



SALON DES  
MÉTIER S D'ART  
DU QUÉBEC

## Assembly and Disassembly Procedures

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### Assembly

#### Load-in

IMPORTANT: No installation will be permitted if the rental contract has not been signed.

#### **Important information regarding CSST and the Place Bonaventure contract:**

- Children under 16 are not allowed
- With the exception of guide dogs, no pets are allowed inside the halls
- Place Bonaventure rules on the protection of non-smokers must be respected
- Must have protective equipment: gloves, closed work shoes
- Never lean, stand or sit on a rolling handling equipment

Stand assembly will begin on Wednesday, December 4 and continue on December 5. Stands must be ready on December 5 at 10:00 p.m. to clean up the site before the Salon officially opens. Please note that the loading dock will close at 9:00 p.m. on December 5.

- Wednesday, December 4: Construction and decoration for stand numbers 700 and over
- Thursday, December 5: Construction and decoration for stand numbers 100-476
- Friday, December 6: Opening of Salon (11:00 a.m.)

Starting December 7, exhibitors may enter at 9:30 a.m., 90 minutes before the Salon opens.

#### Regular stands

Exhibitors have 30 minutes to unload their equipment. All vehicles left in the loading dock area will be towed after the allotted time. Exhibitors can use the main entrance during the assembly period without any time restrictions (please note, however, that there are many stairs).

Exhibitors are strongly encouraged to bring their own transportation equipment (such as a dolly or trolley).

#### Lofts

The display cases, presentation racks and tables of "Loft" exhibitors must be delivered on Tuesday, December 3 between 2:00 p.m. and 7:00 p.m. to allow SMAQ to set up. Exhibitors must identify themselves to the officer on duty at the access ramp gate in the loading dock to enter the exhibition hall with their vehicle. Products must be on display between Tuesday, December 3 and December 5.

#### Showcases

To gain access to their display cases, exhibitors must report to the Salon office at Place Bonaventure on Thursday, December 5 between 9:00 a.m. and 6:00 p.m. Once setup, the exhibitor must ask a staff member at the Salon office to close the display case. Please note that it will be locked during the show. A waiting time (on a first-come, first-served basis) is expected at the Salon office.

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### Disassembly

#### **Important information regarding CSST and the Place Bonaventure contract:**

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### Regular stands

As a courtesy to visitors, exhibitors are strictly prohibited from dismantling their stands before the Salon closes at 6:00 p.m. on Sunday, December 22th. Any individuals violating this regulation will no longer be entitled to rent a stand at the next show and a \$500.00 fine will be imposed.

Exit procedures will be given to you during the SMAQ. At the end of the show, security measures will be lifted. Exhibitors must keep an eye on their equipment because the Salon is not responsible for theft or damage to personal property.

You must remove your merchandise by 11:59 p.m. Exhibitors are responsible for making the necessary arrangements with their carrier. If you do not need to use the loading dock and a dolly, the Salon team strongly recommends that you use the main entrance during the disassembly period.

Aisle carpets must be removed within 30 minutes of the show's official closing time. During this period, you cannot use a dolly and cannot remove any equipment from the halls storage facilities. Once your equipment is packed up and you have dismantled your stand, you must take your equipment to the loading dock to obtain a pass authorizing you to bring your vehicle to the loading dock area.

The site must be completely vacated by 11:59 p.m. on Sunday, December 22. After this time, SMAQ is entitled to be reimbursed for any additional rent (\$1,000), for each additional hour, for items left behind by an exhibitor. Any unclaimed equipment will be returned at the exhibitor's expense.

### Lofts

For exhibitors in the loft sections, disassembly will be at the same time as the regular stands.

### Display cases

To gain access to their window, exhibitors must report to the Salon office at Place Bonaventure during the disassembly period on Sunday, December 22 from 6:30 p.m. to 8:00 p.m. A waiting time (on a first-come, first-served basis) is expected.