

## SECTION 1 - TECHNICAL AND LOGISTICAL DETAILS

### AUDIO-VISUAL & VIDEO SERVICES

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The supplier for Audio-visual services including computers is Freeman Audio Visual Canada. Items must be ordered through the Audio-Visual Order Form.

### BOOTH FURNITURE

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**Deadline: May 1, 2015**

A modular display booth is included in the exhibition fee.

#### 1. If you use the modular booth:

Each regular 10' X 10' (3m X 3m) booth package includes:

- 8' high background and 3' high side dividers in black drape
- One 6'L x 30"H x 24"W table with black skirt
- Two grey side chairs
- One standard electrical outlet (15 amps)
- Company identification sign
- The Exhibit Hall is carpeted.

*Note:* Exhibitors are responsible for providing any additional furniture, equipment, power and lighting for their booths. Furniture and equipment must be ordered separately through [GES Canada / Clarkson-Conway](#), who is the official decorator for IMC15. Additional electricity must be ordered through the Palais des congrès Portal at this website:

<https://portailclient.congresmtl.com/en/web/guest/accueil>

Please create an account and you can place an order online with the Palais des congrès.

The pipe & drape booth will be installed prior to your arrival on site.

**\*\*\* EARLY-BIRD PRICING \*\*\***

*GES Canada / Clarkson-Conway      June 22, 2015*

*Palais des congrès                      June 26, 2015*

You must download and complete the [Exhibitor Reply Form](#) by **May 1, 2015**, in order to indicate:

- a) your decision to use the pipe & drape booth provided or to bring your custom-built booth
- b) your exact text for the booth identification sign (if required). If you are having your own custom-built booth, we will not provide a sign from Clarkson-Conway.

*Last minute and on-site modifications or orders will be subject to additional fees.*

#### 2. If you bring your own booth:

[The IMC15 Exhibit Office](#) must approve any booth built by an exhibitor or rented from a firm other than the official decorator. Please refer to [Booth Design / Construction](#) regulations in the Rules & Regulations section. Please submit your sketches / plans by **June 1, 2015**.

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**BOOTH CLEANING****Early-bird pricing: June 26, 2015**

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The Palais des congrès supplies all cleaning services in the exhibit hall. The IMC15 Exhibit Office is responsible for maintaining clean aisles within the exhibit hall. For individual booth cleaning requirements, exhibitors must go through the Palais des congrès Portal at this website: <https://portailclient.congresmtl.com/en/web/guest/accueil>. Please create an account and you can place an order online.

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**CATERING**

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[Capital Traiteur](#) is the exclusive supplier for food and beverages consumed or distributed in the Palais des congrès. If you wish to serve food or beverages in your booth, you must contact Capital Traiteur. [Sample menus and order form for catering](#) are available in section 4 – Order Forms.

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**CUSTOMS BROKER & SHIPPING**

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[Mendelssohn Event Logistics](#) has been appointed official Customs Broker & Freight Forwarder for IMC15.

Exhibitors who follow the instructions of Mendelssohn will experience no difficulty exhibiting in Canada. Mendelssohn Event Logistics will have a representative on site throughout the event for your convenience. [Shipping Instructions](#) and [Order Form for Customs and Transportation Services](#) are available in section 4.

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**DECORATOR, FURNITURE & DRAYAGE****Early-bird pricing: June 22, 2015**

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[GES Canada / Clarkson-Conway](#), is the official decorator for IMC15. Its services include the supplying of furniture, accessories, signs, labor, flowers & plants and drayage.

[Detailed brochure and order forms](#) for additional services, and [Order forms for drayage](#) are available in section 4.

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**ELECTRICAL SERVICES****Early-bird pricing: June 26, 2015**

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One outlet of basic electricity (15 amps) is included in your exhibit space. For any additional electrical requirements, please order through the Palais des congrès Portal at this website: <https://portailclient.congresmtl.com/en/web/guest/accueil>. Please create an account and you can place an order online.

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**EXHIBITOR LISTING****Deadline: May 1, 2015**

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All IMC15 exhibiting organizations are entitled to a listing in the Exhibit Directory.

Submit your text **via e-mail** to the [IMC15 Exhibit Office](#) by use of the available Exhibitor Reply Form in Word format.

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**EXHIBITOR REGISTRATION****Deadline: June 15, 2015**

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IMC15 exhibiting companies are entitled to a certain number of exhibitor staff passes as stipulated in their Contract.

Additional exhibitor badges above the company's allowance will be subject to a \$150 CAN (plus applicable taxes) per badge service charge as coffee breaks are included for exhibitors. It is permitted to surrender an exhibitor badge for replacement due to a correction or a change in

personnel. The exhibitor badge does not allow attendance to the scientific sessions, nor the social evening event.

Please register your personnel by completing the Exhibitor Registration Form. Additional regular Delegate registration passes can be purchased through the online registration system. Exhibitor badges must be picked up at the IMC15 Exhibitor Registration Counter.

## **EXHIBIT TIMETABLE**

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**Set-up:                    Monday, July 6, 2015                    10:00 - 17:00**

All exhibits must be near completion by 17:00 on Monday, July 6, 2015. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.

All crates and boxes must be removed from the exhibit floor by 17:00 on Monday, July 6, 2015, to allow for aisle carpet cleaning.

If the booth space is not occupied by 17:30 on Monday, July 6, 2015, the IMC15 Exhibit Office reserves the right to use such space as it deems appropriate.

**Official opening hours:** *Please note that all booths must be manned during these events.*

|                                |                                        |
|--------------------------------|----------------------------------------|
| <b>Monday, July 6, 2015</b>    | <b>18:00 – 20:00 Welcome Reception</b> |
| <b>Tuesday, July 7, 2015</b>   | <b>09:30 – 16:30</b>                   |
| <b>Wednesday, July 8, 2015</b> | <b>09:30 – 13:00</b>                   |
| <b>Thursday, July 9, 2015</b>  | <b>09:30 – 15:00</b>                   |

Exhibitors will be allowed in the exhibit hall 30 minutes before it opens, and may also leave 30 minutes after closing. Please check with the IMC15 Exhibit Office if additional time is required. All exhibits must be opened and staffed during official opening hours.

**Move-out:                    Thursday, July 9, 2015                    15:00 – 21:00 *Official move-out***

Exhibitors may begin to pack materials, supplies, and literature when the exhibit closes on Thursday, July 9, at 15:00. It is strictly forbidden to begin dismantling before this time. Only small items may be moved. The cartons, followed by the crates can be returned at the official move-out time starting at 15:00 until 21:00. All equipment must be ready and assembled at the loading dock before carriers are permitted access to the area.

All display material must be cleared from the exhibit hall by 21:00 on Thursday, July 9, 2015. Should an exhibitor fail to remove his exhibit, the IMC15 Exhibit Office reserves the right to remove such exhibit at the exhibitor's expense.

## **EXIT VOUCHER FOR MATERIALS**

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No materials may be moved out while the exhibition is in progress, unless accompanied by an exit voucher duly approved by the [IMC15 Exhibit Office](#) or its designated representatives.

## **FLOOR PLAN**

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The floor plan is continuously being updated and is available on the website. The Office, for the overall benefit of the exhibition, may modify general layout and booth allocations.

## **HOTEL ACCOMMODATION**

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For the convenience of all IMC15 participants, we have organized special group rates at different hotels in downtown Montreal. These hotel rates are guaranteed until June 5, 2015, unless indicated otherwise. More details on different hotel options, taxes and rates are available on the website at: <http://imc15.com/en/accommodation/>

## **LIABILITY**

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Neither IMC15, the Exhibit/Congress Office, the Palais des congrès, the Professional Congress Organizer, any suppliers, their employees or representatives, nor any member of the IMC15 Congress Organizing Committee is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

## **PUBLIC ACCESS**

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- The closest entrance to the IMC 15 meeting space at the Palais des congrès is at 201 Viger Avenue West.
- Pedestrians may also use the Esplanade entrance on La Gauchetière Street.
- The Place-d'Armes metro station is connected to the Palais des congrès.

## **SECURITY**

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General security will be provided from beginning of move-in to the end of move-out. Although the [IMC15 Exhibit Office](#) provides general security, the Office and the Palais des congrès will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

Should you require additional security for your booth, products or equipment, exhibitors should order security through the Palais des congrès Portal at this website: <https://portailclient.congresmtl.com/en/web/guest/accueil>. Please create an account and you can place an order online.

We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out. **During move-in, all Exhibitor Appointed Contractors will be given a badge that must be worn at all times.**
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the IMC15 Exhibitor Registration Counter, for these people to gain admittance to the exhibit hall.
- **Never leave your laptops, computers and small electronic devices unattended in your booth and not overnight.**
- Please keep your giveaways and other promotional material out of sight after exhibit hours.
- Please do not schedule any meetings in your booth outside of exhibit hours.

- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

## **SHIPPING OF MATERIAL AND ADVANCE WAREHOUSE STORAGE**

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[IMC15 Exhibit Office](#) strongly recommends the use of Mendelssohn, the official international freight carrier and customs broker or GES, the material handling (drayage) and domestic contractor, to avoid long waits at the loading dock, due to their limited loading dock facilities.

ADDRESS OF GES FOR ADVANCE WAREHOUSING:

GES c/o Démark for IMC 2015  
9235, rue Boivin  
Lasalle, Quebec  
Canada, H8R 2E8

**Exhibitors wishing to ship their freight for arrival between June 15 and July 3, 2015, must use the Advance Warehouse Storage option of GES. Please refer to the Order forms.**

N.B. Please ensure you pre-arrange outbound shipping prior to the close of the exhibit.

## **SIGN INSTALLATION**

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Sign installation is limited in room 520. Please consult with the Palais des Congrès if you require this service in the exhibit hall.

## **STORAGE**

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[GES Canada / Clarkson-Conway](#) will supply labels on site to identify your boxes. Please note that you will not have access to your boxes until the end of the exhibit. Therefore, no valuable items should be stored there.

## **TELEPHONE / INTERNET / COMMUNICATION SERVICES**

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The Palais des congrès supplies all communications services in the exhibit hall: installation of a telephone in your booth, Internet access, etc. Exhibitors should place an order through the Palais des congrès Portal at this website:

<https://portailclient.congresmtl.com/en/web/guest/accueil>. Please create an account and you can place an order online.

## **TRANSPORTING YOUR OWN MATERIAL**

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The IMC15 Exhibit Office strongly recommends the use of [GES Canada / Clarkson-Conway](#), the drayage contractor to avoid long waits at the loading dock.

- *Access to loading dock*

In order to prevent tie-ups on St-Antoine Street or on the access ramp to the receiving dock, the authorities of the Palais des congrès have established an entrance and exit procedure for trucks or other vehicles.

Your driver must arrive at the foot of the ramp on St-Antoine Street. If the access ramp is free at that time, he may go directly up to deliver his merchandise.

At no time is a motorized vehicle allowed to park at the loading dock except to unload materials. They must leave the area as soon as this operation is finished.

**The Palais des congrès will not accept shipments either prior to or after the assigned set-up hours.**

- *Address for deliveries:*

**International Mobility Conference (IMC)**

*Exhibitor Name / Booth #*

Palais des congrès de Montréal – Room 520

Loading Dock

163 St-Antoine West

Montréal, Québec, Canada H2Z 1H2

**DELIVERIES WILL BE ACCEPTED ONLY ON MONDAY, JULY 6, 2015 FROM 10AM TO 5PM.**