

THE NATIONAL WOMEN'S SHOW

MONTREAL
May 13 – 15, 2022
Palais des Congrès
Hall #210



EXHIBITOR MANUAL

WELCOME AND THANK YOU

for choosing to be a participant in
The National Women's 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 Thursday May 12, 2022 at 8am 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 210
200 Viger Avenue West
Montreal PQ
H2Z 1X7
Tel: (514) 871-8122
Fax: (514) 871-9389

[AREA MAP](#)

[MAP TO FACILITY](#)

Show Dates & Times

Friday, May 13, 2022	10:00 am – 7:00 pm
Saturday, May 14, 2022	10:00 am – 6:00 pm
Sunday, May 15, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Thursday, May 12, 2022	8:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, May 15, 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@nationalevent.com

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: May 2, 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 pre-show booking deadline may be subject to additional charges.

[AUDIOVISUAL FORM](#)

BOOTH ACCESSORY PACKAGES

ORDER DEADLINE: April 20, 2022

An all-inclusive, booth accessory package is available for rent which contains grey carpet, 1 white-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 added, please complete the below form and send your sales rep.

There are no substitutions with this package.

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

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

BOOTH CLEANING

ORDER DEADLINE: April 26, 2022

Exhibitors are responsible for maintaining their 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

Tel: 514.367.4848

Email: serviceinfo@ges.com

BOOTH INSTALLATION SERVICES

ORDER DEADLINE: April 26, 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

Tel: 514.367.4848

Email: serviceinfo@ges.com

CUSTOMS BROKER

SUBMISSION DEADLINE: April 13, 2022

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 Eve Dorelas at eve@nationalevent.com.

ELECTRICAL

ORDER DEADLINE: April 26, 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

Tel: 514.367.4848

Fax: 514.367.5115

Email: serviceinfo@ges.com

[ORDER ONLINE](#)

EXHIBITOR BADGES & BOOTH STAFF REGISTRATION

FORM SUBMISSION DEADLINE: May 2, 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](#)

EXHIBITOR 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.

[LOADING DOCK & PARKING MAP](#)

[PARKING RATES](#)

[DIRECTIONS](#)

FOOD SAMPLING

FORM SUBMISSION DEADLINE: April 18, 2022

If you are planning on sampling food or beverage products in your booth, please note that samples must be no larger than 2oz (liquid) or 1oz (solid).

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

[FOOD SAMPLING FORM](#)

Your completed form should be emailed to info@capitaltraiteur.com. Please send a copy of your form to eve@nationalevent.com.

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

[FOOD SAFETY REQUIREMENTS](#)

If you require a refrigerator for your booth, please contact:

Summum Refrigeration

514-768-2746

<http://summumrefrigeration.com/>

FREE PASSES

Prior to the show, **10** 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. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets. 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.

GOODIE BAGS

GOODIE BAG SAMPLES DELIVERED: April 7 - April 14, 2022

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

Contenant Plus

8999, rue Robert- Amour
Montreal, QC H1E 6J7
Attention : Fernand Bernard

Shipments must arrive after April 7 but before April 14, 2022. 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 **LE SALON NATIONAL DE LA FEMME DE MONTRÉAL** on your shipment.

HOTEL

BOOKING DEADLINE: April 13, 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 for a Standard Suite at The Embassy Suites by Hilton Montréal:

Rates

\$275/night on Wednesday, May 11, 2022

\$209/night from Thursday, May 12 to Monday, May 16, 2022

The Embassy Suites is located at:

208 St-Antoine West
Montreal, Quebec
H2Y 0A6

Reservations may be made by calling 1-877-214-6725.

To receive this rate, you must mention that you are with **The 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. 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.

LIQUOR SAMPLING

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

To obtain a license, follow these steps:

- 1. Please contact Christine Barry at (905) 477-2677 or (800) 891-4859 ext. 227 or email christine@nationalevent.com**
- 2. You will be provided with our permit number and instructions for obtaining your license from the RACJ.**
- 3. You must send a copy of your license to Christine Barry by [email](#).**
- 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 May 12, 2022 (the date the permit is valid for) and must be removed on May 15, 2022 (the 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.

Capital Traiteur has the right to cancel your permit if policies are not respected.

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. There are a limited number of dollies and a pump truck 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 e-mail dina@nationalevent.com with a description of your forklift needs. A charge may apply.

[AREA MAP](#)

[DIRECTIONS](#)

MOVE-IN INSTRUCTIONS

Move-in Times **Thursday May 12, 2022 8:00 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 Thursday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Friday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on show days.
- Children 16 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

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.

After the show

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, please advise Show Management.

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 amended in 2011 to clarify 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.***

REFRIGERATION STORAGE

BOOKING DEADLINE: May 3, 2022

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

If you require a refrigerator inside your booth, please contact:

Summum Refrigeration

514-768-2746

<http://summumrefrigeration.com/>

After the show

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 as well, please advise Show Management.

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

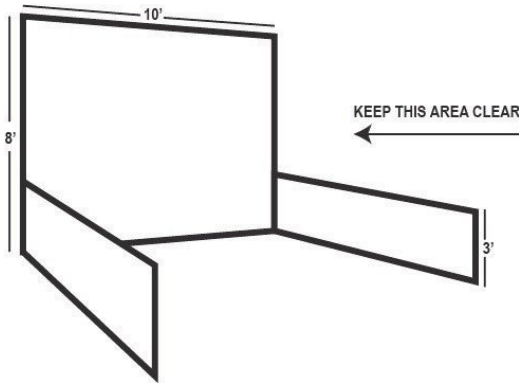
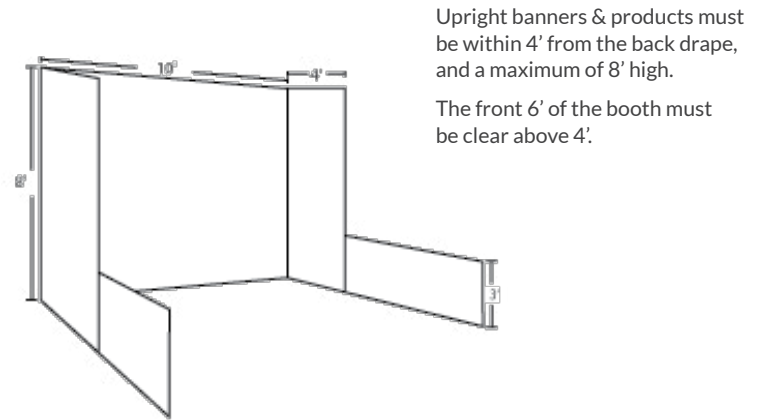


Diagram #2: Sample of display allowance



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.

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 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 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 Women's Show Health & Safety Practices, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: May 12, 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:

Le Salon national de la femme
Company name; Booth number
Palais des Congrès,
Hall 210
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 Montréal National Women's Show c/o
ConsultExpo / YRC Freight
1725 Chemin St-Francois
Dorval, QC
H9P 2S1

*****Advanced Shipments MUST arrive no later than May 11, 2022*****

[ADVANCED WAREHOUSING FORM](#)

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

ORDER DEADLINE: April 26, 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: Black**
- **Aisle Carpet: Plum**

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator or 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 their online ordering system, please contact their Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Tel: 514.367.4848

Fax: 514.367.5115

Email: serviceinfo@ges.com

ORDER ONLINE

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: April 27, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please use this [Portal Link](#)

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.

(When accessing the link: click on "May", scroll down to "Salon national de la femme 2022" and then click "Order services online")

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: April 27, 2022

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

If you require a telephone or internet line, or access to WIFI in your booth, please use this [Portal Link](#)

(When accessing the link: click on "May", scroll down to "Salon national de la femme 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@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 $\frac{1}{4}$ 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.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor's expense.

- Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
- Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.
- 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 name and phone number of the person responsible to remove the vehicle(s) to Show Management.