



GLOBAL PUBLIC  
TRANSPORT SUMMIT

## **Exhibitor Technical Guide**

15 to 17 MAY 2017  
Montréal – Canada  
[www.uitpsummit.org](http://www.uitpsummit.org)



Dear Exhibitor,

This exhibitor manual has been specially prepared to assist you with your participation at the **UITP Global Public Transport Summit - Exhibition to be held in Montréal from 15 to 17 May 2017.**

You are kindly requested to read this manual carefully and thoroughly in order to be familiar with the preparations and procedures for the show.

To facilitate your participation and to ensure smooth operations, you must adhere strictly to the stipulated deadlines.

While every effort will be made to maintain the procedures and rates quoted in this manual, these may vary in accordance with any changes and fluctuations in the cost of labour or materials occurring prior to the exhibition which may be beyond the control of the Organiser.

For further information or assistance, please contact Jean-Frédéric Charles at +32 788 01 20 or by email: [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org).

We look forward to welcoming you in Montréal at the **Global Public transport Summit (GPTS).**

## Contents

EXHIBITION OVERVIEW/ GENERAL INFORMATION.....	4
Exhibition Venue Address .....	4
Accessibility Plan .....	4
Exhibition Timetable .....	5
CONTACTS .....	6
Organizer .....	6
Official Services Contractors.....	6
EXHIBITOR CHECKLIST .....	8
EXHIBITION CATALOGUE NTRY.....	8
LOGISTICS.....	9
Onsite Handling.....	9
Shipping .....	9
Access Control - Badges .....	10
Exhibitor Badges .....	10
Dilapidation.....	10
Guidelines for Shell Scheme Exhibitors .....	11
Fascia .....	11
Additional Furniture and Equipment .....	11
STAND CONSTRUCTION.....	12
SPECIAL INFORMATION (PILLARS & SEPARATION WALLS AT THE CEILING) .....	12
RULES AND REGULATIONS .....	20
Rules from the Organizer .....	20
Rules from the Palais des Congrès de Montréal .....	23

## EXHIBITION OVERVIEW/ GENERAL INFORMATION

### Exhibition Venue Address

PALAIS DES CONGRÈS DE MONTRÉAL

#### Entrance

201, avenue Viger Ouest  
Montréal, H2Z 1X7, Canada

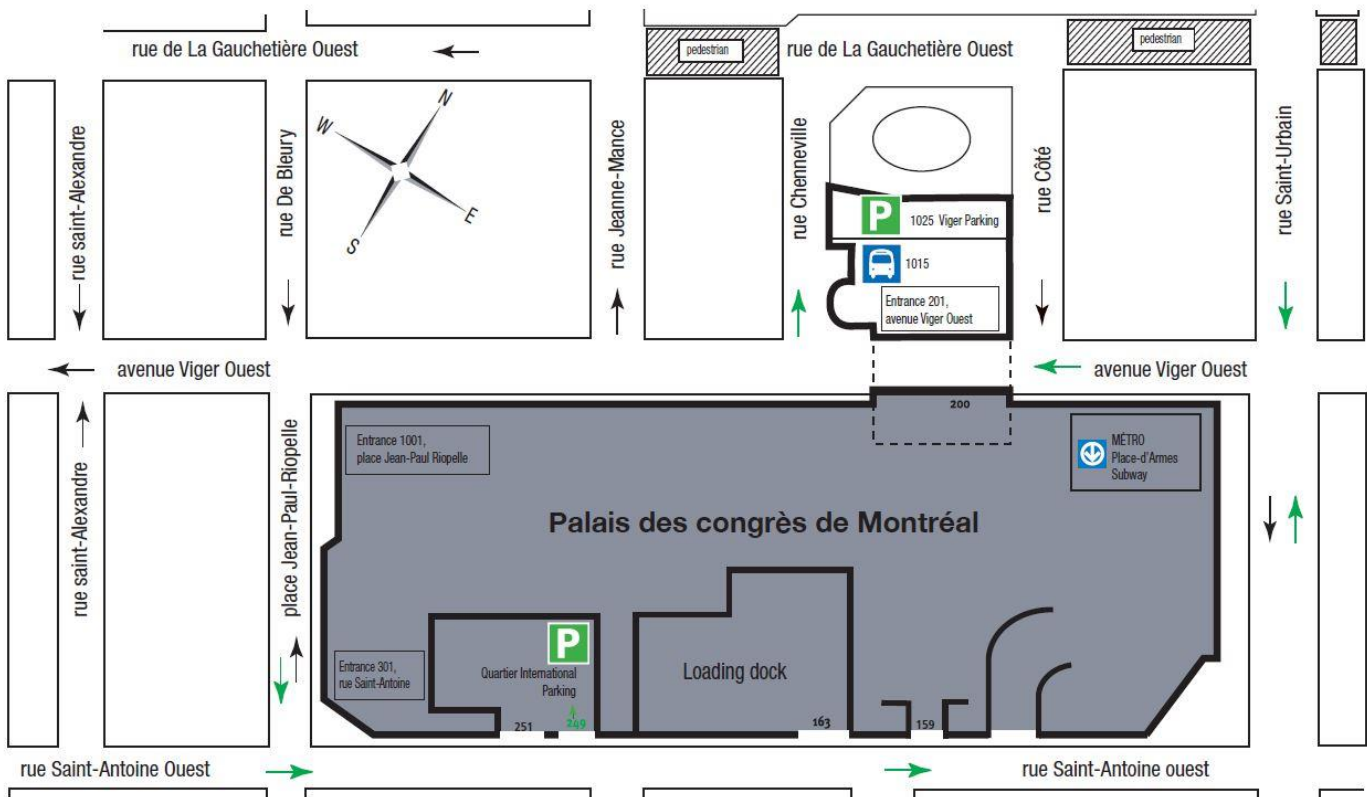
#### Entrance to the Marshalling Yard (Loading Docks)

163, rue Saint-Antoine ouest  
Montréal, H2Z 1X8, Canada

#### Administration

Tél. : 514 871-8122  
1 800 268-8122  
Télec. : 514 871-9389  
info@congresmtl.com Access Plan

### Accessibility Plan - Palais des congrès de Montréal



Tel +32 2 788 01 20 | Fax +32 2 660 10 72 | Email [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org) | Website [www.uitpsummit.org](http://www.uitpsummit.org)

Organised by

## Exhibition Timetable

Item	Date (From)	Date (To)	Timing (From)	Timing (To)
Official build-up	10-05-2017	14-05-2017	08:00	22:00
Deadline for completion of stand build	14-05-2017 at 22:00			
Exhibition opening ceremony and visit	15-05-2017 at 09:30 till 10:30			
Event Days and Opening Hours				
Exhibitors				
Day 1	15-05-2017	08:30	18:30	
Day 2	16-05-2017	08:30	18:30	
Day 3	17-05-2017	08:30	16:30	
Visitors				
Day 1	15-05-2017	09:30	18:00	
Day 2	16-05-2017	09:00	18:00	
Day 3	17-05-2017	09:00	16:00	
Freight collection and empty cases	17-05-2017	17:00	20:00	
Official Tear-down	17-05-2017	20:00	22:00	
	18-05-2017	08:00	22:00	
	19-05-2017	08:00	22:00	

## CONTACTS

### Organizer

UITP Exhibitions Department  
 6 rue Sainte-Marie  
 BE- 1080 Brussels  
 Belgium  
Contact Person: Jean-Frédéric Charles  
 Tel: +32 2 788 01 20  
 Fax: +32 2 660 10 72  
 Email: [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org)  
 Website: [www.uitpsummit.org](http://www.uitpsummit.org)

### Official Services Contractors

<p><b>Venue Services</b></p> <ul style="list-style-type: none"> <li>• <b>Water, Compressed Air</b></li> <li>• <b>Audiovisual</b></li> <li>• <b>Telecom (Internet, Telephone, Fax)</b></li> <li>• <b>Security</b></li> <li>• <b><u>Catering (see page 8)</u></b></li> </ul>	<p><b>Exhibitor service desk</b>  <b>Société du Palais des congrès de Montréal</b>        159, rue Saint-Antoine Ouest, 9e étage        Montréal (Québec) H2Z 1H2        Canada        Telephone : 514 871-5871        Toll free : 1 888 871-5871        Fax : 514 868-6622        Email: <a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a></p> <p><b>Online ordering system :</b>  <b>In English: <a href="#">Please Click Here</a></b>  <b>In French : <a href="#">Please Click Here</a></b></p>
<p><b>Official Contractor</b></p> <ul style="list-style-type: none"> <li>- <b>Electricity</b></li> <li>- <b>Rigging</b></li> <li>- <b>Onsite Handling</b></li> <li>- <b>Cleaning</b></li> <li>- <b>Shell scheme (equipped stand)</b></li> <li>- <b>Additional furniture and AV equipment</b></li> <li>- <b>Stand construction</b></li> </ul>	<p><b>GES</b></p> <p>Mr. Charles Rye        Tel : +1 (514) 367.4848        Fax : +1 (514) 367.4850        Email : <a href="mailto:CRye@ges.com">CRye@ges.com</a>  <a href="http://www.gesexpo.ca">www.gesexpo.ca</a></p>

Tel +32 2 788 01 20 | Fax +32 2 660 10 72 | Email [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org) | Website [www.uitpsummit.org](http://www.uitpsummit.org)

<b>Stand construction approval</b> <b>Deadline: 31/03/2017</b> <b>More details page 15</b>	<b>FRANSQUIN &amp; CHAIBAN</b> <b>Exhibition Architect</b>  Ms. Ryma Taleb Tel : +32 (0) 2 536 01 65 <a href="mailto:rtaleb@fcintl.com">rtaleb@fcintl.com</a>
<b>Recommended freight forwarder and customs</b>	<b>European International Fairs Limited</b> Mr. Jim Callaghan Tel: +44 (0)1732 860 330 Fax: +44 (0)1732 860 331 <a href="mailto:jim.callaghan@european-intl.com">jim.callaghan@european-intl.com</a>
<b>Accommodation</b>	<b>JPdL International</b> Marie-Josée Talarico, CMP Directrice des opérations / Director of Operations 1555 Peel, Suite 500, Montréal, QC, H3A 3L8 Canada T: 514 287.9898 x 232 <a href="http://www.jpdl.com">www.jpdl.com</a> Email : <a href="mailto:mjtalarico@jpdl.com">mjtalarico@jpdl.com</a>

**Exclusivity**

**Please note that for catering, you are obliged to pass  
by the Palais des Congrès de Montréal exclusive supplier:**

**CAPITAL TRAITEUR**

Sarine Lebrun, CMP

Directrice, Ventes et développement · Director, Sales and development  
CAPITAL TRAITEUR MONTRÉAL

Téléphone 514-871-3111 poste 4014  
159, rue Saint-Antoine Ouest, 4e étage, Montréal (Québec) H2Z 2A7

[Capital Traiteur Montréal](http://CapitalTraiteurMontréal.com)



### EXHIBITOR CHECKLIST

Item	Deadline
<b>Submit Exhibition Catalogue Entry</b>	03-03-2017
<b>Submit stand's plans to the architect for approval</b>	31-03-2017
<b>Electricity, Rigging, and other GES services</b>	01-05-2017
<b>Water and Compressed Air and other Venue services</b>	05-05-2017
<b>Company name on fascia for Shell Scheme exhibitors</b>	01-05-2017
If any artwork to print and paste (logo, etc.)	24-04-2017





## LOGISTICS

### Onsite Handling

We have appointed **GES** as the official Onsite Handler for the **UITP Global Public Transport Summit – Montreal 2017**.

Contact details are as follows:

Mr. Charles Rye

**Tel** : +1 (514) 367.4848

**Fax** : +1 (514) 367.4850

**Email** : [CRye@ges.com](mailto:CRye@ges.com)

[www.gesexpo.ca](http://www.gesexpo.ca)

More information available soon.

Should you need more information now, please contact GES directly.

### Shipping

We have appointed **European International Fairs Ltd** as the official Freight Forwarder for the **UITP Global Public Transport Summit – Montreal 2017**.

Contact details are as follows:

Mr. Jim Callaghan

European International Fairs Ltd

Units 6/10, Skitts Manor Farm

Moor Lane, Marsh Green

Edenbridge, Kent TN8 5RA

United Kingdom

**Tel**: + 44 1732 860 330 / **Fax**: +44 1732 860331

**Email**: [jim.callaghan@european-intl.com](mailto:jim.callaghan@european-intl.com)

More information available soon.

Should you need more information now, please contact European International Fairs Ltd directly.



## Access Control – Badges

Contractor badges: access to the exhibition area and marshalling yard during the build up and tear down periods.

Congress delegate badges: access to the exhibition area during the exhibition time.

Visitor badges: access to the exhibition area during the exhibition time.

Exhibitor badges: access to the exhibition area and marshalling yard during the build up and tear down periods as well as during the exhibition time (and half an hour before and after the official exhibition visit hours).

**For exact timing, please check the exhibition time table on page 6 of this technical guide.**

## Exhibitor Badges

Exhibitors will have the possibility of filling-in their personnel contact details and print their badges at their offices. An easy registration system will be put at the service of the exhibitors which will facilitate their job in getting their badges. Each exhibitor will receive from UITP a dedicated code that provides him an access to the badges pages where he/she can fill-in the data and print their badges.

**The badges system will be available as of March 2017 and will stay functioning during the exhibition.**

## Dilapidation

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor.

The organizer will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

## Guidelines for Shell Scheme Exhibitors

The shell scheme (equipped stand) includes: separation walls, carpet, fascia with company name of the exhibitor, and per module of 12m<sup>2</sup>: 1 electrical connection socket (consumption included), 3 spot lights, 1 table, 2 chairs, 1 coat hanger and 1 waste bin.

**The design of the shell scheme can be found below.**

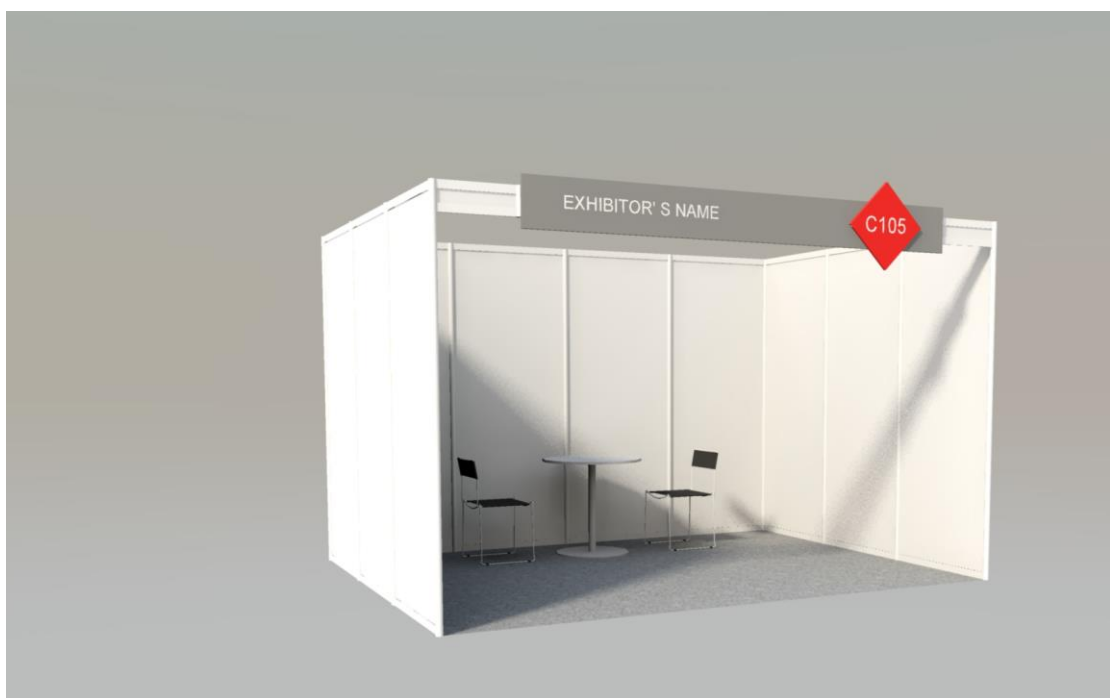
### Fascia

Please contact the Official Stand Constructor GES (contact details on page 7) and communicate the exact company name you would like to see appear on the fascia of your stand before the 1<sup>st</sup> of May 2017.

Should you need special design and/or logo printing for your fascia, please inform GES and provide them with all the useful material before the 24<sup>th</sup> of April 2017.

### Additional Furniture and Equipment

The additional furniture and equipment catalogue can be found on this link: **Not available yet. Should you need more information now, please contact GES directly.**



*Shell scheme design*

## STAND CONSTRUCTION

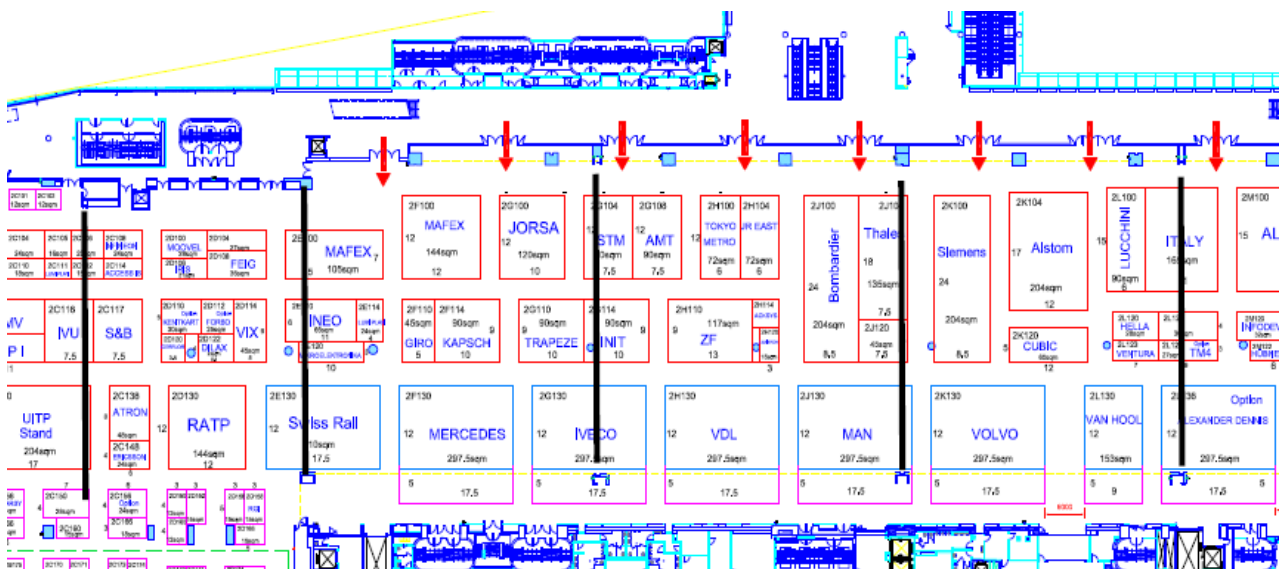
### SPECIAL INFORMATION

#### PILLARS

The exhibition hall 2 contain some pillars that can happen to be inside your stand. Please take it into consideration and inform your stand constructor about the construction restrictions related to these pillars. The pillars are drawn in blue on the exhibition floor plan.

#### SEPARATION WALLS AT THE CEILING

In the exhibition hall 2, there are separation walls at the ceiling that make the ceiling lower at some locations. Under these walls the height is 7 meters. Please check the below floor plan: the black lines are these ceiling walls. It is important to take this parameter into consideration for your rigging requests. We recommend you to place your rigging request as soon as possible so that we analyze the feasibility and prepare your rigging scheme.



## Stand construction approval

Details of the stand arrangements must be provided to the Exhibition Architect:

### FRANSQUIN & CHAIBAN

#### Exhibition Architect

Ms. Ryma Taleb

Tel : +32 2 536 01 65

E-mail : [rtaleb@fcintl.com](mailto:rtaleb@fcintl.com)

Before the 31<sup>st</sup> of March 2017

This is applicable for:

- Stands with unusual structures
- Double-decker stands
- All stands with a surface of more than 80 m<sup>2</sup>
- For the stands of more than 36 m<sup>2</sup>, please provide [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org) with your electrical supply grid plan.

The design of those stands must be approved by the Exhibition Architect.

Special attention will be given to the design and the height of the walls, which could harm the visibility of the neighbor stands. The approval of the architect is compulsory. A fair play attitude is requested.

## Organizer's basic rules for stand design & construction

### - Rule of the 45°

Illustrations below and on the next pages.

### - Rule of the 2/3 -1/3 for each open side of your stand

Illustrations below and on the next pages.

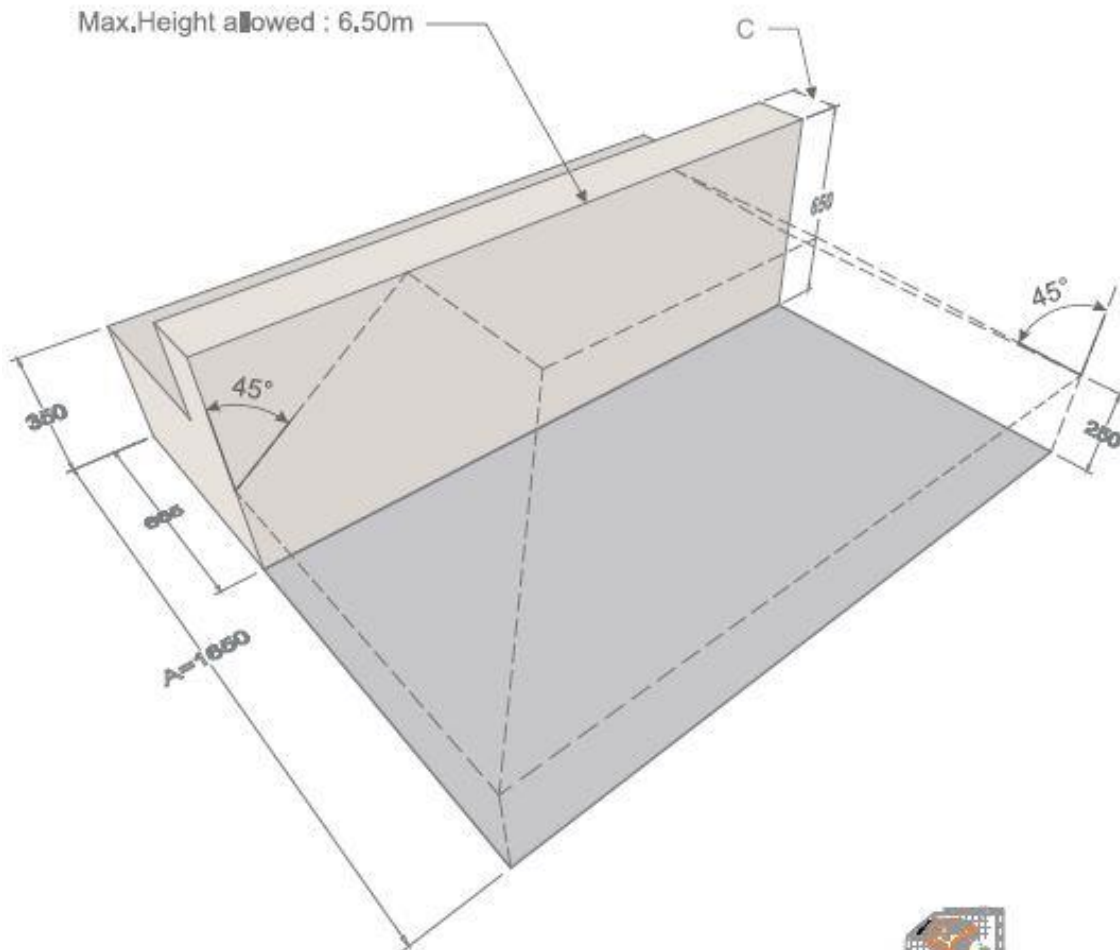
### - The partition wall

The other side of your partition wall (your neighbor's side), above 2,50 meters, will have to be flawless painted in white and without any graphics or logos of your company.

- Possibility to have at the edge of your stand a graphic totem higher than 2,50 meters if it does not exceed 1 meter large.

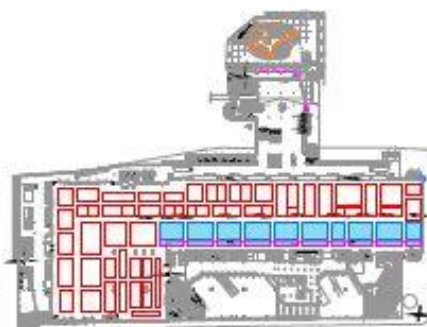
- An access ramp for Disabled persons is obligatory if the stand's floor is higher than 4cm.

**Stands partially under the balcony**

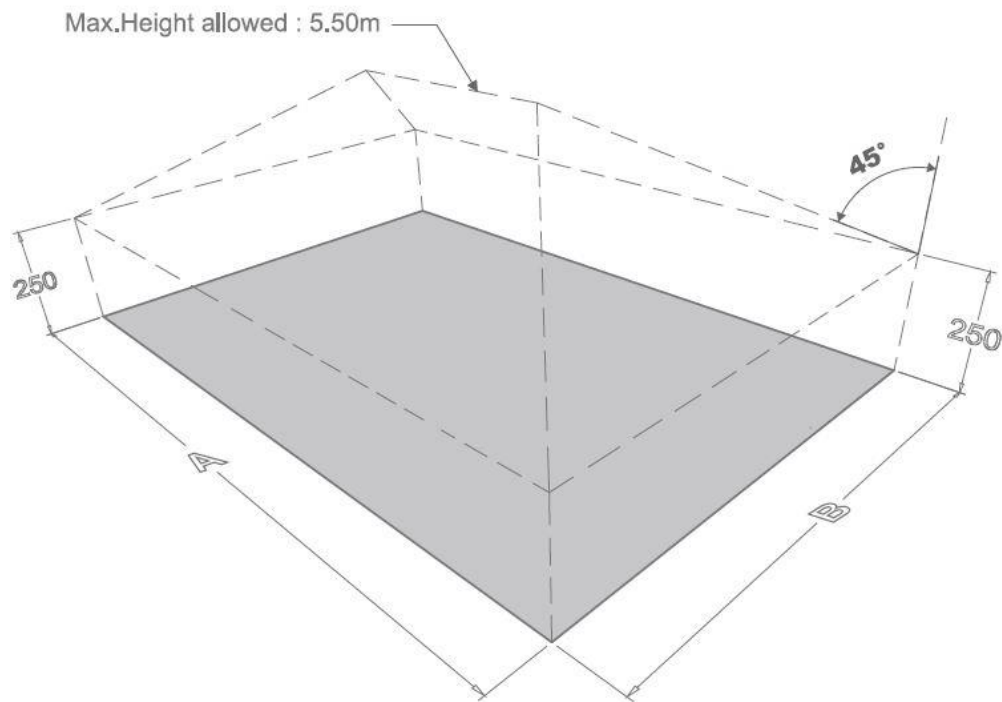


**Example 1 : Stand in blue area, one side closed.**

**Warning :**  
 For each open side, only 1/3 closed is authorized.  
 C = 10% of A (with a maximum of 2m)

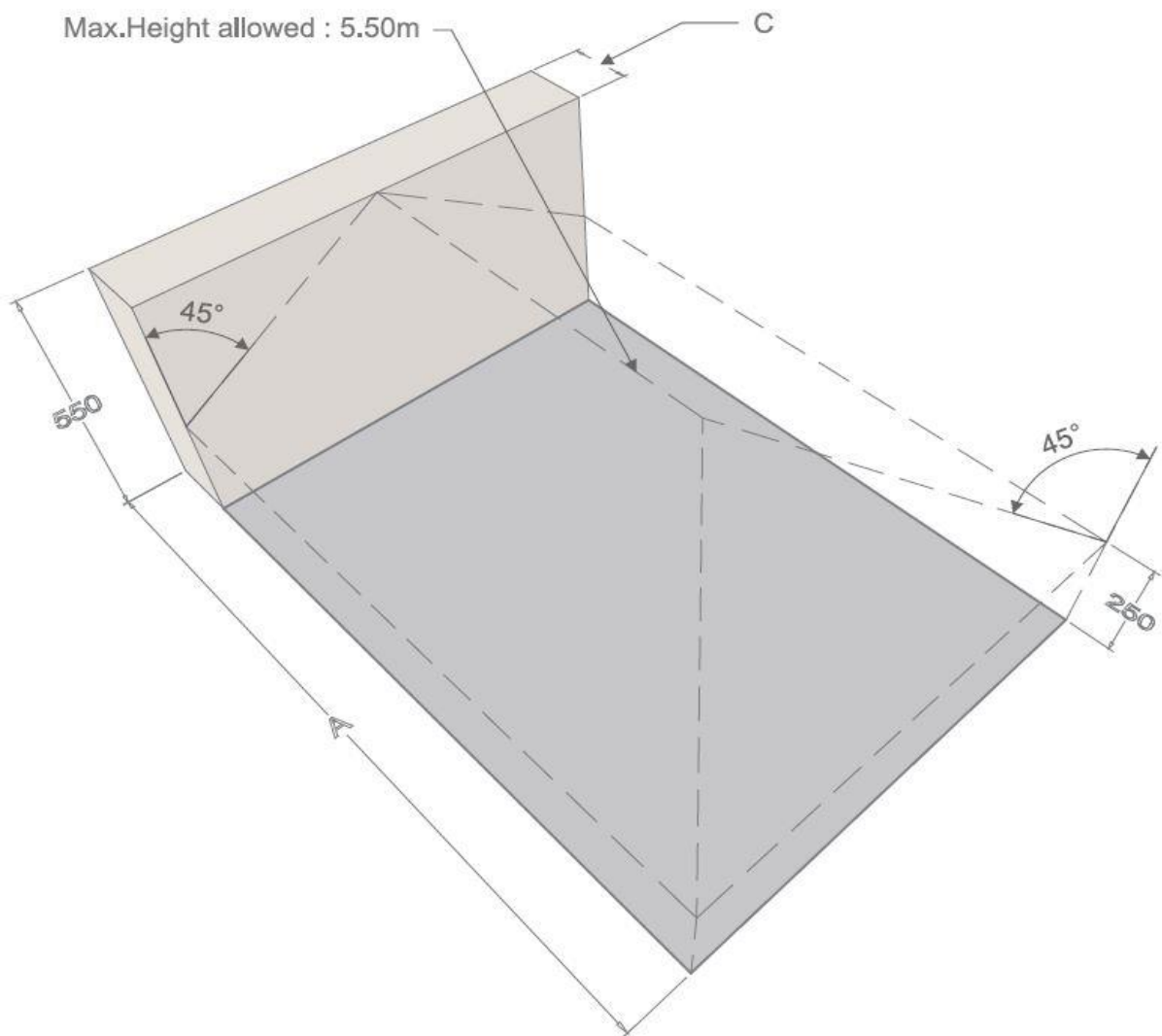


**4 sides open stand**



**Warning :**  
**For each open side, only 1/3 closed is authorized.**

### 3 sides open stand



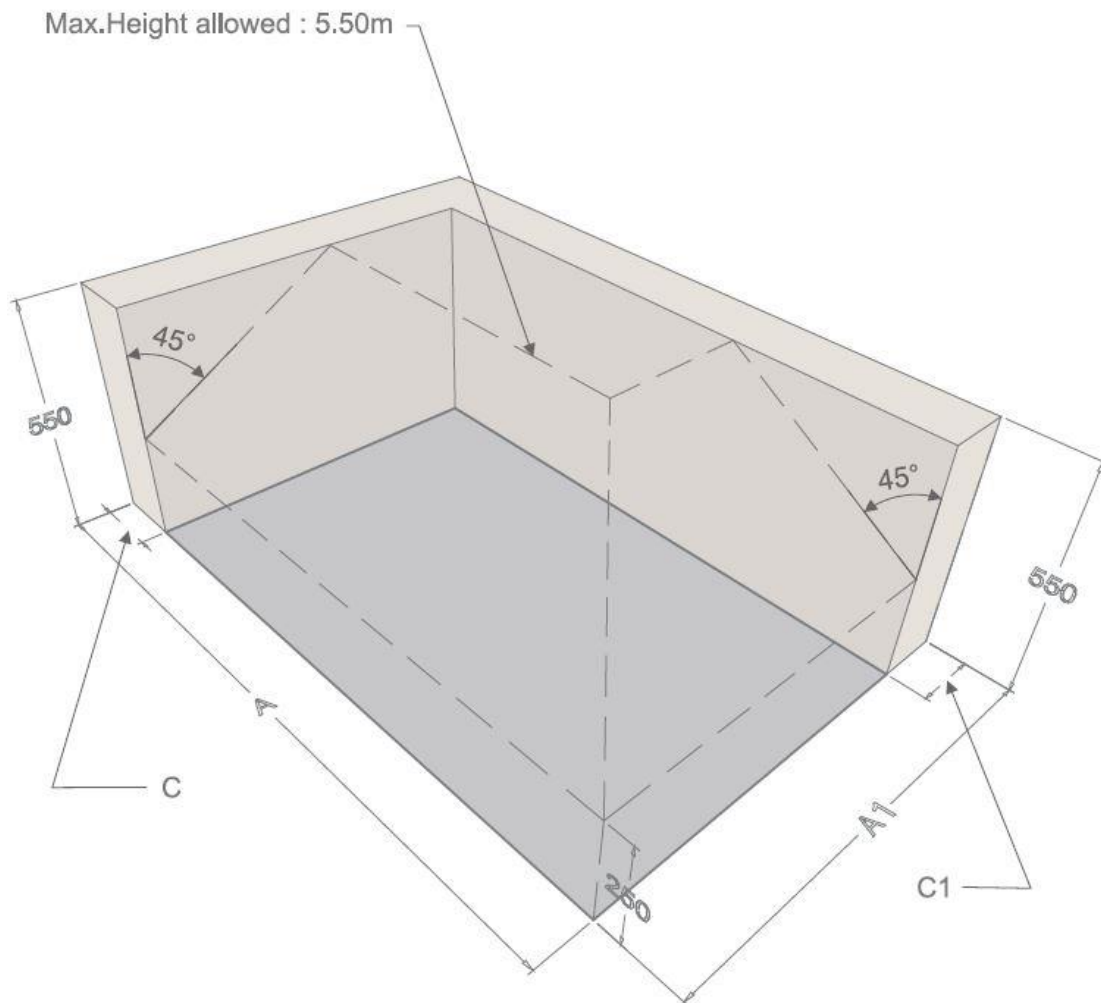
**Warning :**

**For each open side, only 1/3 closed is authorized.**

**C = 10% of A (with a maximum of 2m).**

**The back side of your partition wall (your neighbor's side), above 2.5m, will have to be flawless painted in white and without any graphics or logos of your company.**



**2 sides open stand****Warning :**

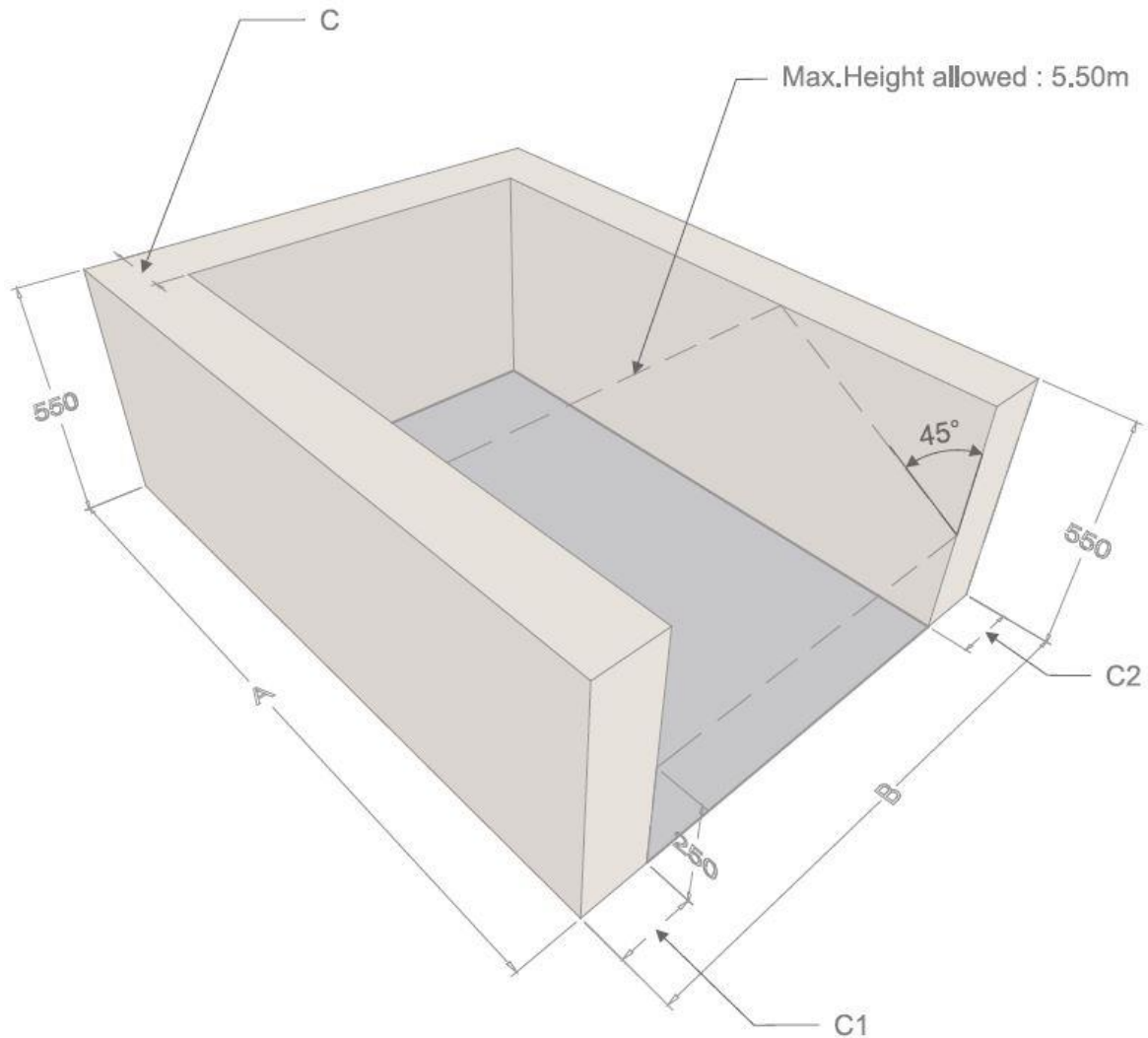
**For each open side, only 1/3 closed is authorized.**

**C = 10% of A (with a maximum of 2m).**

**C1 = 10% of A1 (with a maximum of 2m).**

**The back side of your partition wall (your neighbor's side), above 2.5m, will have to be flawless painted in white and without any graphics or logos of your company.**

### 1 side open stand



**Warning :**

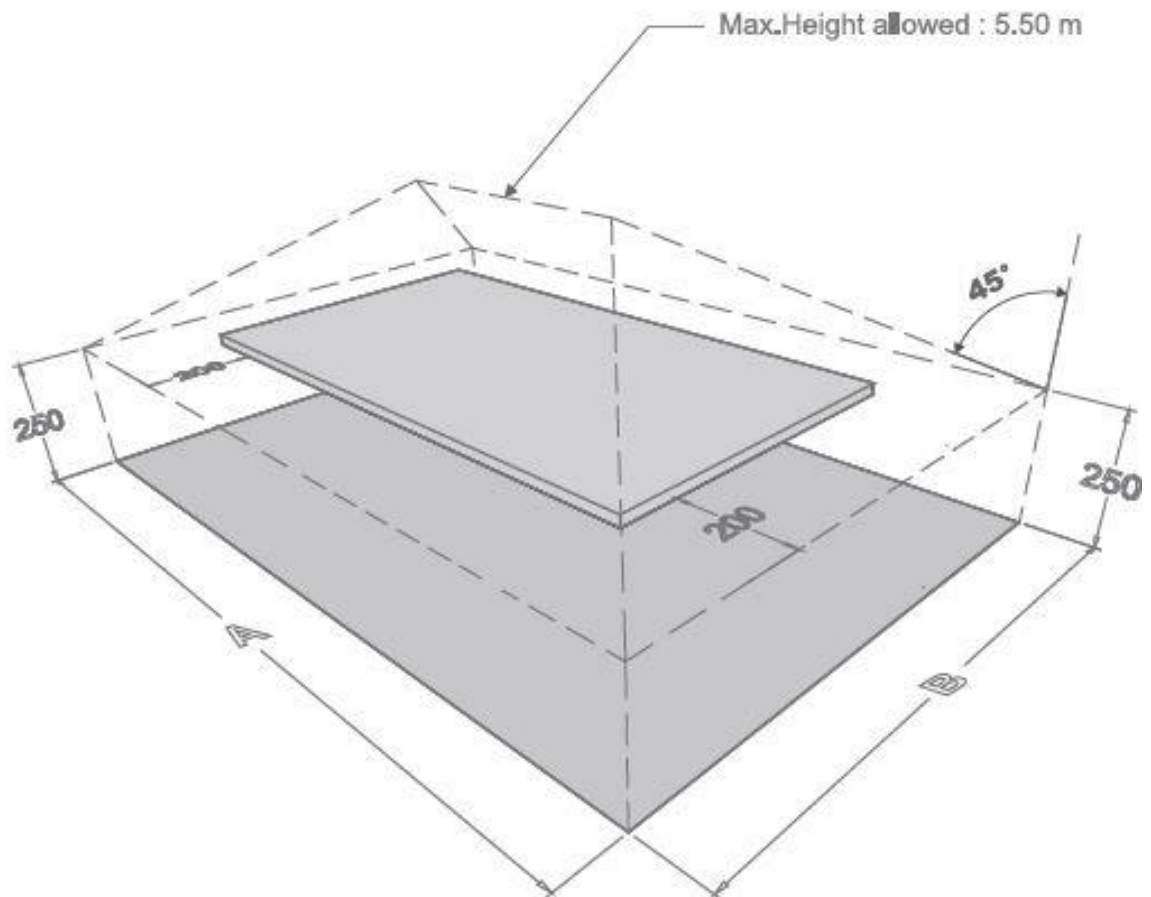
**For the open side, 1/3 closed is authorized.**

**C = 10% of A (with a maximum of 2m)**

**C1 + C2 = 10% of B (with a maximum of 2m)**

**The back side of your partition wall (your neighbor's side), above 2.5m, will have to be flawless painted in white and without any graphics or logos of your company.**

### Double-deck stand



#### **Example 6 : four sides open with double-deck.**

##### **Warning :**

**For each open side, only 1/3 closed is authorized.**

**Is obligatory for the 1st floor :** - a set back of 2 meters from gangway.

- one stairs of minimum 1.20m meter large.
- for the 1st floors of 50sqm or more, a second emergency is obligatory.

51\_A04\_Drawing 06a 3

## RULES & REGULATIONS

The rules and regulations produced by the Palais des Congrès de Montréal and the Organizer will be observed and enforced, at all times by exhibitors, contractors, and subcontractors.

### Rules from the Organizer

#### Insurance

Postponement or cancellation of the Exhibition: Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses due to the postponement or cancellation of the exhibition for any reason.

Exhibitors are responsible for insuring their goods against loss or theft. We recommend them to take out a trade fair and exhibition risk insurance.

#### Consignment of the exhibiting space

Exhibitors are required to register at the Organizer's desk in Viger Hall (level 2) before starting any construction works.

All parties granted access to the venue shall comply with the instructions and dispositions given by Palais des congrès de Montréal in the present regulations as well as those given in the form of signs or written notice. Access to the fairground for the stand's building up and dismantling phases is limited to the days and times indicated in the time table. Outside these periods, it will not be permitted to bring in or out material or for personnel to remain within the exhibition center premises.

Access to the fair site requires a valid admission ticket issued by the Organizer. Visitors may only enter the fair site during opening hours; exhibitors may gain admission at the times indicated in the time table in this technical guide.

#### Organizer's responsibility

The Organizer shall neither be held responsible for any restriction which prevents the construction, finishing, alteration or dismantling of the stand nor for the movement of exhibits or the failure of any service provided by the hall personnel or caused by circumstances which are not under its control.

#### Occupying space conditions

An exhibitor will not be permitted to occupy the space booked or allocated until the Organizer in respect to the contract **has received full payment** of the agreed rental fee.

All the payments should be fulfilled before starting the building up as there will be an entrance control at the doors. Failure to make such final payment by the agreed date will result in the loss of any deposit previously paid and the full amount for the rental of



exhibition space will still remain due. This will also result in the cancellation of the space booked, which will be immediately reallocated to another exhibitor.

#### **Availability of the stand area**

The premises will be made available to exhibitors from 10 May 2017 at 08:00 and must be completed for occupation of the exhibition at 22:00 on 14 May 2017. The exhibitors must make sure that stand constructors commit themselves to respecting this deadline. Exhibitors shall keep their stands open throughout the opening hours. It is expressly forbidden to start any sort of stand dismantling on Wednesday 17 May 2017 before closing time at 16:00.

#### **Smoking in the Venues**

Palais des congrès de Montréal venues are no smoking. Smoking is permitted outside the building only, away from the building entrances.

#### **Offensive Displays**

Organizers reserve the right to request the withdrawal of any visual display that may be considered offensive or is subject to reasonable complaint.

#### **Animals at the Venues**

No animals are allowed in the venues.

#### **Exhibitor Access to the Halls**

Exhibitors accessing the halls must display their exhibitor badges for entry into the halls. Persons without exhibitor badges will not be allowed to enter.

Exhibitors setting up their displays must only do so after completion of the stand. Persons accessing the stand whilst it is being constructed, which includes all fittings and fixtures work, will do so at their own risk.

#### **Contractors Access**

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent safety situation otherwise all works must be carried out after visitor hours.

#### **Promotional activities**

Promotional activities should be staged within the confines of the stand and not at the edge of thereof; No trading or advertising activities may be carried on within the fair site premises without the Organizer's permission.

#### **Noise prevention**

In order to prevent excessive machine noise exhibitors shall, if necessary, use sound absorbers, exhaust silencers, soundproof confinements or shields. Demonstrations of machines, musical instruments, loudspeakers, bells, sirens, high-frequency appliances,

Tel +32 2 788 01 20 | Fax +32 2 660 10 72 | Email [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org) | Website [www.uitpsummit.org](http://www.uitpsummit.org)



etc., which are associated with noise or other forms of disturbance, may only take place at times reserved for this purpose by the Organizer. The Organizer reserves the right to restrict or prohibit such demonstrations. Exhibitors shall have no claim to compensation in the event of such prohibition.

The sound should be directed towards the interior of the stand and not outside; the noise level at the perimeter of the stand may not exceed 70 dB.

The neighboring stands should not suffer of visual or acoustic interference.

### **Housekeeping and Discarding of Materials**

Exhibitors and contractors are required to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction.

Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. We would request that discarded material be bagged to enable a safe and efficient removal. Any perishable or food products must be removed by the exhibitor and not left in the halls where it may become a hazard.

All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be de-nailed to eliminate this hazard.

The exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

### **Cleaning**

Exhibitors shall keep their rented spaces in a clean and orderly condition.

## Rules from the Palais des Congrès de Montréal

We strongly recommend that you carefully read the rules from the Palais des Congrès de Montréal.

### Use of balloons and confettis

The use of helium balloons, confetti or any other animation components thrown in the air, such as feathers, serpentines, etc, is strictly forbidden unless you obtain a written approval from the organizer.

### Use of adhesives

Models of double face tape recommended are:

- Polyken 105c LPDE or
- Scapa 274004 or DC-W002A

The adhesives approved for use on walls are:

- 3M wall mounting tabs, no 7220

Cleaning charges may be applied if correct tape is not used.

### The Palais des congrès is a smoke-free environment

The Palais is a non-smoking establishment, subject to the Tobacco Act of the Government of Québec in effect since May 31, 2006. There are exterior zones for smokers located at the entrances/exits of the Palais. Pursuant to the provisions of the law, any infraction will incur a fine.

### Animals

No animal should be entered in the building or premises without obtaining the prior written permission from the Palais des congrès.

### Fire Prevention

Please note that this document relates to the main regulations of the City of Montréal Fire and Security Department. For any other situation not presented in this document, please address your requests or questions to the Production Department.

#### A) Materials for booth decoration or display

1. Draperies, curtains, decorative materials including dried flowers, cotton, styrofoam, paper and cardboard of less than 1/8 inch (3 mm), textiles, netting and plastic materials, must comply with the CAN/ULC-S109-M Standard for Flame Tests of Flame-Resistant Fabrics and Films, or be fireproofed by a company specialising in flame-retardant treatment.
2. It is not necessary to fireproof fabrics, paper and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed. Each sample must be in a different shade, texture and quality.
3. Cardboard boxes and crates empty of merchandise should be clearly identified and will be picked up only by employees of the Palais des congrès de Montréal, then stacked based on availability of storage space reserved for this purpose. It is forbidden to store these materials on the side, the back or inside the booth.
4. Natural trees are permitted if they are potted with their roots and watered on a daily basis.
5. Helium cylinders are permitted if they are firmly secured by chain to a cart.

#### B) Flame retardant treatments

The exhibitor or exhibitor's supplier is responsible for renewing flame retardant treatments when needed to ensure that materials pass the match flame test NFPA-701, Fire Tests for Flame-resistant Textiles and Films. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure fire retardant efficiency.

#### C) Treating tents covering under 300 sq. ft. for flame retardation

Each tent is required to comply with one of the following standards prior to being authorized for installation:

Each tent is required to comply with one of the following standards prior to being authorized for installation:

Tent must be equipped with a label confirming the material is either NFPA 701 certified (fabric) or CPAI 84 certified (vinyl) or be accompanied by a certificate declaring the material to be flame retardant, otherwise the exhibitor shall be required to treat the tent onsite for flame retardation or bring it to a specialist and then present certifiable proof of flame retardation.

As a last resort, a piece of the tent shall be tested for flame retardation.

#### D) Prohibited materials

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal, it is forbidden to use the materials on the following list:

- Softwood trees or branches
- Cellulose acetate fabrics
- Straw
- Straw shavings
- Peat
- Packing chips
- Jute
- Sono tube
- Polypropylene / polymer (Coroplast) except if the surface used corresponds to 10% or less of the total surface of the stand

#### E) Construction and placement of booths

1. Booths and displays should be installed and operated without obstructing:

Access to any exit or visibility of any exit;

The width of any exit;

The visibility of any exit sign;

Access to fire fighting equipment.

2. No part of an object displayed should extend to an aisle or corridor designated as such.

3. Booths of Wood constructions should be a nominal thickness of more than ¼ inch (6 mm) or be fireproofed by a company specialising in flame-retardant treatment.

4. The minimum width of aisles serving public exhibits and displays is 10 feet (3 m).

5. The minimum width of aisles serving booths and exhibit displays at trade shows is 8 feet (2.4 m).

6. Any installation with a ceiling, rigid roof, membrane, fabrics or any other material of which surface is more than 300 square feet must be equipped with automatic sprinklers or obtain the approval of the Security Department of the Palais des congrès de Montréal.



7. The stages for services, shows or speech (training course) of more than 300'square feet cannot be used as shelter for a person or storage place of flammable material. Should this happen, the installation of sprinklers is mandatory.

8. A minimum clearance of 18 inches (45 cm) is required under the sprinkler heads.

#### F) Ignition sources

1. Unless there is a regulator or control device to eliminate risk of fire or explosion, it is forbidden to produce open flames, sparks or heat using an ignition device or during an activity. The proposed control device must be submitted to the Security Department of the Palais des congrès de Montréal for approval.

2. Use of candles and paraffin lamps are subject to a request for approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder ideally exceeding 1.5 inches (3.8 cm) the height of the flame, so that the flame does not accidentally enter into contact with combustible materials (tablecloths, etc.). It is forbidden to use vegetable oil as fuel.

3. Performances featuring fire-eaters or use of pyrotechnic devices are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.

#### G) Cooking equipment

Any request for cooking appliances must obtain the approval of the Production Department of the Palais des congrès de Montréal. An evaluation will be made according to the quantity involved and what other events may be taking place at the same time.

1. Only electrical cooking appliances and sterno hot plates are permitted.

2. When cooking, a fire extinguisher must be readily available within the booth.

3. Maximum surface area for cooking equipment is limited to 288 square inches (0.19 m<sup>2</sup>).

4. Cooking equipment should be placed on a non-combustible surface.

5. Cooking equipment must be installed at a minimum distance of 4 feet (1.2 m) from visitors.

6. Cooking equipment must be at a minimum distance of 2 feet (0.6 m) from all combustible materials or any other cooking device.

7. Open fryers are not permitted, because there is no way to recover the grease and oil vapours. Only fryers with an airtight cover are permitted. However, you are required to submit a model of the equipment concerned for approval by the Production Department.

8. No portable cooking equipment using charcoal, wood charcoal, gas, propane or butane can be used inside the Palais des congrès de Montréal.

#### H) Meals and beverages: flambés

1. Meals and beverages may be flambéed, but only in the area where they are served.

2. Combustible devices used to flambé meals or beverages or to reheat meals must be fuelled outside the service area, away from all ignition sources and over a non-carpeted surface, such as concrete.

#### I) Vehicles and other internal combustion engines on display

1. All fuel tank openings of vehicles and other internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapours (except for tanks that have never contained fuel).

2. Fuel tanks of vehicles on display should not be more than one half full or contain more than 10 gallons (38 litres) of fuel.

3. Remove spark plugs when a secondary battery is not required to start the engine.
4. Vehicles may not be moved during show hours. Internal combustion engines should not be started without authorization from the Security Department of the Palais des congrès de Montréal.
5. It is prohibited to fuel or defuel any vehicle inside the building or within the immediate area of the Palais.
6. Propane tanks, used in trailers, recreational and utility vehicles or any other form of equipment, must be removed, emptied and sealed before entering the exhibition rooms.

#### J) Arrangement of furniture inside the exhibit

1. In each row of five seats or more, the seats must be attached together. The rows may have a maximum of 15 seats and should be separated by aisles with a minimum width of 44 inches (112 cm).
2. Combustible devices used to flambé meals or beverages or to reheat meals must be fuelled outside the service area, away from all ignition sources and over a non-carpeted surface, such as concrete.

#### K) Fire Arms

1. Promoters or organizers whose exhibitions involve fire arms are subject to Canadian law respecting storage of fire arms. Your event manager will provide you with the appropriate document upon request.

**The Security Department of the Palais des congrès de Montréal or the Montréal Fire and Security Department may, at any time, refuse any installation that does not comply with their requirements.**

#### **Hanging objects**

Hanging objects is permitted only at the designated rigging or anchoring points. Structures or other event identification elements must be free standing, without impacting the infrastructure in areas where there is no designated anchoring point.

Rigging work is performed exclusively by the audiovisual technicians of the Palais.

The capacity of each fixed rigging point is 450 kg (1,000 lbs.).

The client supplies the steel cables, chains or other material required for hanging.

However, for rooms 210 and 230, the Palais des congrès de Montréal supplies the shackles (7/8") at no additional charge.

#### **Maintenance/housekeeping**

This service is offered exclusively by the Palais des congrès de Montréal.

The daily cleaning and regular maintenance of public, common areas and aisles for the duration of the exhibition is ensured by the Palais des congrès de Montréal.

Cleaning of exhibition booths is performed for additional fees. These fees are billed to exhibitors.

#### **Telecommunications**

The services listed below are offered exclusively by the Palais des congrès de Montréal.

- Telephones (voice lines)
- Analogue lines (for fax, modem, credit cards, etc.)
- ISDN/BRI lines

Tel +32 2 788 01 20 | Fax +32 2 660 10 72 | Email [jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org) | Website [www.uitpsummit.org](http://www.uitpsummit.org)

- High speed Internet connections
- Cable network, class 5E
- Fibre optic network

### Plumbing services

These services are offered exclusively by the Palais des congrès de Montréal.

- Services: Compressed air (gutters situated at every 9 meters – 29 feet 6 inches)
- Water and drains (gutters situated at every 9 meters – 29 feet 6 inches)
- Prices and conditions for plumbing services are indicated on the purchase order.

### Electrical services

- The Palais des congrès de Montréal cannot be held responsible for energy voltage variations or temporary power failures.
- The electricity supplied to a booth or an exhibitor may not be shared or redistributed to another booth or another exhibitor.
- Each individual lighting circuit is a minimum of 1,500 watts.
- Any additional electrical service provided is billed at the rate in effect.
- Prices and conditions of electrical services are indicated on the purchase orders.

### Electrical Services –Regulations

1. The master electrician of the Palais des congrès can ensure the necessary electrical connections provided the requirements of the Code électrique du Québec (Electricity Code of Québec) are respected.
  2. All engines of 1/3hp or more must be equipped with a magnetic starter or shut off switch.
  3. In the event of inspection or repair, the electrical wires of the prefabricated booths must be easily accessible at all times.
  4. Appliances or electrical systems with special characteristics and requirements over and above the aforementioned conditions must be identified by the exhibitor with the Production Services of the Palais des congrès de Montréal.
  5. To minimize fire hazards, the exhibitor is responsible for closing the breakers of all machines or appliances in use, each day, at closing time.
  6. Lamps of paper, fabric or any other inflammable material must be placed in a relatively open and unobstructed area.
- Price list: Prices and conditions for electrical services are indicated on the purchase orders.
7. Particular connections: A plan, indicating procedures for connections or hook up, must be provided with any equipment requiring a particular connection.
  8. Claims: Only claims made on the premises before the opening of the exhibition will be considered.
  9. Confirmation of orders for electrical services: The Palais des congrès de Montréal is not responsible for orders placed by phone for the supply of electricity.
  10. Power failures: The Palais des congrès de Montréal is not responsible for damages or malfunctions in equipment as a result of a power failure.
  11. Electrical equipment/material supplied by the Palais des congrès de Montréal: Any equipment/material supplied for installation or rental, remains the property of the Palais des congrès de Montréal.



### **Lost and found**

For lost or found objects, please address inquiries to a security officer at the Security Operations Center on the main floor or dial 5508 on the house phone.

From outside the Palais, you can reach the Security Operations Center by dialing (514) 871-3141.

### **For emergency assistance (medical or other)**

- Use a house phone and dial 555 or extension 3141 (a house phone is available in each corridors on the 5th floor. House phones are also located in rooms 517-710 and 210).
  - Go to an employee of the Security Department or a member of personnel of the Palais des congrès de Montréal.
  - From a cellular phone, dial 514-871-3141 to reach the Security Operations Center.
- Keep in mind that three defibrillators are available at the Security Operations Center (SOC) and that all security agents are certified to operate this equipment.
- It is not recommended to call 911 directly. The Security of the Palais will make the call.*

### **Food Services**

Capital Traiteur Montréal Inc. is the exclusive supplier of food services at the Palais des congrès de Montréal.

The client, guests or exhibitors may not bring food or drinks to the event site. Any request for waiver of this regulation may be addressed to Capital Traiteur for evaluation.