



The Rally
Montreal, Quebec
November 30, 2023

Exhibitor's Manual

Checklist

The Rally

November 30, 2023

Event Location

Fairmont The Queen Elizabeth

900 Rene Levesque Blvd. W.
Montreal, QC H3B 4A5
Canada

Exhibitor pass pick-up

You will receive your company's passes during the setup of your booth on **November 29 or 30**.

Official supplier

GES Canada is the official supplier of this event.

Deadline for booth services requests

You have until **November 7, 2023**, to make an audiovisual request to Encore.

To place a service request with RONA Connexia or GES, the deadline is **November 14, 2023**.

More details are available on page 4.

Schedule for setting up and dismantling your booth

Setup must be done on **November 29 between 3 and 9 PM** or **November 30 between 7 and 9 AM**.

Dismantling must take place on **November 30 between 6 and 11 PM at the latest**.

Questions

For all questions, please contact **RONA Connexia's concierge services**. Their team will be happy to help you.

By email: concierge@ronaconnexia.ca

By telephone: **+1-431-244-4350**

Booth

Booth
3m x 2m



Booth
2m x 2m



Please note that Wi-Fi will be available free of charge across the RONA Connexia 2023 event site.

Attention

Be advised that no plumbing or water access will be available.

It is also not permitted to affix materials to the walls or ceilings of the hotel and booth structures. The use of tacks, adhesive tape of any kind, nails, screws or other tools that could damage the floors, carpets, walls, ceilings and structures is prohibited.

Please note you will be charged a fee in the event of any damage to the equipment or the hotel caused by your booth.

Booth

Services offered by RONA Connexia

If you wish to:

- have a 15A electrical outlet installed for your booth

your company's designated administrator must request it via the dashboard on RONA Connexia's web platform.

Link: <https://ronaconnexia.ca/>

If you wish to:

- connect your booth to a telecommunications network
- store material during the event (see details on page 6)

please place a request with RONA Connexia's concierge services.

Contact: RONA Connexia Concierge

concierge@ronaconnexia.ca

+1-431-244-4350

Deadline to submit request:

November 14, 2023

Services offered by GES Canada

If you wish to:

- personalize your booth
- order additional materials for your booth
- organize transport for your materials
- store your materials before the event

please submit a request with the official supplier, GES Canada, before **November 14, 2023**, to get preferential rates.

Contact: Customer Service

serviceinfo@ges.com

+1-514-367-4848

+1-877-399-3976

[Place an order](#) >

Services offered by Encore

For all other audiovisual needs, please submit a request with Encore before **November 7, 2023**.

Contact: Dirk Bohns

dirk.bohns@encoreglobal.com

+1-438-886-9305

Loading Dock

If you need to use the loading dock, your company's designated administrator must provide notification of this **via the dashboard on RONA Connexia's web platform**. You will then be assigned a time slot for your delivery.

Submit your request **before November 14, 2023**.

Link: <https://ronaconnexia.ca/>

Please note that access to the dock will only be granted during the assigned time for setting up your booth.

No deliveries will be authorized at the loading dock without a prior appointment with the RONA Connexia concierge. In addition, no exhibitor's material will be accepted without the presence of the person in charge of the booth.

Each delivery item **must be very clearly labelled** with a delivery slip.

You must include your exhibitor name and your booth number. This number will be sent to you **in October**.

[Delivery Slip](#) >

[Use the delivery slip
on page 7.](#)

Delivery address

Fairmont The Queen Elizabeth

900 Rene Levesque Blvd. W.
Montreal, QC H3B 4A5
Canada

For deliveries to Fairmont
The Queen Elizabeth, please
see the information provided
in the [Appendix](#).

Attention

Unlabelled material will not be accepted at the loading dock.

During dismantling, no vehicles will be allowed to enter the loading dock until the merchandise has been delivered. Priority will be given to cars and vans to prevent blocking the dock.

Storage During the Event

If you think you will need to store equipment or boxes outside of your booth during the exhibition, please submit a request to RONA Connexia's concierge service to reserve your space before **November 14, 2023**. Please ensure to include details regarding what you wish to store as well as its dimensions in your email.

By email: concierge@ronaconnexia.ca

All materials that will be stored must be clearly labelled with a [delivery slip](#).

All handling and transport of materials between the loading dock and the booths (including the return journey) will be conducted with wheeled carts provided to the merchandiser by the hotel.

Install and Dismantle

Install

A schedule will be sent to you **in November** with your allocated time slot for installing your booth and accessing the loading dock, if requested.

The installation of your booth must be completed by **Thursday, November 30 at 9 AM at the latest**.

Once your booth installation is complete, we ask that you immediately assemble and label all materials to be stored, so that we can collect them.

Dismantle

Your booth must be dismantled and cleared of all materials between **6 and 11 PM on Thursday, November 30**.

No booths should be dismantled before the designated time.

After **11 PM on November 30**, all labelled material (with your company's name) that is left on the grounds will be shipped to the warehouse of the official supplier.

Attention

You must keep your area clean during the installation, and garbage cans will be available for your waste. Please ensure that no garbage is left behind once you've completed your setup. If your area is not tidied up, you will be asked to return to the hall to clean your booth's surroundings.

Delivery Slip

The Rally

November 30, 2023

Fairmont The Queen Elizabeth

Attn: Julie Simard

900 Rene Levesque Blvd. W.

Montreal, QC H3B 4A5

Canada



Merchandiser Name

Supplier Name

Booth Number

Quantity of Boxes

Box #

of

All items must be clearly labelled with a delivery slip.

Appendix

Delivery to Fairmont The Queen Elizabeth

Shipping materials

All material sent to Fairmont The Queen Elizabeth, whether by post or messenger service, must be prepaid. Materials requiring payment upon arrival will be refused.

The hotel also reserves the right to refuse any delivery of merchandise not sufficiently identified with the information previously described.

Deliveries of exhibit material cannot be received at the hotel before setup day. Any material received more than 24 hours before setup will incur additional fees.

If you wish to store your materials before the event, please submit a request with the official supplier, GES Canada, **before November 14, 2023**, to get preferential rates.

Customer Service:

serviceinfo@ges.com

+1-514-367-4848

+1-877-399-3976

Unloading

Please note that all equipment transported by truck or van must be delivered via the loading dock. It is forbidden to load or unload material through the hotel's main or secondary doors.

It is also necessary for exhibitors to provide the labour and equipment required for the unloading and the handling of merchandise inside the hotel as well as for its loading at the end of the show. Fairmont The Queen Elizabeth is not responsible for the installation, assembly or handling of exhibition materials.

The loading dock is reserved for trucks with a maximum height of 11 ft, a maximum length of 26 ft and a maximum weight of 10 tonnes. Any truck or trailer exceeding these specifications will be refused access to it. The loading dock is 3 ft high and a ramp is not provided.

As there is constant traffic at this location, it is forbidden at all times to leave a vehicle in front of the loading dock once unloading or loading has been completed. You may park your vehicle in one of the public parking lots.

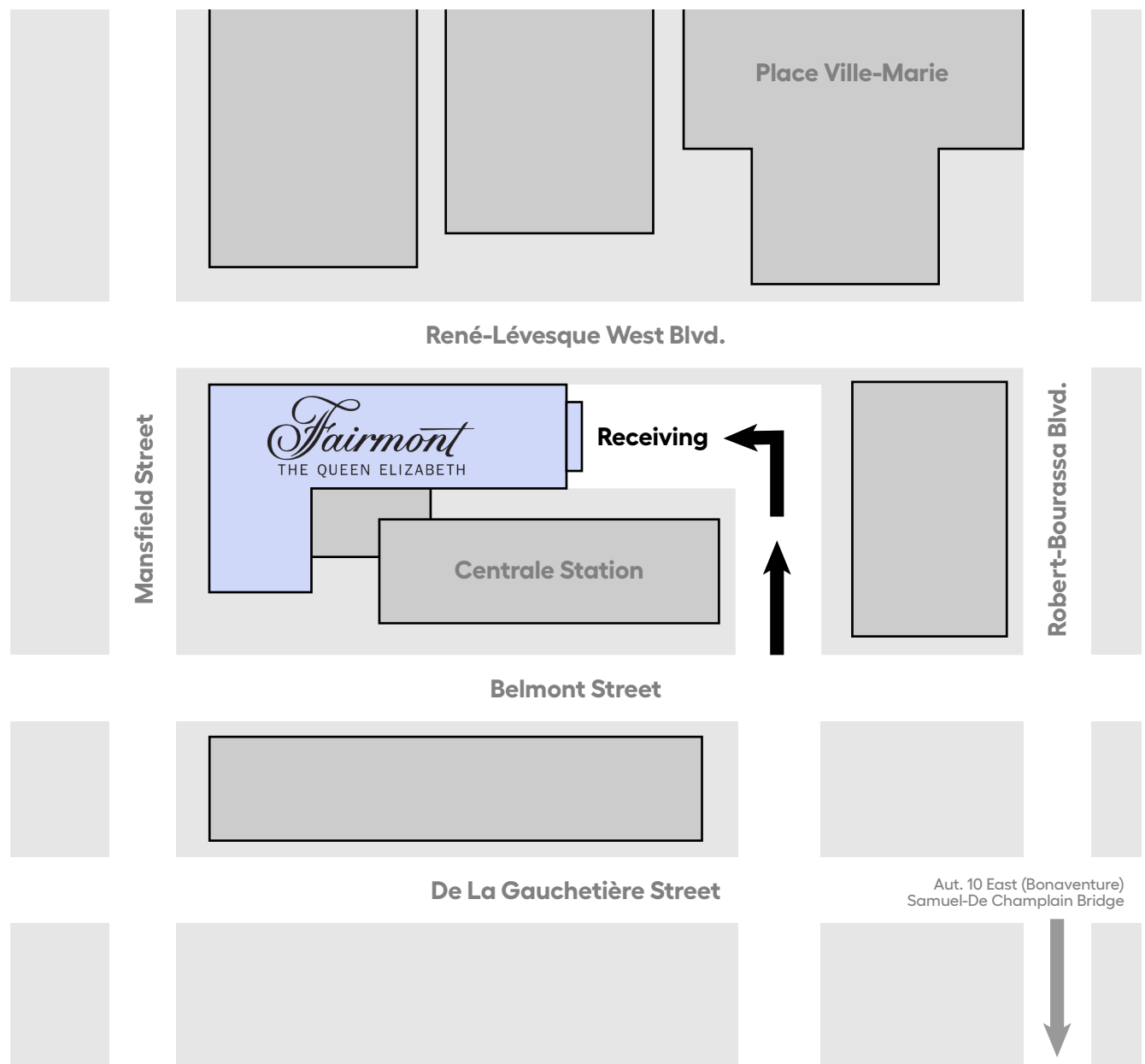
When you arrive at the loading dock, please identify yourself to the security guard on duty or to the person in charge of receiving goods.

Attention

Access to the hotel's loading dock is by Belmont St., between Robert Bourassa and Mansfield streets, at the entrance to Fairmont The Queen Elizabeth's parking. The map below will help you find it.

Appendix

Map of hotel loading dock



Note that the loading dock provides access to the hotel's freight elevator, which can be used to get to the exhibition hall.

Appendix

Storage

Storage and handling of merchandise is not the responsibility of Fairmont The Queen Elizabeth, which reserves the right to refuse any delivery of merchandise that arrives too early, due to the scarcity of storage space.

Each exhibitor is responsible for finding a safe place to store their equipment, empty boxes, lights, containers, etc. It is strictly forbidden to store merchandise on the loading dock or in the hotel service corridors.

Please advise the RONA Connexia concierge service of your plans to this effect.

Departure

It is each exhibitor's responsibility to plan in advance the return of their equipment. No boxes or other equipment of any kind may remain on the exhibition premises after the event. In addition, the hotel will refuse any request for storage of equipment after the event, whether overnight, on weekends and/or holidays. We invite you to make arrangements in advance should you require assistance and/or storage for your boxes and equipment after the event.

Any exhibition materials or damaged equipment left at the hotel after the take-down will be moved at your expense.

Security

Fairmont The Queen Elizabeth ensures the overall security of the hotel 24 hours a day. Consequently, because the security guards are responsible for the entire hotel, they cannot guarantee site-specific security for any given exhibition halls.

Fairmont The Queen Elizabeth does not, at any time, guarantee the security of items left in the exhibition halls nor that of items stored in the hotel.

The establishment is fully equipped with a sophisticated alarm system that uses photoelectric sensors. All bedrooms and public spaces are equipped with sprinklers. There are smoke detectors and photoelectric cells throughout the hotel, and in case of emergency an audible alarm goes off and a public message is broadcast to inform guests about the current situation and any actions to be taken.

Because of this sophisticated alarm system, the use of smoke machines or fireworks of any kind is strictly prohibited, as the photoelectric alarms would be automatically triggered.

All exhibition material, including banners and tablecloths, must be fire-resistant and shall be subject to inspection by the Ville de Montréal's fire department. The hotel may not supply any blankets, covers or sheets for use at the booths or on the exhibition tables.

Also note that Fairmont The Queen Elizabeth does not allow the use of any exhibition material containing liquids, unless it receives prior authorization from RONA Connexia's concierge services team.