



Montreal
BICYCLE
Show

EXHIBITOR'S
GUIDE
2024



FEBRUARY 16-18
NEW 2024 LOCATION
Palais des congrès
de Montréal

bicycleshow.com



Vélo Québec



BIKES, COMPONENTS, CLOTHING, ACCESSORIES, EVENTS, TRAVEL, CYCLE TOURING, INDOOR TEST TRACK...

Produced by

EXPODIUM
INTERNATIONAL





CHECKLIST

The Show will take place at the Palais des congrès de Montréal.
Assembly will take place Thursday February 15. : 9 a.m. to 9 p.m. and
Friday February 16 : 7 a.m. to 11 a.m.
Delivery dock is located at 163, rue Saint-Antoine Ouest, Montreal.

<u>Deadline</u>	<u>To-Do</u>	<u>Send to</u>	<u>Links</u>	<u>Done</u>
<u>January 26</u>	<u>Sample request</u>	Maestro	Click Here	<input type="checkbox"/>
<u>January 26</u>	<u>Form 8.3 Exhibitor's form</u>	Expodium	Click Here	<input type="checkbox"/>
January 31	<u>Electricity rental, hanging and other*</u>	PCM	Click Here	<input type="checkbox"/>
February 2	<u>Internet Ordering*</u>	Expodium	Click Here	<input type="checkbox"/>
February 2	<u>Turnkey kiosk rental*</u>	GES	Click Here	<input type="checkbox"/>
February 7	<u>Form 8.2 Assembly</u>	Expodium	Click Here	<input type="checkbox"/>
<u>February 7</u>	<u>Form 8.1 Accreditations</u>	Expodium	Click Here	<input type="checkbox"/>
<u>February 7</u>	<u>Certificate of liability insurance</u>	Expodium	Click Here	<input type="checkbox"/>
ASAP	<u>Audiovisual rental</u>	Laudiom	Click Here	<input type="checkbox"/>
ASAP	<u>Freight transportation</u>	NALSI	Click Here	<input type="checkbox"/>
ASAP	<u>Food Service Order</u>	Maestro	Click Here	<input type="checkbox"/>
ASAP	<u>Accommodation</u>	Révolugo	Click Here	<input type="checkbox"/>
<u>ASAP</u>	<u>Publication on our social networks</u>	Volta	Click Here	<input type="checkbox"/>

*** Important discount if ordered by this date**





Dear Exhibitor,

This manual has been prepared for you to help you plan your participation as an exhibitor. We suggest that you read it carefully.

Reading this document will contribute to the success of the Show and the quality of your installation.

This Exhibitor Guide is an integral part of your contract. By registering for the show, you automatically accept the terms and conditions as stipulated in this manual.

You also agree to abide by them and to have them respected by all persons under your jurisdiction.

We are very proud to have you as an exhibitor and will be happy to offer you all the support you need.

We thank you for your participation and look forward to welcoming you at the Show.

For any questions, please contact mriendeau@expodium.ca

The management of the Show.





Montreal
BICYCLE
Show



FEBRUARY
16 to 18
NEW 2024 LOCATION
Palais des congrès
de Montréal

21TH MONTREAL BICYCLE SHOW - 2024

Organizing Committee
Expodium International inc.

President
Jan P. Dubé

Sales and business development
Alain Bovet

Coordinator
Mathieu Riendeau

Floor Coordinator
Lois Poizot

Personnel Manager
Anne Joceline Cyr

Responsible for accreditation
Claude Lessard

To contact us before the show :

Expodium International inc.

**P.O. Box 24546 CSP Rome
Brossard (Quebec) J4W 3K9
Telephone: 450-466-2545
Fax: 1-855-738-4063**

To reach us during the show :

**Palais des congrès de Montréal
Promoter's office
Telephone: 450-466-2545 option 2**

For any information :
info@expodium.ca





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1. General information

1.1 Dates and hours of operation

Set-up:	Thursday, Feb. 23:	9 a.m. to 9 pm
	Friday, Feb. 24:	7 am to 11 am
Exhibition:	Friday, Feb. 24:	12 pm to 9 pm
	Saturday, Feb. 25:	10 am to 6 pm
	Sunday 26 Feb.	10 am to 5 pm
Dismantling :	Sunday 26 Feb.	5 pm to 9 pm

Exhibitors will have access to the showroom every day, one hour before the public opening.

1.2 Access to the Palais des congrès de Montréal

The entrance to the salon is at 201, avenue Viger Ouest, Montréal OR 1001, Place Jean-Paul Riopelle, Montréal. The metro station is Place d'Armes.

1.3 Parking

The Montreal Convention Centre offers indoor parking; clear height: 1.81 m (5'11"), at 1025 rue Chenneville, Montreal, QC H2Z 1V8. International Quarter parking is also at your disposal; clear height: 2 m (6'7"), at 249 rue Saint-Antoine Ouest. Other locations are listed in this: [Document](#).

1.4 Booth location

The location you have contracted is identified by one or more numbers, depending on the area occupied. The smallest number is your "technical code". This is the one you must use for everything concerning your installation.

To make it easier for visitors to find the exhibitors, the Show management produces a "public map" with the same number.

1.5 Security

Neither the exhibition management nor the Palais des congrès de Montréal can be held responsible for theft or damage caused to the merchandise or property of exhibitors during the entire duration of the event, including assembly and dismantling, nor for injuries caused to exhibitors or their representatives. You can also use the services of the Palais de Congrès de Montréal, for which you will find the order portal in section 7.

1.6 Maintenance and cleaning of your kiosk

The walkways and entertainment areas will be cleaned daily. However, it is your responsibility to clean your site. You can also use the services of the Palais des congrès de Montréal, whose rates and order forms are attached. If booth cleaning is not required, exhibitors must leave their garbage in the aisles each evening at closing time.





2. General regulations

2.1 Assurance responsabilité

Under section 10 of your lease agreement, you are required to carry two million dollars (\$2,000,000) of general liability insurance for the duration of the show. Neither the management of Expodium International Inc. nor the Palais des congrès de Montréal can be held responsible for injury to persons or damage to products, booths, equipment, or decorations, by fire, accident, theft, or any other cause. The exhibitor must insure his equipment, personnel, and booth against all these risks. You must send us the insurance certificate issued by your insurer to the Expodium International Inc. office before Friday, February 10, 2024 (by email at mriendeau@expodium.ca or by Google Drive ; [Proof of insurance](#)).

2.2. Safety clearance

No booth or equipment may obstruct access to any safety equipment: emergency exit, fire cabinet, alarm trigger, etc.

2.3 Preservation of the integrity of the site

In accordance with Articles 6 and 7 of your lease, you will be held responsible for any costs incurred by you or any of your representatives for any damage to the walls, floor, columns of the building or to booths and equipment belonging to other exhibitors.

The exhibitor may not use or permit the use of nails, screws, hooks, or other similar equipment to hang anything on the walls, columns or floors. No paint may be used on the floors or anything attached to them.

The restoration and replacement of lost or damaged equipment, as well as the removal of dangerous equipment, will be carried out immediately by the Show management at the expense of the offender.

2.4 Fire Prevention

The City of Montreal Fire Department requires **that all objects, materials, and fabrics in your booth be non-flammable or fireproof**. Inspectors may require the dismantling of booths that do not comply with these standards. See fire regulations ; [Requirements and regulations](#) .

2.5 Direct retail sales

Direct retail sales are permitted at your booth. You must issue an invoice or receipt and provide a copy for presentation at the information booth upon leaving the show as proof of purchase.





2.6 Solicitation

In the interest of fairness, no solicitation, other than by exhibitors, will be tolerated. The distribution of souvenirs, samples, advertising material or any other form of solicitation must be done only inside your booth. Please inform the promoter's office staff if you witness any unauthorized solicitation so that management can rectify the situation.

2.7 Special events

If you are planning to organize a cocktail party, a press conference or any other event, you must inform the Show's management, who will be able to provide you with the appropriate information. It is forbidden to organize any lottery, game of chance, contest or game of skill without having first obtained the authorization of the Show management and paid the fees required by the Régie des alcools, des courses et des jeux. More information available on ; www.racj.gouv.qc.ca.

2.8 Staff

The exhibitor is responsible for the actions of its employees, agents, suppliers and contractors during their presence at the Show. The exhibitor must ensure that at least one responsible person is present at the booth during all show hours.

2.9 Sound limits

Music and information broadcast inside the booth must not exceed 70 decibels at 1.25 m from the source. Low frequency amplification is not permitted.

2.10 Food services

Maestro Food Services is the exclusive food concessionaire for the Palais des congrès de Montréal and, therefore, the only one to hold food operating rights on site. Exhibitors or organizations sponsoring an event may not sell food or beverages for consumption on the rented premises.

Exhibitors or organizations sponsoring an event may distribute food or beverage samples provided they obtain authorization from Maestro Food Services. The form is as follows; [Sample request](#). You must send your request before January 26 at the latest to noemie.pilon@maestroculinaire.ca and mriendeau@expodium.ca.

2.11 Tobacco Act

The Palais des congrès de Montréal is subject to the Quebec government's tobacco and vaping law. Smoking is strictly prohibited inside the building. It is possible to smoke outside the Palais des congrès de Montréal at a distance of 9 m (29' 5") from all access doors. In accordance with the law, any offender is liable to a fine.





2.12 Charter of the French language

According to the charter, French must take precedence in public signage and commercial advertising. This means that, in general, the visual impact of French text must be much greater.

2.13 Animals

The presence of animals must be approved by the Palais des congrès de Montréal authorities. Only service dogs are allowed without restriction.

2.14 Balloons and confetti

The use of helium-filled balloons must be pre-authorized by the Show management. You will be charged for the recovery of the balloons from the ceiling after your activities. The use of confetti and glitter is prohibited.

2.15 Motorized vehicles

The exhibitor must comply with the rules in force. ([Requirements and regulations](#)).





3. Registration

3.1 Laissez-passer pour les exposants

Please complete the online questionnaire; [Exhibitor passes](#) or complete Form 8.1, attached, by Tuesday, February 14. This will allow you to have the mandatory passes issued for your team's entry to the show. These can be picked up on Thursday morning at the accreditation desk located at the entrance of the hall.

Each 10' x 10' space allows for the issuance of three (3) free passes, up to a total maximum of 50. An invoice will be issued for any additional passes at a cost of \$15.00 each (valid for all 3 days of the show).

3.2 Daily ticket prices

Current rate on site: \$15.00

FQSC member: \$12.00

Triathlon Quebec member: \$12.00

Student rate: \$12.00

Golden Age rate (65 years and older): \$12.00

Free for children under 15 years old accompanied by an adult

Plus Ticketpro service fee of \$2.00 per online ticket, all taxes included

3.2 Exhibitor's file

Please fill out the online questionnaire; [Exhibitor sheet](#) or fill out form 8.3, attached, by Thursday, February 9. This will allow us to know who you are and promote you on our website and social networks.





4. Furnishing and decoration

4.1 Rental of furniture and equipment

For all interior design needs, the official decorator of the Show is GES Canada. You'll need to order directly online at : [GES Form](#) Just so you know, the deadline to benefit from the discounted rates is February 2nd 2024. You will also find attached the order forms for all other services available at the Palais des congrès de Montréal. In order to take advantage of the full range of services at the best price, starting your order as soon as possible is recommended.

For all **audiovisual needs**, the official supplier of the Show is Laudiom. You can request a quote online at the following link; [Audiovisual equipment form](#) or visit their website at www.laudiom.com . For any questions, you can contact (450) 347-7329.

4.2 Design guidelines

The exhibitor may provide his own booth or rent it, in whole or in part, to the decorator.

Flooring, such as carpet or tile, is mandatory. You can rent carpet from the decorator or install your own covering which **must be fireproof.**

The divisions or walls of your booth can be made of rigid panels or curtains, self-supporting and finished on both sides. The standard height of your booth divisions is eight (8) feet. Side walls covering the entire space are permitted.

Shelter style tents are accepted provided they have a bottom divider and are fireproof. A fireproof certificate may be required on site by the Palais des congrès de Montréal.

Recommended brands of two-sided carpet tape are:

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

The recommended brand and model of wall surface tape is:

- 3M Wall Mount Tabs, #7220

Use of other brands or models will incur cleaning costs.





4.3 Hanging from the ceiling

You can have visual elements installed above your location, with authorization from the Show management. The element must present its graphics on both sides and be installed by the Palais des congrès. Please order on the portal; [Portail Palais des congrès de Montréal](#)

4.4 Lighting

Basic lighting is provided in the play area. However, it is strongly suggested that you enhance your booth with additional lighting.

4.5 Electricity

You must order the electricity installation, if applicable, on the Palais des Congrès portal directly; [Portail Palais des congrès de Montréal](#). All your electrical plugs must have three contact pins and the official electrician may refuse any connection that does not comply with the regulations. Please note that the deadline to benefit from the discounted rates is January 31, 2024. If you have any questions, contact the Palais des congrès de Montréal at 514 871-5871 or 1 888 871-5871 (toll-free in Canada) and at [techno @congresmtl.com](mailto:techno@congresmtl.com).

4.6 Internet

Cellular connection may be weak in places at the Palais des congrès de Montréal. Wireless internet service can be ordered using the following form; [Order form](#) .





5. Delivery of goods

5.1 Entry time

To allow the entry of your equipment, please fill out the online form;

[Entry schedule Form](#) or return the form 8.2 before Wednesday, February 7 "Assembly - Vehicle" (attached) to mriendeau@expodium.ca.

You will be notified by Friday, February 9, of the time you will be required to report to the Palais des congrès de Montréal loading dock.

Management reserves the right to refuse access to the dock to any vehicle that does not respect the schedule. If you do not need the loading dock to bring your merchandise, you may use the main entrance during the set-up period.

5.2 Shipment of goods

No merchandise for the Show will be accepted at the Palais des congrès de Montréal before Thursday, February 15, 2024. In the event of a problem, please contact Mathieu Riendeau at mriendeau@expodium.ca.

5.3 Landing address

Palais des congrès de Montréal
Quai de déchargement
163, rue Saint-Antoine Ouest
Montréal (Québec) H2Z 1X8

5.4 Adresse de livraison

All material must be sent, postage free, to the following address:

Montreal Bicycle Show – Palais des congrès de Montréal
Name of your company, Number of your booth
c/o: name of responsible person
163, rue Saint-Antoine Ouest
Montreal (Quebec) H2Z 1X8

Parking is not permitted at the landing stage.

5.5 Delivery and exit of goods during the show

The delivery of small crates, boxes or other packages is permitted every day during the hour preceding the opening of the Show, provided that it is done manually (without rolling stock). You can use the drop-off point for a limited time or bring your merchandise through the main entrance. Any transport of goods during the opening hours of the Show is prohibited.

For your safety, the exhibitor wishing to remove any material from the Exhibition Hall must present an Exit Voucher previously obtained from the promoter's office, from Friday February 16 to Sunday February 18, 5 p.m.





6. Assembly and disassembly

6.1 Assembly

The set-up period runs from Thursday morning, **February 15, from 9:00 a.m. to 9:00 p.m.** and continues on Friday morning, **February 16, from 7:00 a.m. to 11:00 a.m.** Please note that it will no longer be possible, from Friday morning, to use rolling equipment in the hall to avoid damaging the aisle carpet. **All booths must be completed by 11:00 am on Friday, February 16.** Show management and staff will be on hand to assist you and answer your questions. The Show management has full authority to enforce the rules and regulations set forth in this Guide.

6.2 Handling of goods

The Palais des congrès de Montréal provides you with a certain number of blue carts at the dock, free of charge, to transport your merchandise from the dock to your kiosk. If you need a forklift, you must order this service from the Palais des congrès on [Portail Palais des congrès de Montréal](#).

Exhibitors must have their own staff on site since the Show management cannot, under any circumstances, assume responsibility for lost or damaged equipment. If the exhibitor does not have a representative on site during the delivery of his equipment, the Show management may sign the delivery notes, but only as agent of the exhibitor and without necessarily counting the packages or the check for damage.

6.3 Storage of empty boxes

Empty boxes will be stored in a location provided by the Palais des congrès de Montréal. You will need to affix a label with your information to your boxes when they are ready for storage. Please note that no exhibitor will have access to the storage area during the exhibition. No valuables should be left in stored boxes.

Reminder: The City Fire Department expressly prohibits the storage of empty boxes or crates inside or behind the stand.

6.4 Disassembly and exit

Out of respect for visitors, **it is prohibited to carry out dismantling before 5 p.m. on Sunday February 18.** In addition, the policy of Exit Vouchers for all equipment (See 5.5) will apply until 5:00 p.m.

Dismantling must be completed no later than 9 p.m. on Sunday evening, February 18, 2024.

Any exhibitor who has not left the premises within the aforementioned deadlines will be liable to a penalty of \$1,000 per hour.

Any merchandise that is still in the Hall after the deadline will be moved and stored by the Show management, at the expense of the offenders.



7. Services

Official decorator - turnkey kiosk rental - furniture rental

GES Canada

Montreal, Quebec H5A 1K6

Phone: (514) 367-4848

Email: serviceinfo@ges.com

View the online platform at : [GES Form](#)

Rental of audiovisual equipment

Laudiom

Phone : (450) 347-7329

Web Site : www.laudiom.com

Online form : [Audiovisual equipment form](#)

Palais des Congrès (Electricity, hanging, maintenance, security and other)

Palais des congrès de Montréal

Phone : (514) 871-5871

Email : techno@congresmtl.com

Portail : [Portail Palais des congrès](#)

Catering service

Maestro

Phone : (514) 871-3111

Email : noemie.pilon@maestroculinaire.ca

Sampling authorization : [Sampling form](#)

Returned to noemie.pilon@maestroculinaire.ca and mriendeau@expodium.ca by email.

Customs Brokers - Transportation

North American logistics services Inc.

Phone: (514) 868-6650

Contact : Robert Vieira

E-mail: rvieira@nalsi.com

Form : [Purchase order](#)

For customs clearance information, please contact Mathieu Riendeau by email ;

mriendeau@expodium.ca

Accommodation

Révolugo

Portail : [Plateforme Révolugo](#)

Publication on our social networks

VOLTA Sports & Divertissement

Form : [Social media form](#)



8. Forms to be returned by February 7 at the latest

8.1 Ordering - Accreditations

A maximum of 3 passes (accreditations) is included per 10' X 10' (100 sq. ft.) space for your staff. You may request additional passes for \$15.00 each valid for all 3 days of the Show.

Please note: An invoice will be issued for additional passes requested.

Passes will be available at the exhibitor desk at the entrance of the Show starting Thursday, February 15. Passes are the property of Expodium International Inc. and may be reclaimed at any time in the event of non-compliance with the terms and conditions. Passes are for the exclusive use of each exhibitor's staff member and may not, under any circumstances, be loaned to visitors or other participants.

Name of the exhibitor : _____ Booth number : _____

Manager : _____

Phone : () _____ Email : _____

We wish to obtain: _____ passes (credentials) for the following personnel:
(Maximum of 3 accreditations per 10' x 10' - list names and companies)

FIRST AND LAST NAMES	COMPANY/STORE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____



8.2 Assembly - Vehicle

Name of the exhibitor : _____

Name of the person in charge : _____

Phone : () _____

Email : _____

Booth number : _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

What day would you like to set up your booth?

Thursday, February 15th

Friday, February 16th * Rolling stock not permitted on Fridays.

What time would you like to access the landing? _____

What type of vehicle will you use to transport your equipment?

Auto

Truck Length of truck (Example: 16 feet, 24 feet): _____

We will not need to use the Palais des congrès de Montréal landing

Description of equipment on display:

10 x 10 tent

Vehicle in booth

Description : _____

More : _____

RETURN THIS FORM NO LATER THAN TUESDAY, FEBRUARY 14

By email to : mriendeau@expodium.ca





8.3 Exhibitor form returned by Friday January 26 at the latest

Name of the exhibitor : _____

Name of the person in charge : _____

Phone : () _____

Email : _____

Booth number : _____

Partners:

List the names of the companies (brands, partners, etc.) that you will be officially representing at the Show as well as the names of your co-exhibitors. These names will appear on the list of exhibitors and brands represented at the Show on the Show website and in the Visitors' Guide.

What's New:

List the new and special items that visitors will find at your booth.

Special Activities:

Describe the special activities you will feature at your booth.

RETURN THIS FORM NO LATER THAN JANUARY 26

By email to : mriendeau@expodium.ca





9. Exit procedure

ALL MATERIALS WILL BE HELD IN THE HALL UNTIL SUNDAY, FEBRUARY 18, 5:00 P.M.

1. Out of respect for the visitors, it is strictly forbidden to dismantle your booth before the closing of the Show. A representative must be present in your booth until the show closes.
2. Dismantling and removal of equipment will only begin on Sunday, February 26 at 5:30 p.m. after the carpets have been removed.
3. As soon as the mats are removed:
You will have access to the rolling stock. Please keep the aisles clear of all equipment.

The exhibitor must ensure the presence of at least one responsible person at the booth during all opening hours of the Show, until 5 p.m. on Sunday February 18, 2024.

Any merchandise still on site after 9:00 p.m. Sunday will be moved and stored by the Show management at the expense of the offenders.

