

# BOOTH DISPLAY STRUCTURE

## GENERAL REQUIREMENTS

The aisle and air space belong to the CCC. Exhibits, signs, ceiling or floor coverings, displays or other advertising matter will not be allowed to extend beyond the contracted exhibit space.

All display fixtures greater than 4 feet (120 cm) in height must be a minimum of 5 feet (150 cm) back from the aisle, in order to avoid blocking the sightlines of other Exhibitors. Exhibitors whose displays exceed these dimensions may be asked to alter or dismantle that part of their display.

## EXHIBITOR-APPOINTED CONTRACTORS

Exhibitors may use or appoint an independent supplier for installation and dismantling of their exhibits, or to provide other services.

An Exhibitor-Appointed Contractor is any company — other than one of the designated Official Contractors — providing a service to the Exhibitor and requiring access to an exhibit at any time during the installation, Exhibition and dismantling days.

All exhibitor service providers must adhere to the **Provincial Ministry of Labour Occupational Health and Safety Act**.

Exhibitor-Appointed Contractors **ARE NOT** permitted to perform the following services:

- Materials-handling
- Electrical/mechanical
- Rigging/hanging signs
- Janitorial/Cleaning
- Telephone, fax/modem - data lines, Internet connections
- Security
- Food and Beverage

**All Exhibitors are required to complete and return the Exhibitor-Appointed Contractor Form no later than September 20.**

Should an Exhibitor wish to use the services of a supplier other than an Official Contractor, the following conditions must be met:

1. Exhibitors must inform the Exhibition Coordinator of the name and address of the contractor and the work to be performed. The Exhibitor-Appointed Contractor Form found in the [Exhibitor Service Centre](#) must be received by the Exhibition Coordinator no later than September 20. Exhibitors who have not advised the CCC Secretariat in writing by this date must use the Official Contractors.

**Only the authorized exhibitor representative may complete the Exhibitor-Appointed Contractor Form.** Forms completed by the appointed contractor will not be accepted and will be returned to the sender

2. Exhibitors are responsible for ensuring that their appointed contractors submit a Certificate of Insurance, in a form that is acceptable to CCC 2019, outlining the following coverage:
  - a) comprehensive General Liability insurance with a minimum limit of \$5,000,000 CDN;
  - b) the Canadian Cardiovascular Congress, the Canadian Cardiovascular Society, Heart and Stroke, Intertask Group of Companies, the Palais des congrès de Montréal as additional insured;s and shall contain a cross-liability clause.

The Exhibitor-Appointed Contractor's Certificate of Insurance must be provided to the Exhibition Coordinator no later than September 20. **It is the Exhibitor's responsibility to inform its contractors of this deadline.**

3. Exhibitor-Appointed contractors:
  - a) Must agree to abide by the rules and regulations contained in the Terms of Agreement – Rules and Regulations outlined in the Exhibitor Service Centre
  - b) Must agree to abide by union rules and regulations in force at the facility; and,
  - c) Must ensure that set-up badges are worn at all times. Temporary work passes will be issued only to persons actually used to supervise, install, dismantle or maintain exhibits. Please refer to the

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[Registration and Accommodation](#) section of the Exhibitor Toolkit for registration details.

It is the Exhibitor's responsibility to provide this Exhibitor Toolkit or any necessary information, including the rules and regulations, to its appointed contractors.

## CARPETING

The Exhibit Hall is not carpeted. **Carpeting is mandatory.** Please refer to the [Exhibitor Services](#) section of the Exhibitor Toolkit for Official Suppliers.

## CLEANING

It is the Exhibitor's responsibility to keep and maintain its exhibit space in a clean, dirt-free and orderly fashion for the duration of the Exhibition. Please refer to the [Exhibitor Services](#) section of the Exhibitor Toolkit to arrange daily cleaning services.

## ATTACHING MATERIALS TO WALLS OF PROVIDED SIDE & BACK DRAPE

No materials may be attached to the standard booth using nails, screws, pins or staples which will in any way affect the surface, without the expressed consent of the Official Decorating/Display Contractor.

## DAMAGE / REPAIRS – FLOORS, WALLS, CEILING

Repairs and cleaning required as a result of damage caused by the Exhibitor or its representatives will be carried out at the expense of the Exhibitor.

## CARE OF BUILDING – FLOORS, WALLS, CEILING

**Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted.**

Exhibitors wishing to lay any floor covering must use Renfrew #174 or Shur-Tape #642.

No signs or other articles are to be fastened to the ceilings, walls, pipes or electrical fixtures.

## CEILING-SUSPENDED, HANGING SIGNS AND BANNERS

All ceiling-suspended, hanging signs or banners are restricted to, and must conform with, the following guidelines:

- Length of the sign may not exceed 50 percent of the length of the aisle facing it (i.e. a sign for a 10-foot by 10-foot (3m x 3m) exhibit may not exceed 5 feet (150 cm);
- Height limit for each side of the sign is 4 feet (120 cm); and,
- Suspended height of a sign may not exceed 20 feet (600 cm) when measured from the floor to the top of the sign (some restrictions apply).

Ceiling-suspended, hanging signs and banners must be identified clearly on an exhibit space floor plan.

If you have any questions regarding the installation of oversized signs or banners, please contact the Palais de congrès de Montréal to review your requirements.

### ► Please Note

Your banners must arrive on-site by 10:00, October 22. Please coordinate delivery with GES.

All ceiling-suspended, hanging signs or banners must be pre-approved by the CCC Secretariat and the facility and are subject to an on-site review, inspection and approval. Once approved, PCM will advise you of the additional charges for hanging the banner and the mechanical lift and operator if used.

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Only the facility may hang or suspend ceiling signs and banners.

## PHYSICAL RESTRICTIONS

Exhibit Coordinators and Exhibitor-Appointed Contractors should be aware of the following physical restrictions:

### Height Restrictions

- For linear exhibits, the height restriction is set at 8 feet (240 cm); and,
- For all peninsula and island exhibits, height restrictions are set at 16 feet (480 cm).

**For island and peninsula exhibits, a layout drawing and floor plan must be received by the Exhibition Coordinator for approval, no later than September 20.**

### Weight Restrictions

- Lift capacity of forklift trucks is 5,000 lbs. (2,268 kg) and 8,000 lbs. (3,628 kg);
- Maximum weight allowance of the exhibition floor is 150 lbs. per square foot (730 kg per square meter);
- and,
- Exhibitors with heavier materials should contact the Exhibition Coordinator.

### Other Restrictions

- Linear exhibits will be delimited with a black backwall set at an 8-foot height (240 cm) and grey sidewalls set at a 3-foot height (90 cm);
- The facility's Director of Fire and Safety requires that access to fire-hose cabinets, portable fire extinguishers and fire alarm stations be unrestricted and clearly visible at all times;
- Exhibits which contain fire protection equipment must allow for a 3-foot (90 cm) clearance; and,
- CCC reserves the right to schedule a move-in and move-out sequence and to set target installation and dismantling dates and times for individual exhibits.

**Should you have questions regarding the physical restrictions of the exhibition, please contact the Exhibition Coordinator.**

## DIMENSIONS

To view the allowed dimensions for your booth type, please click on the appropriate link below.

- ▶ Linear Booths – [click here](#)
- ▶ Peninsula Exhibits – [click here](#)
- ▶ Island Exhibits – [click here](#)
- ▶ Double-Decker / Two-Tier Exhibits: Exhibitors planning to utilize a double-decker / two-tier exhibit must contact the Exhibition Coordinator for guidelines pertaining to this type of exhibit.

## SEATING

To prevent aisle congestion, seating for demonstrations and theatre areas must be placed a minimum of 5 feet (150 cm) back from the aisle.

## ELECTRICAL EQUIPMENT AND CONNECTIONS

The standard voltage in Canada is 120 volts, 60 cycles AC.

**Exhibitors should ensure that all electrical equipment used in the exhibit, as well as merchandise, lighting and display equipment bear proof of certification according to the host province, or be approved by an acceptable agency which is accredited by this code.**

Any accredited certification agency or approval agency can approve equipment for use or for sale in the host province as long as it is recognized by the host province and accepted by the Standards Council of Canada.

Failure to comply with the requirements to have electrical equipment approved may result in the equipment being refused connection to the source of electrical supply and may be ordered removed from your exhibit.

## FIRE REGULATIONS

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The facility has strict fire safety regulations and requirements. The purpose of these requirements is to maintain an acceptable level of fire safety within the Centre. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

In some instances, aspects of your exhibit must be approved in advance by CCC, the facility and the host city's Fire Protection Department. A copy of the facility Provincial Requirements for Exhibiting Electrical Equipment at Trade Shows is provided in the [Exhibitor Service Centre](#).

Aisles and exits must be kept clear at all times. **The facility's Director of Fire and Safety requires that access to fire-hose cabinets, portable fire extinguishers and fire-alarm stations not be restricted and be clearly visible at all times. Exhibits which contain fire-protection equipment must allow for a 3-foot (90 cm) clearance.**

Combustible decorations such as Styrofoam and foamcore, cardboard and corrugated paper must not be used.

The facility's guidelines and policies are such that any temporary structure which creates a potential obstruction to the facility's built-in fire-protection system, or whose configuration creates the potential for reducing fire safety, may be required to install a sprinkler off the standpipe system from the floor or from the overhead sprinkler line.

All exhibits are subject to approval by CCC, the facility and the Director of Fire and Safety. Exhibits are subject to a show site review and modifications, where necessary, at the Exhibitor's expense.

**All Exhibitors are required to complete and return the Safety Reply Form found in the [Submission of Required Forms](#) task in the [Exhibitor Service Centre](#) to the Exhibition Coordinator no later than September 20.**