

BIENNALE CINARS 2024

MONTRÉAL

11-16 NOV



# EXHIBITORS GUIDEBOOK

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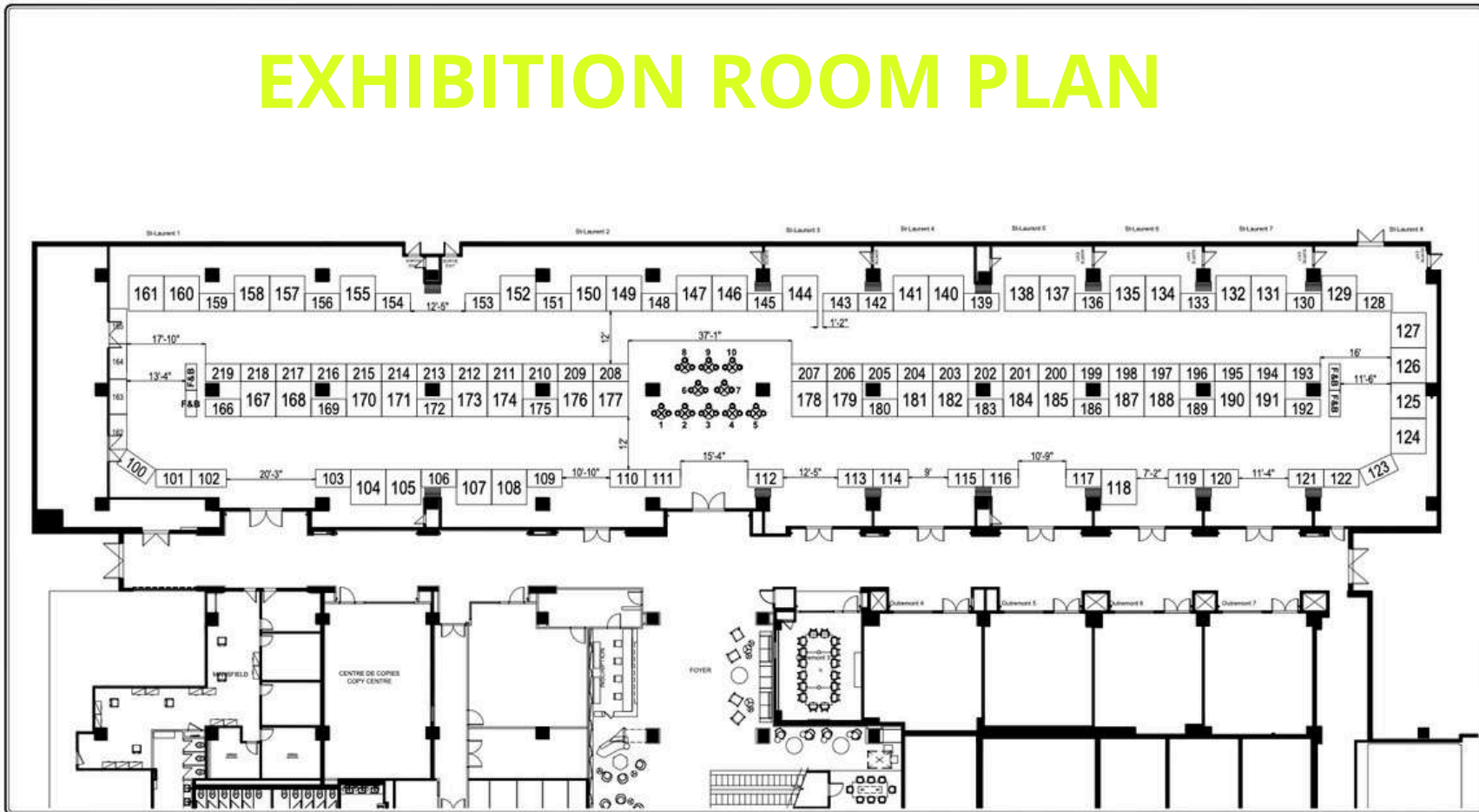
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# EXHIBITION ROOM PLAN



# GENERAL INFORMATION

## BOOTH SET-UP

Exhibitors may set up their displays on Wednesday, November 13, 2024, between **1:00 pm and 8:00 pm**. If an exhibitor fail to set-up his/her display within the period of time allowed, the exhibitor's goods and equipment might be removed and stored at his/her own expense. No exhibit items other than hand-carried material may be brought or moved inside the Exhibition Room after Thursday, November 14, 2024 at 9:00 a.m.

## TAKE DOWN PERIOD

Exhibitors will be able to take down their displays from noon to 1:00 p.m. on Saturday, November 16, 2024. No displays may be dismantled before this time and the take down must be completed by 1 pm on the same day.

## EXHIBITION ROOM OPENING HOURS

Thursday, November 14, 2024	9 am to noon
Friday, November 15, 2024	9 am to noon
Saturday November 16, 2024	9 am to noon



## OFFICIAL LOCATION

### **BONAVENTURE HOTEL**

900 De La Gauchetière West  
Montréal, Québec  
H5A 1E4  
1-514-878-2332

### **Metro :**

Bonaventure (orange ligne)



Have you thought about renting  
your electricity?

Are you ready for the  
installation of your posters?

# REGISTRATION AND ACCREDITATION

## **REGISTRATION**

- All exhibitors must be registered prior to the opening of the event: maximum of six (6) participants per booth, three (3) participants per half booth and one (1) participant per table.
- No changes in the names of accredited participants will be permitted after October 7, 2024.
- No exhibit space will be confirmed without full payment of rental and participation fees.

## **BOOTH ASSIGNMENT**

Exceptionally, CINARS will allocate booths, half booths and tables in the exhibition hall for this edition.

Please note that for technical reasons, we will not be able to take special requests, thank you for your understanding.



In the case of a cancellation made before September 1st, 2024, the full amount, one hundred percent (100%) of the rental and participation fees paid, will be refunded, less a \$50 administration fee. For cancellation made prior to September 15, 2024, fifty percent (50%) of the rental and participation fees paid will be refunded. There will be no refund for cancellation made after September 15, 2024. All cancellation must be made in writing, postmarked and dated at the CINARS office. CINARS may repossess any space that is abandoned or left vacant at the time the showroom opens. No compensation will be provided and CINARS may reassign such space for exhibition or other purposes.

# ACCREDITATION

At their arrival at the hotel and before setting up their booth, registered Exhibitors must obtain their badge and participant's information kit at the CINARS registration/accreditation desks at the Bonaventure Hotel.

The badges must be worn at all times during CINARS and any changes in registrations during CINARS must be certified by authorized CINARS staff.

The right to exhibit is limited to individuals and companies who have been contracted, accepted and paid all fees for an exhibit space.

Only registered personnel may participate in set up, operation and take down the booth. Additional staff may be present to assist with the set-up of the booth.

Additional staff must report to the registration/accreditation desk to receive a temporary badge. This badge must be returned to the registration/accreditation desk by the end of the set-up period. The same system will be applied for the take down period.

Any deviation from these rules, false accreditation or misappropriation of accreditation badges, will result in the immediate cancellation of the participation contract, without notice or delay, and CINARS will not be required to refund the exhibition fees or honour any claim for damages of any kind.

## **REGISTRATION/ACCREDITATION SCHEDULE**

Monday November 11, 2024	10 am to 5 pm
Tuesday November 12, 2024	8:30 am to 5 pm
Wednesday November 13, 2024	8:30 am to 5 pm
Thursday November 14, 2024	8:30 am to 1 pm
Friday November 15, 2024	8:30 am to 1 pm
Saturday November 16, 2024	8:30 am to 1 pm



## **SUBLEASE**

No Exhibitor may, without the written permission of CINARS, assign, sublet or allocate all or any part of the allocated space, or exhibit, within such space, any product other than that manufactured and maintained by the Exhibitor in the normal course of its operations, or accept orders for such product in the space allocated to the Exhibitor.

## **COMMERCIAL PRODUCTS SALES**

Agents and representatives of companies selling commercial products related or unrelated to CINARS 2024 will not be permitted to use showrooms, venues or any other space used by CINARS for the display of their products. Advertising, solicitation and distribution of promotional material for commercial products will only be permitted in each booth of the exhibition room. Exhibitors may receive orders for products or services, but no sales involving payment in cash, cheque or otherwise may be accepted in the show hall.

# SHIPPING AND RECEIVING OF MATERIALS

Since storage space is non-existent at the Bonaventure Hotel in Montreal, the exhibitor must ensure that its material is not delivered before November 13, 2024, otherwise it may be returned to the sender. Please ensure that the material you are sending is identified as follows:

## **Advance Shipment to Warehouse**

GES c/o TRANSKID

La Biennale CINARS 2022

Exhibitor name, Booth # \_\_\_\_\_

1785, 55ieme avenue

Dorval, QC

Canada H9P 2W3

Shipments should arrive before **October 10, 2024**

Business hours: Monday - Friday, 9:00 AM to 4:00 PM

**Please note that additional charges may apply depending on the equipment shipped.**

**It will not be possible to send materials to the GES storage facility after October 10, 2024**



# SHIPPING AND RECEIVING OF MATERIALS

## **Direct Shipment to Exhibit Site**

Hotel Bonaventure Montreal

La Biennale CINARS 2022

Exhibitor name, Booth # \_\_\_\_\_

Hotel Bonaventure, St-Laurent

Coin / Corner St-Jacques & Montfort

1, Place Bonaventure

Montreal, Quebec H5A 1G1

Canada


Shipments should arrive on:

**Wednesday, November 13, 2024**

Exhibitors are permitted to receive and unload their own shipment providing a representative of their company is present to receive the shipment at the time of delivery, and that they are able to unload the shipments without the use of a forklift. If unable to meet these requirements, GES has been appointed by show management to perform material handling services at the expense of the exhibitor.

## FREIGHT ELEVATORS TO EXHIBIT LEVEL

There are 4 elevators from the Place Bonaventure loading dock  
to the hotel's receiving area

<b>7000 pounds:</b>		<b>5' W X 7'9"H</b> <b>floor space: 5'7" X 10'8"</b>
<b>5 000 pounds:</b>		<b>5'8" W X 8'H</b> <b>floor space: 6'9" X 11'</b>
<b>7000 pounds:</b>		<b>5' W X 8'H</b> <b>floor space: 5'6" X 11'</b>
<b>18 000 pounds:</b>		<b>10'5" W X 9'9"H</b> <b>floor space: 10' X 20'</b>

# EQUIPMENT CUSTOMS CLEARANCE

All advertising material must be marked "Printed in ...", depending on the country of origin. The exhibitor must, before leaving his country, prepare a pro-forma invoice establishing the value of his advertising material.

**IMPORTANT: Please note that new security measures are now in effect for ground shipments from the United States. If you are using another broker service, you will need to obtain customs clearance prior to shipment. This could result in delivery delays.**

Catalogues, flyers and show posters are duty-free; however, a federal tax of 5% of the value of the material applies and can be collected upon arrival in Canada. For more information on this subject, please refer to the section "Official Customs Broker".

## **OFFICIAL COSTUMS BROKER**

### **CARGOLUTION**

800 boulevard Stuart Graham, Suite 360  
Dorval, Québec H4Y 1J6, Canada  
Contact: Doris Heyaime  
Phone: 1-438-923-1590  
Email : [doris.heyaim@cargolution.com](mailto:doris.heyaim@cargolution.com)



### **CANADA BORDER SERVICES AGENCY**

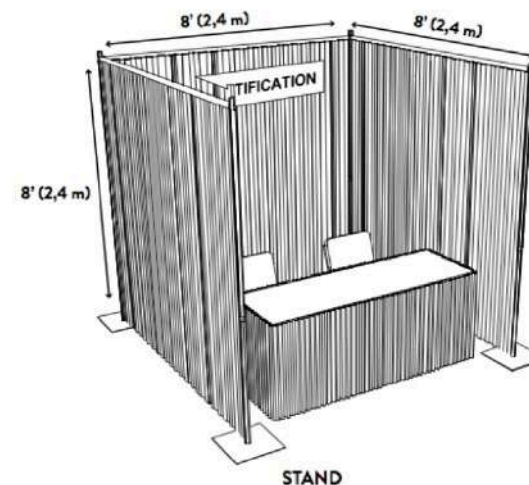
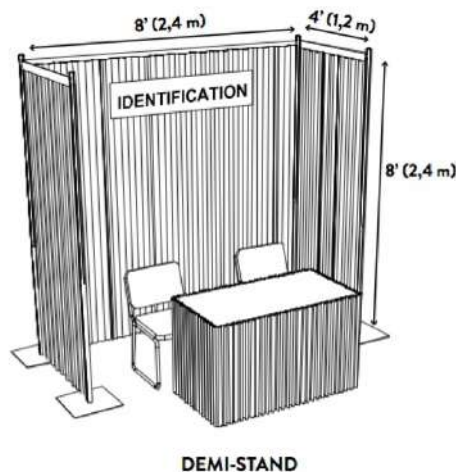
400, Place d'Youville,  
Salle des Comptoirs / Long Room  
Montréal, Québec H2Y 2C2, Canada  
Phone: 514-283-2949  
Email: [IECSP-PSEIC\\_MTL@cbsa-asfc.gc.ca](mailto:IECSP-PSEIC_MTL@cbsa-asfc.gc.ca)

# EXHIBITION ROOM OPERATIONS

## BOOTH AND HALF-BOOTH DESCRIPTION

The panels are made of curtains and attached to metal tubes. Please note that only pins/pins should be used for hanging documents/decorations on the curtains.

IMPORTANT: No sound or video equipment without headphones or any other installation that could disturb other participants will be tolerated in the exhibit hall



WIDTH: 8' (2,4M)  
DEPTH: 4' (1,2M)  
HEIGHT: 8' (2,4M)

WIDTH: 8' (2,4M)  
DEPTH: 8' (2,4M)  
HEIGHT: 8' (2,4M)

# BOOTHS



## **FURNITURE INCLUDED**

### **BOOTH**



- 1 table (6' x 2')
- 2 chairs
- 1 identification board
- 1 wastepaper basket
- 1 table skirt

### **HALF-BOOTH**



- 1 table (6' x 2')
- 2 chairs
- 1 identification board
- 1 wastepaper basket
- 1 table skirt

### **TABLE**



- 1 bistro table
- 3 bistro table chairs
- 1 identification board



General lighting will be provided throughout the exhibition room.

Maintenance staff will clean the exhibition room daily. It is the Exhibitor's responsibility to maintain his booth and the equipment in it in an orderly condition throughout CINARS Biennale. Any damage to equipment rented by the Exhibitor will be his/her responsibility.



Wi-Fi will be available in the exhibition room and other venues of the hotel. Access codes will be provided on site.

## OPTIONAL SERVICES - BONAVENTURE HOTEL



### **ELECTRICITY**

For all electricity requests, please go through our official supplier GES, via the form :

**<https://ordering.ges.com/CA-00067617>**



### **ADDITIONAL EQUIPMENT**

For any additional layout request, please go through our official GES supplier, via the form : **<https://ordering.ges.com/CA-00067617>**



### **AUDIOVISUAL EQUIPEMENT**

For any request for rental of audio-visual equipment (NTSC or tri-standard), please contact: **Felix Lefebvre**

**1-514-882-5661**

**[coordination@cinars.org](mailto:coordination@cinars.org)**

Exhibitors may bring their own audiovisual equipment. He assumes full responsibility for it. If the exhibitor is from outside Canada, he must make sure to fill out an export form before leaving his country of origin, to avoid customs problems upon return.

In order not to disturb the other participants, please note that headphones are mandatory in the exhibition hall.



## **OFFICE SERVICES**

Exhibitors have access to office services (photocopying, sending and receiving faxes) at the hotel. For office supplies, there is a store near the hotel:

Staples - Bureau en Gros  
Centrale Station - 895, Rue de la Gauchetière West  
Montréal (Québec), H3B 4G1  
Phone: 1-514-879-1515

## **EXCLUDED SERVICES**

- \* additional lighting other than general lighting
- \* audio-visual equipment
- \* transportation and storage
- \* customs clearance
- \* materials or furnishings other than those included in stand rental costs
- \* travel, transport, assembly and dismantling of exhibitor's equipment



# EXHIBITION ROOM REGULATIONS

1. No background may be placed in such a way as to obstruct, block or interfere with the lighting or visibility of an adjoining display.
2. The maximum height of a booth is 8 feet (2.4 m). No sign will be accepted above this maximum height. CINARS reserves the right to remove or have removed any sign deemed objectionable.
3. Aisles may not be used for exhibition purposes or solicitation. The distribution of any materials outside the booth is strictly prohibited.
4. The distribution of samples is allowed as long as this activity does not disturb the neighbouring exhibitor and is carried out in a respectable manner. Noisy activities, flashing lights or any other action which, in the opinion of CINARS, may constitute a source of inconvenience or a threat to the health and safety of others will not be tolerated.
5. The Exhibitor must keep its booth open and adequately staffed during exhibit hours and may not close or remove its booth prior to the close of the exhibition, unless otherwise directed by CINARS.
6. Prize giving, lotteries and contests are strictly prohibited unless conducted under the auspices of CINARS.
7. The distribution of refreshments or any other consumer product not related to the Exhibitor's activities is subject to the general rules in effect at the Fairmont The Queen Elizabeth.

# EXHIBITION ROOM REGULATIONS

8. No articles, signs, stickers or other items may be attached to walls, ceilings or draperies in any manner whatsoever. However, display and hanging will be possible inside a booth using pins / clips only. In addition, only paper items may be hung or displayed.
9. The exhibitor will be held responsible for any damage to structures, furnishings, etc., that may have been caused by its representatives, employees or guests. All appropriate precautionary measures must be taken and respected, otherwise repairs and cleaning will be undertaken at the expense of the offending party.
10. No sound or video equipment without headphones or any other installation whose noise could disturb other participants will be tolerated in the exhibition hall.
11. No electrical appliances other than those required for the display of the Exhibitor's products may be installed by the Exhibitor. This includes in particular any heating appliance such as coffee maker, etc.
12. The exhibitor must maintain his booth in an acceptable state of cleanliness.
13. CINARS will hold exhibitors responsible for any damage to Queen Elizabeth's premises and furnishings, including floors, carpets, walls and ceilings.
14. CINARS reserves the right to prohibit the installation or require the dismantling of any booth which, in the opinion of CINARS, may be detrimental to the exhibition hall, or to cancel the agreement with the Exhibitor, at any time during CINARS, if any clause herein is misrepresented. No refund or compensation will be possible in the event of such a decision.

# GENERAL REGULATIONS

## **1. FIRE DEPARTMENT**

The regulations of the Service d'incendie de la Ville de Montréal are rigorously applied. Fire extinguishing stations must be accessible and clearly visible at all times. All aisles must be clear and all accesses to emergency exits must be unobstructed. All draperies, table covers, display materials and papers used for decorative purposes must be non-flammable and may be subject to inspection by the Service d'incendie de la Ville de Montréal. No flammable materials or liquids may be used or displayed in the booths. If required, dust covers must be provided and must also be non-flammable.

## **2. INSURANCE**

BONAVENTURE HOTEL and CINARS will take precautions to protect the Exhibitor's property from loss. However, under no circumstances will CINARS or BONAVENTURE HOTEL assume responsibility for any damage or loss that may occur in connection with the transfer, installation, maintenance or removal of the booths, regardless of the cause. Neither CINARS nor BONAVENTURE HOTEL will be liable in any manner whatsoever for exhibitors' property during their display or storage. Security personnel will be on duty, but neither CINARS nor BONAVENTURE HOTEL will assume any responsibility for loss or damage, personal injury or otherwise. Exhibitors are strongly encouraged to take and maintain normal precautionary measures to protect their materials and equipment and to adequately insure their property and persons.

# GENERAL REGULATIONS

## **3. ACCOUNTABILITY LIMIT**

In the event that the premises are destroyed by fire, the elements or any other cause, or in the event that any circumstances, including strikes, prevent CINARS from allowing an Exhibitor or Exhibitors to occupy the premises, the Exhibitor shall only be responsible for the cost of the allocated space for the period of time that such space has been or could have been occupied by such Exhibitor or Exhibitors. CINARS shall be released from any claim for damages of any nature whatsoever that may arise as a result. In the event that, for any reason, the Exhibit cannot be held as proposed, or CINARS defaults in its obligations under the Contract or the attached clauses, CINARS shall be released from any claim for damages by the reimbursement of all monies received from the Exhibitor(s).

## **4. COMPLIANCE WITH REGULATIONS**

CINARS reserves the right to take any action and make any changes deemed necessary to ensure the proper functioning and management of the operation. CINARS also reserves the right to limit exposures that, due to noise or for any other reason, prove to be reprehensible.

Failure to comply with the regulations, as determined by CINARS, may result in the expulsion of the defaulting exhibitor or the closure of his stand without compensation.

## **5. GOVERNING LAW**

The terms and conditions stipulated in the contract between the administration of BONAVENTURE HOTEL and CINARS as well as each and every one of the articles of these statutes and regulations shall be recognized as an integral part of the contract for the exhibition space with the same effects and results as if they were set forth in said contract. The law governing the interpretation and application of this contract shall be the law in force in the Province of Quebec..

# GENERAL REGULATIONS

## 6. GENERAL CLAUSES

Any matter not covered by these statutes and regulations is subject to the decision and control of CINARS notwithstanding anything in the application for space allocation or included in these regulations. CINARS formally reserves the right to change the dates but undertakes not to reduce the overall duration of the Biennial and may transfer the Biennial to another building if, for any reason, BONAVENTURE HOTEL should no longer be available. CINARS may modify the display plan or change the location and/or reduce the size of the space allocated to the Exhibitor if, in the opinion of CINARS, it is necessary to do so.

## 7. CHANGES

This Agreement constitutes the entire agreement and understanding between the parties hereto and supersedes all prior agreements, understandings and undertakings, oral and written, and nothing contained herein shall be modified or deemed to be modified except by subsequent written agreement signed by the parties.

## 8. OFF-CINARS

Any company registered for CINARS 2024 that presents an OFF show outside the OFF time slots may be expelled from the showroom and may be refused registration for the next CINARS.



[adjcoordo@cinars.org](mailto:adjcoordo@cinars.org)