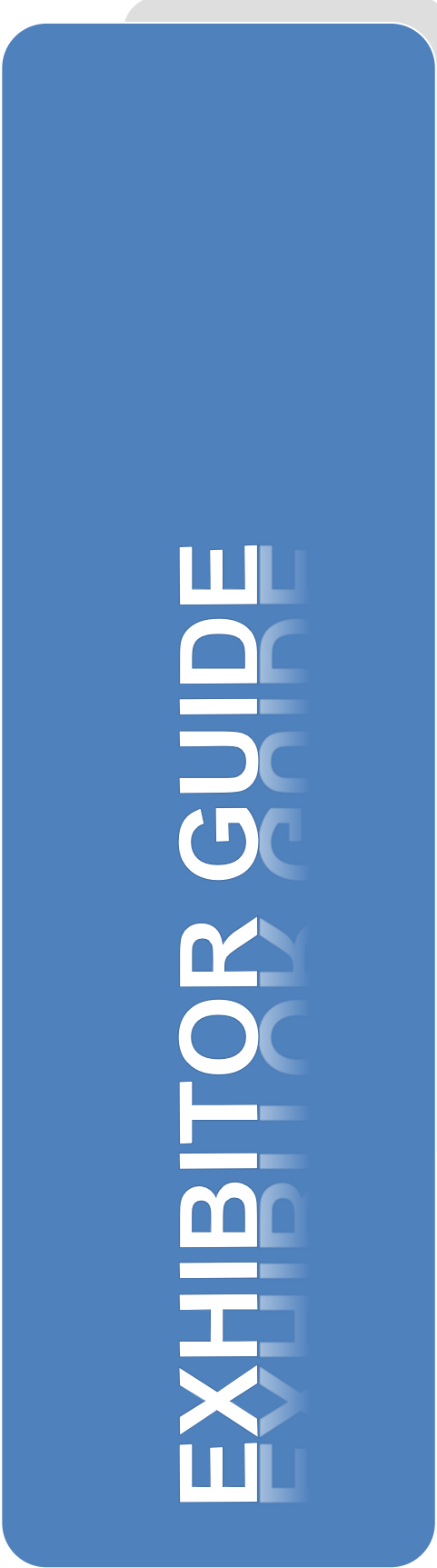


**Joint Congress on Evolutionary  
Biology**

July 26-30<sup>th</sup>, 2024



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## GENERAL INFORMATION

### Show management contacts:

Karen Faller

[evolution.meetings@gmail.com](mailto:evolution.meetings@gmail.com)

+1- 608-764-4352

### Location of the exhibit

The exhibit will take place at the Palais des congrès de Montréal in Room **220DE**.

The main visitors' entrance is located at:  
[1001 Place Jean-Paul Riopelle, Montréal.](#)

No delivery or pick-up of materials will be accepted at this address.

The loading dock is located at [163 Saint-Antoine Street West, Montréal.](#)  
 Please refer to the section « Loading Dock – Entry procedure during move-in» for delivery procedures.

The following locations are available to park your car:

Viger Parking - Palais des congrès de Montréal Clearance: 1,81 m (5'11")  
[1025 Chenneville Street](#)

Quartier International de Montréal Parking Clearance: 2 m (6'7")  
[249 Saint-Antoine Street West](#)

### Exhibit dates and times (including set-up and dismantle)

SCHEDULE								
DATE	SET-UP Exhibitors		OPENING HOURS Exhibitor access		OPENING HOURS Visitors/Participants		DISMANTLE Exhibitors	
	<i>vendredi, 26 juillet 2024</i>	10 :00 AM	6 :30 PM	10 :00 AM	6 :30 pm	NA	NA	NA
<i>samedi, 27 juillet 2024</i>	8 :00 AM	10 :00 AM	8 :00 AM	9 :00 PM	10 :00 AM	9 :00 PM	NA	NA
<i>dimanche, 28 juillet 2024</i>	NA	NA	8:00 AM	6 :00 PM	9 :00 AM	6 :00 PM	NA	NA
<i>lundi, 29 juillet 2024</i>	NA	NA	8 :00 AM	9 :00 PM	9 :00 AM	9 :00 PM	NA	NA
<i>vendredi, 30 août 2024</i>	NA	NA	8 :00 AM	6 :30 PM	9 :00 AM	4 :30 PM	4 :30 pm	6 :30 PM

No transportation equipment (flat trucks, hand trucks or trolleys) is permitted once the carpet has been installed.

Set-up of all booths must be completed by 10 am, 27-Jul-2024

### Nametags/Registration:

Please come up to 517N (Registration area) to pick up your Exhibitor Nametag & ribbon during one of the following times

July 26, 2024

- 8:00 am – 10:00 am
- 12:00 pm – 1:00 pm
- 3:00 pm – 9:00 pm

July 27, 2024:

- 8:00 am – 10:00 am

**Delivery directly to the venue can **only be done** July 26, 2024**

**Delivery address**

Palais des congrès de Montréal  
Loading Dock  
163, Saint-Antoine Street West  
Montréal (Québec) H2Z 1X8

**Advance Delivery procedures**

Advance shipments (between June 28 – July 22, 2024 (9 am – 4 pm), must be pre-arranged with GES Canada Services with the proper shipping forms.

They will ensure storage and delivery of materials to your booth on the set-up day.

- Contact : GES Canada Services
- Call (514) 367-4848 / 1-877-399-3976  
Monday - Friday 08:00 - 16:00 EST.
- For advance shipments, please label your boxes as follows:

GES c/o TRANSKID  
3rd Joint Congress on Evolutionary Biology  
Exhibiting Company Name, Booth # \_\_\_\_\_  
1785, 55IEME AVENUE  
DORVAL, QUEBEC H9P 2W3  
Canada

**Deliveries to the Palais des Congrès:**

- The Palais des congrès de Montréal will accept deliveries as of the set-up date **only** – July 26, 2024.
- All shipments delivered prior to this date to the convention center directly will be refused.
- Regular opening hours of the loading dock are from 07h00 to 23h00.

For deliveries directly to the venue, please label your boxes as follows:

Event Name:     3<sup>rd</sup> Joint Congress on Evolutionary Biology    

Event Date:     July 26-30, 2024    

Contact information (company or organization/contact name):  
\_\_\_\_\_

Room number/booth number: 220DE / booth # \_\_\_\_\_

The exhibitor must be present at the time of delivery. The Palais des congrès de Montréal is not responsible for any shipments received in the absence of the exhibitor.

## SERVICES OFFERED TO EXHIBITORS

### List of service suppliers

Supplier	Service	Contact name and contact information
GES Canada	Products & services for your booth, material handling, shipping and customs	<a href="https://ordering.ges.com/CA-00066586">https://ordering.ges.com/CA-00066586</a>
Palais des congrès de Montréal	Electricity, plumbing, booth cleaning, telecommunications, banner installation, security, etc.	<a href="http://Centre.de.services.aux.exposants.ungerboeck.net">Centre de services aux exposants (ungerboeck.net)</a>
TKNL	Audiovisual requirements for your booth	<a href="mailto:technicalservices@tknl.com">technicalservices@tknl.com</a>
Maestro Culinaire <i>(exclusive supplier at the Palais des congrès de Montréal)</i>	Food and beverage for your booth	E-mail: <a href="mailto:info@maestroculinaire.com">info@maestroculinaire.com</a> Banquet Manager: Mélanie Khaled

### Exhibit booth

#### Included in your booth space rental:

- **Each standard 10'x10' drape booth package includes:**
- ✓ 8' high background and 3' high side dividers in flame retardant drapes
- ✓ 1 - 6' skirted table
- ✓ 2 - Side chairs grey fabric
- ✓ 1 - Wastebasket

## Storage

Storage of empty boxes is mandatory and carried out by the personnel of the Palais des congrès de Montréal. Show management personnel will supply labels to place on your boxes when they are ready to be stored. Note that exhibitors will not have access to the storage area during the exhibit. Valuables should not be left inside stored boxes.

Reminder: The Montréal Fire Department (Service de sécurité d'incendie de Montréal) forbids any storage of boxes or empties inside or in back of exhibit booths.

## Additional security

Show management and the Palais des congrès de Montréal will not be held responsible for theft or damage to merchandise and personal items or any injuries caused by exhibitors and their representatives during the entire duration of the event, including the set-up and dismantle.

Should you wish to order additional security for your booth, please place a service order via the E-Commerce Portal of the Palais des congrès de Montréal at [Centre de services aux exposants \(ungerboeck.net\)](http://ungerboeck.net)

## Food and beverage services (Maestro Culinaire)

Maestro Culinaire is the exclusive supplier of food and beverage services at the Palais des congrès de Montréal. Exhibitors are not permitted to bring their own food and beverage on the premises during the event. Any exception must be approved by Maestro Culinaire.

Should you wish to serve food and beverage in your booth, all orders must be channeled through Maestro Culinaire. An order form is available upon request from Maestro Culinaire ([info@maestroculinaire.com](mailto:info@maestroculinaire.com)).

Should you wish to distribute or sell food and beverage samples in your booth, mandatory authorization must be received, in advance, from Maestro Culinaire. Please fill this [sampling form](#).

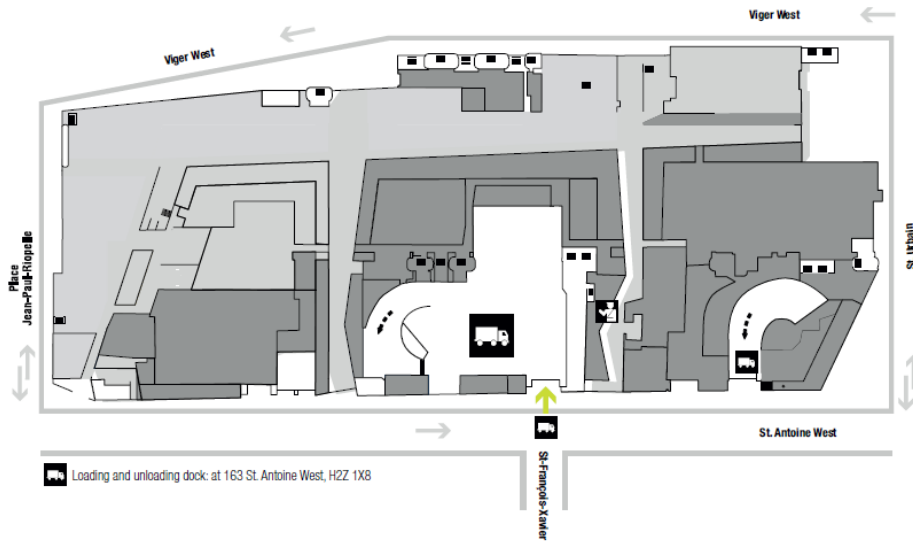
Products offered and distributed free of charge as samples must not compete with or limit the sales of Maestro Culinaire. To be recognized as a sample, these products must form part of the nature of the trade involved and therefore be distributed in order to make them known to the public.

Examples of authorized samples: a bakery that offers samples of its bread, a coffee merchant that offers a sample of its coffee.

Examples of unauthorized samples: a car parts company that distributes bottles of water, an insurance company that distributes chocolates.

## Loading Dock

Entry and exit procedure to the loading dock



### Entry procedure during set-up

- Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.
- A maximum of 15 minutes is permitted to unload your vehicle.
- Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.
- To assist in transporting materials, blue trolleys are readily available at the loading dock.

### Exit procedure during dismantle

- Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle. Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.
- The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.
- Blue trolleys will be available from the loading dock once the doors are opened.
- Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.
- A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.
- If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.
- Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

## TECHNICAL INFORMATION AND GENERAL CONDITIONS

### Rigging

Rigging is permitted only in designated areas and must be exclusively carried out by the Palais des congrès de Montréal personnel. In locations where no rigging points exist, structures or other event identification elements must be freestanding without impacting the infrastructure.

### Animals

Only service dogs for people with reduced mobility are unconditionally authorized by the Palais des congrès de Montréal. No other animal is permitted in the building without obtaining prior written consent from the appropriate authorities of the Palais des congrès de Montréal. Approval is based on the need for the presence of the animal in the context of an exhibit, activity or during a performance. If consent is granted, it is understood that the animal must remain on a leash, or in a cage depending on the circumstances, at all times. The owner must have all health and vaccination certificates of the animal in his possession.

### Cooking equipment

Exhibitors must comply with all fire safety regulations. Please refer to the document « Simplified Guide to Fire Prevention - Exhibition » on the E-Commerce Portal of the Palais des congrès de Montréal [RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS\\_VF\\_Fi.pdf \(congresmtl.com\)](#)

### Insurance

Exhibitors must possess their own liability insurance. The Palais des congrès de Montréal and its representatives assume no responsibility for any bodily harm or damage to materials, products, equipment, booths, or decorations caused by fire, water or theft, in the spaces rented or during movements within the building, whatever the cause.

### Stickers

Distribution of stickers, of any kind, is strictly prohibited by the Palais des congrès de Montréal.

### Balloons or confetti

The use of helium filled balloons must be pre-approved by the Palais des congrès de Montréal. Use of confetti or other similar items is forbidden. Expenses related to cleaning after the activity will be charged to the exhibitor.

### Floor load capacity

For exhibits with a load capacity exceeding the limit of **1 464 kg/m<sup>2</sup> ou 300 lbs/pi<sup>2</sup>**, the feasibility and costs associated with the installation of protective measures must be evaluated and expenses paid by the promoter or exhibitor.

### Compliance with fire regulations

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie de Montréal).

[RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS\\_VF\\_Fi.pdf \(congresmtl.com\)](#)

### Alcohol consumption

To reduce the risk of accidents, no alcoholic beverages are permitted during set-up and dismantle.

### Children

Children, under 16 years of age, are not permitted to assist their parents for security and insurance reasons.



## **Cleaning services**

At the close of the exhibit each evening, garbage/trash cans should be placed in the aisles outside each booth. They will be emptied by the personnel of the Palais des congrès de Montréal. Any garbage/trash cans left inside the booths will not be emptied.

## **Noise restrictions**

Should any equipment or device produce noise or odors which disrupt exhibitors or participants, the operation of such will be stopped at the promoter's discretion.

## **Obstruction of the premises**

Exhibitors must not, at any time, obstruct the corridors, elevators, escalators, water fountains, hallways, nooks or recesses of dividing walls, digital signage screens, access to fire extinguishers, emergency exits or any other rooms of the Palais des congrès de Montréal.

Minimum clearance must be maintained as follows:

**45 cm (18")** from the following service locations:

- Trap doors leading to electrical and telecommunications connections (Rooms 210, 220 and 230)
- Storage closets (Rooms on Level 5)

**5 cm (2")** from the walls:

- Acoustic panels (Rooms on Level 5)

**45 cm (18")** from the walls:

- For all freestanding structures

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

## **Protection of the premises**

Exhibitors must take the necessary precautions to prevent any destruction or damage to the rented space or to property of other exhibitors for which they made be held responsible. All residual glue, paint or stains observed after the dismantle will be cleaned by the personnel of the Palais des congrès de Montréal at the exhibitors' expense.

## **Tobacco**

The Palais des congrès de Montréal abides by the Government of Québec Tobacco and Vaping Control Act. It is strictly prohibited to smoke within the building. Smoking is permitted outside the building at a distance of 9 m (29' 5") from all access doors. In keeping with this law, any non-compliance will be subject to a fine.

## **Use of adhesive materials**

The recommended brands and models of double-sided tape are:

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

The recommended brand and model of wall mounting adhesive is:

- Wall mounting tabs 3M, no 7220
- Use of any other brands or models may involve cleaning fees.

## Motorized vehicles

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie.de Montréal).

[RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS\\_VF\\_Fi.pdf \(congresmtl.com\)](#)

**At all times, [EXHIBIT-HEALTH-SAFETY-REQUIREMENTS.PDF \(CONGRESMTL.COM\)](#) must be respected to ensure the safety of all during your event and during set-up/dismantling.**