

The Outdoor Adventure Show

MONTRÉAL

March 26 & 27, 2022

Palais des congrès

EXHIBITOR MANUAL



WELCOME AND THANK YOU

for choosing to be a participant in The Outdoor Adventure Show Montreal.

Welcome and thank you for choosing to be a participant in The Outdoor Adventure Show- Montreal. Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the
Palais des Congrès
on Friday, March 25, 2022 at 9am and management will be
available to assist you for the duration of the show.

**For specific information and guidelines related to COVID19,
please refer to the [COVID19 section](#) of the Rules & Regulations.*

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GENERAL INFORMATION

Show Location

Palais des Congrès
Hall 220 CDE
200 Viger Ouest
Montreal PQ H2Z 1X7
Tel: (514) 871-8122
Fax: (514) 871-9389

AREA MAP

MAP TO FACILITY

Show Dates & Times

Saturday, March 26 2022	10:00 am – 6:00 pm
Sunday, March 27 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Friday, March 25 2022	9:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, March 27 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Services Coordinators

Eve Dorelas 905 477-2677 or (800) 891-4859 Ext 285 Email: eve.dorelas@nationalevent.com	Joy Gallaiford 905 477-2677 or (800) 891-4859 Ext 284 Email: joy.gallaiford@nationalevent.com
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Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the show. To take advantage of “early booking discounts” please note booking deadlines.

CHECK LIST

AUDIO / VISUAL RENTALS

ORDER DEADLINE: March 15, 2022

If you require audio visual equipment in your booth, please send the completed order form to:

Solotech

Guillaume Lacroix
Fax: (418) 683-5650
Email: Guillaume.lacroix@solotech.com

Orders received after the ORDER deadline may be subject to additional charges.

AUDIO VISUAL ORDER FORM

BOOTH ACCESSORY PACKAGES

ORDER DEADLINE: March 4, 2022

An all-inclusive, booth accessory package is available for order which contains: carpet, 1 black-skirted table (6 feet long x 30 inches high), 2 chairs, and an electrical outlet. If you did not order at the time of booking and wish to have this package, please contact your sales rep to order.

There are no substitutions to this package.

To order a Booth Accessory Package, return the below form to your sales rep.

[BOOTH ACCESSORY PACKAGE ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: March 11, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming, please click the link below.

[ORDER ONLINE](#)

If this is your first time ordering from GES, you must create an account before you can place your first order. If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Exhibitor Services

Tel: 514.367.4848

Fax: 514.367.5115

Email: serviceinfo@ges.com

[ORDER ONLINE](#)

BOOTH INSTALLATION SERVICES

ORDER DEADLINE: March 11, 2022

Should you require assistance setting up or dismantling your booth, please click the link below.

[ORDER ONLINE](#)

If this is your first time ordering from GES, you must create an account before you can place your first order. If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Exhibitor Services

Tel: 514.367.4848

Fax: 514.367.5115

Email: serviceinfo@ges.com

CUSTOM COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Coupons to the show. There is no limit to the number of coupons you may distribute to your professional and personal databases.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format to eve.dorelas@nationalevent.com

CUSTOMS BROKER

SUBMISSION DEADLINE: February 26, 2022

ConsultExpo Inc. is our designated official Customs Broker for the Outdoor Adventure Show and will be pleased to assist with the customs clearance of your display material to Canada. They offer round-trip simple and user-friendly customs assistance. Please note: If shipping via courier you will still require customs clearance - please provide ConsultExpo with your tracking number and complete their forms.

Follow this link to complete and submit the [Online ConsultExpo Order Form and Canada Customs Invoice](#), or download their forms and submit them via email: info@consultexpoinc.com or by fax: 888-629-9008.

For “live” assistance they have a Chat feature on their website.

For personalized service, please contact:

Jeff Labbé

Operations Coordinator

Tel: 514-482-8886 Ext. 7

Mobile: 514-709-0739

Email: JeffL@ConsultExpoinc.com

www.consultexpoinc.com

CUSTOMS ORDER FORMS

ELECTRICAL

ORDER DEADLINE: March 11, 2022

Electrical is not supplied to your booth. If you require an electrical hookup, please click the link below.

ORDER ONLINE

If this is your first time ordering from GES, you must create an account before you can place your first order. If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Exhibitor Services

Tel: 514.367.4848

Fax: 514.367.5115v

Email: serviceinfo@ges.com

ORDER ONLINE

EXHIBITOR BADGES & PRE-REGISTRATION

REGISTRATION DEADLINE: March 18, 2022

Each exhibitor will be provided with a select number of personalized name badges. The quantity of badges assigned to you will be dependent on your booth size. Badges must be worn at all times to gain entrance to the show.

Badges will have your company name only and should be picked up at the show.

Contact Tracing Requirements

You will be required to provide contact details for all staff members working the booth to allow for contact tracing. All booth staff must be pre-registered with Show Management before move-in using the below digital form.

Please [follow this link](#) to complete your contact tracing form. You will receive a confirmation email upon completion. Please notify Show Management if any changes occur after form submission.

CLICK HERE TO COMPLETE THE FORM

FOOD SAMPLING

FORM SUBMISSION DEADLINE: March 1, 2022

If you are planning on sampling food or beverage products in your booth, please note the following updated guidelines:

- Samples must be no larger than 2oz (liquid) or 1oz (solids);
- Samples must be pre-cut and pre-packaged according to MAPAQ standards;
- The packaging is for single use only;
- Distribution of samples must be done to allow for proper distancing between the attendees and between exhibitors and attendees (currently 1m);
- There can be no “animations” or traffic-stopper activities, to minimize the possibilities of gatherings;

For any distribution, the below Food Sampling Form must be submitted at least 3 weeks prior to the event. Please read the guidelines included in the form for important details.

FOOD SAMPLING FORM

Your request should be submitted to eve.dorelas@nationalevent.com. We will submit the forms on your behalf.

In addition to the above guidelines, you must adhere to the below safety requirements:

FOOD SAFETY REQUIREMENTS

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets. These passes should be used to invite your clients or special guests to the show. We will also e-mail you a unique promo code that is valid for 10 free ticket registrations, as well as a universal promo code for discounted tickets to share with your clients, friends and family.

Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.

HOTEL

BOOKING DEADLINE: February 24, 2022

Rooms and discounted rate will only be held until the specified date.

Rooms will then be subject to availability at prevailing rates.

We have obtained a group rate of \$194.00 + taxes for occupancy at **The Embassy Suites** by Hilton Montreal.

The Embassy is located at:

208 St. Antoine West
Montreal, Quebec
H2Y 0A6

Reservations may be made by calling 1-877-214-6725 or [book online here](#).

Additional Concessions:

- Complimentary High-speed Internet

To receive this rate, you must mention that you are with **The Montreal Outdoor & Adventure Show** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

ICE

If you require ice during the show, it is available at the facility through the concession stand on Saturday & Sunday. We recommend that you bring a few bags of ice to start each day, in the event that the concession stand experiences delays.

If large amounts of ice are required, please contact Capital Traiteur at 514-871-3111. Quantities are limited.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

LOADING DOCKS

Please note that the loading docks are located at 163 St-Antoine W. between de Bleury & St-Urbain streets.

Dock level access is available. Dollies and a pump truck will be available for your use. If you require a forklift to move material from the dock to your booth, a forklift will be available to you. However, if you have excessive forklift requirements, please speak with Dina Latina (dina@nationalevent.com) to discuss your needs. A charge may apply.

AREA MAP

DIRECTIONS

MOVE-IN INSTRUCTIONS

Move-in Times Friday March 25, 2022 9:00 am – 8:00 pm

Exhibitors whose booths are located directly in front of the loading docks will be provided with specific move-in times prior to the show.

- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 8:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Saturday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Saturday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

Social Distancing & Masks

Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know. No one with a fever or symptoms of COVID-19 or known exposure to Covid-19 case in their prior 14 days is permitted inside the venue.

MOVE-OUT INSTRUCTIONS

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited. A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

PARKING

The Palais des Congrès does not offer a parking pass. Parking is available in the Palais parking at the corner of Chénéville (1025) and Viger Streets.

[AREA MAP](#)

[PARKING RATES](#)

[DIRECTIONS](#)

QUEBEC LANGUAGE LAWS

For those exhibiting in any public shows in the Province of Quebec, you should be aware that there are language laws found in the Charter of the French Language, which are in effect when doing business in the Province of Quebec. These laws were amended in May 2011. The changes clarified that all companies showcasing at a public event (all National Event Management Shows are deemed public events) regardless of whether you are based outside of Quebec or outside of Canada you must comply with French language laws.

What does this mean for exhibitors?

HANDOUTS AT THE SHOW

Catalogues, brochures, folders and commercial directories must be available in French at the show. Handouts can be bilingual or publications may be in 2 separate versions, one exclusively in French, the other exclusively in another language, provided that the material presentation of the French version is available under no less favourable conditions of accessibility and quality than the version in the other language.

DISPLAYS, SIGNS AND POSTERS

Public signs and posters may be exclusively in French or both in French and in another language, provided that French appears at least as prominently (twice as big or as present).

BOOTH STAFF

Since French is the official language of Quebec, there should be at least one French speaking staff person available in your booth during all show hours. Consumers of goods and services have a right to be informed and served in French. There are a few exceptions to these rules, based on trademarked names, showcasing of company name, etc. For the complete Charter, please visit http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/C_11/C11_A.html

***Please refer to the Commerce and Business Section (Chapter VII), and the Exceptions to Section 51 for situations where English is permitted (Company Name, Trademark, etc.) Please review the legislation changes and your booth signage, materials and staffing plan to ensure you are in compliance with the new regulations.

RULES & REGULATIONS

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section](#) of the rules below.*

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

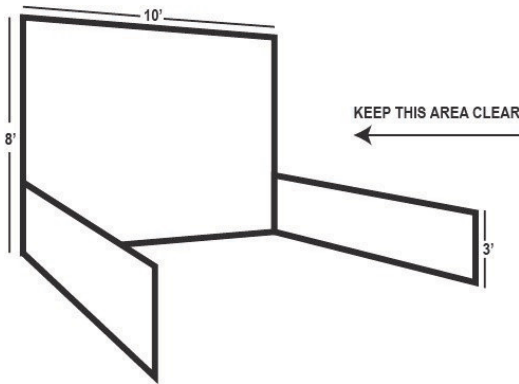
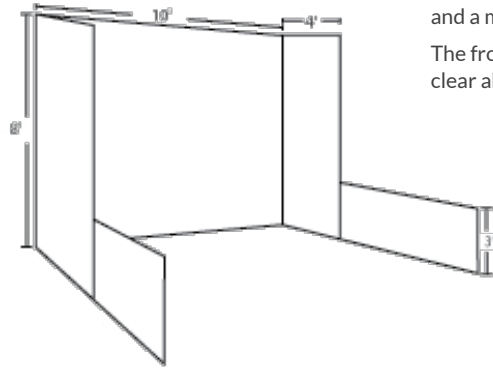


Diagram #2: Sample of display allowance



Upright banners & products must be within 4' from the back drape, and a maximum of 8' high.

The front 6' of the booth must be clear above 4'.

Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator below or you are welcome to bring in your own at your own cost. See Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/State, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com,

905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

COVID-19 Guidelines

The following precautions and regulations have been put in place to ensure the health and safety of all Exhibitors, Staff and Visitors to the show. We are confident in our plans in working with the Palais des congrès staff and all suppliers to ensure a safe and successful show.

- Sanitizing stations will be available for use at every entrance and exit point, as well as scattered around the hall, along with increased signage to promote safe hand hygiene at the show.
- Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know.
- Posters and signage will be placed throughout the building and show floor encouraging people to physically distance as well as a reminder of our no hand-shaking policy.
- Staff and security will be monitoring the show entrance and show floor to ensure physical distance guidelines are adhered to.
- Increased housekeeping rounds will be implemented by the facility staff for disinfecting shared surfaces and high touch areas like door handles.
- Registration will be sold exclusively online.
- **If an exhibitor is experiencing any flu-like or cold symptoms, including fever, coughing, sneezing, sore throat or shortness of breath, they are required to stay home.**

For more details about the Montreal Outdoor Adventure Show health & safety practices, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Friday March 25, 2022

PLEASE NOTE: The facility will NOT accept shipments prior to the show move-in date. Show Management will sign for the delivery on your behalf during move-in hours only. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

Please address shipments to:

Company name; Booth number
Le Salon Aventure et plein air
Palais des Congrès
Hall 220 CDE
163 St-Antoine W.
Montreal PQ
H2Z 1X8

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier.

If you would like a transportation quote please contact:

YRC Freight Customer Care

1-877-610-6500
Customercare.canada@yrcfreight.com

If you require additional assistance, please feel free to contact:

Glen Anderson

Manager Exhibit Services
YRC Freight
Cell: 514-968-1812
Email: glen.Anderson@myyellow.com

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

Pre-Show (Advanced Warehouse) Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please contact:

YRC Reimer/ConsultExpo
John Santini
514.482.8886 ext. 1
Johns@ConsultExpoinc.com

Please address advanced shipments to:

Exhibitor name / Booth ###, c/o
The Outdoor Adventure Show c/o
ConsultExpo / YRC Freight
1725 Chemin St-Francois
Dorval, QC
H9P 2S1

*****Shipments must arrive at the warehouse no later than 2 days prior to move in. *****

ADVANCED WAREHOUSE ORDER FORM

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: March 11, 2022

8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator or you are welcome to bring your own.

Show Colours

- **Booth Drapes : Blue**
- **Aisle Carpet : Green**

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator or you are welcome to bring in your own. See Tape Restrictions in the Rules & Regulations section below.

To place an order with the Show Decorator, please click the link below.

ORDER ONLINE

If this is your first time ordering from GES, you must create an account before you can place your first order. If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Exhibitor Services

Tel: 514.367.4848

Fax: 514.367.5115

Email: serviceinfo@ges.com

ORDER ONLINE

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: March 10, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please use this Portal Link: <https://portailclient.congresmtl.com>

When accessing the link, click on "March", scroll down to "Salon Aventure et plein air 2022" and then click "Order services online"

Please note that your banner and booth structure should be limited to the space directly above your booth. Any other configurations would need to be approved by Show Management prior to the show.

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: March 10, 2022

Please Note: This venue has free WIFI on the ground level only.

If you require a telephone or internet line; or access to WIFI in your booth, please use this Portal Link:

<https://portailclient.congresmtl.com>

When accessing the link, click on "March", scroll down to "Salon Aventure et plein air 2022" and then click "Order services online"

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the ½ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.

- Running of display vehicles during exhibit is prohibited.
- Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
- If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to show management.