



# **2019 IEEE International Conference on Robotics and Automation**

**May 20-24, 2019** • Montreal (QC) Canada

## **EXHIBITOR GUIDE & SERVICE MANUAL**

May 20-24, 2019  
The Palais des congrès de Montréal

<b>Exhibit Days</b>	<b>Exhibit Hours</b>
Monday, May 20	10:00 – 18:30
<b>Tuesday, May 21</b>	10:00 – 17:00
<b>Wednesday, May 22</b>	10:00 – 18:00

# SECTION 1 – TECHNICAL AND LOGISTICAL DETAILS AND ORDER FORMS

\* purple underlined text indicates that document is available online at the website.

## AUDIO-VISUAL & VIDEO SERVICES

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The supplier for audiovisual services including computers is Freeman Audio Visual Canada. The Computer & Audio-Visual Order Form is available in section 4.

## BOOTH FURNITURE

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A modular display booth is included in the exhibition fee.

### 1. If you bought a furnished booth space:

A regular 10' X 10' (3m X 3m) *furnished booth package includes:*

- 8' high back and side dividers in white hard wall panels
- One 6'L x 30"H x 24"D table with black skirt
- 2 chairs
- Fascia with name
- 1 sign (10' w X 9.5" ht) and 1 light track
- 1 waste paper basket and 1 recycling bin
- Black carpet
- 1 basic electrical outlet (15 amps)
- Overall security and general aisle cleaning

A regular 10' X 10' (3m X 3m) START-UP / SMALL BUSINESS ZONE *booth package includes:*

- 8' high backwall and 3' high side dividers in black pipe and drape
- One 6'L x 30"H x 24"D table with black skirt
- 2 chairs
- Fascia with name
- 1 sign (48" w X 8" ht)
- 1 waste paper basket and 1 recycling bin
- Red carpet
- 1 basic electrical outlet (15 amps)
- overall security and general aisle cleaning

Your furnished booth will be installed prior to your arrival on site.

You MUST complete your online [Exhibitor Reply form](#), in order to indicate your exact company name for the fascia sign.

[Exhibitor Reply form: https://www.surveymonkey.com/r/ICRA2019](https://www.surveymonkey.com/r/ICRA2019)

*Last minute and on-site modifications or orders will be subject to additional fees.*

## 2. If you bought “space only” and will bringing your own booth:

Each regular 10' X 10' (3m X 3m) *booth space package includes:*

- 8' high back and side dividers in white hard wall panels ONLY
- 1 basic electrical outlet (15 amps)
- overall security and general aisle cleaning

The ICRA 2019 Exhibit Office **must approve any booth built by an exhibitor or rented from a firm other than the official decorator**. Please refer to Booth Design / Construction regulations in the Rules & Regulations section. Please submit your sketches / plans **before April 8, 2019**.

**IMPORTANT:** This booth option does not come with carpet and the flooring of the exhibit hall is rustic concrete. *The ICRA organizers **require** all unfurnished/space only exhibitors to install carpet/flooring in their booth.*

## BOOTH CLEANING

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GES supplies all cleaning services in the exhibit hall. The ICRA 2019 Exhibit Office is responsible for maintaining clean aisles within the exhibit hall. For individual booth cleaning requirements, exhibitors should order through the GES Espresso website.

## CATERING

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Capital Catering is the exclusive supplier for food and beverages consumed or distributed in the Palais des congrès. If you wish to serve food or beverages in your booth, you must contact Capital Catering. Sample menus and order form for catering are available online at:

**French:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26)

**English:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HA19TPS&oc=01&DICT=27](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HA19TPS&oc=01&DICT=27)

ICRA 2019 will serve daily coffee breaks and lunches in the exhibit hall.

## COMPRESSED AIR

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For all compressed air requirements, exhibitors must contact the Palais des congrès, who holds exclusive rights to provide this service in the exhibit hall.

## CUSTOMS BROKER & SHIPPING

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Consult Expo Event Services Inc. has been appointed official Customs Broker & Freight Forwarder for ICRA 2019. Please make sure to contact Consult Expo *prior* to sending your materials. If you do not ship through Consult Expo it would be important to give them your carrier name and tracking number.

Exhibitors who follow the instructions of Consult Expo will experience no difficulty exhibiting in Canada. Consult Expo will have a representative on site throughout the event for your

convenience. [Shipping Instructions](#) and [Order Form for Customs and Transportation Services](#) are available on the website.

It has been determined that this event qualifies under the provisions of the *Foreign Organization Remission Order* as outlined in tariff classification **9830.00.00.00**. Conference materials (i.e. office paraphernalia, souvenirs (unit value must be less than \$25.00CAD), printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification 9993.00.00.00 duty free, on the conditions that goods will be exported from Canada upon the completion of the event.

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## **DECORATOR, FURNITURE, DRAYAGE, ELECTRICAL SERVICES, SIGNAGE**

**early-bird pricing: May 2, 2019**

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GES is the official decorator for ICRA 2019. Its services include the supplying of extra furniture, accessories, signs, labor, photography services, flowers & plants, booth cleaning, electricity and drayage.

[Detailed brochure and order forms](#) are available on the ICRA website in a pdf as well as on the online portal at: <https://ordering.ges.com/CA-00055542>

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## **ELECTRICAL SERVICES (GES)**

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There is one (1) standard 15-amp electrical outlet included in each exhibit space. For any additional electrical requirements, exhibitors should order directly from GES.

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## **EXHIBITOR REPLY FORM**

**Deadline: April 8, 2019**

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All ICRA 2019 exhibiting organizations are entitled to a listing in the Exhibit Directory. Submit your company information [via the exhibitor reply form](#) to the ICRA 2019 Exhibit Office.

[Exhibitor Reply form: https://www.surveymonkey.com/r/ICRA2019](https://www.surveymonkey.com/r/ICRA2019)

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## **EXHIBITOR REGISTRATION**

**Deadline: April 15, 2019**

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ICRA 2019 exhibiting companies are entitled to:

- up to two (2) exhibitor badges per regular booth (100 sq. ft.)

Additional exhibitor badges above the company's allowance will be subject to a \$350 CAN charge per badge. The exhibitor badge does not allow attendance at scientific sessions.

Details regarding the registration of your booth personnel will be sent to you in mid-March. For regular registration passes to attend scientific sessions, simply register at <https://www.icra2019.org/registration/registration-fees>. Please note that the early-bird registration deadline is February 28.

Exhibitor badges must be picked up at the ICRA 2019 Exhibitor Registration Counter located in Viger Hall, in front of hall 220.

During move-in, all Exhibitor Appointed Contractors must also wear a badge. There is no pre-registration process for these contractors. They will be registered when they arrive onsite by means of a generic nametag.

## EXHIBIT TIMETABLE

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**Set-up:**            **Sunday, May 19**                    **08:00 – 17:30**  
                         **Monday, May 20**                    **06:00 – 08:30** (small items only)

All exhibits must be near completion by 07:30 on Monday, May 20, 2019. Please have all crates and cartons unpacked rapidly so they may be moved to storage to keep the aisles clear.

All crates and boxes must be removed from the exhibit floor by 08:00 on May 20, 2019 to allow for aisle carpet cleaning.

Please note that any materials carried on a fork-lift or a dolly are not allowed on the aisle carpet on Monday, May 20, 2019.

If the booth space is not occupied by 08:00 on Monday, May 20, 2019 the ICRA 2019 Exhibit Office reserves the right to use such space as it deems appropriate.

**Official opening hours:** *Exhibitors are encouraged to be at their booths during exhibit hours.*

**Monday, May 20**                                    **10:00 – 18:30**  
**Tuesday, May 21**                                **10:00 – 17:00**  
**Wednesday, May 22**                            **10:00 – 18:00**

Exhibitors will be allowed in the exhibit hall 30 minutes before it opens, and may also leave 30 minutes after closing. Please check with the ICRA 2019 Exhibit Office if additional time is required. All exhibits must be opened and staffed during official opening hours.

**Move-out:**        **Wednesday, May 22**    **18:00 to 23:00**

Exhibitors may begin to pack materials, supplies, and literature when the exhibit closes on Wednesday, May 22 at 18:00. **It is strictly forbidden to begin dismantling before this time.** The cartons, followed by the crates will begin to be returned as of 18:00. All equipment must be ready and assembled at the loading dock before carriers are permitted access to the area.

**All display material must be cleared from the exhibit hall by 22:59, Wednesday, May 22, 2019.** Should an exhibitor fail to remove his exhibit, the ICRA 2019 Exhibit Office reserves the right to remove such exhibit at the exhibitor's expense.

## EXIT VOUCHER FOR MATERIALS

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No materials may be moved out while the exhibition is in progress, unless accompanied by an exit voucher duly approved by the ICRA 2019 Exhibit Office or its designated representatives.

## FLOOR PLAN

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The floor plan is continuously being updated and is available on the website. The Office, for the overall benefit of the exhibition, may modify general layout and booth allocations.

## HOTEL ACCOMMODATION

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The hotels selected to accommodate ICRA 2019 participants are in the immediate vicinity of the Palais des congrès. The rates cited in the listing of hotels are for standard rooms and include neither meals (unless indicated otherwise) nor taxes.

Details are available in the accommodation section at:  
<https://www.icra2019.org/registration/accommodation>

The Hotel Intercontinental is the official headquarter hotel and we encourage you to reserve your rooms there.

## **LIABILITY**

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Neither ICRA 2019, the Exhibit/Conference Office, the Palais des congrès, any suppliers, their employees or representatives, nor any member of the ICRA 2019 Organizing Committee are responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

In no event shall either party be liable to the other for any incidental, consequential, special, or punitive damages (including, without limitation, lost profits, lost business, loss of data or cost of substitute services) arising out of or in connection with any agreement between the parties, or the services performed thereunder under any theory of liability (whether in contract, tort, strict liability or otherwise), even if that party has been advised of the possibility of such damages. Except for indemnification, either party shall only be liable to the other under any theory of liability (whether in contract, tort, strict liability or otherwise) for any direct damages in amount equal to (a) actual damages or (b) the sponsorship amount, whichever is less.

## **PLUMBING**

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For all plumbing requirements, exhibitors should contact the Palais des congrès, who holds exclusive rights to provide this service in the exhibit hall.

Order form for plumbing services are available online at:

**French:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26)

**English:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HA19TPS&oc=01&DICT=27](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HA19TPS&oc=01&DICT=27)

## **PUBLIC ACCESS**

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- The closest entrance to the Palais des congrès is at 201 Viger St. West.
- The Place-d'Armes metro station is connected to the Palais des congrès.

## **SECURITY**

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General security will be provided from beginning of move-in to the end of move-out. **Further, there is exhibitor appointed contractor badges for all staff that are onsite to build stands etc. Security checks will be at the loading dock and the main entrance to the hall.** Although the ICRA 2019 Exhibit Office provides general security, the Office and the Palais des congrès will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

Should you require additional security for your booth, products or equipment, exhibitors should contact the Palais des congrès.

Order form for Security Services is available online:

**French:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26)

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We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- \* Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- \* No deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition.
- **Never leave your laptops and small electronic devices unattended in your booth during the day, as well as overnight.**
- Please keep your giveaways and other promotional material out of sight after exhibit hours.
- \* Please do not schedule any meetings in your booth outside of exhibit hours.
- \* Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

## **STORAGE**

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Storage will be available at the loading dock area. GES will supply labels on site to identify your boxes. Please note that you will not have access to your boxes until the end of the exhibit. Therefore, no valuable items should be stored there. Storage of boxes and empty crates is a charged service and is included in the drayage/material handling offering.

## **TELEPHONE / INTERNET / COMMUNICATION SERVICES**

**DEADLINE: MAY 18, 2019**

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The Palais des congrès supplies all communications services in the exhibit hall: installation of a telephone in your booth, Internet access, etc.

Detailed information for communication services is available online at:

**French:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26)

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ICRA 2019 will provide free wireless Internet to all delegates. However, if a presentation in your booth depends on Internet access, we strongly recommend that you order wired Internet.

## **TRANSPORTING YOUR OWN MATERIAL**

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The ICRA 2019 Exhibit Office strongly recommends the use of GES, the drayage contractor (p.3 Decorator & Drayage), to avoid long waits at the loading dock.

Please note that material handling (move-in / move-out) and storage of empties are automatically included with every advanced warehouse or direct material handling orders.

- *Advance Warehouse Storage (strongly recommended by show organizers)*

GES can store your materials prior to the event. They will deliver your shipment to your booth by 08:00 on your first day of move-in (May 19).

Advance shipment start date: April 26, 2019

Last day for advance shipments: May 13, 2019

Address for advance shipments (see shipping labels in GES Exhibitor Kit):

GES c/o YRC  
1725 Chemin St-Francois  
Dorval QC, H9P 2S1  
Canada

- *Direct Deliveries by Contractors (access to loading dock on May 19, 2019)*

In order to prevent tie-ups on St-Antoine Street or on the access ramp to the receiving dock, the authorities of the Palais des congrès have established an entrance and exit procedure for trucks or other vehicles.

Your driver must arrive at the foot of the ramp on St-Antoine Street. If the access ramp is free at that time, he may go directly up to deliver his merchandise.

At no time is a motorized vehicle allowed to park at the loading dock except to unload materials. They must leave the area as soon as this operation is finished.

**The Palais des congrès will accept deliveries during regular hours as of Sunday, May 19 between 07:00-18:00.**

- *Address for Shipments through Courier Service*

**\*\*\* THE PALAIS CANNOT ACCEPT ANY DELIVERIES PRIOR TO MAY 19, 2019. \*\*\***

Boxes must be clearly labelled. Please identify the number of boxes in total, i.e. Box 1 of 10.

### **ICRA 2019**

May 20-24, 2019

*Exhibitor Name / Booth #*

Palais des congrès de Montréal - Hall 220ABC

Receiving Dock

163 St-Antoine West

Montréal, Québec H2Z 1X2

Canada



## **SECTION 2 - RULES AND REGULATIONS**

### **ADMISSION TO THE ICRA 2019 EXHIBIT**

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The ICRA 2019 Exhibit Office reserves the right to refuse admission to the exhibit to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

**N.B. *Children under 16 years of age are not admitted during move-in, exhibit hours and move-out.***

### **ALLOCATION OF SPACE**

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The ICRA 2019 Exhibit Office reserves the right to allocate space to the exhibitor according to the total exhibit design and overall space constraints.

### **BOOTH DESIGN / CONSTRUCTION**

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The regulations listed below are presented to create and maintain an open atmosphere on the exhibit floor. In this regard, 100 percent occupancy of allowed exhibit space is discouraged. In designing your exhibit, good judgment and consideration of neighboring exhibitors and attendees should be included in your primary objectives.

Exposed parts of any display must be finished so as to not be objectionable to other exhibitors or to ICRA 2019. Exhibits must be equipped with appropriate display components, furniture & floor covering.

Any elevated floor structures within any exhibit, which are not ramped, must be marked or lighted appropriately around the perimeter.

**The maximum building height of the exhibit hall is 24 ft.** In some areas, there may be obstacles like air wall structures, security cameras etc.

**The ICRA 2019 Exhibit Office must see scale drawings of all booth designs by April 8, 2019.**

#### **Island Exhibits** (20'X20' or larger)

An island booth should have access from all 4 sides, and has a height restriction of 24 ft.

### **CARE OF RENTED SPACE**

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Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the ICRA 2019 Exhibit Office. Exhibitors may not put signs on the walls of the Palais des congrès without written permission from the Office.

### **CONDITIONS OF PARTICIPATION**

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The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the "Exhibitor Guide & Service Manual" issued by the ICRA 2019 Exhibit Office and such other rules and regulations or operating procedures as the Office may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

## **ENTERTAINMENT OR SOCIAL FUNCTIONS**

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No entertainment or social functions may be scheduled to conflict with the official ICRA 2019 program or exhibit hours.

## **FIREPROOFING**

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The Montréal Fire Department regulations require that all objects or materials used for decoration are non-flammable. Please refer to the Fire Prevention Guide online for the listing of all measures to be respected at:

**French:**

[https://portailclient.congresmtl.com/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26](https://portailclient.congresmtl.com/sop/sop_p1_steps_booth.aspx?eventid=23730&cc=HF19TPS&oc=01&DICT=26)

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## **FLOORS - WEIGHT BEARING CAPACITY**

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Exhibitors may not place objects weighing more than 300 pounds per square foot (1464 kg per square meter) on the floor of the exhibit hall. Any damage caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

## **INSPECTION OF LEASED PREMISES**

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The ICRA 2019 Exhibit Office will inspect the leased areas with a representative of the Palais des congrès. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

## **INSURANCE**

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The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times.

The ICRA 2019 Organizing Committee, Congress Secretariat and Exhibit Office, the Société du Palais des congrès de Montréal or its agents assume no responsibility for bodily loss of, or damage to products, booths, equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings. Therefore, the exhibitor shall secure and maintain, at their own expense, all insurance necessary to fulfill their respective obligations under their Sponsor/Exhibitor Contract. Such insurance shall be written by an insurance carrier rated "A" or better by A.M. Best. Such insurance shall include, at a minimum, insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, property damage, including coverage for personal injury, products and completed operations, and blanket contractual coverage, including, but not limited to, the liability assumed under the indemnification provision of this Agreement. The insurance policies, as applicable, shall be endorsed to name IEEE, its agents, officers, employees, and volunteers as additional insured. IEEE has the right, but not the obligation, to request evidence of such insurance.

## **KEEPING EXITS CLEAR**

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Display material may not block:

- Emergency Exits
- Fire-hose Cabinets
- Fire Alarms
- Fire Alarm Rooms
- Electrical Rooms
- Signs
- Cleaning Stations

## **PHOTOGRAPHY / VIDEOTAPING OF EXHIBIT**

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Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

## **PRESENTATIONS / DEMONSTRATIONS**

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Exhibitors may conduct market research within their assigned exhibit space so long as it does not unduly impose on the time of an attendee.

Equipment for demonstrations must not pose a safety hazard. If the equipment has energy beams that are hazardous, such energy beams must be made non-operative before installation.

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted in the exhibit hall.

The ICRA 2019 exhibit office will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims.

The ICRA 2019 exhibit office reserves the right to order questionable presentations discontinued unless or until a mutually agreeable presentation may be developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

## **PROHIBITION OF STICKERS**

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Stickers of any kind are prohibited at the Palais des congrès because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

## **RESTRICTIONS**

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The following restrictions are applicable to exhibitors and helpers used during move-in and move-out of the exhibition.

*Animals:* with the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted without prior written approval of the ICRA 2019 Exhibit Office.

*Escalators:* are not to be used for transporting freight or equipment from level to level.

*Elevators:* *passenger elevators are not to be used for transporting freight. Service elevators are designed for this purpose. Ask the personnel on site for directions.*

*General:* no possession or usage of prohibited substances, no horseplay or other activities that can create accidents.

## **SOLICITING AND PROMOTIONAL ACTIVITIES**

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Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall.

## **SOUND TRANSMISSION**

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The prescribed standard is as follows: level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The ICRA 2019 Exhibit Office will be the sole judge in this matter.

## **SUBLETTING**

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It is strictly forbidden to sublet a booth (space) without prior written permission of the ICRA 2019 Exhibit Office.

## **SECTION 3 – ICRA 2019 CONTACT INFORMATION**

### **IS EVENT SOLUTIONS - Congress Secretariat, Exhibit Office**

633 Notre-Dame  
Saint-Lambert, QC  
Canada J4P 2K8

Tel: (450) 550-3488 ext. 113  
Fax: (514) 227-5083  
E-mail: [jennifer@iseventsolutions.com](mailto:jennifer@iseventsolutions.com)  
Jennifer Patterson

### **CAPITAL CATERING - Catering**

159 St-Antoine West, 4<sup>th</sup> Floor  
Montréal, QC  
Canada H2Z 2A7

Tel: (514) 871-3111  
Fax: (514) 875-1300  
E-mail: [sarine.lebrun@congresmtl.com](mailto:sarine.lebrun@congresmtl.com)  
Sarine Lebrun

### **GES - Decorator: booth furniture, booth cleaning, drayage, plants, labor**

800 de la Gauchetière West, #1165  
Montréal, QC  
Canada H5A 1K6

Tel: (514) 861-9694  
Fax: (514) 392-1577  
E-mail: [clarkson@ges.com](mailto:clarkson@ges.com)

### **CONSULTEXPO EVENT SERVICES INC. - Customs, Shipping**

Tel: (514) 482-8886 ext. 1  
Fax: (888) 629-9008  
E-mail: [johns@consultexpoinc.com](mailto:johns@consultexpoinc.com)  
John Santini

### **PALAIS DES CONGRÈS – must use online portal**

(<https://portailclient.congresmtl.com/en>)

*Closest access to meeting space*  
201 Viger St. West  
Montréal, QC  
Canada H2Z 1X7

*Loading dock*  
163 St-Antoine West  
Montréal, QC  
Canada H2Z 1X8

## SECTION 4 – ORDER FORMS

The following forms can be downloaded from the ICRA website under 'Exhibitor Manual'.

- A/V forms ([English](#), [French](#))
- Capital Catering [menu](#) and [order](#) form
- [Customs Broker form](#)
- [Exhibitor reply form](#)
- Decorator, furniture, drayage, electrical services, signage and advanced warehouse (English / French) from [GES](#)
- Security, Telecom, Internet, and plumbing, (English / French) from Palais des congrès de Montreal