

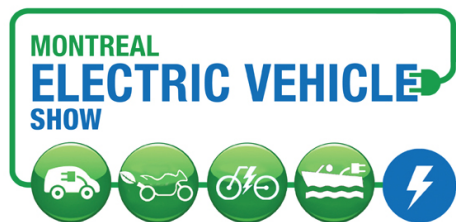
**FOURTH EDITION OF MONTREAL ELECTRIC AND HYBRID  
VEHICLE SHOW**

**September 17, 18 and 19<sup>th</sup> 2021**

# **Exhibitor's Guide**

**OLYMPIC STADIUM, MONTREAL**





## INFORMATION FOR EXHIBITORS

4th EDITION OF MONTREAL ELECTRIC  
AND HYBRID VEHICLE SHOW

### 1. SHOW ORGANIZER

MEVS is produce by:

**7277954 Canada Inc.**  
636 des Vignobles Sreet  
Rosemere, QC J7A 4P9  
Tel.: 450 818-5373  
Fax: 450 818-5372

C/O: Louis Bernard, Exhibition Manager  
C/O: Luc Saumure, General manager

Email : [luc@svem.ca](mailto:luc@svem.ca)  
Email : [louis@svem.ca](mailto:louis@svem.ca)

### 2. LOCATION OF EVENT

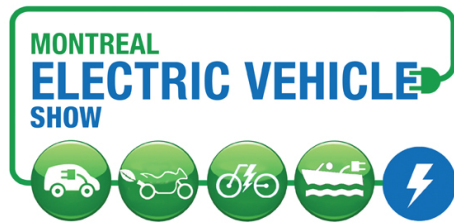
**Olympic Stadium**  
4545 Pierre-de-Coubertin Ave  
Montreal, Quebec H1V 3N7  
Tél. : 514 252-4141  
[www. parcolympique.qc.ca](http://www.parcolympique.qc.ca)

(Pie-IX Metro Station)

### 3. DELIVERY ADDRESS AND DATE

**Montreal Olympic Stadium**  
Marathon Door  
([click here](#) for see the *Loadind Dock Access Map*)

The booth number, the name of the exhibitor and the mention MEVS must appear on all packages. **No delivery will be accepted before Wednesday September 15<sup>th</sup> 2021.**



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AND HYBRID VEHICLE SHOW

### 4. SHOW HOURS

Friday Sept. 17, 2021:	9:30 a.m. to 1 p.m. (Média and Industry Professionnals)
Friday Sept. 17, 2021:	1 p.m. to 9 p.m. (General Admission)
Saturday Sept. 18, 2021:	10 a.m. to 6 p.m. (General Admission)
Sunday Sept. 19, 2021:	10 a.m. to 5 p.m. (General Admission)

The exhibitors will be able to access to the exposition hall one hour before the opening. If you need early access, please contact the technical coordinator.

### 5. TECHNICAL AND LOGISTIC COORDINATOR

**Louis Bernard** takes care of the technical and logistical coordination. It will schedule your hours of entry and exit and all the procedures for setting up and dismantling your booth.

**LOUIS BERNARD**  
[louis@svem.ca](mailto:louis@svem.ca)  
**514-916-8102**  
**1-877-371-8102**

#### Important note:

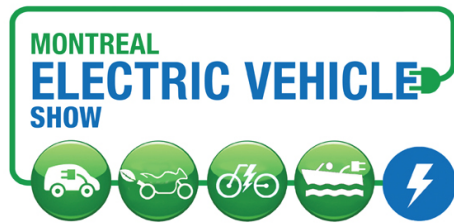
No delivery will be accepted outside the hours set aside to this end. In case of problems or special cases, please call **514 916-8102**.

### 6. MOVE-IN SCHEDULE

Thursday September 16, 2021: 7 a.m. to 9 p.m.

Please: contact Louis ([louis@svem.ca](mailto:louis@svem.ca) or 1-877-371-8102) to schedule your arrival day and time for your installation. This schedule will have priority for unplanned arrivals.

**Note:** The equipment must be entered **before 6:00 pm on Thursday, September 16**. The set-up must be completed on **Thursday, September 16 at 9:00 pm** to allow the storage of boxes, the cleaning of the aisles and the laying of carpets aisles. **NO SET-UP WILL BE PERMITTED ON THE MORNING of FRIDAY, September 17, 2021.**



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### 7. MOVE-OUT SCHEDULE

Sunday September 19, 2021: 5 p.m. to 11 p.m.  
Monday September 20, 2021: 7 a.m. to 12 p.m.

All stands must remain set-up until the official closing of the Show. Please plan your travel schedule accordingly. The aisles must be free of any object and until the removal of the carpet aisles (around 17:30). The return of your boxes will begin immediately after carpet removal. Exhibitors are requested to keep their stock within the limits of the space and not in the aisles. The rules regarding the dismantling will be handed to you on Sunday September 19<sup>th</sup> by the technical team.

**IMPORTANT: All your stock must have left exhibit hall no later than Monday, September 20<sup>th</sup> at 12:00. After this period, all material will be picked up, handling and warehousing fees will be charged.**

### 8. DISPLAY REGULATIONS (SERVITUDE OF RIGHT OF VIEW)

The regulations of presentation exist since the beginning of the trade fairs. The principle governing the management of all exhibitions can be summarized as follows:

"All exhibitors are equal, regardless of the size of their booth, and must have the same opportunities, within reason, to present their products to the public in the most efficient way possible."

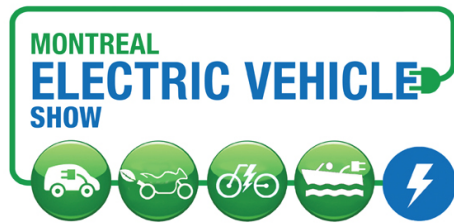
Exhibit managers must establish rules or guidelines to this end, while allowing every exhibitor the greatest possible flexibility. You are our customers and we wish you success. One can summarize as follows the responsibility of the exhibitor, which boils down to little: "Be a good neighbor".

#### **Definition of a basic stand:**

A booth dimension have an area of 100 square feet (9 square metres): 10 feet x 10 feet (3 m x 3 m) or a multiple of the dimension.

#### **Depth:**

All accessories over 4 ' / 1.22m high placed less than 10 linear feet / 3.05m from another stand must be installed within the 5' / 1.52m area from the back line of the space allocated to the exhibitor.



## INFORMATION FOR EXHIBITORS

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#### **Goal:**

Each exhibitor is entitled to a reasonable line of sight from the aisle, regardless of the size of their stand. Exhibitors who use a larger space (30 linear feet / 9.14m or more) must also be able to use as much space as possible, provided they do not infringe the rights of other exhibitors. The limit imposed on accessories over 4' / 1.22m placed at less than 10 linear feet / 3.05m from another stand is intended to enforce these two rights.

#### **Height:**

The maximum height of the stands is 8' / 2.44m.

#### **Objective:**

Any part of a stand higher than the bottom of another 8' / 2.44m stand, reduces the overall effect of the exhibition elements placed directly behind it, regardless of the finish of its rear part.

#### **Peninsula stand definition**

The peninsula stand normally faces the cross aisle. The parts of the stand located along another stand must be finished and have no identifying sign or other text likely to harm the neighboring stand.

#### **Depth:**

All accessories exceeding 4' / 1.22m in height and placed less than 10 linear feet / 3.05m from another stand must be placed in the 5' / 1.52m area from the line of sight to the neighboring stand from the driveway.

#### **Objective:**

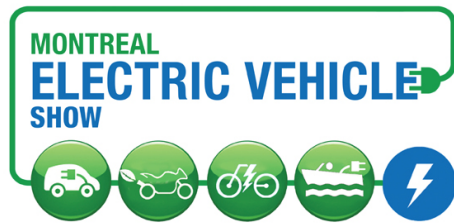
Exhibitors whose stand is adjacent to a peninsula stand are entitled to the same reasonable line of sight from the aisle as if they were placed next to an ordinary stand.

#### **Island:**

Not any restriction for this style of stand.

## **9. STORAGE, EMPTY BOXES AND OTHER CONTAINERS**

The storage of your boxes to be recovered will be done without expenses. To do this, boxes and crates must be identified and placed in the aisles where they will be picked by our staff. Go to get the storage tags from our staff. Unidentified boxes will be considered scrap.



## INFORMATION FOR EXHIBITORS

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### 10. BOOTH ATTENDANCE

Exhibitors must ensure a continuous presence at their booth during Exhibition hours. In addition, no assembly or dismantling will be allowed during the opening period of the Fair, from September 17 to 19<sup>th</sup>, 2021. Any modification of the stand must be authorized by the promoter.

### 11. SIZE BOOTH

A booth dimension is an area of 100 square feet (9 square metres): 10 feet x 10 feet (3 m x 3 m) or a multiple of the dimension.

### 12. EXHIBITORS BADGES

Please complete the form - Exhibitor Badges and return it before August 20, 2021. Exhibitor badges will be available from noon to 5 pm, Thursday September 16 and Friday September 17, from 8:00 at the exhibitors counter..

**Download Form:** [Click here](#)

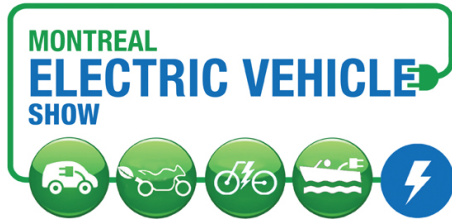
### 15. SUPPORT SERVICES FOR EXHIBITORS

The official show contractor of SVEM:

**GES**  
159, St-Antoine Ouest, bur. 341  
Montréal QC H2Z 2A7  
Sofi Denommée : **(514) 838-4879** cell.  
Bur. : 514 861-9962

This company is responsible for the following services: rental of lighting equipment, rental of furniture, carpeting, arrangement of plants, printing of posters, cleaning, handling, etc. Décor Experts Expo will have an office at the Salon during the entire installation of the event. The forms must be completed before September 3, 2021.

**Order form :** [Click here](#)



## INFORMATION FOR EXHIBITORS

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### 14. RESPONSIBILITY INSURANCE

The Exhibitor shall subscribe and maintain in force, at its expense, at all times during the entire rental period including the assembly and dismantling period, general liability insurance which shall not be less than FIVE MILLION DOLLARS (\$ 5,000,000). In addition, the Exhibitor must take out insurance on the property (extended form) belonging to the Exhibitor as well as the property in his custody and control or belonging to him against any loss and, without limiting the generality of this which precedes, in particular, fire, theft and vandalism.

#### **Requirements:**

The insurance policies in respect of the coverage referred to above must designate, as additional insureds (with waiver of the right to sue between additional insureds) Place Bonaventure, and their agents, agents, officers, administrators and employees.

The Exhibitor must provide any document demonstrating that the above-mentioned insurance has been obtained and is in force before September 1<sup>st</sup>, 2021. The Exhibitor must obtain from the insurers with which the insurance policies are subscribed an undertaking obliging them to notify the MEVS in writing at least ten (10) days prior to any cancellation or modification of these policies.

### 15. BOOTH SECURITY

Exhibition Manager will have the qualify personal during the set up, the dismantling and between the duration of the tradeshow.

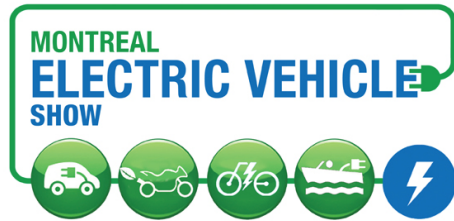
At night, a security guard will watch over the exhibitors' installations.

The Exhibition Manager will not be responsible for any damage, injury or theft during the tradeshow inside the exhibitor booth.

**It is strictly forbidden to take out materials during the tradeshow without a OUTPUT FORM from the technical coordinator.**

If you need more security, please use form.

Louis Bernard: 1877 371-8102 or [louis@svem.ca](mailto:louis@svem.ca)



## INFORMATION FOR EXHIBITORS

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### 16. GENERAL AND FIRE REGULATIONS

It is the responsibility of each exhibitor to respect the statutes and regulations of Olympic Stadium and ensure that the development of its exhibition stand and its content meets the standards required by the fire department of Montréal.

[See Annex regulations.](#)

### 17. ELECTRICITY

If you require electricity on your booth, [please fill-up form.](#)

**ÉLECTRO PERFORMANCE G.L. INC.**

Tel.: 450 447-4721 / Fax: 447-4722

[www.electroperf.com](http://www.electroperf.com) / [electro@electroperf.com](mailto:electro@electroperf.com)

### 18. COMPUTER

If you require computer equipment, contact our official supplier.

**SL INFORMATIQUE**

Stéphane Lagacé

Tel.: 450 766-2022

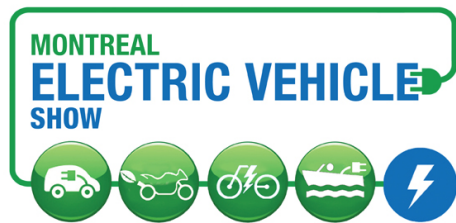
[stephanel@slinformatique.com](mailto:stephanel@slinformatique.com)

Order: [Click here](#)

### 19. HOTESS AND LABOUR

If you need to have hostess and labour to your disposition please contact direction of the show at 514 916-8102.





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### 20. INTERNET OR PHONE

If you would like an Internet or telephone line to be installed in your stand for the duration of the Show, see the attached form.

#### Olympic Park

Phone: 514 252-4141 poste 5496

Email: [montreal@olympicpark.com](mailto:montreal@olympicpark.com)

Order form: [Click here](#)

### 21. HANDLING

GES is responsible for handling the show. If you have handling needs for your location, see the attached form.

#### GES

159 St-Antoine West, suite 341

Montreal QC H2Z 2A7

Sofi Denommée : (514) 838-4879 cell.

Office: 514 861-9962

Order: [Click here](#)

### 22. CUSTOMS CLEARANCE AGENTS

The official customs clearance agents is :

#### NORTH AMERICAN LOGISTICS SERVICES INC.

Tel.: 514 868 6850 or 1 877 332-8987

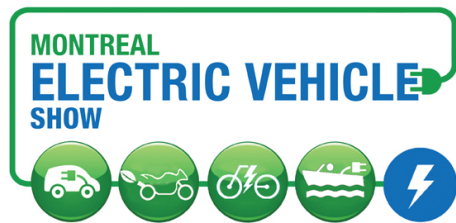
Fax: 514 868-6651

[www.nalsi.com](http://www.nalsi.com) / [fvera@nalsi.com](mailto:fvera@nalsi.com)

Order: [Click here](#)

### 23. ON SITE PROMOTER OFFICE

The promoter's office will be in Olympic Stadium starting Wednesday September 15, 2021.



## INFORMATION FOR EXHIBITORS

4th EDITION OF MONTREAL ELECTRIC  
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### 24. SHOW GUIDE

The promoter of MEVS is the editor of the *Official Show Guide*:

**7597954 CANADA INC.**  
636 des Vignobles Street, Rosemere, QC J7A 4P9  
Tel.: 450 818-5373  
[luc@svem.ca](mailto:luc@svem.ca)

### 25. LODGING

The MEVS has put on its website an application allowing you to see in real time the hotels available around the Olympic Stadium and the costs of rooms. You can make your reservations directly from this application.

Reservation: [Click here](#)

### 26. SOLICITATION AND DISTRIBUTION

The distribution of advertising material as well as all other soliciting must be carried out solely within your location.

### 27. PARKING FOR EXHIBITORS

For exhibitors who wish to purchase a parking package for the duration of the show can order their package directly from the address: [parcolympique.ca/stationnement](http://parcolympique.ca/stationnement)

Annex : [Click here](#)

### 27. DRAWS AND CONTESTS

All drawings and contests organized by an exhibitor must under no circumstances involve the tradeshow's promoter. All fees due the Régie des lotteries et courses du Québec must be paid by the person responsible for the drawing or contest and this person must provide proof that the drawing or contest complies with the regulations of the Régie des lotteries et courses du Québec.

**Régie des loteries et courses du Québec**

1, Notre-Dame St. East, Suite 901  
Montreal, QC H2Y 1B6  
Tel.: 514 873-3577 • Toll free: 1-800-363-0320