

RONA  
**CONNEXIA**  
2024

# Exhibitor's Guide

## Windsor Station



**October 8 and 9**  
Downtown Montreal

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# Checklist

## Trade show date and schedule

**October 9, 2024**

9:45 a.m. to 4:30 p.m.

## Location

### Windsor Station

Concourse  
1100 Canadiens-de-Montréal Ave.  
Montreal, Quebec H3B 2S2 Canada

## Picking up your badges

You may pick up the badges for your company at the RONA Connexia concierge desk at the Fairmont The Queen Elizabeth hotel when you install your booth **on October 8 or 9.**

## Official supplier

**GES Canada** is the official supplier of this event.

## Deadline to make a request for your booth

The deadline to request a service or audiovisual materials from the RONA Connexia concierge team or GES is **September 23.**

## Installation and dismantling schedule for your booth

Installation must be completed **October 8 between 8 a.m. and 4 p.m.** or **October 9 between 6 a.m. and 8:30 a.m.**

Dismantling must be completed **October 9 between 4:30 p.m. and 6:30 p.m.,** without exception.

## Questions?

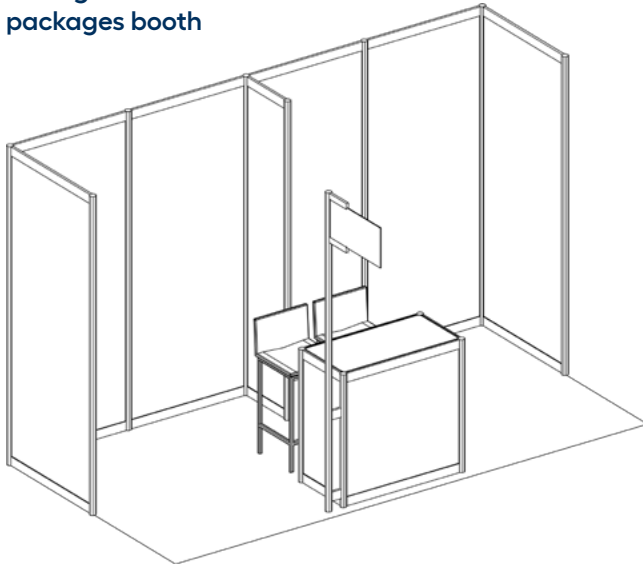
If you have any questions, contact the **RONA Connexia concierge team.** They'll be happy to help.

By email: [concierge@ronaconnexia.ca](mailto:concierge@ronaconnexia.ca)

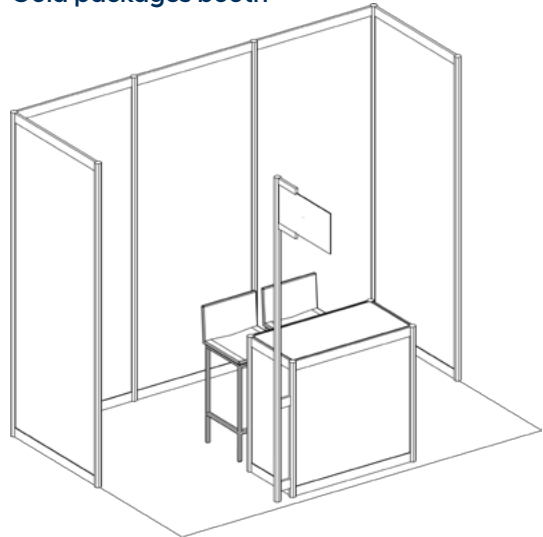
By telephone: **+1-431-306-0029**

# Booth

Prestige and Elite packages booth



Platinum, Premium and Gold packages booth

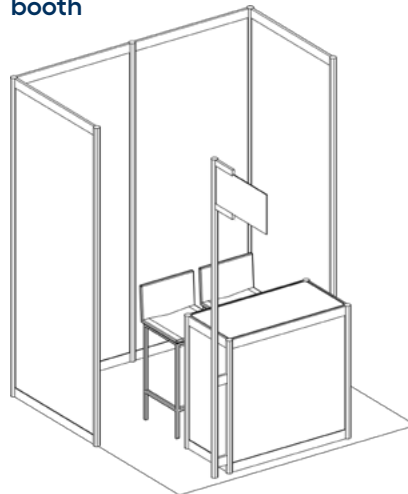


## Your booth includes:

- 1 standard booth sign with your company name
- 1 counter
- 2 tall chairs

Please note the Wi-Fi connection is available for free throughout the 2024 RONA Connexia site.

Silver package booth



## Attention

You may not hang items on the station's walls or ceilings nor on the booth structure. You are forbidden from using tacks, any sort of tape, nails, screws or other tools that could damage the floors, carpets, walls, ceilings and structures.

You will be billed for any damage caused to the station's facilities or materials related to your booth.

# Services for your booth

## Services provided by RONA Connexia

If you wish to:

- install a 15A electrical outlet in your booth,
- make an appointment to use the hotel loading dock,

you must make the request via your dashboard on the RONA Connexia website.

[Log in to my dashboard](#)

If you wish to:

- connect your booth to a telecommunications network,

you must make your request with the RONA Connexia concierge team.

[concierge@ronaconnexia.ca](mailto:concierge@ronaconnexia.ca)

+1-431-306-0029

Deadline to make a request:

September 23

## Services provided by GES Canada

If you wish to:

- customize your booth,
- order additional furniture or audiovisual materials for your booth,
- organize shipping for your materials,
- store your materials before the event,

you must make the request on the website of the official supplier, GES Canada, by September 23 to take advantage of preferential rates.

[Order now](#)

Customer service:

[serviceinfo@ges.com](mailto:serviceinfo@ges.com)

+1-514-367-4848

+1-877-399-3976

## Attention

No plumbing service will be available for your booth.

# Loading dock

## Please notify us!

If you don't have much material to move and are able to do it yourself, please use the building's main entrance at **1100 Canadiens-de-Montréal Ave.**

If you need to use the loading dock, please **indicate this via your dashboard on the RONA Connexia website** to receive a time slot.

You must make your request **by September 23**. You will receive your time slot a few weeks before the event.

[Log in to my dashboard](#)

Please note that you will be granted access to the loading dock **at your assigned time only** to install your booth.

When you arrive at the dock, **please identify yourself** to the goods reception agent.

## Deliveries

On **October 8 and 9**, no deliveries will be authorized at the loading dock without a prior appointment scheduled by the RONA Connexia concierge team. The booth manager must be present when any vendor materials are dropped off.

Each item that's delivered **must be carefully labelled with a delivery slip**.

[See the delivery slip](#)

Be sure to include **your vendor name** and **booth number**. You will be sent this number **in September**.

Any materials sent to the station, whether by mail or courier, must be prepaid. Any materials sent by cash on delivery will be refused.

**The station also reserves the right to refuse any delivery of merchandise that is not adequately labelled with a delivery slip.**

## Attention

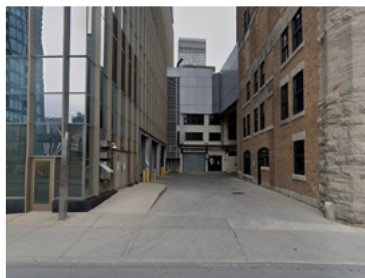
Non-labelled materials will be refused at the loading dock.

Vendors must provide the necessary labour and equipment to unload the vehicle, handle the merchandise inside the station and load the vehicle at the end of the event. Installing, assembling and handing the exhibition materials is not the responsibility of Windsor Station.

# Loading dock

## Loading dock location

Access to Windsor Station's loading and unloading dock is located at 1115 Saint-Antoine Street W., between Peel Street and Jean d'Estrées Street.



### Address:

#### Gare Windsor

1115 Saint-Antoine Street West  
Montreal, Quebec H3C 1B3  
Canada

# Loading dock

## Freight elevator

The loading dock provides access to the station's freight elevator. It may be used to get to the exhibition hall.

### Freight elevator door dimensions:

Height: 7' / 2.13 m

Width: 4' / 1.22 m

### Freight elevator interior dimensions:

Height: 8' 2" / 2.51 m

Width: 5' 10" / 1.78 m

Depth: 8' 8" / 2.64 m

### Maximum weight:

2,500 lb / 1,120 kg



# Storage

## Before the event

If you wish to store your materials before the event, you must make a request to the official supplier of RONA Connexia, GES Canada, **by September 23** to receive a preferential rate. GES also provides equipment delivery.

**Customer service:**

[serviceinfo@ges.com](mailto:serviceinfo@ges.com)

+1-514-367-4848

+1-877-399-3976

Windsor Station reserves the right to refuse any merchandise delivery that does not arrive on the installation date.

## During the event

You are solely responsible for finding a place to store the materials, empty boxes, containers and any other materials related to your booth during the event. It is strictly prohibited to store merchandise on the loading dock and in the station service corridors.

If you think you'll need to store materials or boxes outside of your booth during the event, please email the RONA Connexia concierge team **by September 23** to find a solution.

In your email, ensure you **indicate the type and size of the materials** you wish to store.

[concierge@ronaconnexia.ca](mailto:concierge@ronaconnexia.ca)

All materials to be stored must be labelled with the delivery slip:

[See the delivery slip](#)

## Attention

If your request for storage during the event is accepted by the RONA Connexia concierge team, please note that you will be responsible for transporting your materials to the storage room.

# Installation and dismantling

## Installation

In **September**, you will be sent a schedule informing you of your time slot to install your booth and access the loading dock if you've made this request.

You must be finished installing your booth **by October 9 at 8:30 a.m.**

Once your booth is installed, we ask that you immediately put away any packing materials that will stay in your booth.

## Dismantling

Your booth must be dismantled and emptied of all materials **between 4:30 p.m. and 6:30 p.m. on October 9.**

**No booths may be dismantled before the stated dismantling period**

You must plan the removal of your materials. No boxes or other equipment may remain on the premises once the event is completed.

**After 6:30 p.m. on October 9**, any identifiable materials (bearing your company's name) left on the floor will be sent to the official supplier's warehouse at your expense.

As well, the station refuses any storage requests after the event, whether at night, on weekends or holidays.

**We invite you to make prior arrangements with GES in the event you need help or a place to store your boxes and/or equipment after the event.**

**GES customer service:**

[serviceinfo@ges.com](mailto:serviceinfo@ges.com)

+1-514-367-4848

+1-877-399-3976

## Attention

You are responsible for clean-up during the installation period. Trash bins will be provided for this purpose. You must ensure you leave no trash behind when you've finished the installation. Those in violation will be called back to the hall to clean up their area.

# Security

Security guards will provide general security of the premises during the station's business hours. However, Windsor Station, RONA, and the event producers in no way guarantee the security of any items or materials left in the exhibition halls nor any stored items or materials.

The establishment is fully equipped with smoke detectors and, in the event of an emergency, an alarm signal will sound to inform people of the situation.

Using fire, smoke machines or fireworks of any type is strictly prohibited.

Any exhibition materials, including banners and tablecloths, must be fireproof and may be inspected by the Montreal Fire Department.

The station will not provide covers or sheets to use in the booths or on exhibition tables.

**Also note that Windsor Station does not allow the use of exhibition materials that contain liquids, unless the materials in question have been explicitly authorized by the RONA Connexia concierge team.**

# RONA CONNEXIA 2024

# Delivery slip

**October 8 and 9, 2024**

**Windsor Station**

**Attn.: The RONA Connexia team**

Concourse  
1100 Canadiens-de-Montréal Ave.  
Montreal, Quebec H3B 2S2  
Canada

**Merchandiser name**

**Supplier name**

**Booth number**

**Quantity of boxes**

**Box #**

**of**

All items must be clearly labelled with a delivery slip.