



QMEA **XPLOR**
CONVENTION

EXHIBITOR'S GUIDE

November 1-2, 2023

Westin Montréal

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Exhibitors agree to read the Exhibitor's Guide and to comply with all of the guidelines contained therein. The Congress organizers reserve the right to refuse exhibitors who do not comply with the guidelines or to withdraw their priority of site selection for the next edition. Some elements of this guide may be revised or modified at any time.

EXHIBITION LOCATION

Westin Montréal

Address: 270 Saint-Antoine st. West, Montreal (Quebec) H2Y 0A3

RESOURCES

Show Management

Altitude C	
Marc-André Brazeau Project Director Phone: 514 574-1549 Email: aemq-exposition@altitudec.com	Étienne Arsenault Project Coordinator Phone: 438-880-7388 Email: aemq-xplor@altitudec.com

Exhibition Services:

<p>Altitude C Marc-André Brazeau Email: aemq-exposition@altitudec.com Available Services: General inquiries</p> <p>Altitude C Joël Dufresne Courriel : jdufresne@altitudec.com Audiovisual equipment rental Electricity</p> <p>Westin Montréal Anca Stanescu Phone: 514-370-8917 Email: astanescu@westinmontreal.com Available Services: Accommodation; Security; Catering.</p> <p>ENCORE Frédéric Samson Email: Frederic.Samson@Encoreglobal.com Website : http://www.ENCORE.com/ Available Services: Internet access;</p>	<p>ABP Guillaume Lamontagne Phone: 514-528-5445 poste 2278 Email: glamontagne@groupeabp.com Website: www.groupeabp.com</p> <p>Available Services: Onsite storage; Labour; Handling; Rental of accessories and additional material: carpeting, various furniture, showcases, plants, graphics, lighting, etc; Hard wall booth rental; Custom booth rental; Portable booth rental; Booth cleaning.</p> <p>CONSULTEXPO Jeff Labbé Phone: 514-709-0739 Email: jeffl@consultexpoinc.com Website: www.consultexpoinc.com</p> <p>Available Services: Custom brokers; Transportation; Advance storage – upon request</p>
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WESTIN MONTRÉAL ACCESS

The Westin Montréal’s main entrance is located at 270 St-Antoine Street West. The hotel is also accessible via the Place D’Armes metro station.

See [Appendix I](#) for driving directions to the Westin Montréal from Highways 20 and 40, as well as from Pierre Elliott Trudeau Airport.

Note: Westin Montréal is designed to accommodate the needs of people with reduced mobility. Exhibitors who have specific needs in this regard must advise the event organizers.

TRADESHOW ROOM AND DATES

The Xplor 2023 tradeshow is located on the 8th floor of the Westin Montréal in La Grande Place room. Please note that the opening cocktail will be held in the Pub Xplo (located on the third floor) on Tuesday, October 31, starting at 5:00 p.m. All exhibitors are invited to attend.

Date	Hours
Wednesday, Novembre 1, 2023	9 a.m. to 5 p.m.
Thursday, November 2, 2023	9 a.m. to 4 p.m.

SETUP

Date	Hours
Tuesday, October 31, 2023	8 a.m. to 6 p.m.

Given the limited space and heavy traffic at the loading dock, a schedule will be provided one month before the event. It will be important to respect this schedule to ensure smooth access to the showroom.

The installation of your booth must be completed no later than Tuesday, October 31 at 6 p.m.. All unoccupied stands at this time will be set up by the exhibition management.

If you need an extra setup day, please reach out to Marc-André Brazeau by email at aemq-exposition@altitudec.com as quickly as possible.

DISMANTLING

Date	Hours
Thursday, November 2, 2023	4 p.m. to 8 p.m.

EXHIBITORS' ARRIVAL

Setup takes place on **Tuesday, October 31 between 8 a.m. and 6 p.m.**

Exhibitors are invited to unload their materials and drop them off at their booths and then proceed to registration. Exhibitor registration is located at the registration booth on the 3rd floor.

Deliveries through **messengers/courier will not be accepted** at Westin Montréal entrances and must be delivered to the loading dock.

If you bring your own equipment and **can carry it easily in your arms, without a trolley, in one trip**, you can use Westin Montréal's main entrances.

LOADING DOCK

Access to the hotel's loading dock is located on Des Fortifications Street, between St-Antoine and Notre-Dame Streets, accessible from St-Pierre Street. Please find in [Appendix II](#) a map for Westin Montréal's loading dock access.

LOADING DOCK ACCESS

Date	Hours
Tuesday, October 31, 2023	8 a.m. to 6 p.m.
Thursday, November 2, 2023	4 p.m. to 8 p.m.

IMPORTANT:

There is no ramp or elevated dock at the loading dock. It is imperative that the delivery truck has its own ramp or tailgate to unload the material.

Parking is prohibited at the loading dock.

FREIGHT ELEVATOR

The dimensions of the freight elevator are 18'7" long by 7'8" wide by 9' high. On the 8th floor, the freight elevator door has easy access to the showroom.

1. FOR EXHIBITORS WHO SEND SMALL SHIPMENTS DIRECTLY TO WESTIN MONTRÉAL (VIA PUROLATOR, UPS, ETC.)

Please refer to the label example ([see p. 14](#)).

Westin Montréal will accept material only as of Monday, October 30, 2023, at 12 p.m. (noon). Any exhibitor's material received before that date will be refused.

1.1 If you are onsite at Westin Montréal to pick up your package(s) when delivered:

Upon arrival of the delivery person at the loading dock, the agent at the gate will direct them in the exhibition hall. The delivery person will then be directed to your booth by the staff in place so you can receive your boxes.

1.2 If you are not onsite at Westin Montréal to pick up your package(s) when delivered:

The delivery person will be directed to the staff of the tradeshow, who will take care of your boxes. To retrieve it, please get to the information booth (in front of the 8th floor elevators) with an ID. Parcels received will be kept there.

The information booth will be open at following hours:

Monday, October 30:	12:00 p.m. — 5:00 p.m.
Tuesday, October 31:	8:00 a.m.— 5:00 p.m.
Wednesday, November 1:	8:00 a.m. — 5:00 p.m.
Thursday, November 2:	9:00 a.m. — 4:00 p.m.

2. FOR EXHIBITORS WHO ARRIVE WITH THEIR MATERIAL

2.1 If you can easily carry your material in your arms, without a cart, in only one trip:

If you are arriving by car, you may use the Westin Montréal parking garage. Valet parking is mandatory and is offered at a rate of \$45/day. You can also use the [Indigo parking lot of Quartier International, located at 249 Saint-Antoine St. West](#) right across from the Westin Montréal entrance. Once in the hotel, you can walk to the showroom—8th floor. Please note that there are several escalators and elevators inside the Westin Montréal, between the entrance and the showroom.

2.2 If you cannot carry your material in your arms and need a cart or a forklift:

Please drive to the loading dock. Please note that parking is not permitted at the loading dock. Only unloading and loading are allowed, and any offender will have his vehicle towed at his expense. During setup and dismantling, each exhibitor has only the time necessary to unload and load their vehicle. Once your equipment has been removed, you will have to move your car in the Westin Montréal parking lot or in the surrounding area. For this reason, we recommend a minimum of two (2) people to manage your equipment during setup and tear-down, so that there is one driver and one person to maneuver the equipment to the show floor.

If you need a four-wheel cart, they are available at no charge at the loading dock. Handling with a pallet jack will be handled by the ABP Exhibition team. PLEASE NOTE THAT THERE WILL BE NO FORKLIFTS ON SITE.

MATERIAL HANDLING AND STORAGE

For reasons of efficiency and security, the ABP logistic team is responsible for the mechanical handling and storage of the exhibitor's material. This procedure facilitates loading dock operations and helps to avoid delivery delays.

No exhibitors are allowed to use their own forklifts or electric pallet trucks at the Westin Montréal.

If you anticipate significant handling needs, please contact the Altitude C team promptly so that we can make the necessary arrangements to facilitate your arrival at the Westin Montréal.

Any exhibitor who arrives at the loading dock with his own vehicle can, if he wishes, handle his material himself with a four-wheeled cart that will be provided by the Centre. Handling with a pallet jack will be done by the ABP Exhibition team.

STORAGE

- Storage of empty containers during the event is mandatory.
- This service includes storage labels, available free of charge at the information desk or at the loading dock, to identify empty containers. Please write the booth number in large letters.
- For security reasons, exhibitors are not allowed to do their own storage.
- Empty boxes and containers will be moved to the storage area by the ABP Exhibition team and returned to the booth at the end of the event.
- **IMPORTANT: In accordance with the City of Montréal Fire Department regulations, no cardboard boxes or empty shipping crates will be tolerated inside or behind the booth.**

DISMANTLING PROCEDURE

Exhibitors who handle their own material during dismantling and use their own vehicle must:

1. Wait for the ABP staff to bring his empty containers to his booth.
2. Pack his material.
3. Bring his complete equipment (not only a part) to the freight elevator using a manual cart or ask for the assistance of a handler or a pallet truck operator.
4. Notify the Xplor staff that your complete equipment is ready to be loaded. You will then be given an access coupon.
5. Leave your equipment at the freight elevator's door and go get your vehicle. If you are two, your colleague will be allowed to bring your equipment to the loading dock. If you're on your own, you'll have to go back up to the 8th floor to pick up your equipment.
6. Line up at the entrance to the loading dock and present your coupon to the traffic officer, who will give you access to the loading area.
7. Park your vehicle and proceed quickly to load your vehicle.

IMPORTANT:

At the end of the scheduled show dismantling hours, any materials not picked up by the exhibitor's carrier or courier service will automatically be picked up by the official event carrier. **All charges will be billed to the exhibitor.**

WESTIN MONTRÉAL SERVICES**AVAILABLE SERVICES:**

- Booth cleaning (Westin Montréal)
- Booth Security (Westin Montréal)
- Wired Internet access (ENCORE)
- Caterer (Westin Montréal)

All services are exclusive.

Exhibitors may contact the different suppliers if needed.

Westin Montréal

Anca Stanescu

Phone: 514-370-8917

Email: astanescu@westinmontreal.com

ENCORE

Frédéric Samson

Email: Frederic.Samson@Encoreglobal.com

Website: <http://www.ENCORE.com/>

FLOOR PLAN

Please find in [Appendix IV](#) the tradeshow floor plan. M

PARKING

HEAVY VEHICLES

If you need parking assistance for a heavy vehicle, please reach out to Marc-André Brazeau by email at aemq-exposition@altitudec.com as quickly as possible.

CARS

Access to the Westin Montréal parking lot is by valet only, directly from the hotel's main entrance (\$45 for 24 hours). Several other options are available nearby, including the [Quartier International de Montréal indoor parking lot \(249 St-Antoine St. West\)](#), which is located directly across the street from the Westin Montréal (\$25 for 24 hours).

Parking access

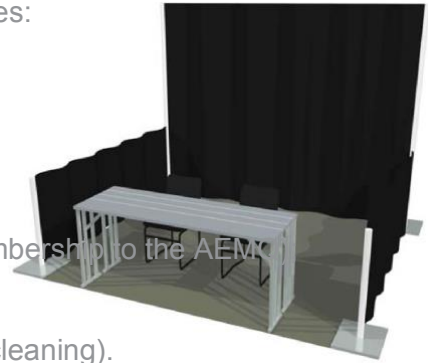


BOOTH SPACE

REGULAR RENTAL SPACE

The rate for one (1) **10' × 8'** space excludes design, but includes:

- Black curtains: back wall (8'h) and side walls (3'h);
- One (1) **2' × 6' draped table**;
- Two (2) chairs;
- One (1) electric outlet;
- One (1) waste basket;
- Two (2) Exhibitor Badges (these include individual membership to the AEMQ);
- Wifi Internet access;
- The Exhibitor's Guide;
- Daily clean-up of the common aisles (excluding booth cleaning).



Please note that wifi Internet access will be provided with the booth. To order a wired connection, please contact ENCORE.

Since the floor is already carpeted, no carpets will be installed in the exhibition spaces and walkways. If you wish to have one, please contact Guillaume Lamontagne: glamontagne@groupeabp.com

TURNKEY BOOTH RENTAL (including space)

Exhibitors who prefer not to bring or provide their own booth can rent one already prepared. To place an order, please contact aemq-exposition@altitudec.com.

The rate for one (1) **10' × 8'** turnkey stand includes:

- Rigid walls in black panels;
- One (1) identification sign;
- Three (3) spotlights track;
- One (1) **2' × 6' draped table**;
- Two (2) chairs;
- One (1) electric outlet;
- One (1) waste basket;
- Wifi Internet access;
- Two (2) Exhibitor Badges;
- The Exhibitor's Guide;
- Daily clean-up of the common aisles (excluding booth cleaning).



** Service provided by ENCORE*

Please note that wifi Internet access will be provided with the booth. To order a wired connection, please contact ENCORE.

Since the floor is already carpeted, no carpets will be installed in the exhibition spaces and walkways. If you wish to have one, please contact Guillaume Lamontagne: glamontagne@groupeabp.com

EXHIBITION SERVICES COMPANY

The exhibition service company accredited for the Convention is **ABP**.

<p>For any setup, renting or personalized stand design need, please contact:</p>	<p>Guillaume Lamontagne Phone: 514-528-5445 poste 2278 Email: glamontagne@groupeabp.com Website: www.groupeabp.com</p>
<p>AVAILABLE SERVICES:</p> <ul style="list-style-type: none"> ● Onsite storage; ● Labour; ● Handling; ● Rental of accessories and additional material: carpeting, various furniture, showcases, plants, graphics, lighting, etc.; ● Hard wall booth rental, custom booth rental and portable booth rental. <p>ABP order forms are available in Appendix III.</p> <p>Note that ABP offers discounted rates until September 20 2023. Make sure to place your orders as early as possible.</p>	

It is your responsibility to plan all other accessories you may need by renting or bringing them. **If the exhibitor wants to add or modify his/her accessories, additional charges will apply.**

CUSTOMS BROKER, OFFICIAL CARRIER AND ADVANCED STORAGE

The customs broker and official carrier for the Convention is **ConsultExpo** ([Appendix V](#)).

<p>For any question, please contact:</p>	<p>Jeff Labbé Phone: 514-709-0739 Office: 514-482-8886 Ext. 7 Fax: 888-629-9008 Email: jeffl@consultexpoinc.com Website: www.consultexpoinc.com</p>
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ConsultExpo is a Canadian customs brokerage firm serving tradeshows, conventions and annual meetings in every major city in Canada. They work with Canada Customs to facilitate the entry of goods for conventions. They contact exhibitors and suppliers planning to import cross-border merchandise to ensure a smooth and trouble-free process. ConsultExpo offers a complete air and ground transportation service for exhibitors, either one-way or round trip. This service covers all aspects of shipping for both international and local shipments.

For advance warehouse needs, please contact Jeff Labbé ***PRIOR TO SHIPPING*** to review your piece count, weight, and dimensions of your exhibitor material requiring storage. Advance warehouse rates are: \$75/100lbs minimum 300lbs (minimum price \$225). Please note: shipping

fees are separate.

IMPORTANT:

Exhibitors who use courier companies such as FedEx, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. **All goods sent COD will not be accepted by Westin Montréal.**

In some cases, the courier companies do not declare that the costs are paid by the consignor at delivery. Consequently, Westin Montréal sometimes receives a bill 30–90 days after the event. **In these situations, the exhibitor will be re-invoiced.**

Arrangements have to be made with ConsultExpo for deliveries prior to the event. Please refer to [Appendix V](#) to find all of the appropriate information regarding prior deliveries.

INTERNET ACCESS

ENCORE

For any internet access needs, please contact:

Mr. Frédéric Samson
Email: Frederic.Samson@Encoreglobal.com
Website: <http://www.ENCORE.com>

AUDIOVISUAL SERVICES AND ELECTRICAL SERVICES

Altitude C

For any audiovisual and electrical services need, please contact:

Mr. Joël Dufresne
Email: jdufresne@altitudec.com

LIABILITY INSURANCE

Exhibitors must have their own liability insurance. Westin Montréal or its representatives and the organizers assume no liability for any bodily harm or material damage to products, booths, equipment or decorations caused by fire, water or theft in rented space or during transitions in the building, irrespective of cause.

Exhibitors must therefore provide a proof of insurance covering any loss of or damage to equipment, injury and death and all related liabilities (minimum \$2 million). They must also provide Xplor 2023 with a certificate of this insurance and proof of premium payment for the dates of the 2023 Xplor Conference.

You need to send a copy of this certificate before October 20, 2023, to: aemq-exposition@altitudec.com

RESTRICTIONS

The following restrictions apply to the exhibitors and their employees during the tradeshow setup and teardown.

Animals	The presence of animals must be approved by the Westin Montréal authorities. Only assistance dogs for the disabled are permitted without restriction.
Balloons	Helium-filled balloons are not permitted in the Exhibition Halls under any circumstances. Only air-filled balloons are permitted.
Common areas	The exhibitor must not obstruct the corridors, elevators, escalators, foyers, lobby, signal monitors, plasma screens, building emergency exits or other rooms of the Westin Montréal at any time.
Electricity	Transformers and ballasts must be mounted on an insulating plate in order to avoid damage to carpeting.
Fire	The exhibitor must comply with fire prevention regulations. See the document “Fire Regulations” available in Appendix VI .
Food Services	<p>All food and beverages served in the exhibition halls must be ordered through the Westin Montréal catering service. No alcoholic beverages other than those stamped on the exclusive caterer’s permit will be permitted in the exhibition halls. No sale of food or beverages for consumption on the premises will be permitted.</p> <p>All sponsorships and sampling must be approved by the exclusive caterer.</p> <ul style="list-style-type: none"> ● <i>Food and beverage samples must be packaged and identified and relate to the nature of the event.</i> ● <i>Only sample-sized portions may be served (two fluid ounces [60 ml] or one solid bite).</i> ● <i>Products offered must be manufactured, processed or distributed by the companies participating in the event.</i> ● <i>Distribution of samples or promotional products may result in a fee to compensate for lost revenue.</i> <p>For authorization, please contact directly Anca Stanescu Phone: 514-370-8917 Email: astanescu@westinmontreal.com</p>
No smoking policy	<p>By-law respecting the protection of non-smokers: A provincial law prohibits smoking in the Exhibition Halls and booths. Any person who contravenes this by-law commits an infraction, and is liable to:</p> <ul style="list-style-type: none"> ● a fine of \$50 to \$300 for a first offence; ● a fine of \$100 to \$600 for a first repeat offence; ● a fine of \$500 to \$1,000 for any subsequent repeat offence.

Noise Limits	The use of noise or music amplifying systems and other equipment that produces loud noise is permitted as long as the noise produced does not disturb or cause inconvenience to other tenants in the building.
Pool, bath, and pond installations	If you plan on bringing a pool, bath or pond, please contact the promoter for authorization.
Projector	Any spotlight of 400 watts or more must be equipped with either a solid glass lens or a wire-mesh screen, the holes of which must not exceed 6 mm × 6 mm (1/4 in. x 1/4 in.).
Stickers	Stickers of any kind are strictly prohibited in the showroom.
Sticky substances	No paint, lacquer or any other sticky coating substance may be applied to the floor or anything nailed, punched or screwed to the floors and walls of the building. Only fabric tape (single or double-sided) may be used on the floors of the Exhibition Halls. No other tape may be used.
Vibrations	Any equipment that produces strong vibrations must be equipped with anti-vibration cushions, and must be submitted to the Management of the Exhibition Halls for approval.
Waste	It is forbidden to throw any solid waste or any substance other than water in the floor drains.
Weight restrictions	Floor weight restrictions: 100 lb/pi ²
Security	Westin Montréal assures the general security of the building on a 24-hour basis. This service is not responsible for the client's or the event's goods inside the rented premises. If you wish to have additional security, please contact: Anca Stanescu. Phone: 514-370-8917 Email: astanescu@westinmontreal.com

LABEL EXAMPLE

Sender's name:

Address:

Westin Montréal

270 St-Antoine St. West

Montréal, Québec H2Y 0A3

Att: Anca Stanescu

Xplor 2023

October 30 – November 2, 2023

Exhibitor's company name: _____

Room: Grande Place

Booth(s) number(s): _____

Box #: _____ of _____

PROCEDURE FOR REGISTRATION

As an exhibitor at the Xplor 2023 Convention, you are entitled to two (2) free badges for the Convention on November 1–2, 2023.

This badge gives you access to:

- The tradeshow;
- The presentations;
- The Opening Cocktail (Tuesday, October 31, 2023)

Registration procedures for your exhibiting personnel will be available in early September. In the meantime, please contact us with any questions at aemq-exposition@altitudec.com.

Additional exhibitor passes will be available for \$295 each, plus a \$100 AEMQ membership fee, directly on the online registration form.

You must register your exhibition staff before October 20.

For more information, please contact us by e-mail at aemq-exposition@altitudec.com.

PROSPECTORS AND CORE SHACK ZONE

Here is info for companies or prospectors who have reserved a space in the prospectors and core shack zone, located at the Business café, on the 9th floor.

- Space dimension: 8' wide x 5' deep;
- One space includes one (1) **draped table** (60" x 32"), two (2) chairs and one (1) billboard (78" W x 38" H);
- Velcro will be provided for the billboard since it is the only accessory accepted for hanging. No thumbtacks, nails, Funstick (mounting putty) or tape;
- Only Roll-up banners (36" wide) or posters you can hang on the billboard are accepted.
No pop-up booths will be allowed in the core shack zone.

As an exhibitor of the Prospectors and Core Shack Zone, you are entitled to one (1) free pass for the Congress on November 1 - 2, 2023.

This pass gives you access to:

- the exhibition floor;
- presentations;
- Opening Cocktail (Tuesday, October 31, 2023)

For questions, please contact us at: aemq-exposition@altitudec.com

MOBILE APPLICATION

We will embed into the mobile app the following web page [Xplor 2023 | Exhibition](#) floor which showcases the exhibitors list and company descriptions as you have entered them. If you wish to modify this information, you can do so directly from your backend access. If you need help retrieving your access, please contact us at: aemq-exposition@altitudec.com

HOTEL BOOKING

You must make your own room reservation for the event. A room at Westin Montréal **will cost \$244** per night for single or double occupancy, plus taxes.

You can [book online](#).

You can also book by calling at 1-514-380-3333 and mention that you will be attending the AEMQ / XPLOR 2023 Conference.

Rooms are limited, so please book by **September 29, 2023**. Room availability and rates are not guaranteed after this date.

Note that the **Westin Montréal is the only official housing company associated with our event**. While other hotel resellers may contact you offering housing for your trip, **they are not endorsed by or affiliated with the tradeshow**. Beware that entering into financial agreements with non-endorsed companies can have costly consequences.

MEALS FOR EXHIBITORS

It will not be possible to purchase food at the Pub Xplo during the conference. However, the food offer in the area is very important. Two restaurants are directly accessible from the hotel: La Gazette, on the first floor near the reception, and Les Moulins Lafayette, on the third floor.

Several other options are also available within walking distance in Old Montréal.

PROMOTIONAL TOOLBOX

We've created a number of promotional tools to help you advertise your presence at Xplor 2023. You'll find useful links to help you maximize your presence at the convention.

- [Meeting room for private meetings](#)
- [Link to download the Xplor application](#)
- Promotional kit including:
 - [Email signature](#)
 - [Visual for social networks](#)
 - [Xplor logos](#)
 - [Newsletter template](#)
- [Advertising offer on AEMQ social platforms](#)

Visit the Xplor [Toolbox](#) page to take advantage!

CHECKLIST

- Book your hotel room before **September 29, 2023**.
- Plan your booth's promotion:
 - Use the tools in our Promotional [Toolbox](#).
 - Invite your contacts to visit your booth during the event;
 - You have an original idea for your booth? Contact us at aemq-exposition@altitudec.com
- Plan your arrival at the loading dock.
- Plan shipping and handling needs to send your stand and material to ConsultExpo/ ABP. If necessary, use the **shipping label** available in the Exhibitor Guide.
- Order any decor, furniture or other material using the appropriate forms in [Appendix III](#) of the Exhibitor's Guide and return them to the exhibition service provider (GABP).
- Order any electricity, Internet access and A/V equipment required for your stand.
- Plan ahead to install your booth at the date and time we will communicate to you 1 month prior to the event.
- Pick up your exhibitor's badges at the front desk when arriving at the Convention for setup.
- Plan your teardown for Thursday, November 2, 2023, between 4 p.m. and 8 p.m.

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APPENDICES

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**APPENDIX I —
MAPS AND ROUTES**

MAPS AND ROUTES

Route from the West through Highway 20 or from Pierre-Elliott-Trudeau International Airport (20 km, approximately 20–25 minutes by car)

- ❑ Take Highway 20 East toward Montréal/Downtown
- ❑ Highway 20 East will become Highway 136 East (keep left)
- ❑ Take exit 3 toward Montréal Centre-Ville/ rue Guy
- ❑ Turn right on René-Lévesque Blvd. And drive up to de Bleury Street
- ❑ Turn right on de Bleury Street
- ❑ Turn left on St-Antoine Street for the main entrance
- ❑ Or turn left at the next backstreet on Ruelle des Fortifications for the loading Dock.

Route from the East through Highway 40 (Avoid taking highway 25 south towards the L-H Lafontaine tunnel since there will be major construction and risk of congestion)

- ❑ Take Highway 40 going west direction Montréal.
- ❑ Take exit 76 toward Qc-125/boul. Lacordaire
- ❑ Use the right lane to take the ramp to boul. Lacordaire
- ❑ Turn left on boul. Lacordaire
- ❑ After 2,5 km, boul. Lacordaire becomes Dickson st. Continue.
- ❑ Turn right on Rue Notre-Dame Est. After 5 km, the street name will change to Avenue Viger Est.
- ❑ Keep left to continue on Highway 136 W/autoroute Ville-Marie.
- ❑ In the tunnel, take exit 5 toward Highway 10 direction Pont Champlain/Sherbrooke.
- ❑ Keep right at the junction to follow signs for Rue University.
- ❑ Turn right on St-Jacques Street
- ❑ Turn left on Robert-Bourassa Blvd.
- ❑ Turn right on St-Antoine West
- ❑ Drive up to 270 St-Antoine St. West for the main entrance.
- ❑ Or turn right on de Bleury Street, then left on Ruelle des Fortifications for the loading dock.

Route from the West through Highway 40

- ❑ Take Highway 40 East direction Montréal.
- ❑ Take exit 64 on your left and take Highway 15 South toward Montréal/Centre-Ville/Pont-Champlain.
- ❑ Take exit 63E on your left to take Autoroute Ville-Marie/Highway 136 East toward Centre-Ville (Downtown).
- ❑ Take exit 3 toward Montréal Centre-Ville/ rue Guy
- ❑ Turn right on René-Lévesque Blvd. and drive to de Bleury Street
- ❑ Turn right on de Bleury Street
- ❑ Turn left on St-Antoine Street for the main entrance
- ❑ Or turn left at the next backstreet on Ruelle des Fortifications for the loading Dock.

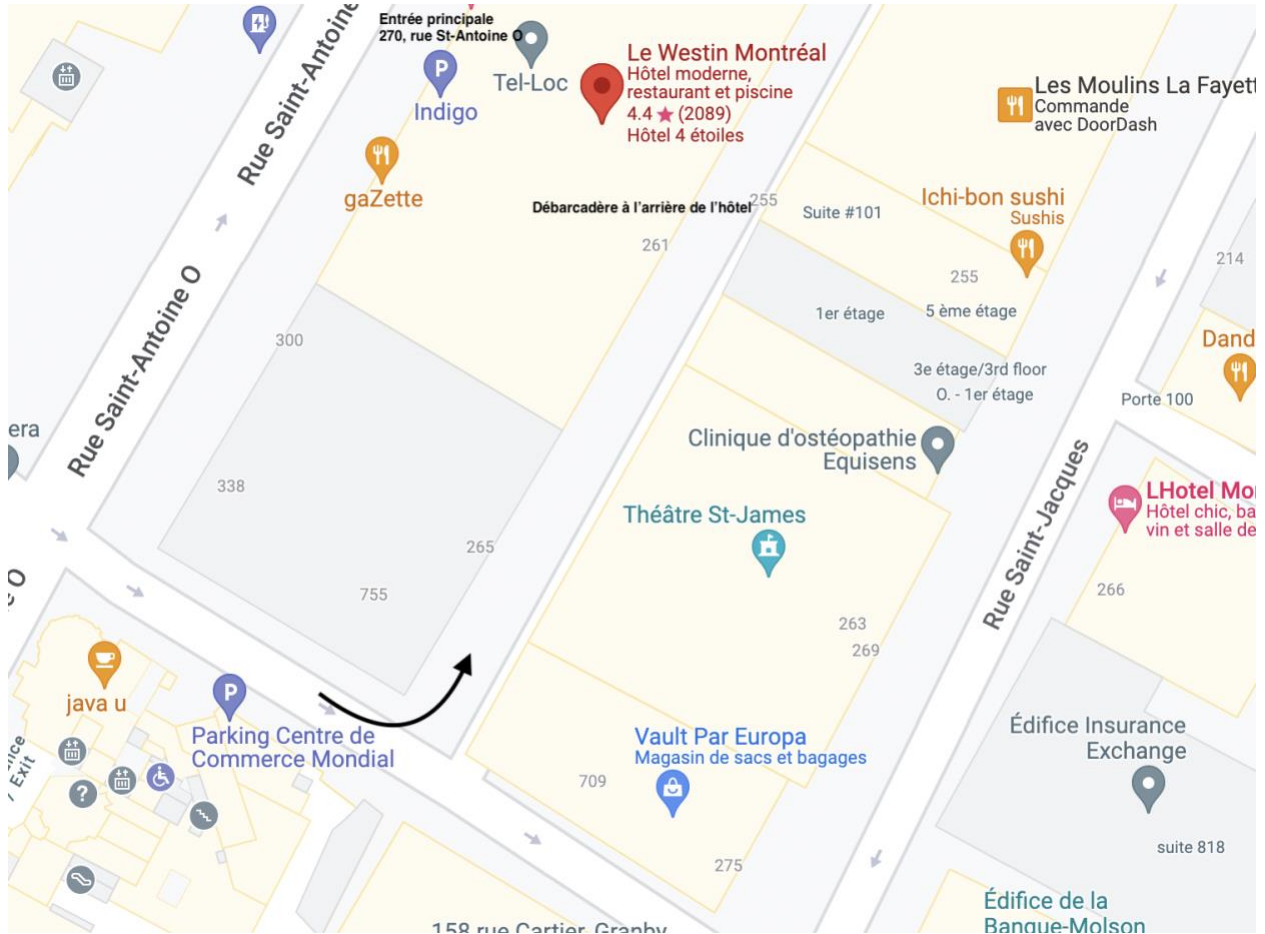
Route from the East through Highway 20

- ❑ Take Highway 20 going west direction Montréal.
- ❑ Take exit 90 for Highway 20 West/QC-132 toward La Prairie/USA/Varennes/Pont Victoria/Pont Champlain/Pont Jacques-Cartier.
- ❑ Keep left at the fork, follow the signs toward Highway 20 West/Highway 15/QC-132 Ouest/La Prairie onto QC-132 Ouest.
- ❑ Take exit 82 for Boulevard Taschereau/QC-134 toward Pont Jacques-Cartier/Montréal.
- ❑ Turn left on Boul. Taschereau
- ❑ Keep right, follow signs for Qc-134 E/Pont Jacques Cartier Bridge/Montréal (you will pass on Jacques-Cartier Bridge).
- ❑ Take exit for Highway 720/Centre-Ville.
- ❑ Follow Avenue de Lorimier.
- ❑ Turn right on Avenue Viger Est.
- ❑ Keep left to continue on Highway 136 West
- ❑ In the tunnel, take exit 5 for Highway 10 direction Pont Champlain/Sherbrooke.
- ❑ Keep right at the junction to follow signs for Rue University
- ❑ Turn right on St-Jacques Street
- ❑ Turn left on Robert-Bourassa Blvd.
- ❑ Turn right on St-Antoine West
- ❑ Drive up to 270 St-Antoine St. West for the main entrance.
- ❑ Or turn right on de Bleury Street, then left on Ruelle des Fortifications for the loading dock.

Route from the West through Highway 10

- ❑ Take Highway 10 going east direction Montréal
- ❑ When you exit Samuel-de-Champlain Bridge, keep right and take exit 58 toward Highway 10 / Centre-Ville
- ❑ Highway 10 will become Robert-Bourassa Blvd.
- ❑ Turn right on St-Antoine West
- ❑ Drive up to 270 St-Antoine St. West for the main entrance.
- ❑ Or turn right on de Bleury Street, then left on Ruelle des Fortifications for the loading dock.

**APPENDIX II –
WESTIN MONTRÉAL
LOADING DOCK**



**APPENDIX III –
ABP EXHIBITION SERVICES ORDER FORMS**



EVENTS
CUSTOM MAD
EXHIBITIONS
BOUTIQUE

EXHIBITOR'S KIT

CONVENTION
QMEA XPLOR

Westin Montreal

October 30th to November 2nd, 2023

MONTREAL - QUEBEC - OTTAWA

SPACE CREATORS

DEAR EXHIBITOR,

As the official supplier of exhibition services for **Xplor 2023**, it is our pleasure to help you arrange your exhibition space.

In this document, you will find the description of what is included in your exhibition space and information on the rental of our furniture and accessories.

Check out our website to see our wide range of products and services we offer!



www.groupeabp.com

- **Rental of turnkey booths**
- **Custom designs and concepts**
- **Signature furniture**
- **Sale of portable stands**
- **Printing of visuals and signage**
- **Labor for installation**



Please don't hesitate to contact us if you need assistance, we will be happy to help you!

The ABP Expo team



1 800 772-7110 ext.3

exposition@groupeabp.com



CREDIT CARD PAYMENT

Any unpaid remaining balance after an event will be charged to your credit card.

CREDIT CARD NO.:		 <input type="checkbox"/>	 <input type="checkbox"/>
EXP. :	CCV :		
NAME OF THE HOLDER :			
BILLING ADDRESS :			
CITY, PROVINCE, POSTAL CODE :			
TEL. :	EMAIL :		
SIGNATURE :			

BANK TRANSFER

SUPPLIER INFORMATION	
NAME : ABP Location Inc.	
ADDRESS : 12 900 Boul. Industriel, Pointe-Aux-Trembles, Montréal (QC), CANADA, H1A 3V2	
PHONE : 1 800 772-7110	
EMAIL : recevables@groupeabp.com	
BANK INFORMATION	
ACCOUNT NUMBER : 0613528	
TRANSIT NUMBER : 00701	
BANKING INSTITUTION NUMBER: 006	
BANK : Banque Nationale du Canada, 12 675 Rue Sherbrooke Est, Montréal (QC), CANADA, H1A 3W7	
SWIFT CODE : BNDCCAMMINT	

Please notify us by email at adminqc@groupeabp.com when a deposit is made.

INCOMPLETE OR UNSIGNED FORMS WON'T BE ACCEPTED.

Please provide the requested information when placing your order.

Xplor

October 30th to November 2nd, 2023
Westin Montreal

CONVENTION
QMEA XPLOR

Exhibitors name:

Booth #:

Responsible on site:

Deadline:

Cellphone:

October 10th, 2023

USE COLUMN B IF YOU ORDER AFTER THE DEADLINE

CODE	QTY	DESCRIPTION	A	B	TOTAL
MS-1		Bistro table - White - 30" diameter X 30" (h)	52,50 \$	66 \$	
MS-2		Cocktail table - White - 30" diameter X 40" (h)	78,75 \$	98,50 \$	
MS-3		Skirted table - White - Black - 2' X 6' X 30" (h)	72,50 \$	91 \$	
MS-4		High skirted table - White - Black - 2' X 6' X 40" (h)	80 \$	100 \$	
MS-5		1M aluminum counter - White - 40" X 24" X 40" (h)	197 \$	246,25 \$	
MS-6		2M aluminum counter - White - 78" X 24" X 40" (h)	328 \$	410 \$	
MS-7		Backless stool - Black	26 \$	32,50 \$	
MS-8		Stool with backrest - White	40 \$	50 \$	
MS-9		Folding chair - Black	6,50\$	8\$	
MS-10		Banquet chair - Black fabric	15 \$	19 \$	
MS-11		Zion pamphlet holder	125 \$	156 \$	
MS-12		Plant	Price on demand		



MS-1
Bistro table
30" diameter X 30" (h)
White/Black



MS-2
Cocktail table
30" diameter X 40" (h)
White/Black



MS-3
Skirted table
2' x 6' x 30" (h)
White/Black



MS-5
1M aluminum counter
40" x 24" x 40" (h)
White



MS-12
Plant



MS-7
Backless stool
Black



MS-8
Stool with backrest
White



MS-9
Folding chair
Black



MS-10
Banquet chair
Black fabric



MS-11
Zion pamphlet holder

PRICES INCLUDE DELIVERY, INSTALLATION AND PICKUP

Please attach the payment form to the order form

Xplor

October 30th to November 2nd, 2023
Westin Montreal

CONVENTION
QMEA **XPLOR**

Exhibitors name:

Booth #:

Responsible on site:

Deadline:

Cellphone:

October 10th, 2023

USE COLUMN B IF YOU ORDER AFTER THE DEADLINE

CODE	QTY	DESCRIPTION	A	B	TOTAL
MO-1307		Loveseat - Assorted colors (leatherette)	464 \$	603 \$	
MO-7511		4' Hampton wood shelving- White - Black - Rustic	341 \$	443 \$	
MO-1843		Velvet round pouf - Assorted colors (velvet)	70 \$	91 \$	
MO-7357		Skyline self standing screen 6'x7' Gold - Black - White	271 \$	352 \$	
MO-4006		Chrome plexi bar - Various sizes - White - Black	341 \$	443 \$	
MO-9000		Cushion - Assorted colors	19 \$	25 \$	
MO-2053		Skyline cocktail table - White - Gold - Chrome	166 \$	216 \$	
MO-3519		Pier chrome stool - Black - Silver	33 \$	43 \$	
MO-1447		Eva armchair - Assorted colors - Gold or silver finish	219 \$	285 \$	
MO-1435		Ball armchair - White - Black (leatherette)	173 \$	225 \$	



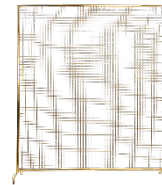
MO-1307
Loveseat
Assorted sizes and colors



MO-7511
4' Hampton wood shelving
White - Black - Rustic



MO-1843
Velvet round pouf
Assorted colors



MO-7357
Skyline self standing
screen 6'x7'
Gold - Black - White



MO-4006
Chrome plexi bar
Various sizes
White - Black



MO-9000
Cushions
Assorted colors



MO-2053
Skyline cocktail table
White - Gold - Chrome



MO-3519
Pier chrome stool
Black - Silver



MO-1447
Eva armchair
Assorted colors
Gold or silver finish



MO-1435
Ball armchair
White - Black

PRICES INCLUDE DELIVERY, INSTALLATION AND PICKUP

Please attach the payment form to the order form

Xplor

October 30th to November 2nd, 2023
Westin Montreal

CONVENTION
QMEA XPLOR

Exhibitors name: _____ Booth #: _____
Responsible on site: _____ Deadline: _____
Cellphone: _____ October 10th, 2023

CARPET:

USE COLUMN B IF YOU ORDER AFTER THE DEADLINE					
CODE	QTY	DESCRIPTION	A	B	TOTAL
		5' x 10' Standard carpet	90 \$	112,50 \$	
		10' X 10' Standard carpet	185 \$	235 \$	
		20' X 10' Standard carpet	370 \$	470 \$	
		20' X 20' Standard carpet	720 \$	900 \$	

USE COLUMN B IF YOU ORDER AFTER THE DEADLINE					
CODE	QTY	DESCRIPTION	A	B	TOTAL
Special size carpet is required, without exception, for any space longer than 30' or for any island or peninsula.					
		_____ ' X _____ ' = _____ Pi.Ca	2.25 \$	2.85 \$	

Color options :

Black : Red : Blue : Grey : Grass carpet:



*** More colors available on request.***

UNDERCOVER:

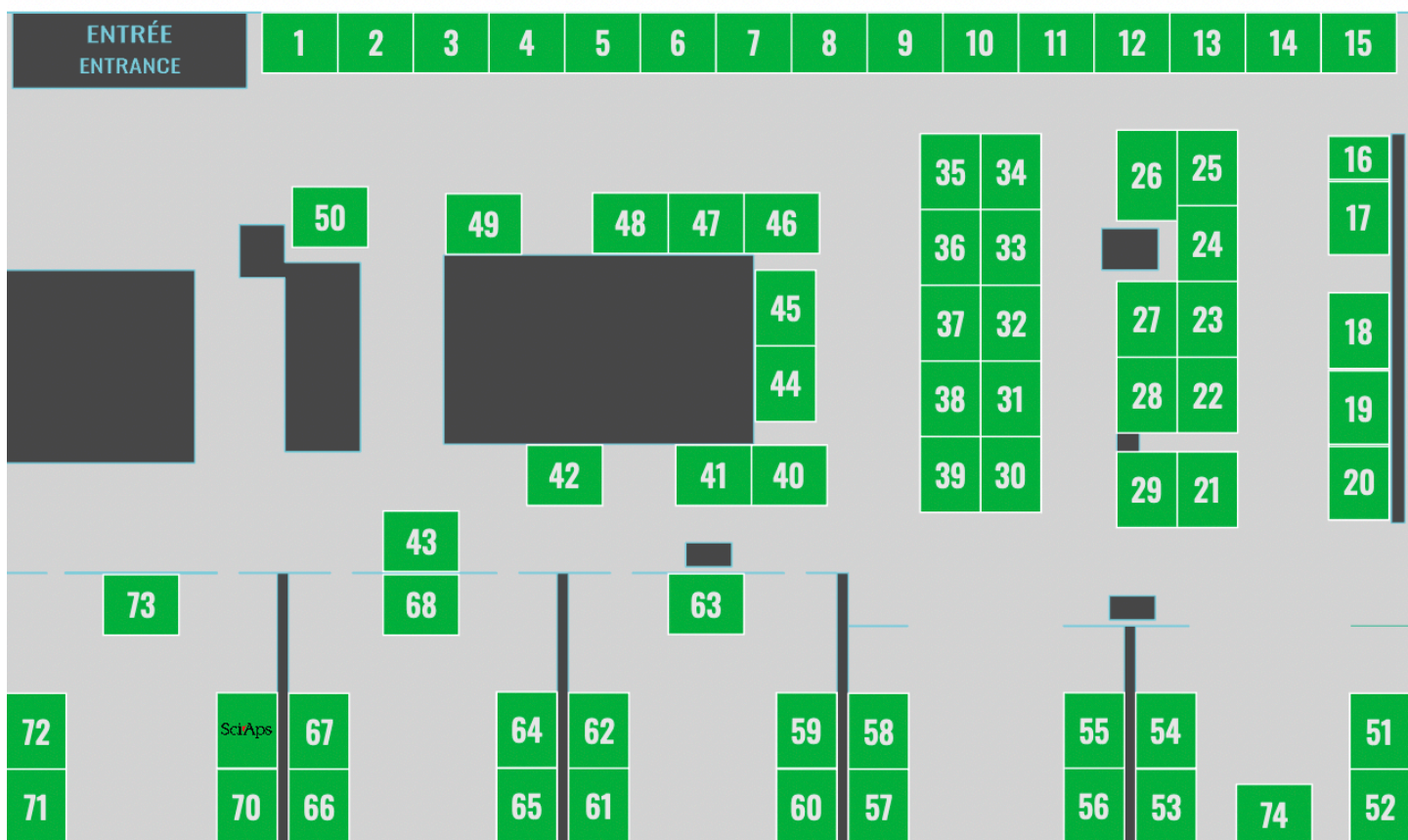
USE COLUMN B IF YOU ORDER AFTER THE DEADLINE					
CODE	QTY	DESCRIPTION	A	B	TOTAL
		Undercover 5' X 10'	62,50 \$	78 \$	
		Undercover 10' X 10'	125 \$	156,25 \$	
		Undercover 20' X 10'	250 \$	312,50 \$	
		Undercover 20' X 20' (prix inscrit pour 10x30')	500 \$	625 \$	
		_____ ' X _____ ' = _____ Pi.Ca			

PRICES INCLUDE DELIVERY, INSTALLATION AND PICKUP

Please attach the payment form to the order form

**APPENDIX IV —
FLOOR PLAN**

CONGRÈS AEMQ XPLOR



CONVENTION QMEA XPLOR

**APPENDIX V –
CONSULTEXPO ORDER FORM**



CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: _____ **Show / Event Dates:** _____

Services Required (Please select one):
 Customs Clearance and Shipping Services
 Custom Clearance Only
 Shipping Only

SHIPPER INFO (SHIPPING FROM)		
Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)		
Company Name:	Booth#	
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:		Cell:
Email:		

RETURN SHIPPING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

INVOICING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)			
Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION	
Carrier Name (If not using ConsultExpo):	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)	@ Weight (LBS) Each	Per Piece (LBS)	Total (LBS)
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck Residential Pick Up / Delivery
 Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify) Check to Decline Cargo Insurance (see below)

Cargo Insurance / Declared Value
 Unless declined, cargo insurance will apply at the rate of \$1.25 per \$100.00 in value (min \$125) per shipment with a \$1000 deductible applicable / maximum liability limit is \$250,000CAD. Coverage is limited to the portion of the shipment lost or damaged. Subject to the terms and conditions of liability for loss/damage, stated below. Should you opt to decline cargo insurance through ConsultExpo, this shipment will only be covered under basic carrier liability, directly with the carrier. In this case maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE	I have Read and agree to the terms of this contract.
Signature:	
Name:	
Title:	
Date:	

ACCEPTED BY CONSULTEXPO	
Signature:	
Name:	
Title:	
Date:	



Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 Show / Event Dates: SEPTEMBER 22-25

Services Required (Please select one):

- Customs Clearance and Shipping Services
 Custom Clearance Only
 Shipping Only

SHIPPER INFO (SHIPPING FROM)

Company Name: "EXHIBITING COMPANY NAME"

IRS# 12-3456786

Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047

Contact Name: MARY PARKER Tel: 709-888-0970

Email: MPARKER@EMAIL.COM Fax: 709-888-7788

DELIVERY INFO (GOING TO)

Company Name: "EXHIBITING COMPANY NAME" Booth# 1232

Venue Name: EVENT FACILITY NAME

Address: 123 CONVENTION CENTER WAY

City: MONTREAL State/Prov: QC Zip/Post: H1X 1X1

On-site Contact Name: MARY PARKER Cell: 555-222-6655

Email: MPARKER@EMAIL.COM

RETURN SHIPPING INFORMATION SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"

IRS# 12-3456786

Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047

Contact Name: MARY PARKER Tel: 709-888-0970

Email: MPARKER@EMAIL.COM Fax: 709-888-7788

INVOICING INFORMATION SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"

IRS# 12-3456786

Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047

Contact Name: MARY PARKER Tel: 709-888-0970

Email: MPARKER@EMAIL.COM Fax: 709-888-7788

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to: VISA MASTERCARD

Cardholder Name: MARY PARKER Title: YOUR TITLE

Credit Card Number: XXXX XXXX XXXX XXXX CVV: xxx Expiry Date: MM/DD

I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).

Cardholder Signature: _____ Date: _____

SHIPMENT INFORMATION

Carrier Name (If not using ConsultExpo): CONSULTEXPO INC Carrier Contact Name: COORDINATOR NAME

Carrier Contact Tel: 514-709-0781 Carrier Contact Email: _____

Pick-up Date: 11/12/2022 Hours of Operation: 8am - 5pm

Delivery Date: 09/22/2022 Delivery Time: 8am

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches)	X	Width (Inches)	X	Height (Inches)		Per Piece (LBS)	Total (LBS)
5	cases	44	X	15	X	15	@ Weight (LBS) Each	100	500
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
5	Total Pieces							Total Weight	500

- Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck
- Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify)

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, directly with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with ConsultExpo Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact ConsultExpo Inc. for more information on Cargo Insurance.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE I have Read and agree to the terms of this contract.

Signature: _____

Name: MARY PARKER

Title: PRESIDENT

Date: 08/15/2022

ACCEPTED BY CONSULTEXPO

Signature: _____

Name: _____

Title: _____

Date: _____



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED **B** when completed
PROTÉGÉ **B** une fois rempli

Page _____ of _____
de _____

1. Vendor (name and address) - Vendeur (nom et adresse)		Date of direct shipment to Canada - Date d'expédition directe vers le Canada									
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)									
		6. Country of transshipment - Pays de transbordement									
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		7. Country of origin of goods Pays d'origine des marchandises									
		10. Currency of settlement - Devises du paiement									
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Selling price - Prix de vente</th> </tr> <tr> <th style="width:50%;">14. Unit price Prix unitaire</th> <th style="width:50%;">15. Total</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td style="height: 100px;"> </td> </tr> </tbody> </table>	Selling price - Prix de vente		14. Unit price Prix unitaire	15. Total				
Selling price - Prix de vente											
14. Unit price Prix unitaire	15. Total										
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">16. Total weight - Poids total</th> <th rowspan="2">17. Invoice total Total de la facture</th> </tr> <tr> <th style="width:50%;">Net</th> <th style="width:50%;">Gross - Brut</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td style="height: 40px;"> </td> <td style="height: 40px;"> </td> </tr> </tbody> </table>		16. Total weight - Poids total		17. Invoice total Total de la facture	Net	Gross - Brut			
16. Total weight - Poids total		17. Invoice total Total de la facture									
Net	Gross - Brut										
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>									
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :									
(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____		(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____									
(ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____		(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____									
(iii) Export packing Le coût de l'emballage d'exportation _____		(iii) Export packing Le coût de l'emballage d'exportation _____									
24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :		25. Check (if applicable): Cochez (s'il y a lieu) :									
(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/>		(ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>									

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA 19047 USA		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)		
4. Consignee (name and address) - Destinataire (nom et adresse) "EXHIBITING COMPANY NAME" C/O INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 EVENT FACILITY NAME 123 CONVENTION CENTER WAY MONTREAL, QC H1X 1X1		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) N/A		
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada ConsultExpo Logistics INC, CHICAGO, IL		6. Country of transshipment - Pays de transbordement N/A		
9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) NO SALE INVOLVED		7. Country of origin of goods Pays d'origine des marchandises USA / CHINA		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
10. Currency of settlement - Devises du paiement USD				
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
			14. Unit price Prix unitaire	15. Total
5	PLASTIC CRATES CONTAINING BOOTH STRUCTURE - MADE IN USA LITERATURE - MADE IN USA KEYCHAINS - MADE IN CHINA	5 1000 50	\$1,000.00 \$0.10 \$0.50	\$5,000.00 \$100.00 \$25.00
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		16. Total weight - Poids total Net <input type="checkbox"/> Gross - Brut		17. Invoice total Total de la facture
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>

LEAVE BLANK

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

**APPENDIX VI —
SAFETY PROCEDURES**

ATTENDEES EMERGENCY SERVICE PROCEDURES

STEP 1

In the event of a medical emergency, please contact Security Control immediately. Attendee to contact Security Control by dialing;

1. Extension 0 for life threatening emergency on facility house phones (black in color)
2. Extension 0 for non-life-threatening emergency on facility house phones (black in color)
3. From a cell phone (or outside the hotel) dial 514.380.3333
4. All house phones at the Westin Montreal are black in color and located throughout all public areas and hallways, Security Control will be dispatched directly to your location.

STEP 2

The caller should provide the following:

1. Determine name of specific meeting room where the situation has occurred.
2. Identify yourself, reference your exact location, and provide details on the nature of the emergency situation.
3. Provide a brief but concise description of the problem, be prepared to answer any questions that the operator may ask you, and remain on the line.

HEALTH CARE

Dental Clinic - Old Montreal

400, Saint-Jacques #101, Montreal
514-843-4895

<https://cdvmontreal.ca/?lang=en>

Health Clinic - En Route

895, de La Gauchetière Ouest, Montreal
514-954-1444

<https://cliniqueenroute.com/en/>

Jean Coutu (Pharmacy)

614, Saint-Jacques, Montreal
514-954-9555

<https://www.jeancoutu.com/localisateur-succursale/montreal-614-rue-saint-jacques-h3c-1e2/347/>

CHUM- University Health Centre

1051, Sanguinet, Montreal
514 890-8000

<https://www.chumontreal.gc.ca/joindre-le-chum>

Health clinic - Métro-Medic

1538, Sherbrooke West, Montreal
514-932-2122

https://www.metromedic.com/joindre_en.html

McGill University Health Centre

1001, Décarie Blvd., Montreal
514-934-1934

<https://muhc.ca/>

Info-Santé line

24 hours / 7 days, Montreal
Dial: 811

Clinique GO (On-call services)

514-994-6023

www.cliniquego.com

Dr. Benjamin (On-call services)

514-489-1639



IN CASE OF EMERGENCY – WESTIN MONTRÉAL

THE BASICS IN CASE OF EMERGENCY

To ensure a safe environment for its customers, the Westin Montreal has an emergency plan in place and staff are trained accordingly. Your cooperation is valuable in these circumstances. We share in this document, the procedures to follow to ensure your safety. We thank you for reading it.

The Westin Montreal is a very safe building for its occupants. The buildings are protected by a sprinkler system and a fire alarm system alerting guests in case of evacuation. In addition to the personnel trained in the event of evacuation, a fire brigade is formed and moves into action 24/7 as soon as the situation requires it. Please follow their directions and instructions. Finally, please note that the nearest fire station is located about 500 meters from the hotel and that the Montreal Police Department and the Urgences-Santé paramedics respond in short delays in case of emergency.

FOR ANY EMERGENCY

For any emergency requiring the assistance of the Montreal Police Department (SPVM):

- Dial (9-911) directly from your room; or;
- Use a black phone in any common area of the hotel, which will redirect you to the attendant for immediate assistance.

Please note that for any 9-1-1 call, a signal is given to the hotel's Service Express Center, which will monitor security personnel or the manager on duty.

IN THE EVENT OF A FIRE

1. If you discover fire or smoke, give the alert by activating the nearest fire alarm and evacuate the building immediately (if presence of smoke, please stay close to the ground);
2. Listen to the instructions issued by the notification system connected to the fire alarm system;
3. Never use elevators in case of evacuation, use the stairs;
4. Follow the instructions of the hotel staff and the fire brigade;
5. Go to the outdoor meeting point located at **PLACE JEAN-PAUL RIOPELLE**.
(Please refer to the diagram below)

Please note that pre-recorded messages will be given in French first and then in English.



LE WESTIN

MONTRÉAL

If you are ordered to evacuate your room and THE DOOR IS NOT HOT:

- Take your room key, exit and close the door behind you;
- Walk to the nearest stairway and evacuate the building (DO NOT USE THE ELEVATORS).

If you are ordered to evacuate your room and the DOOR IS HOT:

- DO NOT OPEN THE DOOR.
- Dial immediately (9-911) and give them your location. (name, address, room number).
- Call Service Express®. (0) if possible and safe to do;
- Place towels or clothes under the door to keep out smoke and fumes;
- Remain calm and wait for further instructions. If you cannot exit, your room is the safest place to be.
- Never break a window – wait for assistance from the Montreal Fire Department.

*This information is on the back of the entrance door of each room with an evacuation floor plan.

FROM THE BANQUET MEETING ROOMS.

If you are ordered to evacuate, DO NOT USE THE ELEVATORS.
Trained staff will be located on each floor to help you evacuate.
Please refer to the banquet floor evacuation plans in the hallways.

MEDICAL EMERGENCY PROCEDURE

In the event of a medical emergency, please contact immediately:

1. (9-911) for life threatening emergency on facility;
2. Extension 0 for non-life-threatening emergency on facility house phones (black phones in hallways) Security agent will be dispatched directly to your location.
3. Specify your location, identify yourself and provide details of the emergency.

Automated external defibrillators are available in the lobby and in the Westin Workout.
We have CPR trained staff on site 24/24.

For any information regarding walk-in clinics, dentist clinics, pharmacy, please reach the Service Express staff by dialing (0) from one of the hotel phones or just head to the front desk for assistance.

BOMB THREAT, EXPLOSIVES OR SUSPICIOUS PACKAGE FOUND

If you receive information that an explosive device has been placed in the building, or discover a suspicious package or explosives, follow the instructions below:

1. Stay away from the affected area and do not use your cell phone, operate any light or electrical switch under any consideration;
2. Once you are away from the area, dial 911 on your cell phone or (9-911) if you use the hotel phone and give the information to the operator;
3. Using a facility phone, join the Express Service®. (0) and notify the operator;
4. Follow the safety guidelines of the personnel in place.

LE WESTIN

MONTRÉAL

EXTREME METEOROLOGICAL CONDITIONS AND EARTHQUAKE

The Westin Montreal staff is trained to deal with the Quebec climate and has the resources to monitor extreme weather conditions (heavy rain, high winds and intense cold). Therefore, if necessary, it is essential to follow the advice and instructions of the staff in place. Do not hesitate to ask them for advice if required.

In the unlikely event of an earthquake, follow the following guidelines:



Once the tremors are over, follow the instructions of the staff for evacuation of the building.

ELEVATOR EMERGENCY PROCEDURE (ENTRAPMENT)

If you are trapped in the elevator, it is important to remain calm. There is no danger.

Operate the alarm device on the control panel to communicate with the attendant. Service technicians will be requested, or the Montreal Fire Department will be notified for a quick response if urgent.

SUSPICIOUS INDIVIDUAL, ARMED OR ACTIVE SHOOTER

If you observe an individual is exhibiting suspicious behavior, do not hesitate to mention it to a member of staff as soon as possible, in person or via a hotel telephone providing all the necessary details.

If you notice an individual appears to be carrying a firearm or other arms, immediately report it to a staff member and / or dial 911 from your cell phone or (9-911) from a hotel phone. The police department will be dispatched immediately.

If you hear gunshots, apply the following measures:



1. RUN and evacuate by the nearest exit if safe to proceed, hands visible at all times;
2. HIDE in a room if impossible to evacuate in a safe manner, block the view if there are windows, cell phone ringer muted;
3. FIGHT the shooter as a last resort, create surprise, diversion, use available objects, chairs, tools, portable fire extinguishers or any other object within your reach.

ALWAYS wait for the police to arrive and follow their instructions, hands visible at all times.

LE WESTIN

MONTRÉAL

IN CASE OF MAJOR FLOODING

In the exceptional case of a major flood, follow the specific instructions of the personnel in place who will guide you through the procedures to follow to ensure your safety.

If you cannot evacuate the building due to water, ask for immediate assistance by contacting the reception or dial 911 from your cell phone. If you use a hotel phone, dial (9-911)

Use exits unobstructed by water to leave the building.

ANY QUESTIONS?

For any requests or questions related to emergency procedures, please contact a staff member who will be happy to inform you and reassure you. Thank you!

**APPENDIX VII —
MOVE-OUT PROCEDURES**

PROCÉDURES DE DÉMONTAGE

À TOUS LES EXPOSANTS

L'ACCÈS AU DÉBARCADÈRE SERA AUTORISÉ UNIQUEMENT AUX VÉHICULES AYANT EN MAIN UN COUPON CONFIRMANT QUE VOTRE MATÉRIEL EST PRÊT À ÊTRE CHARGÉ DANS VOTRE VÉHICULE.

IL EST STRICTEMENT INTERDIT DE SORTIR VOTRE MARCHANDISE PAR LES COULOIRS DU WESTIN MONTRÉAL. UNIQUEMENT LA MARCHANDISE TRANSPORTABLE MANUELLEMENT SERA ACCEPTÉE (VALISES À ROULETTES ET PETITES BOÎTES).

Vous êtes plusieurs à vouloir sortir en même temps, donc, nous vous demandons votre collaboration ainsi que votre patience. Afin que tout se déroule dans l'ordre, nous vous demandons de suivre les procédures suivantes pour le démontage de votre kiosque.

1. **A COMPTER DE 16H01 SEULEMENT, VOUS POUVEZ COMMENCER À DÉMONTER VOTRE KIOSQUE.**
2. Attendre que le personnel d'ABP achemine vos contenants vides à votre stand et emballer votre matériel.
3. Des chariots pour le transport de votre matériel vers le quai de chargement seront mis à votre disposition gracieusement par l'équipe d'ABP.
4. Lorsque votre chariot sera prêt, présentez-vous avec votre marchandise au monte-charge dans le corridor de service de la salle d'exposition Un préposé de Xplor vous remettra un coupon qui vous donnera accès avec votre véhicule au quai de chargement.
5. Une fois au quai, vous disposez d'un maximum de 15 minutes pour aller récupérer votre matériel dans la salle et de charger votre véhicule. Nous vous demandons d'être rapide et ponctuel. Tous les contrevenants seront remorqués et ce, à leur frais.

MOVE-OUT PROCEDURES

TO ALL EXHIBITORS

ACCESS TO THE LOADING DOCK WILL ONLY BE GRANTED TO CARS WITH TICKET CONFIRMING YOUR MERCHANDISE IS READY TO BE LOADED IN YOUR VEHICLE.

IT IS STRICTLY FORBIDDEN TO MOVE OUT YOUR MERCHANDISE THROUGH WESTIN MONTREAL CORRIDORS. ONLY MANUALLY PORTABLE OBJECTS WILL BE TOLERATED (LUGGAGES WITH WHEELS AND SMALL BOXES).

We understand that many of you wish to leave as soon as possible. Thus, we ask for your most collaboration and patience. In order to vacate the premises in an orderly fashion, we ask that you follow these procedures when disassembling your stand.

1. **AS OF 4:01 P.M. ONLY, YOU WILL BE ALLOWED TO UNINSTALL YOUR STAND**
2. Wait for the ABP staff to bring your empty containers to your booth and pack your material
3. Carts to carry your material to the loading dock will be graciously provided by ABP.
4. **Once you have gathered all your belongings together, come to the freight elevator in the service corridor of the tradeshow hall. A Xplor staff will hand you a coupon which will grant you access to the loading dock.**
5. **Once you're at the loading dock, you will have a maximum of 15 minutes to pick up your material in the show hall and to load your belongings. Please be punctual and proceed rapidly to the time allowed in order to prevent being towed at your own expense.**