



Exhibitor Guide

August 22-25, 2018
Palais des congrès de Montréal
Montréal, Canada

Exact Location

Palais des congrès de Montréal
1001 Place Jean-Paul-Riopelle (main entrance)
201 Viger West (closest entrance to congress meeting space)

Contact Information Onsite

Isabel Stengler, Project Manager
C: 514-991-3851 E: Isabel@iseventsolutions.com

Deadline Dates

Exhibitor Listing	June 15, 2018
Booth Sketch for 10' x 10' booths (if built by exhibitor)	June 15, 2018
Exhibitor Registration	July 23, 2018
Advanced Shipments to GES	August 1-20, 2018
Arrival of Shipped Materials - Direct deliveries ONLY	August 22, 2018

Timetable

Exhibit Hall Hours:

Wednesday, August 22	19:00-20:30	(Welcome Reception)
Thursday, August 23	10:00-16:00	
Friday, August 24	10:00-16:30	
Saturday, August 25	10:00-15:30	

Exhibitors will have access to the Exhibit Hall 30 minutes before and after opening hours.

Move-in:

Wednesday, August 22 10:00-18:00

All boxes must be removed from the exhibit floor by 19:00 on move-in day.

Attention: There is no storage for exhibitors. Your materials must be stored in your booth.

Move-out:

Saturday, August 25 15:30-19:00

All boxes must be cleared by 19:00 on move-out day. Should an exhibitor fail to remove his exhibit, the Exhibit Office reserves the right to remove the exhibit items at the exhibitor's expense.

Booth Furniture

Deadline: June 15, 2018

If you have a 10'x10' booth space, your booth pipe & drape structure consists of 8' high background and 3' high side dividers in black flameproof drapes. If you bring a pop-up booth, you still need to maintain the pipe & drape structure.

Whether you have a 10'x10' booth space or a tabletop, the following furniture will be installed prior to your arrival onsite:

- 1 (one) 6'L x 30"H x 24"D table with black skirt
- 2 (two) grey chairs
- 1 waste basket
- 1 basic electrical outlet (15 amps)
- identification sign
- the room has carpet as it is a regular conference hall

Extra booth furniture or decor can be ordered through GES, the show decorator.

Last-minute and on-site modifications or orders will be subject to additional fees.

Booth Sketch

Deadline: June 15, 2018

If you have a 10'x10' booth space and are building your own booth, please send your booth sketch to Carole Laflamme by email: carole@iseventsolutions.com

Shipping Information

Advanced Material Handling – shipments arriving between August 1-20, 2018

Please contact Ghislain Boucher at GES by email: gboucher@ges.com

Direct Shipping to Palais – shipped boxes must arrive on Wednesday, August 22, 2018

The Palais des congrès will accept shipments on move-in day only: August 22, 2018.

Palais des congrès de Montréal - Room 517C
Loading Dock
163 St-Antoine West
Montréal, Québec
Canada H2Z 1H2

Access to loading dock ONLY:

In order to prevent tie-ups on St-Antoine Street or on the access ramp to the receiving dock, the authorities of the Palais des congrès have established an entrance and exit procedure for trucks or other vehicles.

Your driver must arrive at the foot of the ramp on St-Antoine Street. If the access ramp is free at that time, he will be directed to go directly up to deliver his merchandise.

At no time is a motorized vehicle allowed to park at the loading dock except to unload materials. They must leave the area as soon as this operation is finished.

The Palais des congrès will accept deliveries during regular hours (9am to 5pm) as of Wednesday, August 22. Arrangements can be made with the Palais outside regular hours.

Exhibitor Listing

All exhibiting organizations are entitled to a listing in the Exhibit Directory. Submit your 50 word company description in English by June 15, 2018 to carole@iseventsolutions.com

Registration – please submit all names by July 23

All companies are entitled to a certain number of registration passes and exhibitor staff badges to the event. Carole Laflamme, our Registration Manager, will contact you for names in mid-July.

Internet and Electrical Services

Wireless internet will be available to all participants. If you require wired internet, please contact the Palais via their online portal: <https://congresmtl.com/en/client-portal/>

There is a one (1) standard 15 amp electrical outlet included in each booth space. For any additional electrical requirements, please contact carole@iseventsolutions.com

Liability

Neither the World Hypnosis 2018 Congress Organizing Committee, Congress Secretariat IS Event Solutions, any suppliers, their employees or representatives, is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever. The exhibitor expressly releases and holds harmless the above entities, associations, employees and members thereof from any and all claims arising from any cause whatsoever.

The Organizers (XXI CIH) and the Congress Secretariat (IS Event Solutions) assume that your organization has a liability insurance in place.

Security

The Office and the Palais des congrès will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

Should you require security for your booth, products or equipment, exhibitors should contact the [Palais des congrès](#).

[Order form for Security Services](#) is available online at: <https://congresmtl.com/en/client-portal/>

We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- * Badges must be worn at all times to gain admittance to the exhibit hall from move-in to move-out.

- * If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the Exhibitor Registration Counter, for these people to gain admittance to the exhibit hall.
- **Never leave your laptops and small electronic devices unattended in your booth during the day, as well as overnight.**
- * Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material. (No aisles in this exhibit.)

CONTACT INFORMATION

IS EVENT SOLUTIONS - Congress Secretariat, Exhibit Office

633 Notre-Dame
Saint-Lambert (Québec)
Canada J4P 2K8

Tel: (450) 550-3488 ext. 114
Fax: (514) 227-5083
E-mail: carole@iseventsolutions.com
Carole Laflamme

PALAIS DES CONGRÈS – must use online portal <https://congresmtl.com/en/client-portal/>
Closest access to meeting space *Loading dock*

201 Viger West
Montréal (QC)
Canada H2Z 1X7

163 St-Antoine West
Montréal (QC)
Canada H2Z 1X8

[Exhibitor Services desk](#)

Sign installation, security, booth cleaning, electrical services and telecommunications

Tel: (514) 871-5871
Toll free: 1-888-871-5871
Fax: (514) 868-6622
Email: infotechno@congresmtl.com

GES – Decorator: booth accessories & furniture rental, labour, plants & flowers, and materials handling

Ghislain Boucher
800, de la Gauchetière West, Suite 1165
Hotel Bonaventure Montreal
Montréal, QC H5A 1K6
Web: www.gesexpo.ca

Tel: (514) 861-9694, ext. 219
Fax: (514) 392-1577
E-mail: gboucher@ges.com