

SALON INTERNATIONAL DU
BATEAU



DE MONTRÉAL

EXHIBITOR'S GUIDE

February 8th to 11th 2024



A
NAUTISME QUÉBEC
initiative

Presented by:





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General information



This event is organised by Nautisme Quebec
1750 Bd Marie-Victorin #290, Longueuil, QC J4G 1A5 · 450 466-1777

Billing		
Nautisme Québec	Francine Michaud 450 466-1777 #5 comptabilite@nautismequebec.com	Deadline December 8, 2023
Insurance Certificate		
Nautisme Québec	Alexandre Brandin 514-216-6426 coordination@nautismequebec.com	Deadline January 5, 2024
Decoration: Modular Stand, Carpet, Furniture and Accessories Rental		
Tessier Exhibition Services brunotessier.com	Marylie Boyer 418-524-1888 marylie@brunotessier.com	Deadline January 5, 2024
Advertising Space, Displays, Sponsorships		
Nautisme Québec	Alexandre Brandin 514-216-6426 coordination@nautismequebec.com	Deadline December 15, 2023
Media, Marketing, and Communication		
Nautisme Québec	Alexa Bato 438-466-4819 media@nautismequebec.com marketing@nautismequebec.com	
Setup & Dismantling		
SUM Logistics	Anne-Marie Boudreault 514-600-3822 Direct Line amboudreault@sumlogistik.com	Deadline Before December 22, 2023
Electricity, Telephone, Internet, Installation of Signs over 50 lbs, Cleaning and Maintenance of Booths		
Palais des Congrès de Montréal congresmtl.com	Reservation	Deadline January 20, 2024
Catering (Official supplier of Palais des Congrès)		
Maestro Culinaire https://maestroculinaire.ca	Noémie Pilon 514 871-3111 noemie.pilon@maestroculinaire.ca	Deadline January 20, 2024
Goods / Customs Broker		
North American Logistic Services	Fernando Vera 514 868-6650 fvera@nalsi.com	Deadline Preferably before January 4, 2024
Accommodation		
Hotel Monville 1041 Rue de Bleury Montréal QC, H2Z 1M7	Reservation (514) 379-2005 https://bitly.ws/YwQb	Group rate starting at \$182 + tax Deadline February 6, 2024



OPENING DATES AND TIMES (PUBLIC AND EXHIBITORS)



Dates	Visitors	Exhibitors
Thursday, February 8, 2024	11am – 8pm	9am – 9pm
Friday, February 9, 2024	11am – 8pm	10am – 9pm
Saturday, February 10, 2024	10am – 7pm	9am – 8pm
Sunday, February 11, 2024	10am – 5pm	9am – 5pm

RATES



Category	Holiday promotion (Ho! Ho!) online until Dec. 31, 2023 (taxes and fees included)	Online presale from Jan. 1 to Feb. 7, 2024 (taxes and fees included)	Regular online rate from Feb. 8 to Feb. 11, 2024 (taxes and fees included)	Box office (at the door) (taxes and fees included)
General admission	14 \$	16 \$	18 \$	18 \$
13 – 17 years	12 \$	14 \$	16 \$	16 \$
65+ years	12 \$	14 \$	16 \$	16 \$
12 and under	Free	Free	Free	Free
FAMILY PACKAGE	48 \$	50 \$	52 \$	52 \$
Valid Nautisme Québec members are offered 2 multi-day tickets free of charge Important: Members have to report to the front reception desk on the 2 nd floor.				
Special daily tickets for your customers: \$12 (taxes and fees included) Until sold out Order your special tickets by contacting Nautisme Québec: coordination@nautismequebec.com				

DELIVERY ADDRESS AND DATE



Salon international du bateau de Montréal

Exhibitor name
Stand # number

Palais des congrès de Montréal
Quai de déchargement
163, rue Saint-Antoine Ouest
Montréal (Québec) H2Z 1X8

From February 4, 2024 - from 7 a.m. to 11 p.m. only, as per schedule provided by SUM Logistics



EXHIBITOR TRAINING



Additionally, this year, Nautisme Quebec is offering all exhibitors free training in «How to triple your exhibition results». Presented by Julien Roy, Marketing Specialist at Marketing Face-à-face, this training session is designed specifically for exhibitors and aims to help you identify your objectives, calculate your return on investment (ROI), design an attractive booth and improve your sales pitch at the show. We will also take a brief look at eco-friendly trade show practices with Comité 21 and financing insight provided by Desjardins. Our goal: your success.

The training will take place online on January 9, 2024, from 9:00 to 11:30 a.m.

Registration required: <https://forms.office.com/r/WjveDG3MJp>

MEDIA, MARKETING AND COMMUNICATION



It is mandatory for exhibitors to complete the product information form.
<https://salondubateau.com/wp-content/uploads/2023/12/Formulaire-informations-produits-embarcations-exposants-SIBM-24.pdf>

DOWNLOAD OUR TOOLKIT



Follow the link to access our promotional tools for the Montreal International Boat Show.
<https://salondubateau.com/toolkit/>

EXHIBITOR STAFF AND PERSONNEL



The exhibitor is responsible for the actions of its employees, agents, suppliers and contractors while on the Show's premises. The exhibitor must ensure the presence of at least one person in charge in the booth during all show hours.

Children

For safety and insurance reasons, it is forbidden for children under 16 to assist their parents during set-up and disassembly.

NAUTISME QUÉBEC reserves the right to refuse admission to or expel any visitor, exhibitor or employee who fails to comply with these instructions or who disrupts the smooth running of the event. **No verbal or physical violence will be tolerated.**



IDENTIFICATION BADGE



A form will be sent to you by e-mail to order your identification badges.

No badges without a name or requested by a third party other than the person in charge of the booth will be issued.

The number of identification badges granted to exhibitors depends on the size of the space rented:

- 100 sq. ft. to 200 sq. ft.: 5 badges
- 201 sq. ft. to 500 sq. ft.: 10 badges
- 501 sq. ft. to 1000 sq. ft.: 12 badges
- Over 1001 sq. ft.: 1 badge/150 additional sq. ft.
- Maximum 45 badges

These must be worn at all times for the entire duration the event. Any additional badge will be charged \$50+tx (even if lost, stolen or forgotten). Badges will be handed out at the entrance, at the exhibitor reception booth, to each authorized person during set-up, starting **Wednesday 1:00 p.m.** prior to the Show opening

Please note that all manufacturer-invited dealers present to work at the Show must be a corporate member in good standing with Nautisme Québec. Otherwise, they may be refused entry to the Show. It is therefore the manufacturer's responsibility to ensure that dealers are in good standing before the Show begins.

To order your badges, please fill out the form sent by email and return it by December 15, 2023 to coordination@nautismequebec.com

SAFETY



Security personnel provides basic security in the Palais des Congrès building during the event. In addition, night security guards will be on duty in the exhibition hall. Show management cannot be held responsible for theft, breakage, or other incidents, and reserves the right to take action against any situation that may disturb or threaten visitor safety.

FIRE SAFETY COMPLIANCE



Exhibitors must comply with Montréal City's fire prevention regulations.

[Voir le Guide simplifié pour la prévention incendie - Exposition](#)

ALCOHOL CONSUMPTION



To reduce the risk of accidents, no alcoholic beverages are allowed during Show set-up and disassembly.



PARKING

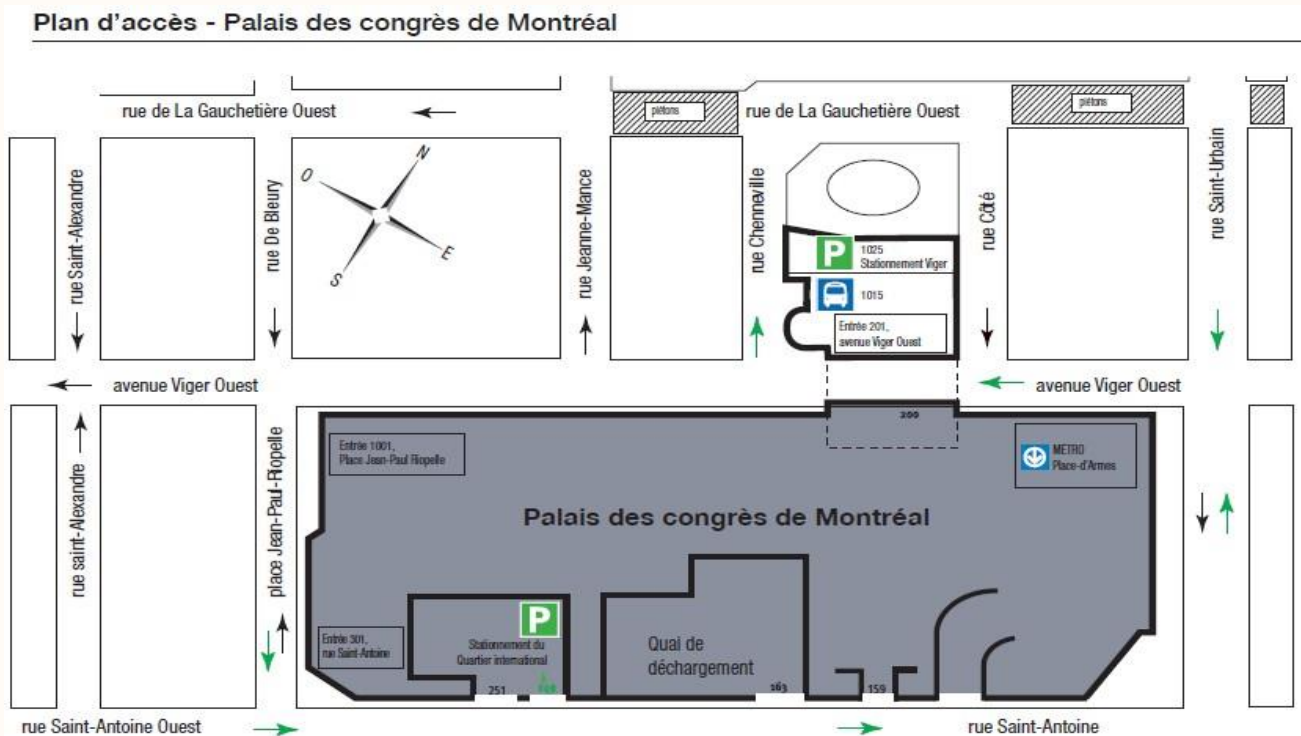
Parking is not permitted at the landing. Only unloading and loading are permitted for a maximum of 30 minutes. Offenders will have their vehicles towed away. You can use the following parking lots to park your car.

Viger Parking - Palais des congrès de Montréal,
 Clearance height: 5'11" (1.81 m)
[1025 Cheneville Street](#)

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

For more options, see the list of [parking facilities in Old Montreal](#) and surrounding areas.

Information for deliveries/pick-ups (see loading dock on plan).





EXIT SLIP

During the show, no show merchandise may be transported outside the Show without the exhibitor (manager or attendant) having first obtained an exit slip. These exit slips will be available at the SUM Logistique office from February 8 to 11.

DELIVERY (IN) AND PICK-UP (OUT) SCHEDULES

OPERATION SITE FOR “LARGES SURFACES” EXHIBITORS / WITH BOAT

You will receive an e-mail from SUM Logistique inviting you to go online and complete the information required to plan your schedule via the operations site (bateaugs.sumlogin.ca).

Your timetable and DOC Info will be sent to you once your application has been completed

OPERATIONS SITE FOR PRODUCT AND SERVICE EXHIBITORS

You will receive an e-mail from SUM Logistique inviting you to choose your delivery and pick-up time online. To ensure smooth running, you will be able to choose your own time slots according to availability and the services you may require (via the operations site: bateaups.sumlogin.ca).

Each exhibitor/carrier must be present, documents in hand, at the time indicated on the reservation made via this site

For any questions/requests concerning your delivery schedule and pick-up of material, please contact Anne-Marie Boudreault at amboudreault@sumlogistik.com or 514-600-3822.



SITE INSTALLATION AND ASSEMBLY

INFORMATION FOR LARGE SCALE/BOATS EXHIBITORS

Set-up will begin according to the precise schedule established by SUM Logistique, and will end on Wednesday February 7 at 6pm. Access to the Palais des Congrès de Montréal loading dock is located at 163 St- Antoine Ouest. To avoid traffic jams at the reception gates, please follow these instructions:

- Parking in the waiting area and at the loading dock is prohibited, and no trucks or trailers may remain parked in the hall during the set-up period.
- Carts will be available to transport your merchandise to your booth. We advise you to bring your own equipment, as quantities are limited and exhibitors must provide the necessary personnel to unload/load their merchandise as quickly as possible.
- From February 8 to 11, it will be possible for exhibitors to transport equipment to their booths for the hour prior the Show's opening, using light rolling equipment. During Show opening hours, goods may only be transported by hand.
- Exhibitors must provide a complete list of maintenance personnel prior to the Show and no later than Wednesday, February 7, 2024 at 3:00 pm. This list must be e-mailed to Anne-Marie Boudreault at SUM Logistique: amboudreault@sumlogistik.com. Maintenance personnel hired by exhibitors may not enter the Exhibition Hall without having their names on record.

ADDITIONAL ASSEMBLY SERVICES

During exhibitor set-up hours, an on-site service desk will be available to meet last-minute requests, given an approximate 25% surcharge on the services offered by the Palais des Congrès, such as electricity, telecommunications, fastening, handling, booth cleaning, etc. Some services may not be available.



VEHICULAR TRAFFIC AND OTHER COMBUSTION ENGINES/BOATS

- Any delivery vehicle wishing to enter the showroom must request authorization from SUM Logistique.
- All vehicles entering the hall must have clean, dry tires, even if simply dropping off items.
- Vehicles entering the building must respect the 5 km/h speed limit.
- Vehicles inside the building must stop their engines immediately. No idling is allowed.
- No parking is allowed in the hall.
- It is forbidden to refuel vehicles inside the building.
- Disconnect battery cables and remove spark plugs from vehicles remaining on-display in the building.
- Tank caps should be sealed with adhesive tape, and tanks should not be more than half full.

VEHICLES

FORLIFT HANDLING OF GOODS

At the exhibitor's request and expense, forklifts, large and small, will be available for transporting heavy and light equipment.

Large forklifts: SUM Logistique will invoice you for the hours of use.

Small forklifts: Nautisme Québec offers you the first 3 hours free of charge. Thereafter, you will be billed by SUM Logistique.

It is imperative that you reserve the use of any of the above services for your booth set-up as soon as possible. Exhibitors who have not made a reservation are not guaranteed a fixed schedule for booth handling.

Please note that Nautisme Québec no longer offers crane services. However, arrangements can be made with SUM Logistique at your own expense.

IMPORTANT:

- Exhibitors who have not made a reservation are not guaranteed a fixed schedule for handling their goods.
- The use of pallet trucks is prohibited in carpeted rooms, without exception



STORAGE

Boxes, cases and all assembly material must be removed from the exhibition area before the show opens. A storage area will be available during this period. To avoid confusion, you can obtain identification labels on-premise, from the person in charge at the loading dock or from SUM Logistique.

1. Place the labels on each box and write (in capital letters) your company name and booth number.
2. Number your boxes
3. Inform the person in charge at the loading deck when your equipment is ready for storage.

Unidentified boxes and crates left in the aisles will be considered as waste. Unused trailers must be returned.

DISASSEMBLY AND EXIT

Disassembly will begin on Sunday, February 11 at 6 p.m., or when the aisle mats have been removed, and will end on Monday, February 12 at 11 p.m. Any exception or deviation from the schedule must be specially agreed with the Operations Manager (SUM). No dismantling will be permitted before the show closes at 5 p.m. on Sunday, February 11. No carts will be allowed until the aisle mats have been removed. Any equipment left on site after 11 p.m. on Monday, February 12 will be moved and stored at the exhibitor's expense.

The exhibitor must remove all exhibits, equipment and accessories from the show premises by the date and time specified in the «disassembly and exit» section of the «Exhibitor's Guide». The ALLIANCE has the right to remove any exhibitor exhibits, equipment and accessories and store them if the exhibitor does not remove them by this deadline. The exhibitor assumes such removal or storage costs and is responsible for any additional costs incurred by or damages sustained by the ALLIANCE as a result of its goods remaining on or about the show premises after such deadline. The exhibitor will be billed \$1,000 per hour starting Monday evening at 11:00 p.m. following the close of the Show for any merchandise left on the premises, in addition to any other removal charges.

IMPORTANT

The Palais des Congrès de Montréal totally prohibits any form of boat wrapping using an open flame within its walls, whether in the showroom itself or on the loading docks. Exhibitors wishing to use shrink wraps will have to do so outside the building.



Additional information:

- Once the aisle mats have been removed, empty boxes will be moved to the booths.
- You must have completed your disassembly and gathered all your equipment before you are allowed access to the dock.

Exhibitors who fail to comply with show entry and exit rules and schedules, or who interfere with set-up or dismantling by leaving their vehicles or booth equipment on the floor in locations or positions that interfere with operations (forklifts) will be subject to penalties. Several participants, as well as the ALLIANCE, have suffered significant delays in the past, or have had to incur additional costs due to the negligence of certain exhibitors. The regulations are therefore preventive, and have been put in place to facilitate operations for all exhibitors.

- Any exhibitor who fails to respect their entry or exit schedule, or whose actions interfere with the smooth running of the set-up, is subject to penalty and/or reimbursement for any costs (documented) incurred as a result of the delays caused.
- Serious instances will be brought to the attention of the Board of Directors, which may take such action as it deems appropriate.

FLOOR LOAD CAPACITY

For exhibitors with loads in excess of the load-bearing capacity (1,464 kg/m² or 300 lbs/ft²), a feasibility assessment must be carried out, and the costs associated with the implementation of protective measures will be borne by the promoter or exhibitor.

HOUSEKEEPING

Exhibitor waste garbage bins must be placed outside the booth in the aisle every evening after Show closure. They will be emptied by Palais des Congrès staff. However, garbage cans left inside the booth will not be emptied.

NOTE : Please refer to the rental agreement for full regulations.

SHOW RULES AND REGULATIONS

You will find here the complete rules and regulations of the [Salon International du Bateau de Montréal 2024](#).

Nautisme Québec wishes you an excellent
Montreal International Boat Show 2024!