MONTREAL RV SHOW

EXHIBITOR'S MANUAL « *SMALL AREA* » MONTREAL 2027

GENERAL INFORMATION pp.2-8

GENERAL INFORMATION	page 2
OPENING HOURS	page 2
DELIVERY ADDRESS AND EXPEDITION	page 2
NOTICE AND INSCTRUCTIONS TO FOLLOW	pages 3-6
CHECKLIST	page 7
SUPPLIER DIRECTORY	page 8

PROMOTEUR

TEAM

Steve Lapierre — slapierre@acvrq.com
General Director

Karine Thibault — kthibault@acvrq.com
Executive assistant/Project Manager

Sarah Dicaire — sdicaire@acvrq.com
Marketing & events coordinator

CONTACT US

Before the show	From March 2 to 7, 2027
Sarah Dicaire : 418-333-6663 Karine Thibault : 438-393-4747	Promoter's office in the "Riopelle Hall" Sarah Dicaire : 418-333-6663 Karine Thibault : 438-393-4747

OPENING HOURS

SHOW SCHEDULE

Thursday, March 4, 2027	10 am to 08 pm
Friday, March 5, 2027	10 am to 08 pm
Saturday, March 6, 2027	09 am to 07 pm
Sunday, March 7, 2027	09 am to 05 pm

DELIVERY ADDRESS AND EXPEDITION

Name of the Exhibitor :
Booth number:
2027 Montreal RV Show
Palais des Congrès de Montréal
163, rue Saint-Antoine Ouest
Montréal (Québec) H2Z 1X8



Please write this information on you boxes and/or your skids

NOTICE AND INSTRUCTIONS

ACCESS TO THE EXHIBITION

YOU MUST WEAR YOUR BADGE AT ALL TIMES.
Any work or maintenance at the booth must be done in the established time frame, prior to the opening of the Show to the public.
For security reasons, all exhibitors and their personnel must leave the premises immediately following the departure of the public.
THE PRESENCE OF CHILDREN UNDER THE AGE OF 16 ON THE SITE DURING SET-UP AND DISMANTLING IS STRICTLY PROHIBITED.

PAYMENT OF ACCOUNTS

Exhibitors must respect the terms of payment indicated on the approved contract. Exhibitors will receive their accreditation cards and will be admitted to the exhibition site only if they have acquitted the amountdue to Momentum Événements in total.

INSURANCE

Momentum Événements will not be held responsible, in any way, for accidents or injuries to persons within the booths, norfor loss or damage of products, materials, furniture and/or booths caused by fire, theft or any other reason. Momentum Événements requires exhibitors to provide proof of insurance valid for the duration of the Show. Exhibitors are required to obtain, at their expense, a multi-risk policy. Exhibitor must have, during the entire show, a general responsibility insurance with a civil responsibility of two million dollars ($2.000.000.000). Additionally, every exhibitor should have theft insurance. In the caseof accident or theft, exhibitors are required to submit a report to Show Management within 24 hours of the incident.

ATTITUDE, BEHAVIOUR AND RESPECT

Exhibitors are responsible for themselves, as well as for their personnel's behaviour and attitude. In order to maintain the smooth operation of the show, any person considered violent, aggressive, unpleasant or undesirable may be expelled from the exhibition site. No excesses will be tolerated toward exhibitors, visitors or the promoter's personnel.

The show's management team and its affiliates reserve the right to refuse access to the Exhibition hall to any visitor, exhibitor or exhibitor's employee judged to be, undesirable, drunk or that he or she hampers the Show's smooth progress.

NOISE

Municipal regulations command limits on noise level in commercial venues. The show's management team reserves the right to demand of exhibitors that they respect the acceptable noise level of 72 decibels (measured at 1,5 meters from the source) in order to maintain good relations with neighbours. The use of microphones is subject to the approval of the show's management team.

BADGES

The number of badges is determined according to your contract. You will receive them following receipt of your final payment. Fees will be charged for additional badge(s). The badges remain the property of *Momentum Événements*, and any illegal or fraudulent use of it may result in immediate expulsion from the Show's site.

NOTICE AND INSTRUCTIONS (sequel)

FORKLIFTS

All forklifts must be ordered in advance, **at the exhibitor's expenses**. They must be ordered through the exhibitor's portal of the Palais des Congrès website. (https://congresmtl.com/en/services/client-portal/)

CONTESTS

Promotions and contests organized by exhibitors must not bind *Momentum Événements* in any way. Please note that contests must be authorized by *Momentum Événements*.

CONSTRUCTION AND SAFETY STANDARDS

The set-up and dismantling of an exhibition is considered as a construction site under the law. Consequently, safety shoes, safety glasses, helmets and safety harnesses are strongly recommended for certain situations and mandatory for others. To learn more: **http://www.cnesst.gouv.qc.ca**

DOCUMENT / LITERATURE

Literature must be also in French :

Source : article 58 de la *Charte de la langue française - « L'affichage public et la publicité commerciale doivent se faire en français. Ils peuvent également être faits à la fois en français et dans une autre langue pourvu que le français y figure de façon nettement prédominante. Toutefois, le gouvernement peut déterminer, par règlement, les lieux, les cas, les conditions ou les circonstances où l'affichage public et la publicité commerciale doivent se faire uniquement en français ou peuvent se faire sans prédominance du français ou uniquement dans une autre langue. »*

COOKING OF FOOD AND FOOD PRODUCTS

Exhibitors who wish to cook food in their booth must submit a written request to the show's management team detailing the nature of the product and the cooking equipment used and how often. *The Palais des congrès de Montréal* has energy supplies adapted to different needs (see Exhibitors' "Venue Regulations – *Palais des congrès*" section on the website) please note that it is strictly forbidden to distribute food or beverages without written approval of the show's management team.

ELECTRICITY

Exhibitors must meet all safety requirements. The *Palais des congrès* official supplier, will provide electricity if the exhibitor's installations are in accordance to the building's regulations and codes.

- Electrical connections are standard North American outlets, that is, junction coupling.
- Exhibitors are responsible for supplying all adaptors required for the proper functioning of their electrical equipment.
- It is strictly forbidden to plug into the electrical outlets of neighbouring booths or to the permanent outlets of the building.
- Exhibitors are responsible for ordering their own electrical connections through *Palais des congrès* (order forms available in the Exhibitor's "Supplier Order Forms" section on the website)

RULES AND REQUIREMENTS FOR EVENT INSTALLATIONS AT THE PALAIS DES CONGRÈS

The exhibitor must adhere to fire prevention regulations. See the document.

NOTICE AND INSTRUCTIONS (sequel)

STORAGE

All shipping and packing materials must be removed from the booths. Storage of cardboard boxes or other containers around and/or behind the booths during the exhibition is **strictly forbidden** by fire regulations. Exhibitors who do not respect this rule may be liable to fines.
When boxes and/or crates have been emptied and are ready for storage, exhibitors must obtain **storage stickers** from the loading dock manager. These containers will then be collected and stored for the duration of the show.

MAINTENANCE AND CLEANING OF BOOTHS

Booths must be cleaned every day before the Show is opened to the public. **Garbage must be placed in the aisles in front of the booths at the end of each day** to be collected by the exhibition hall's cleaning service.

PRESENCE AT THE BOOTHS

Exhibitors are required to have personnel present in their booths during all opening hours of the Show.

SECURITY

The show's management team maintains a permanent basic security service throughout the exhibition. Please note that the security service will not be available during the set-up and dismantling periods. *Momentum Événements* will not be held responsible for any loss or damage (refer to page 3 – Insurance). Exhibitors must take all reasonable precautions to protect their materials and safety inside and around their booths.

EXCLUSIVE SERVICES

Various services are offered exclusively by the *Momentum Événements* or by the exhibition hall suppliers. Exhibitors are required to fill-out order forms for each of the following services: handling, hanging, electricity, compressed air, catering, telephone, Internet (WIFI), cleaning, and security. (See Exhibitors' "Supplier Order Forms" section on the website)

USE OF SPACE

- Each exhibitor is allowed to exhibit the products described in the contract and must limit the products and services exposed to the leased space. Any element of the booth at the exhibition site must not exceed 8 feet in height across the entire area and 3 to 4 feet on the sides. A clear sightline is required to respect your neighbors. The exhibitor is not allowed to distribute coupons, samples or other goods belonging to third parties or to promote products and services of others.
- The use of space is strictly reserved for the exhibitor and it cannot be assigned in whole or in part, any activities or exposures occurring in the space leased to a third party, or otherwise allowthe participation of a third therein, without the prior express written consent of the promoter.
- The promoter reserves the right to relocate the leased space as it deems appropriate in its sole discretion, for the benefit of the exposure.

FLOOR COVERING

- Floor covering is **not mandatory**.
- Long hair grass carpet is prohibited by the Fire Department.

NOTICE AND INSTRUCTIONS (sequel)

SIGNS AND BANNERS

- All rigid signs or banners must be installed within the booth space. If you wish to install suspended elements of signage or decor, you must get a written authorisation from the promoter.
- All of the promoter's rules and directions of signage and banners must be respected by exhibitors.

SECURITY PROTOCOL

- No smoking in the exposition halls – punishable by fine
- No jaywalking or simply standing around forklifts and/or vehicles – punishable by fine
- No drinking (alcohol) during assembling and disassembling times.
- The presence of children under the age of 16 is strictly prohibited during assembling and disassembling times.

MEDICAL EMERGENCIES

All accidents that happen within the Palais des Congrès exhibiting sites of the Montreal RV Show must be immediately reported to the show's managing team at the promoter's office located in the Riopelle Hall.

CHECKLIST

MANDATORY DOCUMENTS TO BE COMPLETED ONLINE :

Click here: :  set up and dismantling : PLANÉ solutions logistiques

- ❑ EXHIBITORS PROFILE

DOCUMENTS TO BE RETURNED BY EMAIL : sdicaire@acvrq.com or **kthibault@acvrq.com**

- ❑ BADGES (before February 19,2027)

FORMS TO RETURN TO VARIOUS SUPPLIERS
NOTE: HIGHER COSTS WILL APPLY AFTER DEADLINE DATES.

Services	Company
❑ Booth and furniture rental	GES Pre-order date : February 15, 2027
❑ Electricity, hanging, telecom, Internet, cleaning, security*	Palais des congrès Pre-order date : February 15, 2027
❑ Food & beverage services*	Maestro Culinaire Catering Pre-order date : February 15, 2027
❑ Transportation	Nalsi
❑ Hotel	Embassy Suites by Hilton
❑ Hotel	Hôtel le Dauphin Pre-order date : January 28, 2027

EXCLUSIVE SUPPLIERS

DIRECTORY

SERVICES	COMPANY	PHONE(S)
❑ BOOTH RENTAL ❑ FURNITURE RENTAL ❑ EARLY DELIVERY	**GES Canada Ltd** **serviceinfo@ges.com**	**Tel.:** 1 877-399-3976
❑ HANGING ❑ ELECTRICITY ❑ TELECOMS ET INTERNET ❑ CLEANING ❑ SECURITY ❑ MANUTENTION	**Palais des congrès** https://congresmtl.com/en/services/client-portal/	**cse@congresmtl.com**
❑ CATERING	**Maestro Culinaire Catering** Info-mtl@maestroculinaire.ca	**Tel.:** 514 871-3111
❑ OPERATIONS ET LOGISTICS	**PLANÉ solutions logistiques** Camille Desmarais camille@planesolutions.ca	**Tel.:** 514 702-8743
❑ HOTEL	**Embassy Suites** **Click here**	**Tel.:** 1-800-362-2779
❑ HOTEL	**Hôtel le Dauphin** mtl@hoteldauphin.ca Click here Code : 03032025SALONVR	**Tel. :** 1 888-784-3888
❑ HOTEL	**Hôtel Monville** reservations@hotelmonville.com Click here	**Tel. :** 514 379-2005
❑ CUSTOMS/SHIPPING	**Nalsi** Fernando Vera Robert Vieira montreal@nalsi.com	**Tel. :** 514 847-1791