

Useful Information

Exhibit Co-ordinator

Mr. Robert Fuchs
Quebec Provincial Association of Teachers
17035 Brunswick Blvd., Suite 1
Kirkland, QC H9H 5G6
Tel.: (514) 694-9777 or (800) 361-9870
Fax: (514) 694-0189
Email: robert_fuchs@qpat-apeq.qc.ca

Booth Equipment and Services

Mr. Ghislain Boucher
GES Canada
Place Bonaventure
800 de la Gauchetière St. West, Suite 1165
Montréal, QC H5A 1K6
Tel.: (514) 861-9694 Ext. 19
Fax: (514) 392-1577
Email: gboucher@ges.com

Services

Mr. Jean-Philippe Nault
PSAV
Tel.: (514) 841-2041
Email: jnault@psav.com
OR
Mr. Karla D. Rodriguez
PSAV
Tel.: (514) 841-2041
Email: kdroduiguez@psav.com

Materials: Drayage, Storage, Delivery and Handling

GES c/o Lamcar Logistics
Convention QPAT-APEQ 2018
4405 Chemin du Bois Franc, #7-8-9
Saint-Laurent, QC H4S 1A8
REFER TO ORDER FORM AND SHIPPING LABELS
IN GES EXHIBITOR KIT

Convention and Official Hotel

Hyatt Regency Montréal
1255, Jeanne-Mance, C.P. 130
Montréal, QC H5B 1E5
Tel.: (514) 982-1234
Fax: (514) 285-1243

Shipments, Deliveries, Receiving Dock

Hyatt Regency Montréal
1251 Jeanne-Mance Street, Dock 16-17
Succ. Place Desjardins – C.P. 130
Montréal, QC H5B 1E5
CONVENTION: APEQ-QPAT 2018
COMPANY: Quebec Provincial Assoc. of Teachers
CONVENTION DATES: November 8-9, 2018
ROOM:
Convention Service Manager: Sandrine Torrani

No deliveries before November 8th

QUEBEC
PROVINCIAL ASSOCIATION
OF TEACHERS



L'ASSOCIATION PROVINCIALE
DES ENSEIGNANTES
ET ENSEIGNANTS DU QUÉBEC



RULES AND REGULATIONS

Location of Exhibition

The exhibit will be held in room Grand Salon Opéra of the Hyatt Regency de Montréal.

Convention Exhibit Booth Spaces

Exhibits in convention booth spaces are not limited as to the type of exhibit equipment installed. However, the approved maximum height for all regular booth display spaces is 8 feet, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back wall. From that point (48 inches from the back wall) to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

Booth Equipment and Service Information

Standard drapery booth equipment (backs 8' high, side rails dividers 3' high) and a standard one-line booth sign (7" X 44") lettered in black block letters on a white background, 1 table (6' with skirt), 2 chairs, 1 waste basket, and carpeting **are included** in the rental fee. Extras are **not included** in the price of the booth.

The official decorator and supplier of Exhibition Services and Equipment for the QPAT Convention is **GES Canada, 800 de la Gauchetière St. West, Place Bonaventure, Suite 1165, Montréal, Québec, H5A 1K6 Tel: (514) 861-9694, Fax: (514) 392-1577**. GES Canada will email catalogues and requisition forms to all exhibitors so that orders may be placed well in advance. Their service includes rental of tables, chairs, risers, panels etc. **The deadline for a rebate on prices is October 25th, 2018.**

Display Labour

Labour for unpacking, dismantling and repacking prefabricated displays can be obtained from **GES Canada** 8:30 a.m. to 4:30 p.m., Monday through Friday, is considered straight time; before 8:30 a.m. or after 4:30 p.m. plus Saturdays, Sundays and legal Canadian holidays is considered time and a half.

Electrical Regulations

You can order electrical outlets and hookups with the sales department of **PSAV, Tel: (514) 841-2041, Email: jnault@psav.com**. Full information on the cost of such services will be found on the order form included in *GES Canada services manual*.

Receiving, Moving, and Handling of Exhibitors' Material within the Hyatt Regency

All out-of-town shipments or local truck deliveries must be handled by the official drayage company: **GES c/o Lamcar Logistics**.

Drayage, Storage and Delivery

GES c/o Lamcar Logistics will receive and store all display and exhibit material, deliver these directly to the exhibitor's booth, remove and store empty crates during the display, return empties at the conclusion of the show, remove repacked material and ship as directed.

Installation and Removal

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the display before the opening of the exhibition and to dismantle the display immediately after the close of the exhibition.

Booth space will be ready for exhibitors to install displays on Thursday, November 8th, from 8:00 a.m. until 1:00 p.m.. Clean-up of the exhibits area is scheduled from 1:00 p.m. to 2:00 p.m.. **All exhibits must be manned and remain open until the official closing hour.** No display shall be dismantled before the official closing time of 4:00 p.m. of the same day. Any material left on the floor after this time will be stored and charged at prevailing rates.

Exhibit Hours

All booths must be open and staffed during the following hours:

Thursday, November 8th, 2:00 p.m. – 8:00 p.m.

Friday, November 9th, 8:30 a.m. – 4:00 p.m.

Exhibit Closing

Please be sure before you leave the Hyatt Regency that you contact **GES c/o Lamcar Logistics** regarding your outgoing shipments. You must have one responsible person in the booth at the end of the Convention until **GES c/o Lamcar Logistics** picks up the goods from your booth. Your goods must be well identified with the return address and by which transporter the material will be picked up. Pick up from **GES c/o Lamcar Logistics** at the end of the Convention can be done only on the next **Tuesday, November 13th, 2018** and not before.

Shipments Originating in Canada

All exhibit material must be shipped prepaid addressed as indicated below, and scheduled to arrive after **October 18th** and before **November 2nd, 2018**.

GES c/o Lamcar Logistics
Convention APEQ-QPAT 2018
4405 Chemin du Bois Franc, #7-8-9
Saint-Laurent, QC H4S 1A8
REFER TO SHIPPING LABELS IN GES EXHIBITOR KIT

Advertising and Promotion

Advertising circulars or items may be distributed from booths, or placed on the tables set aside for display purposes in the restaurant areas of the exhibit hall. They must not be placed on chairs or other furniture in the convention session rooms. Distribution of noise-making devices of all kinds is **prohibited**. The management reserves the right to ban objectionable premiums or novelties, and to prevent the distribution of same or any articles or products which it believes might endanger the health and safety of those attending the convention.

Cancellation

If space contracted for is cancelled by an exhibitor on or after October 14th, or if the exhibitor fails to occupy space contracted for, the QPAT Convention is entitled to the full amount of space rental. However, if the QPAT Convention succeeds in reselling the space, the exhibitor will be relieved of this obligation less a \$100.00 service charge. If a booth space is not occupied by 2:00 p.m. on November 8th, 2018, the QPAT Convention shall have the right to use such space as it sees fit to eliminate blank space in the exhibit.

Restrictions

QPAT reserves the right to, at any time, cancel the participation of any exhibitor at the QPAT Convention and issue to said exhibitor a full refund of any rental fees, if in its judgement the presence of said exhibitor at the QPAT Convention is likely to present a security risk to and/or a disruption of the QPAT Convention.

Liability

QPAT, their representatives or the decorating contractor will not be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the foregoing named association and individuals from any and all claims for such loss, damage or injury.

Security

Exhibit management will provide the necessary watchmen during the hours the exhibit area is closed. However, the exhibitor is solely responsible for his own exhibit material and should insure his exhibit against loss or damage. Please put small items of value out of sight each night. All property of an exhibitor is understood to remain in his care, custody and control in transit to or from, or within the confines of the exhibit area.

Care of Building and Equipment

No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumb tacks, scotch tape, nails, screws, bolts or any tools or material which could mar the floor or walls, is **prohibited**. Fire hose cabinets must be left accessible and in full view at all times. No flammable fluids or substances may be used or shown in booths. All decorations and displays must be of non-flammable material or treated for fire prevention by an approved method. Material of this nature can be obtained through GES Canada.