



Our resources  
to support a  
**green economy**

November 20 to 23, 2023

## EXHIBITOR'S GUIDE

Québec City Convention Center

2023

**Exhibitors agree to familiarize themselves with the Exhibitor's Guide and follow the guidelines it contains. Conference organizers reserve the right to refuse exhibitors who do not comply. Parts of the Guide may be revised or changed at any time (the date at the bottom of this page indicates the latest version).**

# EVENT LOGISTICS

## GENERAL CONFERENCE SCHEDULE

	Day	Date	Time		
<b>Short Courses and Workshops</b>	Monday	November 20	9:00 a.m.	to	5:00 p.m.
<b>Exhibition and Conferences</b>	Tuesday	November 21	9:00 a.m.	to	5:00 p.m.
	Wednesday	November 22	9:00 a.m.	to	5:00 p.m.
<b>Exhibition</b>	Thursday	November 23	9:00 a.m.	to	12:00 p.m.

### Set up

	Day	Date	Time		
	Monday	November 20	9:00 a.m.	to	7:00 p.m.

### Dismantle

	Day	Date	Time		
	Thursday	November 23	12:00 p.m.	to	4:00 p.m.

The show will officially close at 12:00 PM on Thursday, November 23, 2023. **No dismantling, removal or packing of exhibits or exhibiting material will be permitted before noon.** Exhibitors found to be in contravention of this policy will lose their priority for next edition renewal. Note that a \$10/min. penalty may be charged to the exhibitor dismantling its booth before noon. If you need to delay the beginning of the dismantling of your booth, please advise us. The tear down **must be complete at 4:00 PM, Thursday, November 23.**

### Loading Dock Access

	Day	Date	Time		
	Monday	November 20	7:00 a.m.	to	7:00 p.m.
	Tuesday	November 21	7:00 a.m.	to	9:00 a.m.
	Thursday	November 23	12:00 p.m.	to	4:00 p.m.

**Important**

All deliveries and material pick up are solely allowed at the loading dock. It is forbidden to do so at all other entrances of the Québec City Convention Center. The Québec City Convention Center will accept material starting from **Friday, November 17, 2023**, only. Pre-event storage fees apply for any material received before that date (**see pre- and post-event storage**).

**Attention**

We recommend that you make use of intelligent devices such as cell phones and tablets in locations other than your booth and outside official Exhibition Hall opening hours, so that participants can contact you at all times.

## LOADING DOCK USE

Exhibitors must use the Level 4 loading dock for all deliveries.

It is located at:

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

Tractor-trailers **must not exceed** 13 ft., 6 in. in height and 53 ft. in length.

Parking **is not allowed** at the loading dock. Only loading and unloading are allowed; vehicles in violation will be towed. The loading dock is designed to accommodate **seven vehicles** at a time (see Appendix 2A).

## ACCESS FOR HEAVY OR OVERSIZED EQUIPMENT

A large door leading to Rue Jean-Jacques Bertrand is located at the western end of the service corridor on Level 4. Its dimensions are 22-by-15 feet.

## PARKING

The Québec City Convention Center is located near several underground parking lots. There are 1,575 spaces at Complexe Marie-Guyart (Complexe G), 1,000 at Place Québec, 400 at Place Haute-Ville (Delta) and 1,366 at Stationnement D'Youville, all connected by indoor walkways. These parking lots are open 24 hours a day, 7 days a week (see Appendix 2A).

On week days, traffic is more intense in this area of this city. We strongly advise participants to travel safely and sustainably by using public transportation or rideshares.

For more information, we invite you to consult Quebec City Convention Center's web site:

<https://www.convention.qc.ca/en/practical-information/#getting-here>.

Parking is prohibited at all times on the Promenade Desjardins.

## SPACE ALLOCATION RULES

Exhibitors who participated in **Québec Mines + Énergie 2022** are invited to renew the rental of their exhibit space for this year's event. They will have 30 days to confirm their rental of the exhibit space and to complete their payment.

The organizing committee reserves the right to group exhibitors together by sector of activity. The organizing committee also reserves the right to refuse an exhibitor if the mission, services or products of this company do not match the character of the event.

## EXHIBIT BOOTH

Forfaits disponibles pour les exposants :

Basic package : \$2,925 + taxes	Table and chairs basic package : \$2,995 + taxes	White hard walls package : \$3,690 + taxes	Coloured velcro hard walls package : \$3,850 + taxes
<ul style="list-style-type: none"> <li>▶ 10' x 10' space</li> <li>▶ Curtain dividers</li> <li>▶ Carpet</li> <li>▶ Bin</li> <li>▶ One 15-amp (120-volt) electrical outlet</li> <li>▶ One conference and exhibition pass*</li> <li>▶ Two exhibition passes**</li> <li>▶ 6 lunch vouchers for Tuesday and Wednesday (1 meal per day, per pass included)</li> </ul>	<ul style="list-style-type: none"> <li>▶ 10' x 10' space</li> <li>▶ Curtain dividers</li> <li>▶ One 2' x 6' black draped table</li> <li>▶ Two chairs</li> <li>▶ Carpet</li> <li>▶ Bin</li> <li>▶ One 15-amp (120-volt) electrical outlet</li> <li>▶ One conference and exhibition pass*</li> <li>▶ Two exhibition passes**</li> <li>▶ 6 lunch vouchers for Tuesday and Wednesday (1 meal per day, per pass included)</li> </ul>	<ul style="list-style-type: none"> <li>▶ 10' x 10' space</li> <li>▶ A structure of five 1m x 89" white PVC panels</li> <li>▶ One 42' high white counter</li> <li>▶ Two stools</li> <li>▶ Carpet</li> <li>▶ Bin</li> <li>▶ One 15-amp (120-volt) electrical outlet</li> <li>▶ One conference and exhibition pass*</li> <li>▶ Two exhibition passes**</li> <li>▶ 6 lunch vouchers for Tuesday and Wednesday (1 meal per day, per pass included)</li> </ul>	<ul style="list-style-type: none"> <li>▶ 10' x 10' space</li> <li>▶ A structure of five 1m x 89" coloured velcro panels (grey, blue, red, black, depending on availability)</li> <li>▶ One 42' high white counter</li> <li>▶ Two stools</li> <li>▶ Carpet</li> <li>▶ Bin</li> <li>▶ One 15-amp (120-volt) electrical outlet</li> <li>▶ One conference and exhibition pass*</li> <li>▶ Two exhibition passes**</li> <li>▶ 6 lunch vouchers for Tuesday and Wednesday (1 meal per day, per pass included)</li> </ul>

**(Please note that changing participant's name will not be allowed on site).**

\* A conferences and exhibition pass includes access to conferences and the exhibition hall.

\*\* An exhibition pass includes access to the exhibition hall only.

## Equipment Rental

For furniture rental or a customization of your exhibition space, we invite you to contact Tessier Services d'Exposition, the official decorator of the 2023 edition:

Phone 1-418-524-1888  
 Fax 418-524-0006  
 International: 1-800-760-9488  
 info@brunotessier.com  
<https://brunotessier.com/>

## Internet

Free wireless Internet service is available throughout the Centre. For any other type of connexions, you may contact Encore, the exclusive supplier : [exposants-CCQ-ca@encoreglobal.com](mailto:exposants-CCQ-ca@encoreglobal.com). Encore is the Québec City Convention Centre's :

- ▶ Exclusive Internet service supplier
- ▶ Official audiovisual services and IT equipment rental supplier.

## Hanging

All equipment to be hanged or positionned at more than 8 ft. from the ground (banners, structures, posters) requires prior approval from the organizers. Additionnal fees may apply. For more information, please contact Ingrid Metta : [ingrid.metta@mern.gouv.qc.ca](mailto:ingrid.metta@mern.gouv.qc.ca).

## MATERIAL HANDLING AND STORAGE

### During the Event

Handling and storage fees at the Québec City Convention Center are included and paid off by Québec Mines + Énergie during the event. The Québec City Convention Center has storage areas near the exhibition halls and manages exclusively these areas. Storage during the event is mandatory. This service includes the labeling of goods and handling associated with storage.

Exhibitors arriving at the loading dock with material may bring it to their booth themselves or ask Québec City Convention Center's staff. A cart will be available if needed.

Exhibitors **are not allowed** to store their material themselves. No cardboard boxes or empty crates will be tolerated inside or behind the booth. Materials or crates to be stored must be labeled and handed over to the Québec City Convention Center for storage (see example in Appendix 1).

#### Important

At the end of the exhibition teardown, **any equipment left behind** by the exhibitor's carrier or courier service will be automatically handled by the event's organizing committee and fees will be billed to the exhibitor.

### Pre- and Post-Event Storage

For more information regarding advance shipping and warehousing, please contact : Ingrid Metta

Phone : 418 627-6269, ext. 705238  
ingrid.metta@mern.gouv.qc.ca

No material in pre-event storage will be delivered to the Québec City Convention Center before **November 17, 2023**.

#### Important

Exhibitors using courier services such as **FedEx, UPS, DHL**, etc., should ensure that customs fees or taxes are paid in advance. Any packages shipped "collect" will not be accepted by the Québec City Convention Center or Québec Mines + Énergie organizers.

#### Cancellation

Any request for cancellation of the Exhibit Space Contract must be received by **October 19, 2023**.

A cancellation fee equal to **50%** of the contract value will be subtracted from the amount refunded.

There will be **no refunds** for cancellation requests received after that date.

## OBLIGATIONS AND RESTRICTIONS

### Booth Set Up

Booth set up will be on Monday, November 20, 2023, between 9:00 a.m. and 7:00 p.m. Booths may not be installed after that period. Exhibitors can only occupy the space allocated to them.

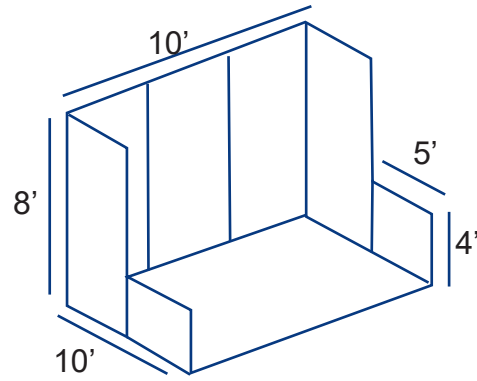
No encroachment on neighbouring spaces or walkways will be tolerated.

## Structure and Size

The booth structure may **not exceed 8 ft.** in height, unless the exhibitor has previously obtained the organizing committee's authorization.

To avoid hindering other exhibitors, structures, counters and tables positioned at the sides must not be higher than 4 ft. and those against the back wall of the structure must not be higher than 8 ft. (within 5 ft. of the back wall).

Using the divider curtains as display surfaces is prohibited.



## During the Show

Exhibitors will have access to the exhibition hall at 8:00 a.m.

Exhibition halls are under surveillance at all times. However, neither the Québec City Convention Center or Québec Mines + Energie 2023 organizers are in any way responsible for any loss, theft, property damage or injuries sustained by anyone during the conference.

## OBLIGATIONS

The following restrictions and obligations apply to exhibitors and to workers involved in set up and tear down activities.

### Insurance

Exhibitors must have their own liability insurance. Québec Mines + Energie or its agents assume no responsibility for injury or for damage to products, booths, equipment or decorations, caused by fire, water or theft in the rented spaces or while being moved around the building, whatever the cause.

### Waste Management

Exhibitors must use the various facilities made available for recycling (paper, cardboard, glass, plastic), both during set up/teardown and during the exhibition. Recycling of additional materials may be added to those listed above.

Waste receptacles must be placed outside the booth in the walkway every night, upon closure of the exhibition. They will be emptied, every evening upon closing of the exhibit hall, by the Québec City Convention Center staff. This service is free of charge. Waste receptacles left inside the booth will not be emptied.

## RESTRICTIONS

### Common Areas

Exhibitors must keep hallways, elevators, escalators, entrances, halls, digital signage, plasma screens, stairways, and building emergency exits or other rooms of the Québec City Convention Center free from obstruction at all times.

### Animals

The presence of animals is subject to approval by the Québec Mines + Energie Organizing Committee. Only Service Dogs are allowed with no restriction.

## Stickers

Stickers of any kind are strictly prohibited at the Québec City Convention Center.

## Balloons and Confetti

The use of helium-filled balloons must be preauthorized by the Québec Mines + Energie organizing committee. Fees will be charged for retrieving balloons from the ceiling after your activities. The use of confetti and glitter is prohibited.

## Alcohol Consumption During Set Up and Teardown Activities

To reduce the risk of accidents, no alcoholic beverages are tolerated during set up and tear down activities.

## Children

For safety reasons, children are not allowed on the loading docks and in the exhibition hall during set up and tear down activities.

## Fire and Motor Vehicles

Exhibitors must comply with fire prevention regulations. See the document "Fire Safety and Prevention Regulations" available at [www.convention.qc.ca](http://www.convention.qc.ca).

## Noise Limits

Equipment or devices producing noise or odours that might bother exhibitors or guests must be turned off. The noise level must not exceed 70 decibels at a distance of 4 ft. from the source.

## Adhesive Tape

The only adhesives allowed by the Québec City Convention Center are the following:

- ▶ Walls: 3M wall mounting tabs, No. 7220;
- ▶ Floors: Echo Tape CL-W6300, VI-N6120 or double-sided Echo tape DC-W188F;
- ▶ Brick walls: 3M wall mounting tabs, No. 7220

These items will be sold on site.

## Food Services

Capital HRS Inc. has an exclusive agreement to sell and distribute food and beverages inside the Québec City Convention Center.

No food or beverages may be sold or distributed without written permission from the Québec City Convention Center's management or from Capital HRS.

Capital HRS is the only distributor allowed to offer or keep alcoholised beverages on the Québec City Convention Center premises. It is strictly forbidden to bring on the premises alcoholised beverage from another distributor, even for personal use. If you wish to distribute or sell any kind of food or beverage in your booth, you must request a special authorization to Capital HRS.

Capital HRS  
Mrs. Audrey Théberge  
Phone : 418 647-7711, ext. 4613  
Email : [atheberge@convention.qc.ca](mailto:atheberge@convention.qc.ca)

## Smoking and Electronic Cigarettes

The Québec City Convention Center provides a smoke-free environment. Since May 31, 2006, under the Tobacco Act, smoking is strictly forbidden inside the Québec City Convention Center and the loading docks, with no exceptions.



# APPENDIX - 1

## Waybill Model

Sender's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Number of boxes: \_\_\_\_\_

Carrier: \_\_\_\_\_

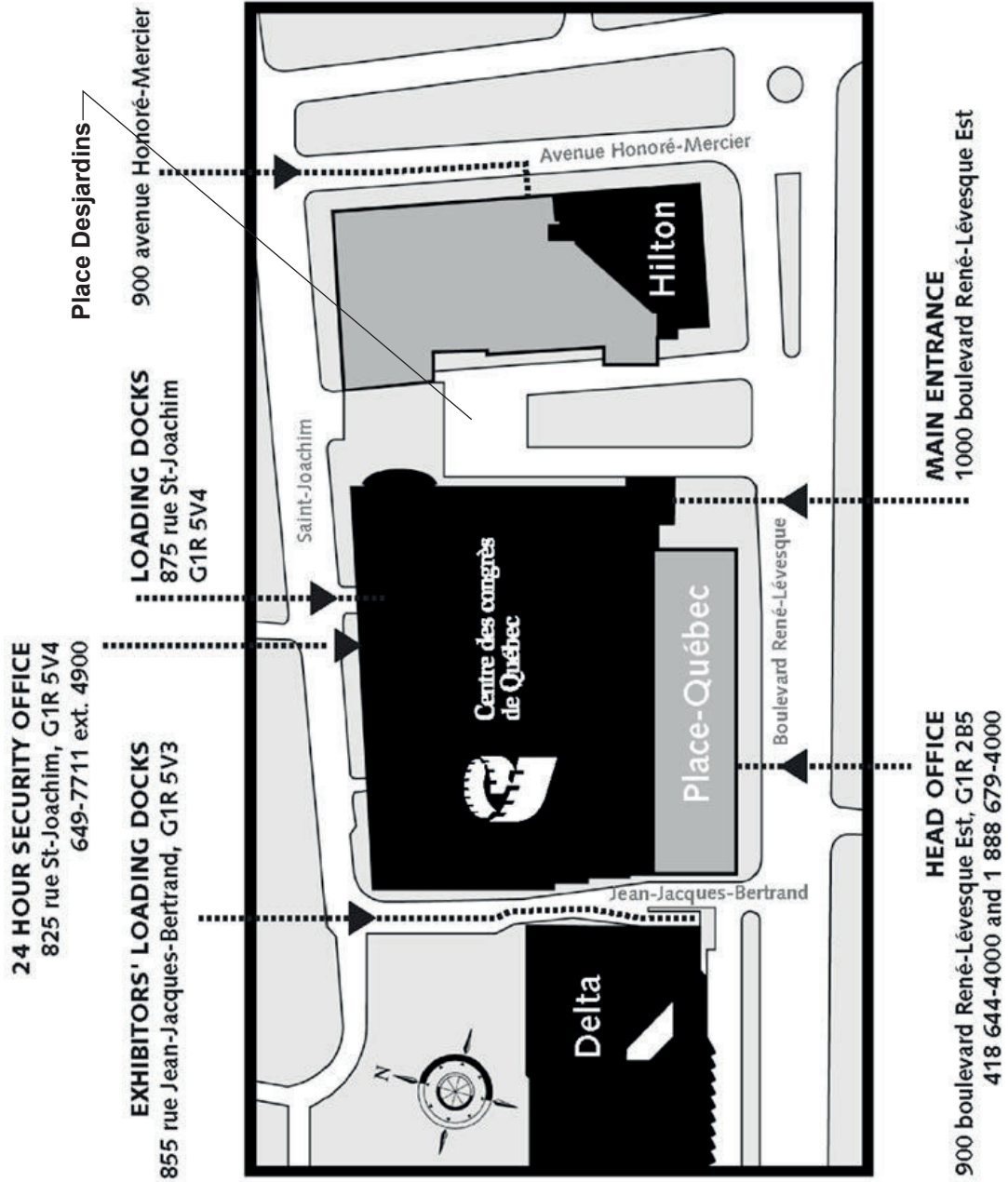
Customs broker's contact information: \_\_\_\_\_



EXHIBITOR'S NAME  
C/O QUÉBEC MINES + ENERGIE 2023  
Booth number(s): \_\_\_\_\_  
Centre des congrès de Québec  
855, rue Jean-Jacques-Bertrand  
Débarcadère niveau 4  
Québec (Québec) G1R 5V3

## APPENDIX - 2

### Location of the Québec City Convention Center



## APPENDIX - 3

### Move-out Procedures at the Closing of the Exhibition

After dismantling you must use the loading dock to move your material out.

**FOR INFORMATION:**  
418 644-4000

Parking by the Convention Centre's main entrance (Promenade Desjardins) is prohibited.

Dollies are not allowed in the Centre's main halls.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill using their company account number and contact the carrier to order his material pick-up.

#### The tear down will start at noon, Thursday November 23, not before.

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

- ▶ Wait for Centre staff to bring their empty containers to the booth. This will begin after the exhibition service contractor removes the aisle carpeting.
- ▶ Pack their material.
- ▶ Move all their material in one load to the loading dock using a four-wheel dolly or request assistance from a Convention Centre handler or forklift operator to proceed with the move-out.
- ▶ Notify the dock master that all their material is at the dock and ready for loading. The dock master will provide them with a ticket.
- ▶ Leave their material at the dock while they get their vehicle.
- ▶ 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.
- ▶ Park their vehicle in position and load their material as quickly as possible.

#### Return Shipping

Material will not be returned automatically. The process definitely benefits from some advance planning.

Exhibitors who choose not to use the official carrier to return their material have the following responsibilities:

- ▶ Call their carrier in advance to have their material picked up on move-out day, **before the move-out deadline**.
- ▶ Attach a copy of their electronic bill of lading on all packages or complete a regular bill of lading by hand in three copies, making sure to include their account number. Note: The Convention Centre does not provide bills of lading for any carrier. See the official carrier and customs broker onsite if necessary.
- ▶ Number all packages (e.g., 1 of 2, 2 of 2) and specify their shipping address, their cell phone number, and their booth number.
- ▶ Notify the dock master when the shipment is ready to be picked up by their carrier. Provide the dock master with a copy of their duly completed bill of lading.

#### Please note:

Convention Centre staff are not authorized to call carriers on exhibitors' behalf.

Shipments leaving Canada require a commercial invoice in three copies, produced by the exhibitor and attached to the bill of lading. Carriers will not pick up packages without these completed forms.

