



**QMEA** **XPLOR**  
CONVENTION

EXHIBITOR'S GUIDE

**October 30-31, 2024**

**Westin Montréal**

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

## TRADE SHOW LOCATION

Le Westin Montréal  
Address: 270 Saint-Antoine St. W, Montréal, QC H2Y 0A3

## RESOURCES

### Show management

<b>Altitude C</b>	
<p><b>Marc-André Brazeau</b> Project Director Phone: 514 574-1549 Email: <a href="mailto:aemq-exposition@altitudec.com">aemq-exposition@altitudec.com</a></p>	<p><b>Étienne Arsenault</b> Project Manager Phone: 438-880-7388 Email: <a href="mailto:aemq-xplor@altitudec.com">aemq-xplor@altitudec.com</a></p>

### Trade show services

<p><b>Altitude C</b> Marc-André Brazeau Email: <a href="mailto:aemq-exposition@altitudec.com">aemq-exposition@altitudec.com</a> General inquiries</p> <p><b>Altitude C</b> Joël Dufresne Email: <a href="mailto:jdufresne@altitudec.com">jdufresne@altitudec.com</a> Audiovisual equipment rental Electricity</p> <p><b>Westin Montréal</b> Anca Stanescu Phone: 514-370-8917 Email: <a href="mailto:astanescu@westinmontreal.com">astanescu@westinmontreal.com</a> <b>Services</b> Accommodation Security Catering</p> <p><b>ENCORE</b> Eva Rodriguez Sales Manager, Hotel Services Phone: 438-350-8885 Email: <a href="mailto:eva.rodriguez@encoreglobal.com">eva.rodriguez@encoreglobal.com</a></p> <p><b>Services</b> Internet access</p>	<p><b>ABP</b> Alexy Germain Phone: 514-528-5445 ext. 3214 Email: <a href="mailto:agermain@groupeabp.com">agermain@groupeabp.com</a> Website: <a href="http://www.groupeabp.com">www.groupeabp.com</a></p> <p><b>Services</b></p> <ul style="list-style-type: none"> <li>• Onsite storage</li> <li>• Labour</li> <li>• Handling</li> <li>• Rental of accessories and additional furnishings: carpeting, furniture, plants, banners, lighting, etc.</li> <li>• Hard-wall booth rental</li> <li>• Custom booth rental</li> <li>• Portable booth rental</li> <li>• Booth cleaning</li> </ul> <p><b>CONSULTEXPO</b> Jeff Labbé Phone: 514-709-0739 Email: <a href="mailto:jeffl@consultexpoinc.com">jeffl@consultexpoinc.com</a> Website: <a href="http://www.consultexpoinc.com">www.consultexpoinc.com</a></p> <p><b>Services</b> Customs brokerage Transportation Advance storage – upon request</p>
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## ACCESSING LE WESTIN MONTRÉAL

Le 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 Le Westin Montréal from Highways 20 and 40, as well as from Pierre Elliott Trudeau Airport.

**Note:** Le Westin Montréal is accessible to people with reduced mobility. If you have specific accessibility needs, please advise the event organizers.

## TRADE SHOW ROOM AND DATES

The Xplor 2024 trade show is on the 8th floor of Le Westin Montréal in the Grande Place room. Please note that the opening cocktail gala will be held in the Pub Xplo (3rd floor) on Tuesday, October 29, starting at 5:00 p.m. All exhibitors are invited to attend.

Date	Hours
Wednesday, October 30, 2024	9 a.m. to 5 p.m.
Thursday, October 31, 2024	9 a.m. to 4 p.m.

## SETUP

Date	Hours
Tuesday, October 29, 2024	8 a.m. to 6 p.m.

Given the limited space and heavy traffic at the loading dock, a schedule will be provided a month before the event. It will be important to keep to this schedule to make sure everyone can access the trade show floor.

Booths must be set up no later than Tuesday, October 29, at 6 p.m. All unoccupied booths at this time will be set up by the trade show management.

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

## TEARDOWN

Date	Hours
Thursday, October 31, 2024	4 p.m. to 8 p.m.

## EXHIBITORS' ARRIVAL

Setup takes place on Tuesday, October 29, between 8 a.m. and 6 p.m.

Please unload your materials and drop them off at your booth, and then proceed to registration at the registration booth on the 3rd floor.

Shipping/courier deliveries to the main entrance of Le Westin Montréal **are prohibited**; deliveries must be made 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 Le Westin Montréal's main entrances.

## LOADING DOCK

The entrance to the hotel's loading dock is on Des Fortifications Street, between St-Antoine and Notre-Dame Streets, accessible from St-Pierre Street. A map for Le Westin Montréal's loading dock access can be found in [Appendix II](#).

### LOADING DOCK SCHEDULE

Date	Hours
Tuesday, October 29, 2024	8 a.m. to 6 p.m.
Thursday, October 31, 2024	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 have 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" L x 7' 8" W x 9' H. On the 8th floor, the freight elevator door has easy access to the showroom.

## MATERIAL DELIVERY, HANDLING, AND STORAGE

For safety and efficiency reasons, the ABP logistics team is responsible for the mechanical handling and storage of exhibitors' materials. This facilitates loading dock operations and helps prevent delivery delays.

Exhibitors are not allowed to use their own forklifts or electric pallet trucks at Le Westin Montréal.

If you anticipate significant handling needs, please contact the Altitude C team as soon as possible so that we can make the necessary arrangements.

If you cannot carry your equipment in your arms and need a trolley or pallet truck: Please drive to the loading dock.

If you arrive at the landing dock with your own vehicle, you may handle your own equipment using a four-wheeled cart provided by the organization. **The ABP team will be responsible for handling with a pallet truck. Please note that there will be no forklift on site.**

Note, however, that **parking is not permitted in the loading dock area**. Only loading and unloading are allowed. If you park in the loading dock area, your vehicle will be towed at your own expense. During setup and teardown, you may only keep your vehicle in the loading dock area long enough to unload and load the vehicle. Once your equipment is out, you will need to move your car to Le Westin Montréal parking lot or nearby parking lots. For that reason, we recommend that you have at least two (2) people during setup and teardown, so that there is a driver and one person who brings the equipment to the showroom.

If you can easily carry your equipment in your arms, without a trolley, **in a single trip**: If you arrive by car, you can use the Le Westin Montréal parking lot. Valet parking is mandatory and costs \$45/day. You can also use the Indigo parking lot [at 249 St-Antoine Street West in the Quartier International](#), just across from Le Westin Montréal's entrance. Once in the hotel, you can walk to the trade show floor on the 8th floor. Note that there are several escalators and elevators between the entrance and the showroom inside Le Westin Montréal.

**For exhibitors who send small shipments directly to le westin montréal** (via purolator, ups, etc.) Please see the sample label ([p. 17](#)).

Le Westin Montréal will accept material **only as of Monday, October 28, 2024, at 12 p.m. (noon)**. Any exhibitor's material received before that date will be refused.

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

When the delivery person arrives at the loading dock, the agent will direct them to the trade show floor. The delivery person will then be directed to your booth by the staff in the room so you can receive your packages.

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

The delivery person will be directed to the trade show staff, who will take care of your package(s). They will be kept at the information booth (in front of the 8<sup>th</sup> floor elevators). Please present a piece of ID to retrieve them there.

The information booth will be open at following times:

Monday, October 28	12:00 p.m.–5:00 p.m.
Tuesday, October 29	8:00 a.m.–5:00 p.m.
Wednesday, October 30	8:00 a.m.–5:00 p.m.
Thursday, October 31	9:00 a.m.–4:00 p.m.

## STORAGE

- Empty containers must be stored during the event.
- This service includes storage tags, available free of charge at the information counter or loading dock, for identifying empty containers. Please write the booth number in large print.
- For security reasons, you may not bring items to the storage area yourself.
- Empty boxes and containers will be moved to the storage area by the ABP trade show 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.

## TEARDOWN PROCEDURE

If you tear down your booth yourself and have your own vehicle, please:

1. Wait for the ABP staff to bring your empty containers to your booth.
2. Pack up your material.
3. Bring **all** of your material to the freight elevator using a cart or ask for the assistance of a handler or a pallet truck operator.
4. Notify the Altitude C staff that all of your material is ready to be loaded. You will then be given an access coupon.
5. Leave your material at the freight elevator door and go get your vehicle. If there are two people, your colleague can bring your equipment to the loading dock while you get the vehicle. If you are on your own, you will have to go back up to the 8<sup>th</sup> floor to pick up your material.



6. Line up at the entrance to the loading dock and present your coupon to the traffic officer, who will let you in to the loading area.
7. Park your vehicle and load it quickly.

### IMPORTANT

At the end of the scheduled teardown time, any materials not picked up by your shipping or courier service will automatically be picked up by the official event shipping service. **All charges will be billed to you.**

The dismantling procedures can be found in [Appendix VII](#).

## LE WESTIN MONTRÉAL SERVICES

### SERVICES

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

All services are exclusive.  
Exhibitors may contact the suppliers if needed.

#### **Le Westin Montréal**

Anca Stanescu

Phone: 514-370-8917

Email: [astanescu@westinmontreal.com](mailto:astanescu@westinmontreal.com)

#### **ENCORE**

Eve Rodriguez

Email: [eva.rodriquez@encoreglobal.com](mailto:eva.rodriquez@encoreglobal.com)

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

## FLOORPLAN

Please see [Appendix IV](#) for the trade show floorplan.

## 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](mailto:aemq-exposition@altitudec.com) as quickly as possible.

### CARS

Le Westin Montréal's parking lot is valet parking only and costs \$45 for 24 hours. The valet stand is at the hotel's main entrance. Several other options are available nearby, including the [Quartier International indoor parking lot \(249 St-Antoine St. W\)](#), which is directly across the street from Le Westin Montréal. Parking costs \$25 for 24 hours.

### Parking access



## BOOTH SPACE

### REGULAR RENTAL SPACE

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

- Black curtains: back wall (8' H) and side walls (3' H)
- One (1) 2' x 6' table with tablecloth
- Two (2) chairs
- One (1) electric outlet
- One (1) wastebasket
- Two (2) exhibitor badges
- Wireless Internet access
- Exhibitor's Guide
- Daily clean-up of common areas (excluding booth cleaning).



Please note that wireless Internet access will be provided. To order a wired connection, please contact [ENCORE](#).

Since the floor is already carpeted, no carpets will be placed in the booth spaces and walkways. If you would like one, please contact Alexy Germain: [agermain@groupeabp.com](mailto:agermain@groupeabp.com).

### TURNKEY BOOTH RENTAL (including space)

Exhibitors who prefer not to bring or provide their own booth can rent one that has already been prepared. Please contact [aemq-exposition@altitudec.com](mailto:aemq-exposition@altitudec.com) to place an order.

The rate for one (1) **10' x 8'** turnkey booth includes:

- Black hard-panel walls
- One (1) sign with standard lettering on the front
- Track for three (3) spotlights
- One (1) 2' x 6' table with tablecloth
- Two (2) chairs
- One (1) electric outlet
- One (1) wastebasket
- Wireless Internet access
- Two (2) exhibitor badges
- Exhibitor's Guide
- Daily clean-up of common shared areas (excluding booth cleaning).



Please note that wireless Internet access will be provided. To order a wired connection, please contact [ENCORE](#).

Since the floor is already carpeted, no carpets will be placed in the booth spaces and walkways. If you would like one, please contact Alexy Germain: [agermain@groupeabp.com](mailto:agermain@groupeabp.com).

**EXHIBITION SERVICES COMPANY**

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

<p>For setup, rental, or personalized booth design needs, please contact</p>	<p>Alexy Germain          Telephone: 514-528-5445 ext. 3214          Email: <a href="mailto:agermain@groupeabp.com">agermain@groupeabp.com</a>          Website: <a href="http://www.groupeabp.com">www.groupeabp.com</a></p>
<p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li>• Onsite storage</li> <li>• Labour</li> <li>• Handling</li> <li>• Rental of accessories and additional material: carpeting, furniture, plants, banners, lighting, etc.</li> <li>• Hard-wall booth rental</li> <li>• Custom booth rental</li> <li>• Portable booth rental</li> <li>• Booth cleaning</li> </ul> <p>ABP order forms are available in <a href="#">Appendix III</a>.</p> <p>Note that ABP offers discounted rates until October 11, 2024. 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 you would like to add or modify accessories, additional charges will apply.**

**CUSTOMS BROKER, OFFICIAL SHIPPING SERVICE, AND ADVANCE STORAGE**

**ConsultExpo** ([Appendix V](#)) is the customs broker and official shipping service for the convention.

<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: <a href="mailto:jeffl@consultexpoinc.com">jeffl@consultexpoinc.com</a>          Website: <a href="http://www.consultexpoinc.com">www.consultexpoinc.com</a></p>
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ConsultExpo is a Canadian customs brokerage firm serving trade shows, conventions, and annual meetings in every major city in Canada. They work with Canadian 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 also offers a comprehensive air and ground shipping service for exhibitors, either one-way or round-trip. This service covers all aspects of shipping for both international and local shipments.

For **advance storage needs**, please contact Jeff Labbé **before shipping** to review the item count, weight, and dimensions of your exhibitor material. Advance storage rates are \$75/100 lbs with a minimum weight of 300 lb (minimum price \$225). Please note that shipping fees are separate.

**IMPORTANT**

If you use shipping companies like FedEx, UPS, or DHL, please ensure that customs fees, taxes, and other charges are paid in advance. Le Westin Montréal **will not accept items sent COD**.

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

Arrangements must be made with ConsultExpo for deliveries prior to the event. Please see [Appendix V](#) for information on early deliveries.

**INTERNET ACCESS**

**ENCORE**

For any Internet access needs, please contact

Eva Rodriguez  
Email: [eva.rodriquez@encoreglobal.com](mailto:eva.rodriquez@encoreglobal.com)  
Website: <http://www.ENCORE.com>

**AUDIOVISUAL AND ELECTRICAL SERVICES**

**Altitude C**

For any audiovisual and electrical needs, please contact

Joël Dufresne  
Email: [jdufresne@altitudec.com](mailto:jdufresne@altitudec.com)

**LIABILITY INSURANCE**

Exhibitors must have their own liability insurance. Le Westin Montréal, 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 the rented space or during transitions in the building, regardless of cause.

You must provide proof of insurance covering equipment loss or damage, injury and death, and all related liabilities (minimum \$2 million). You must also provide Xplor 2024 with a certificate of this insurance and proof of premium payment for the dates of the 2024 Xplor convention.

**Please send a copy of this certificate to [aemq-exposition@altitudec.com](mailto:aemq-exposition@altitudec.com) by October 18, 2024.**

## RESTRICTIONS

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

Animals	The presence of animals must be approved by Le Westin Montréal authorities. Only service dogs are permitted without restriction.
Balloons	Helium-filled balloons are not permitted in the exhibition rooms under any circumstances. Only air-filled balloons are permitted.
Common areas	Do not obstruct the hallways, elevators, escalators, foyers, lobby, signal monitors, plasma screens, building emergency exits, or other rooms of Le Westin Montréal at any time.
Electricity	Transformers and ballasts must be mounted on an insulating plate to avoid damaging the carpeting.
Fire	Always comply with fire prevention regulations. See the “Fire Regulations” in <a href="#">Appendix VI</a> .
Food	<p>All food and beverages served in the exhibition rooms must be ordered through Le Westin Montréal’s 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 samples must be approved by the exclusive caterer.</p> <ul style="list-style-type: none"> <li>• Food and beverage samples must be packaged and identified and relate to the nature of the event.</li> <li>• Only sample-sized portions may be served (two fluid ounces [60 ml] or one solid bite).</li> <li>• Products offered must be manufactured, processed, or distributed by the companies participating in the event.</li> <li>• Distribution of samples or promotional products may result in a fee to compensate for lost revenue.</li> </ul> <p>For authorization, please contact  <b>Anca Stanescu</b>            Phone: 514-370-8917            Email: <a href="mailto:astanescu@westinmontreal.com">astanescu@westinmontreal.com</a></p>
Smoking	<p>Regulation respecting the protection of non-smokers: A provincial law prohibits smoking in the trade show halls and booths. Any person who breaks this law commits an infraction, and is liable to:</p> <ul style="list-style-type: none"> <li>• a fine of \$50 to \$300 for a first offence</li> <li>• a fine of \$100 to \$600 for a first repeat offence</li> <li>• a fine of \$500 to \$1,000 for any subsequent repeat offence</li> </ul>

Noise	Noise or music amplifying systems, and other equipment that produces loud noise, is permitted if the sound does not disturb or cause inconvenience to other occupants in the building.
Pool, tub, and pond installations	If you plan on bringing a pool, tub, or pond, please contact the promoter for authorization.
Projectors	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 x 6 mm (1/4 in. x 1/4 in.).
Stickers	Stickers of any kind are strictly prohibited on the trade show floor.
Sticky substances	It is forbidden to apply paint, lacquer, or any other sticky coatings to the floor or to insert nails or screws or otherwise perforate the floors and walls of the building. Only fabric adhesive tapes (single or double-sided) may be used on floors of the trade show room. No other adhesive tape should be used.
Vibrations	Any equipment that produces strong vibrations must be equipped with anti-vibration cushions and must be approved by trade show management.
Waste	It is forbidden to dispose of solid waste or substances other than water in the floor drains.
Weight restrictions	Floor weight restrictions: 100 lb/sq. ft.
Security	Le Westin Montréal provides general 24/7 security for the building. 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: <b>Anca Stanescu</b> Phone: 514-370-8917 Email: <a href="mailto:astanescu@westinmontreal.com">astanescu@westinmontreal.com</a>

**SAMPLE LABEL**

Sender's name  
Address  
**Le Westin Montréal**  
270 St-Antoine St. W  
Montréal, QC H2Y 0A3  
Att: Anca Stanescu

Xplor 2024  
October 28–October 31, 2024  
Exhibitor's company name: \_\_\_\_\_  
Room: Grande Place  
Booth number(s): \_\_\_\_\_  
Box #: \_\_\_\_\_ of \_\_\_\_\_



## REGISTRATION INSTRUCTIONS

As an exhibitor at the Xplor 2024 Convention, you are entitled to **two (2) free badges** for the convention on October 30–31, 2024.

This badge gives you access to:

- The trade show
- The conferences
- The opening cocktail gala (Tuesday, October 29, 2024)

The 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](mailto:aemq-exposition@altitudec.com).

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

You must register your trade show staff before October 11.

For more information, please email us at [aemq-exposition@altitudec.com](mailto: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, which is in the Business Café on the 9th floor.

- Space dimension: 8' width x 5' depth
- One space includes one (1) table with tablecloth (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, Blu-Tack (mounting putty), or tape is permitted
- Only roll-up banners (36" width) 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 October 30 - 31, 2024.

This pass gives you access to:

- The trade show floor
- The conferences
- The opening cocktail gala (Tuesday, October 29, 2024)

For questions, please contact us at: [aemq-exposition@altitudec.com](mailto:aemq-exposition@altitudec.com)

## MOBILE APP

The [Xplor 2024 | Trade show floor](#) page will be embedded into the mobile app. It 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 portal. If you need help retrieving your credentials, please contact us at: [aemq-exposition@altitudec.com](mailto:aemq-exposition@altitudec.com)

## HOTEL BOOKING

You must make your own room reservation for the event. A room at Le Westin Montréal **will cost \$249 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 2024 convention.

Rooms are limited, so please book by **September 27, 2024**. Room availability and rates are not guaranteed after this date.

Note that **Le Westin Montréal is the only official hotel company associated with our event**. While other hotel resellers may contact you offering accommodation for your trip, **they are not endorsed by or affiliated with the trade show**. 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 congress. However, the area offers plenty of food options. The hotel itself has two restaurants: 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 have created several promotional tools to help you advertise your presence at Xplor 2024, with some useful links to help you make the most of your time at the convention.

- Meeting room for private meetings
- Link to download the Xplor app
- Promotional kit including:
  - Email signature
  - Social media visual
  - Xplor logos
  - Newsletter template
  - Advertising offer on AEMQ social media

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

## CHECKLIST

- Book your hotel room before **September 27, 2024**.
- Plan how you will promote your booth:
  - Use the tools in our promotional [toolbox](#).
  - Invite your contacts to visit your booth during the event.
  - Do you have an original idea for your booth? Contact us at [aemq-exposition@altitudec.com](mailto:aemq-exposition@altitudec.com).
- Plan your arrival at the loading dock.
- Plan shipping and handling needs to send your booth and material to ConsultExpo/ABP. If necessary, use the **shipping label** in the Exhibitor Guide.
- Order any decor, furniture, or other materials using the appropriate forms in [Appendix III](#) of the Exhibitor's Guide and send them to the exhibition service provider (GABP).
- Identify the electricity, Internet access, and audiovisual equipment needs for your space by contacting Encore or Altitude C as soon as possible.
- Prepare to set up your booth at the date and time we will communicate to you 1 month before the event.
- Pick up your exhibitor's badges at the front desk when arriving at the convention for setup.
- Plan your teardown for Thursday, October 31, 2024, between 4 p.m. and 8 p.m.

## **APPENDICES**

**APPENDIX I —  
MAPS AND ROUTES**

## MAPS AND ROUTES

### Route from the west via Highway 20 or from Pierre Elliott Trudeau International Airport (20 km, approximately 20–25 minutes by car)

- Take Highway 20 E toward Montréal/Downtown.
- Highway 20 E will become Highway 136 E (keep left).
- Take exit 3 toward downtown Montréal/Guy St.
- Turn right on René-Lévesque Blvd.
- Turn right on De Bleury St.
- Turn left on St-Antoine St. for the main entrance OR
- Turn left at the next backstreet (Ruelle des Fortifications) for the loading dock.

### Route from the east via Highway 40

#### (Avoid taking Highway 25 S toward the L-H Lafontaine tunnel since there will be major construction and potential congestion)

- Take Highway 40 W toward Montréal.
- Take exit 76 toward QC-125/Lacordaire Blvd.
- Use the right lane to take the ramp to Lacordaire Blvd.
- Turn left on Lacordaire Blvd.
- After 2.5 km, Lacordaire Blvd. becomes Dickson St. Continue.
- Turn right on Notre-Dame St. E. After 5 km, Notre-Dame St. E becomes Viger Ave. E.
- Keep left to continue onto Highway 136 W/ Ville-Marie Expressway.
- In the tunnel, take exit 5 toward Highway 10, direction Pont Champlain/Sherbrooke.
- Keep right at the junction to follow signs for University St.
- Turn right on St-Jacques St.
- Turn left on Robert-Bourassa Blvd.
- Turn right on St-Antoine St. W
- Drive up to 270 St-Antoine St. W for the main entrance OR
- Turn right on De Bleury St., then left on Ruelle des Fortifications for the loading dock.

### Route from the west through Highway 40

- Take Highway 40 E toward Montréal.
- Take exit 64 on your left and take Highway 15 S toward Montréal/Downtown/Pont-Champlain.
- Take exit 63E on your left to take the Ville-Marie Expressway/Highway 136 E toward downtown.
- Take exit 3 toward downtown Montréal/Guy St.
- Turn right on René-Lévesque Blvd.
- Turn right on De Bleury St.
- Turn left on St-Antoine St. for the main entrance OR
- Turn left at the next backstreet (Ruelle des Fortifications) for the loading dock.

### Route from the east through Highway 20

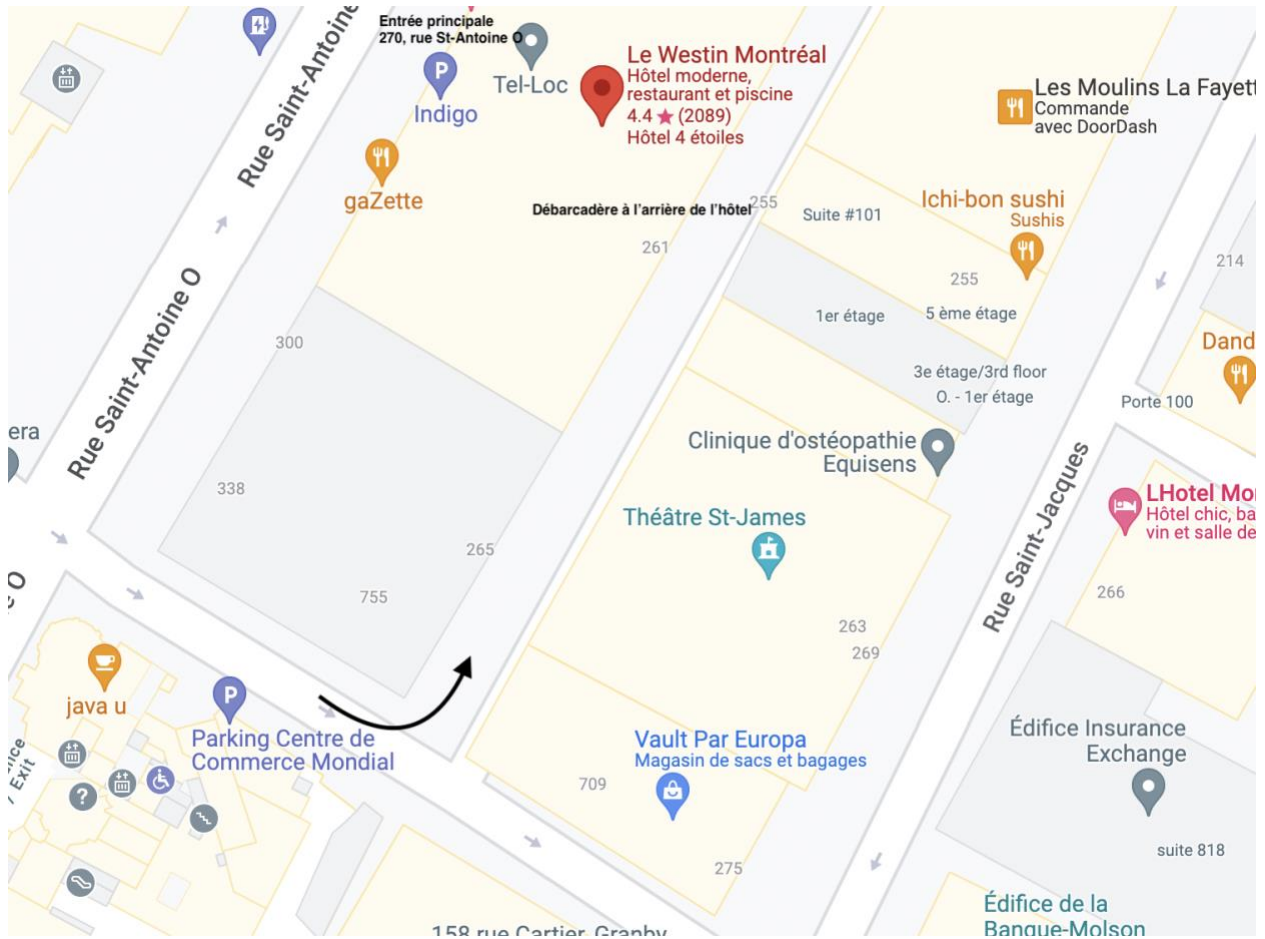
- Take Highway 20 W toward Montréal.
- Take exit 90 for Highway 20 W/QC-132 toward La Prairie/USA/Vareennes/Pont Victoria/Pont Champlain/ Jacques Cartier bridge.
- Keep left at the fork, follow the signs toward Highway 20 W/Highway 15/QC-132 W/La Prairie onto QC-132 W.
- Take exit 82 for Taschereau Blvd./QC-134 toward Jacques Cartier Bridge/Montréal.
- Turn left on Taschereau Blvd.
- Keep right, follow signs for Qc-134 E/Jacques Cartier Bridge/Montréal (you will take the Jacques Cartier Bridge).
- Take the exit for Highway 720/Downtown.
- Follow De Lorimier Ave.
- Turn right on Viger Ave. E.
- Keep left to continue on Highway 136 W.
- In the tunnel, take exit 5 for Highway 10 toward Champlain Bridge/Sherbrooke.
- Keep right at the junction to follow signs for University St.
- Turn right on St-Jacques St.
- Turn left on Robert-Bourassa Blvd.
- Turn right on St-Antoine St. W.
- Drive up to 270 St-Antoine St. West for the main entrance OR
- Turn right on De Bleury St., then left on Ruelle des Fortifications for the loading dock.

### Route from the west through Highway 10

- Take Highway 10 E toward Montréal.
- When you exit Samuel-de-Champlain Bridge, keep right and take exit 58 toward Highway 10/Downtown.
- Highway 10 will become Robert-Bourassa Blvd.
- Turn right on St-Antoine St. W.
- Drive up to 270 St-Antoine St. West for the main entrance OR
- Turn right on De Bleury St., then left on Ruelle des Fortifications for the loading dock.

**APPENDIX II –  
LE WESTIN MONTRÉAL  
LOADING DOCK**





**APPENDIX III –  
ABP TRADE SHOW SERVICES ORDER FORMS**



EVENTS  
CUSTOM MADE  
EXHIBITIONS  
BOUTIQUE

# EXHIBITOR'S KIT

**QMEA** **XPLOR**  
CONVENTION

Le Westin Montreal

October 28th to 31th, 2024

MONTREAL - QUEBEC - OTTAWA

# SPACE CREATOR



## DEAR EXHIBITOR,

As the official exhibition service provider for **QMEA-XPLOR 2024**, we are pleased to help you set up your booth.

In this document, you will find a description of what's included in your space, options to upgrade it, and information on renting our most popular furniture and accessories.

Visit our website to see the extent of the products and services we offer!

[www.groupeabp.com](http://www.groupeabp.com)

- **All in one stand rental**
- **Custom design**
- **Signature furniture**
- **Sale of portable stand**
- **Printing of visuals and signage**
- **Installation labor**



Feel free to reach out if you need assistance, we will be happy to advise you.

Tradeshow division/  
Furniture division:

**Alexy Germain**

(418) 659-2520 ext. 3214

[agermain@groupeabp.com](mailto:agermain@groupeabp.com)





EVENTS  
CUSTOM MADE  
EXHIBITIONS  
BOUTIQUE

# BOOTH OPTIONS

## The section for...

- Your space 4
- Signature options 5
- Personalized booths 6

All our prices include installation and dismantling.

Delivery costs extra.

Please join the order form to the payment form.

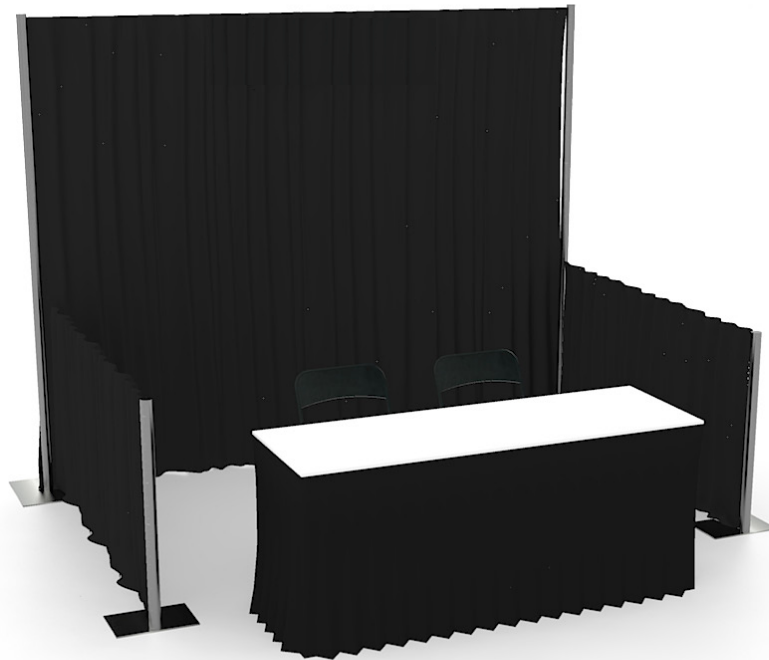
QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA** XPLOR  
CONVENTION

## YOUR BASIC 8' x 10' SPACE INCLUDES:

- Black curtain kiosk with 8'H back wall and 3'h side walls
- Black skirted table 72"L x24"P
- 2 black folding chairs
- 1 garbage bin and 1 recycling bin



We offer a wide range of options to design your booth. Please refer to the next pages to have an overview of some of our products.

Don't hesitate to contact us if you don't see what you want!

QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA XPLOR**  
CONVENTION

**SIGNATURE OPTIONS**

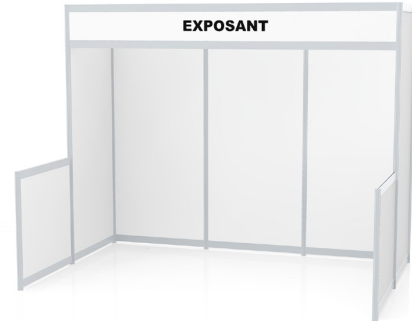
Replace the included curtain shell with:



**Standex panels**

Self standing panel with fully displayable surface 40"L x 95"H  
- 3 panels for the back wall only  
- 5 panels for the complete booth

Attention: Hard Shell Booth  
No installation is permitted on the standard booth panels.  
Replacement fees will be charged in case of damage.



**Hard shell booth**

Back wall 8'H, 1 full size side panel and 1 half wall side panel  
120" custom identification sign  
White panels can be replaced with black ones or custom prints (prices on demand)

Replace the included furniture with:



**Option 1**

- Chrome cruiser cocktail table  
- 2 modern stools  
Also available in black.



**Option 2**

- Hampton cocktail table  
- 2 rattan stool  
- 1 Hampton shelf  
The Hampton collection is available in different finishes and colors.

Exhibitor name:  
On-site manager:  
Cellphone:

Booth #:  
Deadline: October 11th, 2024  
Deadline for prints: September 27th, 2024

**USE COLUMN B IF ORDERING AFTER THE DEADLINE**

CODE	QTY	DESCRIPTION	A	B	TOTAL
Standex	1 (ONE)	Standex panel 40"L x 95"H <b>without display</b>	164 \$	205 \$	
StandexPVC	1 (ONE)	Standex panel <b>with display</b> (Print on PVC)	514 \$	642 \$	
Hardshell		Hardshell booth 8' x 10' with 120" custom identification sign	650 \$	800 \$	
Option 1		Chrome cruiser cocktail table with 2 modern stools	162,75 \$	203,50 \$	
Option 2		Hampton cocktail table, 2 rattan stools, 1 Hampton shelf	525 \$	656,50 \$	

**\*All our prices include assembly and dismantling\***

Please attach the payment form to the order form

# PERSONALIZED BOOTH

The « basic look » isn't for you? We are know for our creations in the tradeshow world. Let us take your booth from 0 to 100, we are talented at what we do.

Get supported by our designers in creating your concept, or give us *carte blanche!* Whether creating a custom project or adding prints to your kiosk. Turnkey service offered.



Tradeshow division/  
Furniture division:

Alexy Germain (418) 659-2520 ext. 3214  
[agermain@groupeabp.com](mailto:agermain@groupeabp.com)





EVENTS  
CUSTOM MADE  
EXHIBITIONS  
BOUTIQUE

# THE ADDONS

The section for...

- Classic furniture 8
- Signature furniture 10
- Display and visibility 12
- Floor coverings 14
- Payment form 16
- Complete catalog 17

All our prices include installation and dismantling.

Delivery costs extra.

Please join the order form to the payment form.

# CLASSIC FURNITURE

**We know the essentials. Discover our inventory of no-fuss furniture, a sure value in the world of exhibitions.**

A basic selection is shown on the next page, and we have much more in stock. Want a little more? See you on p.10 for our « *signature furniture* »!



Tradeshow division/  
Furniture division:

**Project manager** (xxx) xxx-xxxx ext. xxxx  
[xxxx@groupeabp.com](mailto:xxxx@groupeabp.com)

QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA XPLOR**  
CONVENTION

Exhibitor name:  
On-site manager:  
Cellphone:

Booth #:

Deadline: October 11th, 2024

**USE COLUMN B IF ORDERING AFTER THE DEADLINE**

CODE	QTÉ	DESCRIPTION	A	B	TOTAL
MS-1		Bistro table - White - 30" diam. X 30"H	78,75 \$	98,50 \$	
MS-2		Cocktail Table - White - 30" diam. x 42"H	78,75 \$	98, 50 \$	
MO-7504		Chrome shelf 59" x 23" 77"H	385 \$	481,25 \$	
MS-4		High skirted table - White - Black - 2' X 6' X 40"H	72,50 \$	91 \$	
MS-5		Aluminium counter 1M - White - 40" X 24" X 40"H	197 \$	246,25 \$	
MS-6		Aluminium counter 2M - White - 78" X 24" X 40"H	328 \$	410 \$	
MS-7		Stool without backrest - Black	17,50 \$	22 \$	
MS-8		Stool with backrest - White	40\$	50 \$	
MS-9		Folding chair - Black	6,50\$	9\$	
MS-10		Banquet chair - Black fabric	9 \$	15,75 \$	
MS-11		Zion brochure holder	105 \$	131,25 \$	
MS-12		Plant - Various sizes	Price upon request		



MS-1  
Bistro table  
30" diam. x 30"H  
Black or white



MS-2  
Cocktail table  
30" diam. x 42"H  
Black or white



MO-7504  
Chrome shelf  
59" x 23" x 77"H



MS-5  
1M counter  
40"L x 24"D x 40"H  
White



MS-12  
Plant  
Various sizes



MS-7  
Stool without backrest  
Black



MS-8  
Stool with backrest  
Blanc



MS-9  
Folding chair  
Black



MS-10  
Banquet chair  
Black fabric



MS-11  
Zion brochure holder

**\*All our prices include assembly and dismantling\***

Please attach the payment form to the order form

# SIGNATURE FURNITURE

**Want your booth to stand out? We are more than equipped to create a booth that lives up to your image.**

Choose your own furniture, or contact our furniture division to be accompanied by our designers. Turnkey service offered.



Tradeshow division/  
Furniture division:

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[agermain@groupeabp.com](mailto:agermain@groupeabp.com)

QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA XPLOR**  
CONVENTION

Exhibitor name:  
On-site manager:  
Cellphone:

Booth #:

Deadline: October 11th, 2024

**USE COLUMN B IF YOU ORDER AFTER THE DEADLINE DATE**

CODE	QTÉ	DESCRIPTION	A	B	TOTAL
MO-3032		Wishbone chair - Natural wood	38,50 \$	44 \$	
MO-9943		Stackable base bistro table - Black base + white top	175 \$	200 \$	
MO-3398		Charlie chair - Taupe	14 \$	16 \$	
MO-8920		Area rug - Blue marble	262,50 \$	300 \$	
MO-2194BN		Skyline side table - White base + wooden top	105 \$	120 \$	
MO-2042		Hampton cocktail table - White wood	120,75 \$	138 \$	
MO-3530CB		Agora stool - Chrome base + white leather cushions	33,25 \$	38 \$	
MO-7510		Wooden stepladder shelf	341,25 \$	390 \$	
MO-1841		Round pouf - Gold and rust-colored velvet	70 \$	80 \$	
MO-1449OC		Balsam Armchair - Natural wood + rust-colored velvet cushions	166,25 \$	190 \$	



MO-3032  
Wishbone chair  
Natural wood



MO-9943  
Stackable base table  
Various colors, sizes  
and finishes



MO-3398  
Charlie chair  
Various colors



MO-8920  
Blue marble area rug  
64" x 88"



MO-2194BN  
Skyline side table  
Various colors, sizes and  
finishes



MO-2042  
Hampton cocktail table  
24" L x 24" D x 42"H  
Various colors and sizes



MO-3530CB  
Agora stool  
Various colors and  
finishes  
Gold or chrome frame



MO-7510  
Stepladder shelf  
Natural wood  
42" L x 20" P x 72" H



MO-1841  
Round pouf  
Various colors and  
finishes  
Gold or chrome frame



MO-1449OC  
Balsam armchair  
Various Colors

**\*All our prices include assembly and dismantling\***

Please attach the payment form to the order form

# SIGNAGE AND DISPLAY

**The goal: to be noticed.**

Make your own design, or send us your ideas. Starting from visuals displayed on booth walls, personalized structures, flags, cushions, the possibilities are endless.



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Furniture division:

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QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA XPLOR**  
CONVENTION

Exhibitor name:  
On-site manager:  
Cellphone:

Booth #:  
Deadline: October 11th, 2024  
Deadline for prints and pop ups: September 27th, 2024

**USE COLUMN B IF ORDERING AFTER THE DEADLINE**

CODE	QTÉ	DESCRIPTION	A	B	TOTAL
#SBFTDBM		Beach flag - 108"H - Printed on both sides	485 \$	607 \$	
#STENTE10		Personalized tent 10'x 10' with back wall	2020 \$	2525 \$	
#SEKO		Roll Up 79"H	246 \$	307,50 \$	
EEST-9999		Custom cushion 14"	54 \$	67,50 \$	
MO-4005		Plexi bar - 48" or 72"	Prices on demand		
MO-7362		Display screens with visuals - Various styles	Prices on demand		
DEX-4166		Standex display panels 40"L x 95"H	164 \$	205 \$	
EEST-9999		Personalized tower	Prices on demand		



#SBFTDBM  
Medium beach flag 108"H  
More sizes on demand  
Base and transport bag included



#STENTE10  
10'x10' personalized tent  
More sizes available on demand  
Transport bag included



#SEKO  
Roll Up  
Transport included  
More sizes available on demand



EEST-9999  
14" personalized cushion



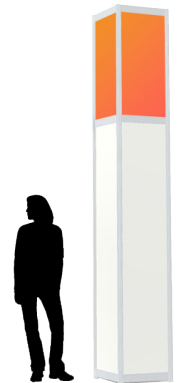
MO-4005  
48" plexi bar  
More sizes on demand



MO-7362  
Screen with visuals  
Various styles  
More sizes on demand



DEX-4166  
Standex display panels  
15"L or 40"L x 95"H



EEST-9999  
Personalized tower  
20" x 20" x 120"H  
More sizes on demand

**\*All our prices include assembly and dismantling\***

Please attach the payment form to the order form

# ON THE FLOOR



EVENTS  
CUSTOM MADE  
EXHIBITIONS  
BOUTIQUE

We offer a large variety of rugs to help make your space unique. Felt rugs, standard rugs, grass rugs, linoleum, as well as decorative rugs.

We will be happy to guide you in your choice of flooring.



Tradeshow division/  
Furniture division:

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[agermain@groupeabp.com](mailto:agermain@groupeabp.com)



QMEA-XPLOR 2024

October 28th to 31th, 2024  
Le Westin Montréal

**QMEA XPLOR**  
CONVENTION

Exhibitor name:  
On-site manager:  
Cellphone:

Booth #:

Deadline: October 11th, 2024

**CARPET, FLOORING AND UNDER CARPET:**

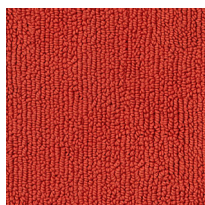
USE COLUMN B IF ORDERING AFTER DEADLINE					
CODE	QTY	DESCRIPTION	A	B	TOTAL
	5' x 10'	Standard carpet	90 \$	112,50 \$	
	10' X 10'	Standard carpet	185 \$	235 \$	
	20' X 10'	Standard carpet	370 \$	470 \$	
	20' X 20'	Standard carpet	720 \$	900 \$	
<b>PBOIS</b>	5' x 10'	Linoleum	95 \$	118,75 \$	
<b>PBOIS</b>	10' x 10'	Linoleum	190 \$	237,50 \$	
<b>PBOIS</b>	20' x 10'	Linoleum	380 \$	475 \$	
<b>PBOIS</b>	20'x 20'	Linoleum	760 \$	950 \$	
<b>SS-TAPIS</b>	5' x 10'	Under carpet	62,50 \$	78 \$	
<b>SS-TAPIS</b>	10' x 10'	Under carpet	125 \$	156,25 \$	
<b>SS-TAPIS</b>	20' x 10'	Under carpet	250 \$	312,50 \$	
<b>SS-TAPIS</b>	20' x 20'	Under carpet	500 \$	625 \$	
<b>Custom</b>	_____ ' x _____ ' _____	Material: _____			

USE COLUMN B IF ORDERING AFTER 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 \$	

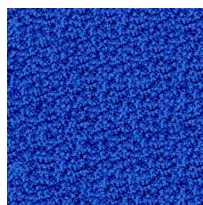
**Color options :**



BLACK



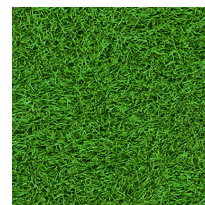
RED



ROYAL BLUE



GREY



GRASS  
CARPET



VINYL  
FLOORING  
WOOD FINISH



\*\*\* Other colors available on request.\*\*\*

**\*Prices do not include assembly and dismantling\***

Please attach the payment form to the order form

**CREDIT CARD PAYMENT**

Any balance remained unpaid at the end of the event will be charged to your credit card.

CREDIT CARD NUMBER :		 <input type="checkbox"/>	 <input type="checkbox"/>
EXP. :	CCV :		
CARDHOLDER'S NAME :			
BILLING ADDRESS :			
CITY, PROVINCE, POSTAL CODE :			
PHONE. :	EMAIL :		
SIGNATURE :			

**BANK TRANSFER**

SUPPLIER INFORMATION	
NAME : ABP Location Inc.	
ADDRESS : 12 900 Industrial Boul., Pointe-Aux-Trembles, Montreal (QC), CANADA, H1A 3V2	
PHONE : 1 800 772-7110	
EMAIL : <a href="mailto:recevables@groupeabp.com">recevables@groupeabp.com</a>	
BANKING INFORMATION	
ACCOUNT NUMBER: 0613528	
TRANSIT NUMBER : 00701	
BANKING INSITUTION NUMBER : 006	
NAME : Nationale Bank of Canada, 12 675 Sherbrooke Est Str., Montreal (QC), CANADA, H1A 3W7	
SWIFT CODE: BNDCCAMMINT	

Please notify us by email at [recevables@groupeabp.com](mailto:recevables@groupeabp.com) when a deposit will be made.

UNCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

*Please provide the requested information when placing your order.*

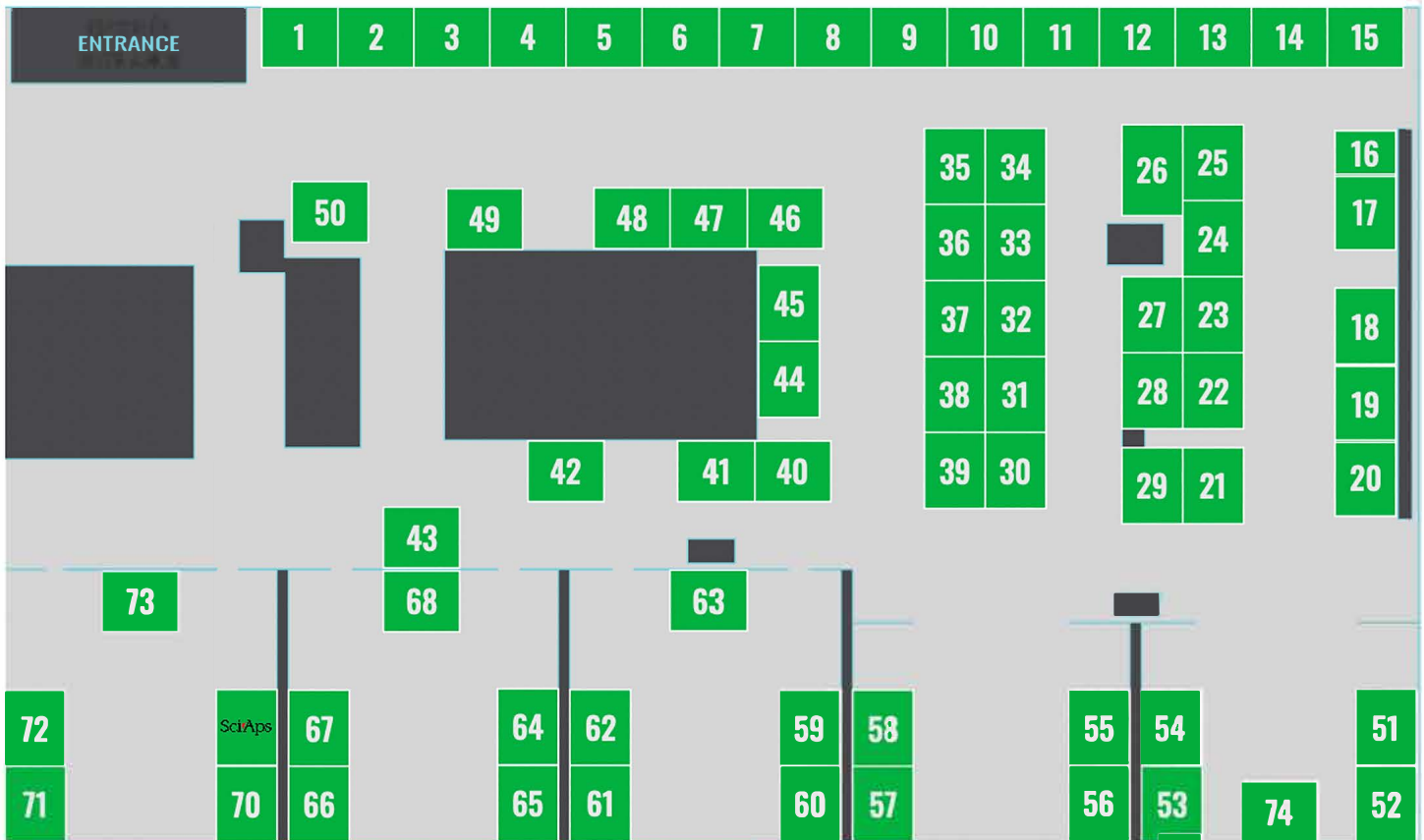
# OUR COMPLETE CATALOG



EVENTS  
CUSTOM MADE  
EXHIBITIONS  
BOUTIQUE

- Seating
- Tables and consoles
- Bars and shelves
- Accessories

**APPENDIX IV —  
FLOOR PLAN**



CONVENTION  
**QMEA XPLOR**

**APPENDIX V –  
CONSULTEXPO ORDER FORM**



# DOMESTIC 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):** \_\_\_\_\_ Shipping Only

SHIPPER INFO (SHIPPING FROM)		
Company Name:		
Address:		
City:	Province:	Postal:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)		
Company Name:	Booth#	
Venue Name:		
Address:		
City:	Province:	Postal:
On-site Contact Name:	Cell:	
Email:		

RETURN SHIPPING INFORMATION			SAME AS SHIPPER
Company Name:			
Address:			
City:	Province:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

INVOICING INFORMATION			SAME AS SHIPPER
Company Name:			
Address:			
City:	Province:	Postal:	
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	
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	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
	<b>Total Pieces</b>			<b>Total Weight</b>	

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck  
 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:

**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](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](http://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 —  
TEARDOWN INSTRUCTIONS**

**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.**

Management