

QUEBEC  
PROVINCIAL ASSOCIATION  
OF TEACHERS



L'ASSOCIATION PROVINCIALE  
DES ENSEIGNANTES  
ET ENSEIGNANTS DU QUÉBEC



# RULES AND REGULATIONS

## Location of Exhibition

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The exhibit will be held in room St-Laurent (1 to 6) of the Hôtel Bonaventure – Montréal.

## Convention Exhibit Booth Spaces

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Exhibits in convention booth spaces (10' X 10') 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

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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, 2019.**

## Display Labour

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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.

## **Receiving, Moving, and Handling of Exhibitors' Material within the Hôtel Bonaventure**

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

## **Drayage, Storage and Delivery**

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**GES c/o YRC** 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**

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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 14th, 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 staffed 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**

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

**Thursday, November 14th, 2:00 p.m. – 8:00 p.m.**

**Friday, November 15th, 8:30 a.m. – 4:00 p.m.**

## **Exhibit Closing**

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Please be sure before you leave the Hôtel Bonaventure that you contact **GES c/o YRC** regarding your outgoing shipments. You must have one responsible person in the booth at the end of the Convention until **GES c/o YRC** 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 YRC** at the end of the Convention can be done only on the next **Tuesday, November 19th, 2019** and not before.

## **Shipments Originating in Canada**

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All exhibit material must be shipped prepaid addressed as indicated below, and scheduled to arrive after **October 28th** and before **November 9th, 2019**.

QPAT/APEQ Convention  
GES c/o YRC  
1725 St-Francois Road  
Dorval, QC H5A 1G1  
REFER TO SHIPPING LABELS IN GES EXHIBITOR KIT

## **Advertising and Promotion**

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Advertising circulars or items may be distributed from booths. 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**

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If space contracted for is cancelled by an exhibitor on or after October 25th, 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 14th, 2019, the QPAT Convention shall have the right to use such space as it sees fit to eliminate blank space in the exhibit.

## **Restrictions**

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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**

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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**

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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**

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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.

## **Useful Information**

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### **Exhibit Coordinator**

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 x 234  
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

### **Materials: Drayage, Storage, Delivery and Handling**

QPAT/APEQ Convention  
GES c/o YRC  
1725 St-Francois Road  
Dorval, QC H9P 2S1  
REFER TO ORDER FORM AND SHIPPING LABELS  
IN GES EXHIBITOR KIT

### **Convention and Official Hotel**

Hôtel Bonaventure Montréal  
900, rue de la Gauchetière West  
Montréal, QC H5A 1E4  
Tel.: (514) 878-2332 or (800) 267-2575  
Fax: (514) 878-1442

Convention Service Manager: Lysanne Rioux

### **Shipments, Deliveries, Receiving Dock**

Corner of St-Jacques & Montfort Streets

**No deliveries before November 14th, 2019**