



**Responsible development  
of our resources:  
a pledge of prosperity**

November 18 to 21, 2024

Québec City Convention Centre

**EXHIBITOR'S GUIDE**

Exhibitors agree to carefully read the Exhibitor's Guide and to comply with all directives contained therein. The Organizing Committee reserve the right to refuse exhibitors who fail to comply with the guidelines. Some elements of this guide may be revised or modified at any time

## EVENT'S LOGISTICS

### GENERAL SCHEDULE

	Day	Date	Hours
Short courses and Workshops	Monday	November 18	9:00 to 17:00
Exhibition and Conferences	Tuesday	November 19	9:00 to 17:00
	Wednesday	November 20	9:00 to 17:00
	Thursday	November 21	9:00 to 12:00

### INSTALLATION

Day	Date	Hours
Monday	November 18	9:00 to 19:00

### DISMANTLING

Day	Date	Hours
Thursday	November 21	12:00 to 16:00

**No dismantling** of booths will be permitted **before noon (12:00)** on November 21. Exhibitors who fail to comply with this rule will **lose their reservation priority** for the next Québec Mines + Énergie event. They may be charged a penalty fee of \$10/min. before 12:00 (11:30 = \$300 penalty). Conversely, if you have to delay your dismantling **after 13:00**, please notify us. Dismantling must be **completed by 16:00** on Thursday, November 21.

### ACCESS TO LOADING DOCKS

Day	Date	Hours
Monday	November 18	9:00 to 19:00
Tuesday	November 19	7:00 to 9:00
Thursday	November 21	12:00 to 16:00

### IMPORTANT

- Please note that delivery and pick-up of materials are prohibited at the entrances to the Québec City Convention Centre, and must take place at the loading docks only.
- In addition, no wheeled carts will be allowed on the aisle carpets.
- The Québec City Convention Centre will only accept material from **Friday, November 15, 2024**, onwards.
- Pre-event storage fees apply to all exhibitor materials received prior to this date (**see Pre- and Post-event Storage**).

## LOADING DOCK USE

Exhibitors are invited to use the loading dock on level 4 to drop off their equipment. It is located at:

855, rue Jean-Jacques-Bertrand  
Québec (Québec) G1R 5V3

Trailer trucks **must not exceed** 13' 6" in height and 53' in length.

Parking is **not authorized** at the loading dock or on Promenade Desjardins, even for short periods of time. Only loading and unloading are permitted at the dock, and any failure to comply will result in the vehicle being towed away. The loading dock is designed to accommodate **seven vehicles simultaneously** (see Appendix 2A).

## ACCESS FOR HEAVY OR OVERSIZED PARTS

A large door opening onto rue Jean-Jacques-Bertrand is located at the west end of the service corridor on level 4. Its dimensions are 22 feet wide by 15 feet high. If you need to use this door, please contact Ms. Ingrid Metta at: [Ingrid.Metta@mrnf.gouv.qc.ca](mailto:Ingrid.Metta@mrnf.gouv.qc.ca).

## PARKING

The Québec City Convention Centre is located close to numerous underground parking spaces: Place Québec (accessible via rue Saint-Joachim), Complexe Marie-Guyart (Complexe G), Place Haute-Ville (under the Delta Hotel) and, finally, the stationnement D'Youville. All these spaces are linked by underground corridors for added convenience. These parking facilities operate 24 hours a day, Monday to Sunday.

During the week (daytime), we strongly suggest that you consider using sustainable transportation (carpooling, public transit, Parc-O-Bus), due to the high level of activity in the area and to some roadwork. For more information, please visit the Québec City Convention Centre website at: <https://www.convention.qc.ca/infos-pratiques/#se-rendre>

Parking is prohibited at all times on Promenade Desjardins.

## REGULATIONS FOR EXHIBITION SPACE ALLOCATION

Priority will once again be given to exhibitors who participated in the 2023 Edition to choose their location first. A thirty-day period is allotted to confirm booth location renewal and to make the payment.

The Organizing Committee reserves the right to group certain exhibitors by sector of activity. It also reserves the right to refuse an exhibitor if the company's mission, services or products do not fall within the scope of the event.

## EXHIBITION BOOTH

All booths are 10' x 10' and include a sober-coloured carpet, a wastebasket, a 15-amps electrical outlet (120 volts), 1 Conference and Exhibition Pass\*, 2 Exhibition Passes\*\*, access to the networking platform, 6 coupons for lunches on Tuesday and Wednesday (1 meal per day per pass), 9 coffee and muffin coupons (1 per day per pass, valid in the morning only).

## Available Packages for Exhibitors

Basic Package: CA\$ 2,925 + taxes	Basic Package with Table and Chairs: CA\$ 2,995 + taxes	Package with White Hard Walls: CA\$ 3,690 + taxes	Package with Hard Walls in Coloured Velcro: CA\$ 3,850 + taxes
<ul style="list-style-type: none"> <li>■ Dividing curtain walls</li> </ul>	<ul style="list-style-type: none"> <li>■ 1 table 2'x 6' with black tablecloth</li> <li>■ 2 chairs</li> <li>■ Dividing curtain walls</li> </ul>	<ul style="list-style-type: none"> <li>■ Structure of 5 panels 39'' x 89'' in white PVC</li> <li>■ 1 white counter 42'' high</li> <li>■ 2 stools</li> </ul>	<ul style="list-style-type: none"> <li>■ Structure of 5 panels 39'' x 89'' in coloured Velcro (your choice, pending availability)</li> <li>■ 1 white counter 42'' high</li> <li>■ 2 stools</li> </ul>

Please note that participants' names cannot be changed on site.

\* A Conference and Exhibition Pass includes access to conference sessions and the exhibition hall.

\*\* An Exhibition Pass gives access to the Exhibition Hall only.

## FURNITURE RENTAL

To rent furniture or customize your exhibition space, we invite you to contact **Tessier Exhibit and Show Services**, the official decorator of the 2024 Edition:

Telephone: 418 524-1888

Fax: 418 524-0006

International: 1 800 760-9488

[info@brunotessier.com](mailto:info@brunotessier.com) <https://brunotessier.com/>

On site, last-minute requests can be made at the exhibitor support desk operated by **Tessier Exhibit and Show Services**.

## INTERNET AND AUDIOVISUAL EQUIPMENT REQUESTS

Internet connections and audiovisual equipment rentals are managed exclusively by Encore. Wireless Internet (Wi-Fi) is offered free of charge by the Québec City Convention Centre. For any other connection, please communicate by e-mail at: [exposants-CCQ-ca@encoreglobal.com](mailto:exposants-CCQ-ca@encoreglobal.com).

## OVERHEAD MATERIAL

Any material suspended or placed more than 8 ft above the ground (banners, structures, posters, etc.) must be approved by the organizers. Additional charges may apply. For further information, please contact Ms. Ingrid Metta at: [Ingrid.Metta@mrnf.gouv.qc.ca](mailto:Ingrid.Metta@mrnf.gouv.qc.ca) or 418 627-6269, extension 705238.

## MATERIAL HANDLING AND STORAGE

### DURING THE EVENT

Fees for handling and storage of exhibitor's empty crates (boxes) at the Québec City Convention Centre are included and paid by Québec Mines + Énergie during the event. The Québec City Convention Centre owns storage areas near the Exhibition Hall and is solely responsible for the management of these areas. Storage during the convention is mandatory. This service includes the labelling of belongings and the handling associated with storage.

Exhibitors arriving at the loading dock with their equipment may, if they wish, bring their own equipment to their booth, or call on the staff of the Québec City Convention Centre. A cart will be provided if necessary.

Exhibitors are **not authorized** to store their material themselves. No cardboard boxes or empty shipping crates will be allowed inside or behind the booth. All materials must be labelled (see example in Appendix 1) and handed over to the Québec City Convention Centre for storage.

**IMPORTANT**  
All materials not collected by the exhibitor’s carrier or courier at the end of the exhibition dismantling will automatically be taken in charge by the Organizing Committee and the exhibitor will be billed for the cost.

**EARLY SHIPMENT**

For questions about early shipment and storage, please contact Ingrid Metta at [Ingrid.Metta@mrnf.gouv.qc.ca](mailto:Ingrid.Metta@mrnf.gouv.qc.ca) or 418 627-6269, extension 705238.

Please note that no materials can be delivered to the Québec City Convention Centre before Friday, November 15, 2024.

**IMPORTANT**  
Exhibitors using courier services such as FedEx, UPS, DHL or others, must ensure that customs fees, taxes, and other fees are paid in advance. Shipments labelled “to be collected” will not be accepted by the Québec City Convention Centre or by the organizers of Québec Mines + Énergie.

**CANCELLATION**  
All requests to cancel rental contracts must be received by October 16, 2024. A fee equal to 50% of the total cost of the invoice will be deducted from the refund. No refunds will be issued for cancellations received after this deadline.

**OBLIGATIONS AND RESTRICTIONS**

**Booth Installation**

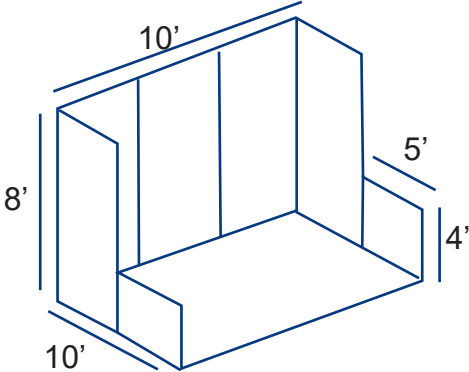
Booths will be set up on Monday, November 18, 2024, between 9:00 and 19:00. No booths may be set up after this time. Exhibitors must remain within the space allotted to them. No overlapping into neighbouring spaces or aisles will be tolerated.

**Structure and Dimensions**

The height of a booth structure **must not exceed 8 feet** unless the exhibitor has obtained prior authorization from the Organizing Committee

In order not to interfere with another exhibitor, structures, counters, and tables located on the sides must not exceed 8’ in height for 4x 10’x10’ island booths.

For booths with neighbours on the left and right: structures, counters and tables along the sides must not exceed 4 feet in height, and those on the back wall of the structure must not exceed 8 feet in height (over a maximum depth of 5 feet from the bottom, see image on the right). Curtain dividers may not be used as display surfaces.



## During the Exhibition

Exhibitors can access the Exhibition Hall from 7:00. Please note that on Tuesday, customers will have access to the hall as early as 8:30 to listen to the addresses on the main stage.

The exhibition halls are supervised at all times. However, the Québec City Convention Centre and the Québec Mines + Énergie organizers are in no way responsible for loss, theft or damage to property, or for injuries sustained by anyone during the event. An Exhibitor Service Desk will be operated by the organizers for the duration of the event.

## OBLIGATIONS

**The following obligations and restrictions apply to exhibitors and workers involved in installing and dismantling booths.**

### Insurance

Exhibitors must have their own liability insurance. Québec Mines + Énergie or its agents assume no liability for personal injury. The same applies to material damage to products, booths, equipment, or decorations resulting from fire, water or theft on the rented premises or during transit through the building, regardless of the cause.

### Recycling and Residual Materials Collection

Exhibitors must use the bins provided for recycling (paper, cardboard, glass, plastic) both during installation/dismantling and during the exhibition. Other selective collections may be added to those listed above.

Garbage cans must be placed in the aisle in front of the booth each evening, as soon as the Exhibition Hall closes. They will be emptied free of charge by the staff of the Québec City Convention Centre. Garbage cans left inside the booth will not be emptied.

## RESTRICTIONS

### Common Areas

Exhibitors must not at any time obstruct hallways, elevators, escalators, entrances, halls, lobbies, signage screens, plasma screens, stairways or emergency exits at the Québec City Convention Centre.

### Animals

The presence of animals must be approved in advance by the Québec Mines + Énergie organizers. Only service dogs for disabilities are permitted without restriction.

### Stickers

Stickers of any kind are strictly prohibited by the Québec City Convention Centre.

### Balloons and Confetti

The use of helium balloons must be pre-authorized by the Québec Mines + Énergie organizers. A fee will be charged for retrieving balloons from the ceiling after your activities. The use of confetti and glitter is strictly prohibited.

### Alcohol Consumption During Installation and Dismantling

To reduce the risk of accidents, no alcoholic beverages are allowed during the installation and dismantling of booths.

### Children

For safety reasons, children are not allowed on the loading dock or in the exhibition hall during installation and dismantling.

## Fire and Motor Vehicles

Exhibitors must comply with fire prevention regulations. See the “Fire Safety and Prevention Regulations” document available at: <https://www.convention.qc.ca/en/event-planners/client-guide/>.

## Noise Limits

Equipment or devices producing noise or odours that disturb exhibitors or visitors will not be tolerated, and their operation will have to be discontinued. Noise levels must not exceed 70 decibels at a distance of four feet from the source.

## Adhesive Tape

The only adhesives allowed at the Centre are listed below (not available on site):

- Walls: 3M wall mounting tabs, no. 7220;
- Floors: Echo Tape CL-W6300 or VI-N6120 or equivalent Double Face Echo Tape DC-W188F;
- Brick walls: 3M wall mounting tabs, no. 7220.

## Food Services

Maestro Culinaire has an exclusive partnership with the Québec City Convention Centre for all food and beverage services. Maestro Culinaire is the exclusive holder and provider of alcoholic products inside the Québec City Convention Centre. All outside alcohol, even for personal use, is strictly forbidden.

If you wish to distribute or sell food samples in your stand, you must obtain prior authorization from Maestro Culinaire.

### **Maestro Culinaire**

**Ms. Audrey Théberge, at :** [audrey.theberge@maestroculinaire.ca](mailto:audrey.theberge@maestroculinaire.ca)

Tél. : 418 647-7711, extension 4613

[audrey.theberge@maestroculinaire.ca](mailto:audrey.theberge@maestroculinaire.ca)

## Tobacco and E-Cigarettes

The Québec City Convention Centre offers a smoke-free environment. Since May 31, 2006, in accordance with the provisions of the Law on tobacco, smoking is strictly forbidden inside the Québec City Convention Centre and on the loading docks, without exception.

# APPENDIX – 1

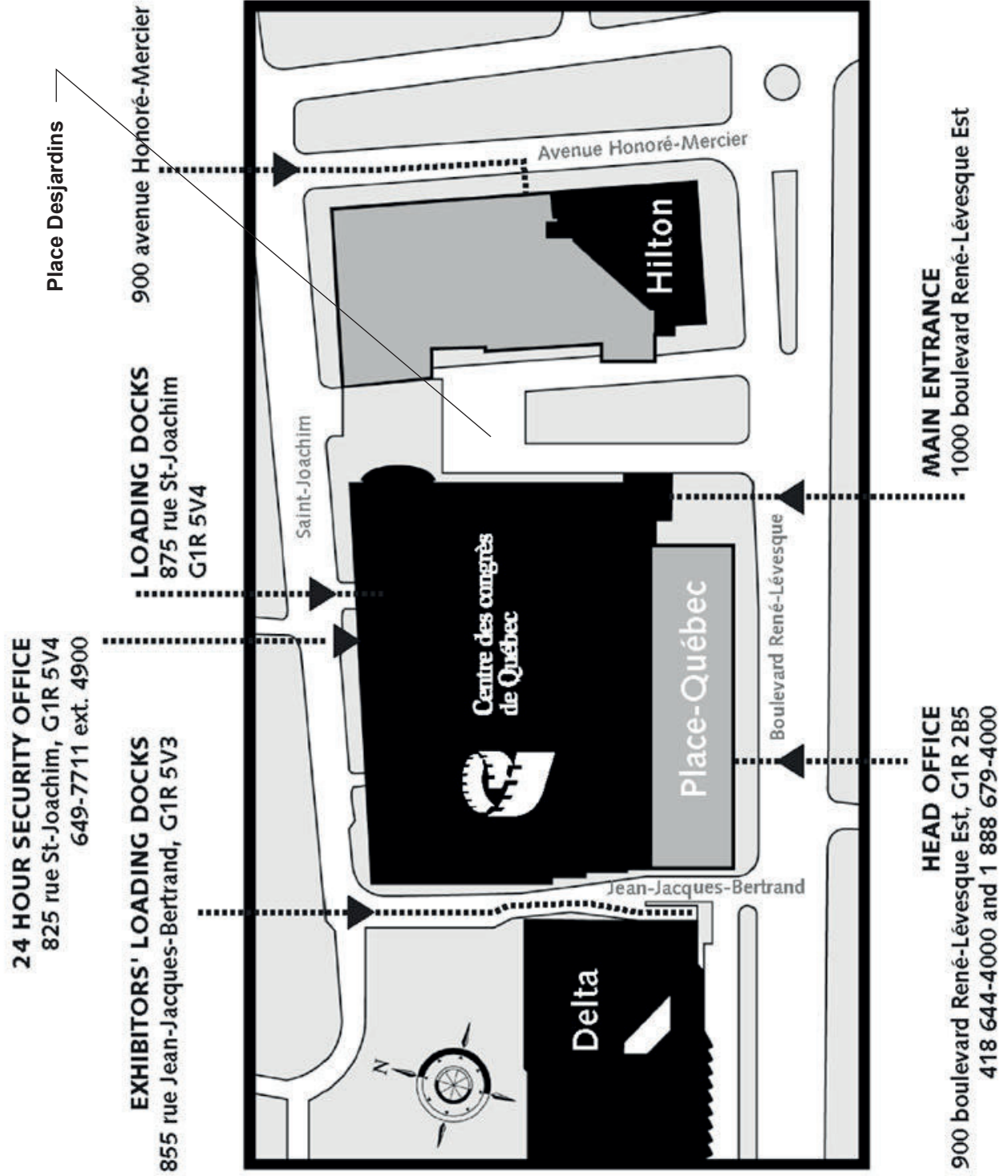
## Label Example for Shipping

Sender's Name:	_____
Adress :	_____ _____
Telephone #:	_____
Number of boxes:	_____
Carrier:	_____
Customs broker's name:	_____
	<b>COMPANY NAME OF THE EXHIBITOR</b> C/O: Québec Mines + Énergie 2024 Booth #: _____  Québec City Convention Centre 855, rue Jean-Jacques-Bertrand Loading Dock, level 4 Québec (Québec) G1R 5V3



# APPENDIX – 2

## Québec City Convention Centre Location



## ANNEXE - 3

### Exit Procedure at the end of the Exhibition

After dismantling their booths, exhibitors must use the loading dock to collect their material.

Parking on Promenade Desjardins is prohibited.

Exhibitors using a courier service (FedEx, UPS, Purolator, DHL, etc.) must fill out their own bill of lading.

For information:  
418 644-4000

Wheeled carts are not allowed in the halls.

#### Dismantling begins on Thursday, November 21st, at 12:00.

Exhibitors handling their own dismantling and using their own vehicles should:

- 1 Wait for Centre staff to bring their empty containers to the booth. This will begin after the exhibition service contractor removes the aisle carpeting;
- 2 Pack their material;
- 3 Move all their material (in one load) to the loading dock using a wheeled cart or request assistance from a Convention Centre Handler or forklift operator;
- 4 Notify the dock master that all their material is ready for loading. The dock master will provide them with a ticket;
- 5 Leave their material at the dock while they get their vehicle;
- 6 Line up at the entrance to the loading dock and give their ticket to the dock traffic attendant, who will assign them to a loading door as soon as one becomes available;
- 7 Park their vehicle in position and load their material as quickly as possible.

#### Return Shipping of Material

Material will not be returned automatically. The process benefits from some early planning by the exhibitor.

Exhibitors who choose not to use the official carrier for the return of their material and instead use their own carrier have the following responsibilities:

- 1 Call their carrier in advance and request their material be picked up on Thursday, **before the dismantling deadline.**
- 2 Affix a copy of their electronic bill of lading to all packages, or manually fill out three copies of their bill of lading, making sure to indicate their account number. Note: The Convention Centre does not provide bills of lading for any carrier; see the official carrier and customs broker on site if necessary.
- 3 Identify all packages (e.g.: 1 of 2, 2 of 2) and specify the shipping address, cell phone number and booth number.
- 4 Notify the dock master when the shipment is ready to be picked up by the carrier. Provide the dock master with a copy of the duly completed bill of lading.

Thank you for your cooperation!

