

THE NATIONAL WOMEN'S SHOW

QUEBEC

November 20 & 21, 2021

ExpoCité, Centre de foires
Hall C & D



EXHIBITOR MANUAL

WELCOME AND THANK YOU

for choosing to be a participant in
The National Women's Show - Quebec City.

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
ExpoCité, Centre de foires
on Friday November 19, 2021 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

ExpoCité, Centre de foires
Hall C & D
250, boulevard Wilfrid-Hamel
Québec, QC
G1L 5A7
Tel: (418)691-7110 Fax: (418)691-7249

MAP TO FACILITY

EXPOCITE SITE MAP

Show Dates & Times

Saturday, November 20, 2021	9:00 am – 5:00 pm
Sunday, November 21, 2021	10:00 am – 5:00 pm

Exhibitor Move-in Times

Friday, November 19, 2021	9:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, November 21, 2021	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 Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

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: November 10, 2021

If you require audio visual equipment in your booth, this may be ordered through our AV service provider, Solotech. Please click the link below to place your order online.

ONLINE ORDERING LINK

If this is your first time ordering from Solotech, click on the “Account” link in the top right corner to create a new account.

If you have any questions, please contact Solotech directly at:

Solotech Inc.

Exhibitors Services

cdf@solotech.com

1-866-992-9466, ext 3695

Please note, classic order forms no longer exist. Only online orders are accepted.

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

BOOTH ACCESSORY PACKAGES

ORDER DEADLINE: November 5, 2021

An all-inclusive, booth accessory package is available which contains: a draped booth, carpet, 1 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 return the below form to your sales rep.

There are no substitutions to this package.

[ALL-INCLUSIVE BOOTH ACCESSORY PACKAGE ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: November 12, 2021

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please contact;

Décor Experts Expo

Tel: (418) 666-7133

Fax: (418) 682-6697

[BOOTH CLEANING FORM](#)

BOOTH INSTALLATION SERVICES

ORDER DEADLINE: November 5, 2021

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

Tel: 418-877-2828

Email: serviceinfo@ges.com

[ORDER ONLINE](#)

CUSTOMS BROKER

SUBMISSION DEADLINE: October 20, 2021

ConsultExpo Inc. is our designated official Customs Broker for the **National Women's 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

DISCOUNT COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Discounted Passes to the Show. There is no limit to the number of passes you may distribute to your professional and personal databases.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format to Joy Gallaiford at joy@nationalevent.com.

ELECTRICAL

ORDER DEADLINE: November 10, 2021

Electrical is not supplied to your booth. If you require an electrical hookup, this may be ordered through our Electrical service provider, Solotech. Please click the link below to place your order online.

ORDER ONLINE

If this is your first time ordering from Solotech, [click here to create a new account](#).

SOLOTECH Inc.

Exhibitors Services

cdf@solotech.com

1-866-992-9466 #3695

Please note, classic order forms no longer exist. Only online orders are accepted.

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

EXHIBITOR BADGES & BOOTH STAFF REGISTRATION

FORM SUBMISSION DEADLINE: November 19, 2021

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.

***NEW* 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](#)

EXHIBITOR PARKING

Areas P9 and P10 are now exclusively reserved for exhibitors. The Parking Rate is \$10.00 per day at ExpoCité. Let the parking guard know that you are an exhibitor, and you will receive 3 free returns on the ticket.

[EXPOCITE SITE MAP](#)

FOOD BANK

Arrangements will be made with a local shelter or Food Bank for any food product remaining after the show closes. Any product left in the refrigeration trucks will be donated to the Food Bank. If you have non-refrigerated product to donate there will be an area on the loading dock where it can be left.

FOOD SAMPLING

If you are sampling a food product in your booth, you must comply with the below rules:

- Exhibitors must comply with a sample size of 2 oz.
- Exhibitors must comply with MAPAQ food safety rules and those of all other government entities to prevent illness outbreaks and food poisoning.

[SAMPLING GUIDELINES](#)

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. They are not to be handed out on site unless you are leaving them at the Will Call desk. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets.

We will also be e-mailing you a unique promo code that is valid for 10 free ticket registrations, as well as universal promo code for discounted tickets to share with your clients, friends and family.

GOODIE BAGS

GOODIE BAG SAMPLES DELIVERED: November 1 - 8, 2021

If you have arranged to participate in the Goodie Bag Sampling Program, please ship your product to:

CROM / Atleier Labrosse

215 Labrosse,
Pointe-Claire, Québec,
Canada, H9R 1A3
Attention: Steve Johnson
Phone: 514-802-4925
Email: sjohnson.crom@ssss.gouv.qc.ca

Shipments may begin arriving on October 11, 2021 and must be there by October 18, 2021. Please be sure to have your product there on time. Product arriving after the due date will be inserted only in the bags that are remaining to be filled, when your product arrives. An additional shipping charge may be applied if your samples arrive after the deadline.

Please make sure that you put **QUEBEC CITY WOMEN'S SHOW**, on your shipment.

HOTEL

BOOKING DEADLINE: November 5, 2021

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 \$124.00 + taxes for single or double occupancy at Hôtel & Suites Normandin. This rate includes a continental breakfast and free parking.

The Normandin is located at:
4700 Boul. Pierre-Bertrand
Québec, QC
G2J 1A4

Book online by following the steps below:

1. Go to <https://hotelnormandin.com/hotel-et-suites-normandin-quebec/>
2. Choose your dates and click "book online"
3. Click the "Groups & Companies" button in the promo code field.
4. Use the following login details to receive the discounted rate
Username: femmes2021
Password: salon2021

Reservations may also be made by calling 1-800-463-6721. To receive this rate, you must mention that you are with the **Salon de la femme de Québec or National Women's 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 Friday, Saturday & Sunday. The cost is \$25.00 plus tax per bin (10kg).

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.

LIQUOR SAMPLING

To sample a liquor product, you must obtain a liquor license from the RACJ. This permit is valid for sampling only and a sample size is restricted to 2 oz. Sales of samples are strictly prohibited.

To obtain a license, follow these steps:

- 1. Contact Christine Barry at (800) 891-4859, ext. 227 or by email christine@nationalevent.com.**
- 2. You will be provided with our permit number and instructions for obtaining your license from the RACJ.**
- 3. Once obtained, email a copy of your license to Christine Barry at christine@nationalevent.com.**
- 4. Bring the original permit to the show, as you will be requested to show it to the banquet maître d' on Move-in Day.**

Delivery of your product must be received on November 19, 2021 (date the permit is valid for) and must be removed on November 21, 2021 (Date permit terminates). Alcohol delivery will not be permitted prior to/ or after these dates.

You may place purchase orders for your products, but attendees will not be allowed to take purchases with them from the show. Arrangements should be made to ship the product to the customer.

Expo Cité has the right to cancel your permit if these policies are not respected.

LOADING DOCKS

The loading docks can be accessed by through the North access by Soumande Street. Please see the attached map showing the location.

Dock level access is available. **Use Loading Docks 7-13.**

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, 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.

[EXPOCITE SITE MAP](#)

[LOADING DOCK MAP](#)

MOVE-IN INSTRUCTIONS

Move-in Times **Friday, November 19, 2021** **9:00 am – 8:00 pm**

- **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 Palais. 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

PRODUCT REPLENISHMENT

The loading dock will be open daily from 8am to noon for product replenishment. Please note that vehicles cannot be left on the loading dock.

PROMOTION PACKAGES & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Promotional opportunities and sponsorship recognition including show magazine space, on-site signage, & online presence are available.

For more information please contact:

Christine Barry
905-477-2677 x 227
christine@nationalevent.com

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 recently 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 [click here](#).

******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.***

LANGUAGE REGULATIONS

REFRIGERATION STORAGE

BOOKING DEADLINE: October 29, 2021

A limited amount of refrigerated storage is available. There will be a charge of \$80 per skid. If you do require refrigeration, we ask that you plan your move-in for after 12 noon.

Please complete and send the form below to: joy@nationalevent.com

REFRIGERATION FORM

RULES & REGULATIONS

**For specific information and guidelines related to COVID19, please refer to the COVID19 section of below.*

Booth Display & Restrictions

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

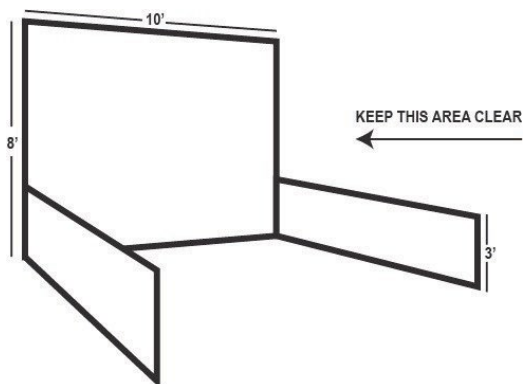
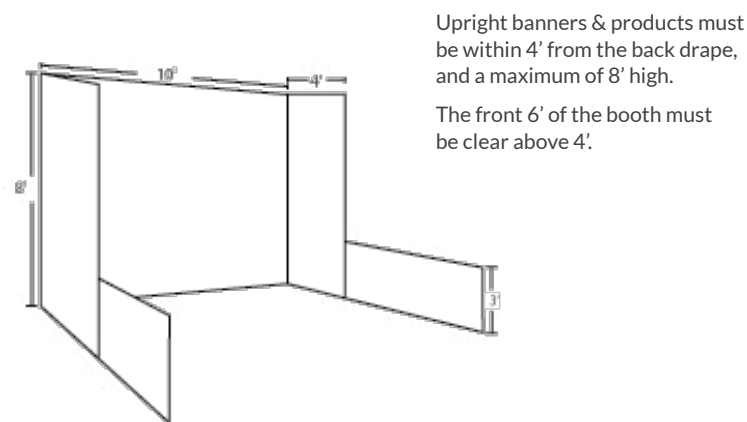


Diagram #2: Sample of display allowance



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 at your own cost or you are welcome to bring in your own. 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.

Walls:

- 3M adhesive wall tabs, no 7220

Floors:

- ECHOTape CL-W6033
- ECHOTape DC-W188F
- 3M 6910
- Uline S-21257

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.

*Approved tape can be purchased [online here](#).

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 (DC-W188F OR CL-W6048) 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 approval and 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 added 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 Palais 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 Women's Show Health & Safety Practices, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Friday November 19, 2021

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. A forklift will also be available to you. However, if you have excessive forklift requirements please speak with Dina Latina (dina@nationalevent.com) to discuss your needs.

Please address shipments to:

Company name
Booth number
Salon national de la femme
ExpoCité, Centre de foires
Hall C & D
250, boulevard Wilfrid-Hamel
Québec, QC
G1L 5A7

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

Pre-Show (Advanced Warehouse) Shipping

ConsultExpo Inc., has been selected as the official advance shipment receiving service provider for **The Quebec City National Women's Show**. Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice (for international shipments)** and return to their office. For your convenience, you may download their forms from <http://consultexpoinc.com/forms/> or go to their web link and submit customs and transportation form information online: <http://consultexpoinc.com/onlineforms/>.

Please address advanced warehouse shipments to:

Exhibitor Name / Booth Number c/o
National Women's Show Québec c/o
Consult Expo / Transkid
1800 Leon-Harmel
QUEBEC, QC
G1N 4R9

To request a quote, please complete the below order form and email to:

ConsultExpo

John Santini

514.482.8886 ext. 1

Johns@ConsultExpoinc.com

[ADVANCED WAREHOUSE FORMS](#)

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

ORDER DEADLINE: November 5, 2021

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. To place your order online, 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 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

Tel: 418-877-2828

Email: serviceinfo@ges.com

[ORDER ONLINE](#)

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 if you are bringing your own carpet.

Show Colours

- **Booth Drapes: Black**
- **Aisle Carpet: Plum**

[ORDER ONLINE](#)

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: November 10, 2021

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, this service may be ordered through Solotech. Please click the link below to place your order online.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Solotech, [click here to create a new account](#).

If you have any questions, please contact Solotech directly at:

SOLOTECH Inc.

Exhibitors Services

cdf@solotech.com

1-866-992-9466 #3695

Please note, classic order forms no longer exist. Only online orders are accepted.

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

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: November 5, 2021

Please Note: This venue does NOT have free wifi.

If you require a telephone or internet line or access to WIFI in your booth, fill in the form below and send it to telecommunication@expocite.com.

For more information, contact :

ExpoCité

Tel: (418) 691-7250

Fax: (418) 691-7249

Email: info@expocite.com

TELECOMMUNICATIONS ORDER FORM

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 1/3 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.

1. The caps of fuel tanks must be locked or inaccessible to the public, unless the tank has never contained fuel.
2. The caps of fuel tanks must not be taped shut since the tape could keep the security valve from functioning properly.
3. Tanks do not have to be kept completely full nor should they be left empty but they should be filled to a 1/3 capacity maximum.
4. Batteries must be disconnected. In the case of engines without a battery, the spark plug must be removed.
5. It is prohibited to start up a combustion engine during an exhibition.

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.