

Rules & Procedures

Accreditation pass

The accreditation pass is mandatory for all exhibitors and their staff. It allows you to enter the exhibition hall in the morning before the public and close your stand at night. It must be worn at all times. The security guards do not know all the exhibitors and, for everybody's security, they must strictly monitor everyone entering or exiting the exhibition hall. SMAQ provides accreditation for free based on the size of the stand rental. Accreditation passes are available at the Salon office on site during set up.

Merchandise delivery during the show

During the event, Place Bonaventure will be able to receive merchandise every day starting at 9:30 a.m., 90 minutes before the Salon opens. Delivery must be through the pedestrian door only. Under no circumstances will dollies, boxes or large items be permitted in the aisles during public opening hours.

By car/truck: Exhibitors have 30 minutes to unload their equipment. All deliveries must be in the name of the exhibitor and must include the number of the exhibitor's stand. Carriers will not be permitted in the exhibition hall, unless they are accompanied by the exhibitor. The loading dock must be vacated as soon as the merchandise is unloaded. Otherwise, any vehicle left in the loading dock area will be towed at the owner's expense. No delivery payable at reception will be accepted.

Through the main entrance: Place Bonaventure will be able to receive manually transportable supplies through the main entrance.

Merchandise removal

Exhibitors cannot remove any merchandise from the exhibition hall without prior authorization from the Salon office. To obtain it, exhibitors must report to the Salon office staff, which will enter a description of the merchandise on the authorization form. A copy will be given to the exhibitor, who will give it to the security guard posted at the door.

Selling prices

Selling prices for the same product at another establishment must match, outside the event, no matter the time of year. Any sign with the following terms is strictly prohibited: sale, discount, show special, last day sale or similar posters.

Merchants must clearly indicate the total selling price on each item. The Consumer Protection Act is very strict about this requirement. <http://www.opc.gouv.qc.ca/commercant/pratique-commerce/faq/>

Flameproofing (for non-flammable stands and/or equipment)

For information on flameproofing stands or equipment, contact François Bricout at Scapin Ignifugation Inc. at 514-343-9090 (ext. 233). This company can also do the job for you. The cost varies according to your equipment and the surface to flameproofed.

Stand presence

General security is supplied by Place Bonaventure, but it is the responsibility of the exhibitors to constantly monitor their stand and equipment during the Salon's opening hours and at all times during assembly and disassembly. Please note that the hall's doors open at 9:30 a.m. for the exhibitors. In addition, exhibitors have access to the hall's storage facilities at night 30 minutes after closing, during which there could still be visitors to the Salon who have not left the hall yet. No valuables or cash should be left unattended on site.