

Exhibitor Logistics

Event: Paramedicine Across Canada Expo 2017
Date: August 17 – 19, 2017
Meeting Venue: **Quebec City Convention Centre**
Centre des congrès de Québec
MAIN ENTRANCE (No delivery accepted at this address)
1000, boul. René-Lévesque Est
Québec (Québec)
Website: www.convention.qc.ca

Hotel Accommodations:

(HOST HOTEL) **Hilton Québec**
1100 Rene Levesque East
Quebec City, QC G1R 4P3
Website: www.hiltonquebec.com / Tel: 1-418-647-2411

(2nd TIER HOTEL) **Hôtel Château Laurier Québec**
1220, Place George-V Ouest
Québec City, QC G1R 5B8
Website: www.hotelchateaulaurier.com / Tel: 1-418-522-8108

Exhibit Area: Exhibit Hall 400ABC (Quebec City Convention Centre)

Conference Room: Convention Hall 200AB (Plenary Room-Quebec City Convention Centre)

Contacts: **Conference Planner – Nalina Williams, Platinum Hospitality Group Inc.**
Tel: (416) 489-0885; Fax: (416) 946-1140, Email: nalina@platinumhospitality.com

Contact: Tradeshow & Meeting Venue – Quebec City Convention Centre

Exhibitor Services: Banner Hanging, Electricity, Booth Cleaning, Temporary Personnel, Plumbing, Security, and Telecommunications.
Line Laliberté

Tel: 418-649-7711 #4066 / 1-888-679-4000 / Email: services@convention.qc.ca

Contact: Show Services – GES Canada

Exhibitor Booth Furnishings: Carpet, Shipping & Warehousing & Material Handling
Louise-Myriam Dallaire

Tel: 418-877-2727 x 222 / Cell: 418-808-2515 / Fax: 418-877-2828

Email: ldallaire@ges.com

Contact: Custom Brokers - Mendelssohn Commerce Event Logistics

Stephan Paquin, Event Coordinator

Tel: 514 987-2700 2122 / Cell: 514.779.7090

Email: spaquin@mend.com

Contact: Additional Audiovisual Equipment at your booth – AV Canada

Gene Hondzio

Email: gene.h@av-canada.com / Fax: 905-566-5511

Contact - Lead Retrieval Scanner

Troy Bell, Registration Coordinator, CONEXSYS Registration Ltd

Tel: 1-905-405-8415 /Toll Free: (800) 661-5319

Email: troy@conexsys.com

Contact: Hotel Venue – Hilton Québec
Annie Leclerc, Convention Services Assistant Manager
 Tel: (418) 648-6481/ Email: annie.leclerc@hilton.com

Contact: Hotel Venue – Hôtel Château Laurier Québec
Maxime Demers-Ménard, Sales Coordinator
 Tel: 418 522-3848 x634 / Email: maximedemersmenard@vieuxquebec.com

Item	Details
Booth Staffing Requirements	<p>Booth staff must be available at their booth to interact with delegates during the following times at a minimum: Show Hours Friday, August 18, 2017, 10:00 am – 6:30 pm Saturday, August 19, 2017, 10:00 am – 1:00 pm</p> <p>Please Note: During exhibit hours, a booth representative should always be present. The above scheduled hours are preliminary and are subject to change. Additionally, a \$25.00 administration fee will be applicable to any booth personnel name changes received after August 10, 2017.</p> <p>Each exhibiting company will be provided with two complimentary vendor passes. Each additional pass will be at a cost of \$200.00 per person, plus GST. Each booth is allowed up to a maximum of 4 persons.</p> <p>Due to limited space capacity, exhibitors and sponsors are not allowed to attend the education sessions. Should you wish to do so, you would be required to register and pay separately as a delegate. You can register at: www.pacexpo.ca/registration</p>
Booth Set-up	<p>Set-up is on Thursday, August 17, 2017 from 11:00 am 5:00 pm. All Exhibitors MUST coordinate their time of arrival for set-up with Platinum Hospitality, if not within this time frame.</p> <p>Exhibitors are required to use GES Canada for moving and handling of all materials.</p>
Booth Teardown	<p>Teardown is on Saturday, August 19, 2017, 1:00 pm - 6:00 pm</p> <p>Materials must be removed from the venue on the last day of the event. The venue will not be responsible for damage or loss of any items left on the premises prior to, during or following an event. Daily cartage and storage fees will apply.</p> <p>If assistance is required with boxes, packages or freight, a labour charge will apply.</p> <p>IMPORTANT! Please arrange with GES Canada for storage of materials and return shipping.</p>
Booth Furnishings	<p>One 6' skirted table, two chairs, and booth ID sign are included in your exhibitor's package. Pipe and Drape, with an 8' high back wall, stepping down to 3' high sidewalls. Single booth space – 10'x10' and Double both space – 20'x10'</p> <p>IMPORTANT! Please note that the tradeshow floor is NOT carpeted, and you will require to organize your own carpeting with GES Canada – see order form included in the GES Exhibitor Kit. In order to receive advance order discount rates on the price sheet, you must submit your order before August 03, 2017.</p>
Hotel Accommodations	<p>Special conference guestroom rates have been negotiated for PACE 2017 Conference & Expo at the Hilton Québec, located beside the Quebec City Convention Centre, and Hôtel Château Laurier Québec centrally located downtown Quebec City, about a 7-minute walk to the Convention Centre. In order to take advantage of these special rates, reservations must be made by Friday, July 21, 2017, and availability will be on a first-come-first-served basis. Reservations made after these dates will be based on availability and rates cannot be guaranteed.</p> <p>Hilton Québec 1100 Rene Levesque East Quebec City, QC G1R 4P3 Website: www.hiltonquebec.com / Telephone: 1-418-647-2411</p>

To book your accommodation at the Hilton Quebec Hotel, please use this link...

<http://group.hilton.com/PAC>

For direct inquiries, please call Toll Free: **1-800-447-2411** or **1-418-647-6500** in order to obtain the special group rate, which will be based on availability and expires: Friday, July 21, 2017.

Special Discount Room Rates:

	Single/Double
Downtown City View	\$199.00
Parliament View	\$209.00
Old-Quebec River View	\$219.00

All rates are subject to 5% GST, 9.975% PST, and 3% Accommodation Tax.

Check-in time: 3:00 pm

Check-out time: 12:00 noon

Internet is complimentary with your guestroom accommodation.

Hôtel Château Laurier

1220, Place George-V Ouest

Québec City, QC G1R 5B8

Website: www.hotelchateaulaurier.com /Tel: 1-418-522-8108

To book your accommodation at the Hôtel Château Laurier, please use this link...

<http://search.igrez.com/reservations/HotelChateauLaurierQuebec/?checkin=08/17/2017&checkout=08/18/2017&adults=1&children=0&rooms=1&refLoc=&bookedOnrefLoc=&saveFormData=1&FromSearchWidgetCalendar=1&showAllUnitTypes=0&groupID=18837&lang=en>

For direct inquiries, please call Toll Free: 1-800-463-4453 in order to obtain the special group rate, which will be based on availability and expires: Friday, July 21, 2017.

Special Discount Room Rates:

	Single/Double
La Classique Rooms	\$159.00

All rates are subject to 5% GST, 9.975% PST, and 3% Accommodation Tax.

Check-in time: 4:00 pm / Check-out time: 12:00 noon

Internet is complimentary with your guestroom accommodation.

Hôtel PUR Québec

395 Rue de la Couronne

Québec, QC G1K 7X4

www.HotelPUR.com / Tel: 1-800-267-2002

To book your accommodation at the Hotel PUR Quebec, please use this link:

<http://bit.ly/2tk0zM2> or call the hotel directly at 1-800-267-2002 extension 0, and indicate that you are with PACE 2017 expo – Paramedic Association of Canada, in order to obtain the discounted group rate. Rates are based on availability and expires: Monday, July 24, 2017.

Special Discount Room Rate:

Single/Double – \$199.00

Check-in time: 4:00 pm Check-out time: 12:00 noon

Electricity at Booth
And, other services
such as:
Banner Hanging,

Electrical is through the Quebec City Convention Centre, the link is in working progress, and will be available at
<https://www.convention.qc.ca/en/exhibitors/order-forms/>The cost is \$115.00 for a 120 V, 15A outlet if

<p>Booth Cleaning, Temporary Staff Plumbing Security Telecommunications</p>	<p>ordered no later than Tuesday August 1st, 2017 by 4:30 p.m. This is the basic price which is subject to increase by 25% after the cut-off date.</p> <p>Once onsite, there will be a service counter to help you set up your last minute requests, however, a 25% additional charge will apply and some services may not be guaranteed.</p> <p>Exhibitors MUST bring their own power bar and extension cords.</p> <p>Should you have any question, please e-mail services@convention.qc.ca.</p> <p>https://www.convention.qc.ca/en/exhibitors/order-forms/ Roll down to the name of event, click on Centre's order forms to open the Excel file and select the appropriate tab at the bottom of your screen to reach the order form. Sign and fax forms back to: 1-418 649-5266.</p>
<p>Internet</p>	<p>The exclusive Internet services supplier at the Québec City Convention Centre is Miro Informatique.</p> <p>Here are the internet options:</p> <ol style="list-style-type: none"> 1. Free casual Videotron Wi-Fi access for personal use. Speed up to 5 Mega bits per second with 250 Mega Bytes of data transfer per day, per device. This connection is perfect for emails, weather and light Internet surfing. Connection reset itself each morning. 2. Wi-Fi access for corporate usage. This is a paid access at 125 \$ per device for the duration of the event. The speed is up to 10 Mega bits per second with 5 Giga Bytes of data transfer. This connection is perfect for exhibitors who needs more wireless speed and download. 3. Hard wired access for corporate usage. The Spécial discounted rate for PACE2017 event will be 275 \$ for the duration of the event. This is a shared Internet connection with speed up to 10 Mega bits per second and a boosted special 5 Giga Bytes of data transfer included for PACE 2017 instead of 1 GB normally. This connection is perfect for exhibitors who rely on Internet for the success of their presentation and it includes the right for one device. Additional access right for additional devices can be purchased at 75 \$ each if you link yourself to your devices or 125 \$ if you need an additional drop in your booth. Each Giga Bytes over 5 GB can be purchased in advance at 5 \$ each. In the event where very large download are expected, it could be useful to buy it in advance. Otherwise it will be 20 \$ per additional GB over 5 GB at the end of the event. <p>A link will be provided to you at a later date where you will be able to order directly with Miro Informatique. Should you have questions or require additional assistant with internet, please refer to the following:</p> <p>Telephone: 418 649-5219 / Fax: 418 780-3358 E-mail: support@miroinformatique.com</p>
<p>Parking</p>	<p>Cars</p> <p>There are many underground parking spaces close to the Quebec City Convention Centre. More specifically, Marie-Guyart complex (Complex G), Place Québec, Delta Hotel and finally in the Place D'Youville parking lot all linked by underground connections. These lots operate 24 hours a day, 7 days a week. You can find details at: http://www.convention.qc.ca/en/attending-event/parking</p> <p>Please note that parking on the Promenade Desjardins is prohibited at all time.</p>
<p>Advance Shipments/ Customs Brokerage, Advance Warehousing</p>	<p>All shipments must be pre-paid and labeled.</p> <p>For assistance, please call the 418-877-2727x222 and a Customer Service Representative will help you.</p> <p>Advance shipments, and Advance Warehousing must be coordinated with GES Canada.</p> <p>Packages should be received during regular business hours: Monday – Friday 10:00 am – 4:00 pm</p> <p>Address shipments to: GES Global Experience Specialist GES c/o Transkid 1550 Rue Diesel Quebec City, QC G1P 4J5 Inquiries: Customer Service</p>

E-mail: Infoquebec@ges.com
Tel: 418-877-2727 / Fax: 418-877-2828

PLEASE USE SHIPPING LABELS (see page 6)

The venue will not accept packages with brokerage fees attached for any shipment whatsoever. You MUST contact Mendelssohn Commerce Event Logistics, the official customs broker for the show.

Material Ground Handling	All ground handling once arrived at the Quebec City Convention Centre, will be done by GES. Please complete the Material Handling Tradeshow Order Form and submit to GES Canada.
Deliveries	Neither the Paramedic Association of Canada, Platinum Hospitality Group Incorporated, Quebec City Convention Centre nor GES can assume any responsibility for any shipping errors, problems, miss-deliveries, damage, loss or any other peril related to this event.
Access to Loading Dock	<p>Please see diagram on page 7 below.</p> <p>Merchandise will not be accepted at the Centre's entrances and must be delivered to the loading docks.</p> <p>Loading Dock Level 4 855 rue Jean-Jacques-Bertrand, Québec (Québec) G1R 5V3 Trailers must not exceed 13 ft. 5 in. in height and 53 ft. in length. Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner's expense. For your information: This loading dock is for exhibitors using Room 400. This loading dock is designed to handle seven vehicles simultaneously.</p> <p>Access for heavy or oversized items A large door facing Jean-Jacques-Bertrand street is located at the far western end of the alleyway on Level 4. Door dimensions are 22 ft. wide by 15 ft. high. Please contact the Show Management if need be.</p>
Security	Every reasonable precaution will be taken to protect exhibitors' property, however, neither Paramedic Association of Canada, Quebec City Convention Centre, or Platinum Hospitality Group Incorporated can assume responsibility for loss or damage. Exhibitors should ensure appropriate insurance coverage is in place.
Meals	<p>Meals included are as follows for 2 booth staff, additional staff will be charged \$200.00 each, plus GST (up to a maximum of 4 staff per booth).</p> <p>Delegate meals will be served in the exhibit area, and includes the following:</p> <ul style="list-style-type: none">• Friday AM Coffee Break, Lunch, PM Coffee Break & Awards and Cocktail Reception• Saturday AM Coffee Break & Lunch.
Nametags	<p>A nametag will be provided for each representative of your company (maximum 4 per booth). Please register all company representatives 14 days prior to each event. Entrance will not be allowed without a nametag.</p> <p>Exhibitor's nametags will be individually distributed to each booth during set-up on August 17.</p>
Signage at Booth	Kindly provide your own booth signage.
Display Vehicles (Motorized)	<p>Vehicles which are on display are subject to the following conditions:</p> <p>Internal combustion vehicles and equipment:</p> <ul style="list-style-type: none">. Fuel tank caps must be locked or sealed, with the exception of reservoirs that have never held fuel.. Fuel tanks must not be more than a quarter full, with the exception of emergency vehicles.. Starter batteries must be disconnected unless authorized by the Quebec City Convention Centre.. Facility Operations Branch. It is forbidden to start vehicles with internal combustion engines during exhibits.. Keys of vehicles on display must be kept at the security station.

RUSH!

EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Paramedicine Across Canada Expo 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist

GES C/O TRANSKID

1550 rue Diesel

Québec, QC

G1P 4J5

WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 10:00 AM TO 4:00 PM

Carrier

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Paramedicine Across Canada Expo 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O

Global Experience Specialist

GES C/O TRANSKID

1550 rue Diesel

Québec, QC

G1P 4J5

WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 10:00 AM TO 4:00 PM

Carrier

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Paramedicine Across Canada Expo 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist

Quebec City Convention Centre

Débarcadère niveau 4 / Loading dock level 4

855, rue Jean-Jacques-Bertrand

Québec, Québec

G1R 5V3

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT

Carrier

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Paramedicine Across Canada Expo 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist

Quebec City Convention Centre

Débarcadère niveau 4 / Loading dock level 4

855, rue Jean-Jacques-Bertrand

Québec, Québec

G1R 5V3

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT

Carrier

Number _____ of _____ pieces

**DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:
Thursday, August 17, 2017
DURING EXHIBIT MOVE-IN HOURS**



CENTRE
DES CONGRÈS
DE QUÉBEC

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.

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

Dollies are not allowed in

LOADING DOCK
855, rue Jean-Jacques-Bertrand
G1R 5V3

**ACCESS TO THE
QUÉBEC CITY
CONVENTION
CENTRE LOADING
DOCKS**

