show. Contact exposants@expomediainc.com to receive the promo code!

5.5 Complementary tickets

Each exhibitor receives **20 complementary tickets** to the show to invite clients, friends or family. Many exhibitors also use these tickets to organize social media contests and promote their presence at the Montreal National Home Show. If you would like to have more courtesy tickets to distribute in your offices or stores, please contact exposants@expomediainc.com.

6 Service suppliers and order forms

Furnishings (GES) (carpet, furniture, custom booths)	GES	Online portal GES	serviceinfo@ges.com	Order online with GES	Order before **January 18th** for preferential pricing

Gypsum walls	Promotor (Expo Media)	Exhibitor services Expo Media	exhibitorservices@expomediainc.com	Order Form	Order before **December 21st** for preferential pricing
Internet	Promotor (Expo Media)	Exhibitor services Expo Media	exhibitorservices@expomediainc.com	Order form	Order before **December 21st** for preferential pricing
Secured storage	Promoteur (Expo Media)	Exhibitor services Expo Media	exhibitorservices@expomediainc.com	Order form	Order before **December 21st**
Waste Collection & Disposal	Promoteur (Expo Media)	Exhibitor services Expo Media	exhibitorservices@expomediainc.com	Order form	Order before **December 21st**
Electricity	Palais des congrès de Montréal	Online portal Palais des congrès	Online order only	Order online with Palais des congrès	Order before **January 18th, 2027** preferential pricing
Water access, cleaning, security and wired internet (Palais des congrès)	Palais des Congrès de Montréal	Online portal Palais des congrès	Online order only	Order online with Palais des congrès	Order before **January 18th, 2027** for preferential pricing
Banner hanging	Palais des Congrès de Montréal	Online portal Palais des congrès	Online order only	Order online with Palais des congrès	Order before **January 18th, 2027** for preferential pricing

Forklifts / handling	Palais des Congrès de Montréal	Online portal Palais des congrès / **Forklifts and handling only**	infotechno@congresmtl.com **Forklifts and handling only**	Order online with Palais des congrès	Order before **January 18th, 2027** for preferential pricing
Customs Brokerage & Transportation Service	Nalsi	Customer Service - Nalsi	montreal@nalsi.com	Customs Brokerage & Transportation Services	
Catering	Maestro Culinaire	Customer Service – Maestro Culinaire	info-mtl@maestroculinaire.ca	Sampling Autorisation form // Catering Services	

6.1 Furnishings (GES) (carpet, furniture, custom booths)

GES is the official decorator of the National Home Show. Follow the link below for carpet rentals, booth furnishings, turnkey booths or custom booths. The deadline for early bird pricing is **January 18th.**

- GES Exhibitor Portal

6.2 Electricity (Palais des congrès)

Your kiosk space does not include electrical access to the base. Please follow the link below to order your electrical services with Palais des congrès. The deadline for early bird pricing is **January 18th.**

- Exhibitor Portal - Palais des congrès

6.3 Banner hanging

All hanging work on the structure of the Palais des congrès (columns, mezzanine, other) or from the ceiling must be done by the Palais des congrès team and must be approved by the Show operations (exhibitorservices@expomediainc.com). A visibility fee applies for aerial banners. The deadline for early bird pricing is **January 18th.**

- For visibility fee / banner hanging approval - Email exhibitorservices@expomediainc.com
- To order banner hanging services with the Palais des congrès – Order online

6.4 Water access, cleaning, security, forklift services and wired internet (Palais des congrès)

The Palais des congrès offers several additional services to exhibitors. Follow the link below to order the following services: water access, cleaning, security at the booth, forklift services within your booth and wired internet. The deadline for early bird pricing is **January 18th.**

- Exhibitor Portal – Palais des congrès

6.5 Internet (Wi-Fi) (Promotor)

Complete the order form below and send to exhibitorservices@expomediainc.com to order your Wi-Fi Internet access. Place your order before **December 21st** to take advantage of the early bird price.

- Internet (Wi-Fi)

6.6 Waste collection and disposal (Promotor)

Exhibitors are responsible for the demolition of their booths and the management of their waste. **ALL materials must be removed and taken back with the exhibitor after the event (including all construction waste, construction materials (wood, drywall, flooring/carpet, etc.), signs and posters, leftover flyers, etc.).** Failure to do so will result in the promoter disposing of any materials left on site at the exhibitor's expense.

Order the waste collection and disposal service by using the order form below if you wish to dispose of your materials on site in our containers.

- Waste collection and disposal

*Please note that this service does not include the task of demolishing the booth and manpower must be ordered in addition if required.

6.7 Gypsum walls

If you would like to order gypsum walls with our on-site supplier, please fill out the order form below by **December 21st** to take advantage of the preferential price. Please note that the walls will be built during assembly on a first-come, first-served basis and to communicate your specific needs with the supplier.

- Gypsum walls

6.8 Secured storage (Promotor)

If you would like to have access to a secure storage space at the show, complete the form below before **December 21st. Fill out the form below and send to** exhibitorservices@expomediainc.com.

- Secured storage

6.9 Transport of marchandise (Nalsi)

Nalsi is the official transporter of the Montreal National Home Show. Fill out the form below and send to montreal@nalsi.com to plan and book the transportation of your goods to the Palais des congrès.

- Customs Brokerage & Transportation services order form

7 Show Check-list

Use this simply to-do list to ensure a successful and hassle-free show!

- ☐ Step 1: Read the Exhibitor Kit and all the rules and regulations.
- ☐ Step 2: Complete your technical profile, reserve your time slot and plan your set-up and tear-down needs (section 2.1 of the exhibitor manual).
- ☐ Step 3: Verify that the information found on your profile in the list of exhibitors is up to date. Follow your personal link to update your information at any time (section 5.1)
- ☐ Step 4: Consult the marketing guide and order your additional visibility before **December 21st** to take advantage of our marketing campaign (section 5.2 of the exhibitor manual).
- ☐ Step 5: It is mandatory to be insured for the show. Send your proof of insurance to exposants@expomediainc.com by **January 18th** (section 3.2 of the Exhibitor Manual).
- ☐ Step 6: Make sure your booth set-up meets the required standards (section 4 of the Exhibitor Manual) and that you have ordered everything you need for your booth set-up from our suppliers* (section 6 of the Exhibitor Manual).

  ***Pay attention to our suppliers' deadlines to take advantage of the best price.**

  Send your booth layout plan for approval before **December 21st** to exposants@expomediainc.com (for any booth over 300 square feet).

- ☐ Step 7: Promote your presence at the show through your social networks and other advertising! (section 5 of the exhibitor manual). Send us an email if you wish to receive our logo for the creation of your content and a special promo code to offer to visitors on their tickets to come visit you at the show! exposants@expomediainc.com