

## **EXHIBITOR MANUAL**

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# **EXHIBITOR MANUAL**

For your convenience, we have provided a close-up map of the PALAIS DES CONGRÈS DE MONTREAL and surrounding streets

**PALAIS DES CONGRÈS DE MONTREAL  
201, VIGER W.  
MONTRÉAL (QUÉBEC)  
CANADA H2Z 1X7**

## **A. EXHIBITORS' ID BADGES COUNTER**

**There will be an "ID BADGES" Counter directly on the Show Floor**, during the Show Set-up starting Friday (October 12) at 12 PM until 6 PM. You will receive, by email, 6 weeks prior to the Event an ID Badges FORM to be filled and returned before the specified deadline date, for your staff and yourself. If you want to add more staff, without exceeding the maximum allowed, or change a name (correction), you will be able to do it Friday and Saturday until 6 PM. **If you are exceeding the maximum number of badges permitted for your booth or if you wish to add other names on Sunday (October 14) or on Monday (October 15), you will have to PAY for their admission at the regular price (\$60 CDN)**

**INFORMATION:** If you have any questions or if you are not able to find Robert Lamarche or Bernard Renaud on the Show floor, just go to the Exhibitors ID Badges Counter. Our friendly staff will be able to help you or they can reach Robert or Bernard by radio and send them to your booth

## **B. MATERIALS: RECEIVING AND SHIPPING**

**RECEIVING:** We will have forklifts available to unload your materials Friday, October 12, starting at 8 AM until 5 PM; after 5 PM, your trucking company will have to unload your goods or you will have to rent a forklift at your own expense. There will also be forklifts available on Saturday, all day long

**SHIPPING:** As you already know, you have to be out of the building on Monday night, October 15, before midnight BUT you can still have your goods picked up on the next morning (Tuesday, October 16) between 8 AM and 11:30 AM. After 11:30 AM, we will be forcing the floor, which means that our official transportation company will take charge of your shipment and you will have to pay their rates.

## **C. EXHIBITORS SETUP SCHEDULE**

1. Exhibitors who own their own booth décor or display will be able the set-up on Friday, October 12  
**400 sq. ft space and more: Can start at 7AM**  
**300 sq. ft space and less: Can start at 12PM**
2. Exhibitors renting their booth décor or display from GES Canada must use the floor plan on page 5, which also shows the SET-UP TIME SCHEDULE based on aisle location. First identify the aisle you are located on, then read from bottom to top to find your allotted time. For a smooth process, please make sure your people are available for your designated time slot following floor map (see page 6) is also a SETUP TIME SCHEDULE based on aisle location. First identify the aisle you are located on, then read from left to right to find your allotted time frame. For a smooth process, please make sure your people are available for your designated schedule.

## **D. BOOTH INSTALLATION:**

1. **To order your settings, you must contact GES-Canada our official and exclusive supplier.** No other company will have access to the show. Please consult **Section XXX** for all details regarding setting models, prices and packages available.
2. **RIGID WALLS AND CARPETS/FLOORING ARE COMPULSORY IN EACH BOOTH.**
3. **Drapes and banners are strictly forbidden within the booths.**
4. **Each booth must have a right of view All in-booth carpets must be installed with DOUBLE-SIDED TAPE. Suggested brands are: 3M and Scotch. GES will be selling double-sided tape at its Service Desk**
5. An esthetic overall look to each booth is a must. GES-Canada personnel will help you fulfill these requirements.
6. **Cardboard boxes are strictly forbidden in the booths during the whole length of the show.**

## **E. CARDBOARD BOXES:**

Storage space for all cardboard boxes on wooden pallets will be made available to the exhibitors. As soon as your booth is set-up, we will furnish you with ID stickers (available at the EXHIBITORS Badges Counter). Each wooden pallet must be identified with a sticker bearing your booth number. When they are ready, leave them in the aisle where they will be picked up and stored away. They will be made available to you as soon as the show ends.

## **F. EXHIBITORS' DISMANTLE**

**Any and all dismantling of settings or products is strictly forbidden before 4 PM MONDAY October 15.** In order to allow GES-Canada to remove carpets from the aisle, NO MERCHANDISE can be removed from the booths before 4:30 PM. Offenders could be refused future registration to ESI's exhibits.

## **G EXHIBIT DECOR**

**GES-Canada is the exclusive supplier** for booth rentals and set-up for Esthétique SPA International exhibits. The following forms all pertain to the services provided according to ESI established standards. Also GES-Canada sells custom booth made upon your choice and specifications. Please consult GES kit for all details regarding setting models, prices and packages available and contact:

**Customers Service**

**Phone : (514) 367-4848**

**Fax: (514) 367-5115**

**Email : montreal@ges.com**

## H. PROMOTIONAL MATERIALS

Handing out of promotional materials (flyers, booklets, samples etc.) is restricted to the area within your stand. It is strictly forbidden to walk in the aisles and give out promotional articles or to leave said articles on tables in the food court or at any other location in the building.

## I. CUSTOMS BROKERS & TRANSPORT

**North American Logistics Services Inc.** will take care of transportation, and customs clearing; after the show, it will return the merchandise to your place of business. In addition, North American Logistics Services offers a **30-day free storage service**. It is important not to send anything directly to the Montréal's Convention Centre, as it will not be accepted before October 12, 2018. That's when the free storage service becomes significant. As ESI's Official Transport Company, North American Logistics Services has priority on the receiving platform where the goods will be delivered in the early morning of October 12, 2018.

FOR MORE INFORMATION PLEASE CONTACT:

**ANDRES VALDES**

**TEL: (514) 868-6650**

**TOLL FREE: 1 (877) 332-8987**

**FAX: (514) 868-6651**

If YOU ARE USING YOUR OWN TRANSPORT COMPANY, YOU HAVE TO SHIP YOUR GOODS TO THE FOLLOWING ADDRESS and don't forget to write the EVENT NAME on each shipping label.

**PALAIS DES CONGRÈS DE MONTRÉAL  
EVENT: ESTHÉTIQUE SPA INTERNATIONAL  
BOOTH # 0000  
163, ST-ANTOINE WEST  
MONTRÉAL (QUÉBEC)  
CANADA H2Z 1H2**

## J. AUDIO/VISUAL

ChrisD AV Services (formerly CT8 Expo) is the official supplier for audio and video rental equipment for Esthétique SPA International for our Montreal Conference. For all details regarding prices and packages available please contact:

**CHRIS DERO**

**chrisdero@me.com**

**TEL: 514-213-5105**

## K. HOTEL ACCOMMODATION

Special apply until September 11, 2018. Book Now!

Remember to mention ESQ at the Holiday Inn and ESI or Esthétique Spa International at the 3 other hotels when booking your reservation to be eligible for these exceptional rates.

**Embassy Suites par Hilton Montréal**

208 Saint-Antoine West, H2Y 0A6 (next to the Palais des congrès)

Rates: Standard suite Can\$209, single or double occupancy

Including Continental breakfast, Hotel director's reception and free Wi-Fi  
Phone: 514-288-8886  
Toll Free: 1-800-362-2779  
Web site: [www.embassysuites.com](http://www.embassysuites.com)  
Online reservation: <http://group.embassysuites.com/SalonESI>

**Le Westin Montréal**

270 Saint-Antoine West, H2Y 0A3 (next to the Palais des congrès)  
Rates: Regular room Can\$235, single or double occupancy  
Phone: 514-380-3464  
Toll Free: 1-866-837-4262  
[www.westinmontreal.com](http://www.westinmontreal.com)  
Online reservation:  
<https://www.starwoodmeeting.com/events/start.action?id=1803151381&key=1350D721>

**Hôtel le Dauphin Montréal Downtown**

1025 de Bleury H2Z 1M7 (5-minute walk to the Palais des congrès)  
Rates: Room: Can\$160 (1 to 4 persons)  
Including Continental breakfast  
Free Computer and Wi-Fi in all rooms  
Phone: 514-788-3888  
Toll Free: 1-888-784-3888

**Holiday Inn Select, Jardin Sinomonde**

99 Viger West, H2Z 1E9 (2-minute walk to the Palais des congrès)  
Rates: Room: Can\$239 (single or double occupancy)  
Standard Suite: Can\$299 (single or double occupancy)  
Free Wi-Fi in all rooms  
Including breakfast buffet and 2 free drinks per day  
Phone: 514-878-9888  
Toll Free: 1-888-878-9888

**L. INTERPRETER**

We also offer interpreter services to work in your booth. If you wish to know their rates or if you need more information, please contact:

**ADECCO**  
**Karina Mouktani**  
**514-847-1175 ext. 3006**  
**[karina.mouktani@adecco.qc.ca](mailto:karina.mouktani@adecco.qc.ca)**

**M. IMPORTANT NOTICE TO ALL EXHIBITORS**

**For security and insurance purposes, CHILDREN UNDER 16 ARE NOT ALLOWED ON THE SHOW FLOOR at all time (setup, exhibition and dismantling)**