



## Mandatory Layout Guidelines

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Exhibitors must lay out the inside of their leased space at their own expense. The size of the leased space and a full set of regulations are specified in the contract.

### Regular stands

- Mandatory floor covering (such as carpeting or tiling)
- Mandatory rigid walls that must be 8 feet (2.4 m) in height. **No other signage, structure or décor permitted** beyond this height
- "Textile panel" stands are permitted if the following conditions are met:
  - The fabric must comply with the standards (no vinyl or jute, for example)
  - The fabric must be flameproof
  - The fabric must be stretched (non folded) and firmly secured to every side in a rigid structure
  - The structure, which can be visible or hidden, must be made of wood or metal and must comply with the standards
  - The panels must be 8 feet in height
  - There should not be any space between the fabric and structure
  - Both inside and outside stand surfaces exposed to public view must have a high-quality finish (otherwise SMAQ may, at the exhibitor's expense, make the surfaces that do not meet the standards compliant).
- Any other type of stand with drapes and curtains will not be approved.
- No draped tables and no tablecloths are permitted.
- Equipment (such as carpets, furniture, presentation racks, clothes racks, chairs or stool and baskets) inside stands must not, under any circumstances, spill over into the aisles — after two written warnings for the same infraction, the exhibitor will be fined for the violation.
- Exhibitors are prohibited from setting up their stands at the edge of their space and make sales in the aisles.
- Storage in the stand or in the vicinity is strictly prohibited by the Montreal Fire Prevention Department.

Walls exposed to public view must be finished on both sides. Exhibitors are responsible for complying with the stand standards established by Place Bonaventure that deal with the regulations of the Montreal Fire Department. For more information, please refer to [Place Bonaventure's By-laws & Regulations](#).

To build rigid walls, you must allow a clearance of 3" (7.5 cm) inside the stand, which would make the installation easier. The stand must be kept clean, at the exhibitor's expense, in accordance with any orders or instructions from the SMAQ team or other departments. No audio or video device, or any other sound system, will be tolerated, unless otherwise approved in writing by SMAQ. Serving or selling food, drinks, alcohol beverages, candy or any other refreshments is prohibited without SMAQ's permission.

Exhibitors occupying spaces adjacent to exhibitors with a turnkey rental package cannot use the back of their walls. Exhibitors who use the back of "turnkey stand" walls will be billed at the turnkey package rate.

### Stand plans

All exhibitors must submit, for approval, a detailed plan with the layout and decoration of their space at least three weeks before the assembly period starts. No changes to the plan, display or decoration by the exhibitor can be made once the plan is approved. Exhibitor stands will be checked on site during their installation.



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### Stand lighting and electricity

Exhibitors are responsible for meeting their stand lighting needs and creating their stand's atmosphere.

Lighting structures can't be more than 6" in the aisle.

Every space rental comes with a 1500 W outlet. Any additional needs must be ordered to

<https://ordering.ges.com/CA-00055446> via the electricity purchase order form. Please note that a current overload could blow the circuit. Exhibitors who cause a circuit to fail will be charged for the damage.

If an exhibitor has a power supply box in his stand, he must hide it somewhere in the stand (under a table or behind a table, for example). However, it must be accessible to an electrician at all times. It is 20" wide x 6" deep x 24" high (50 cm wide x 15 cm deep x 61 cm high).

Moving the power box outside the space rental will result in additional charges for the exhibitor.

### Lofts

- The location of the modules is assigned by the Salon team
- Maximum wall height: 8 feet (2.4 m)
- "Textile panel" stands are permitted if the following conditions are met:
  - The fabric must comply with the standards (no vinyl or jute, for example)
  - The fabric must be flameproof
  - The fabric must be stretched (non folded) and firmly secured to every side in a rigid structure
  - The structure, which can be visible or hidden, must be made of wood or metal and must comply with the standards
  - The panels must be 8 feet in height
  - There should not be any space between the fabric and structure
  - Both inside and outside stand surfaces exposed to public view must have a high-quality finish (otherwise SMAQ may, at the exhibitor's expense, make the surfaces that do not meet the standards compliant).
- Any other type of stand with drapes and curtains will not be approved.
- No draped tables and no tablecloths are permitted.
- Equipment (such as furniture, presentation racks, clothes racks and baskets) inside stands must not, under any circumstances, spill over into the aisles — after two written warnings for the same infraction, the exhibitor will be fined for the violation.
- Storage in the loft or in the vicinity is **STRICTLY PROHIBITED**.

Walls exposed to public view must be finished on both sides. Exhibitors are responsible for complying with the stand standards established by Place Bonaventure that deal with the regulations of the Montreal Fire Department. For more information, please refer to [Place Bonaventure's By-laws & Regulations](#).

Loft furniture must be kept clean, at the exhibitor's expense, in accordance with any orders or instructions from the SMAQ team or other departments. No audio or video device, or any other sound system, will be tolerated, unless otherwise approved in writing by SMAQ. Serving or selling food, drinks, alcohol beverages, candy or any other refreshments is prohibited without SMAQ's permission.



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### Loft plans

All exhibitors must submit, for approval, a detailed plan with the layout and decoration of their space at least three weeks before the assembly period starts. No changes to the plan, display or decoration by the exhibitor can be made once the plan is approved. Exhibitor loft stands will be checked on site during their installation. Exhibitors in loft stands must comply with the dimensions specified on the registration form. If, during the inspection of the loft layout, SMAQ sees that the exhibitor has used more space than expected, an additional fee equivalent to 1.5% of the rate for each additional square foot will be automatically charged.

### Loft lighting and electricity

Exhibitors are responsible for meeting their loft lighting needs and creating their stand's atmosphere. Every space rental comes with a 500 W outlet. Any additional needs must be ordered to <https://ordering.ges.com/CA-00055446> via the purchase order form.

Please note that a current overload could blow the circuit. Exhibitors who cause a circuit to fail will be charged for the damage.

### Showcases

Display cases allow artisans to participate in the show without physically being there. In addition to their pieces, exhibitors can place in the display case a business card or a card inviting visitors to obtain their contact information at the information booth.

No sales are permitted on site. Pieces on display cannot be removed before the end of the show.

The interior layout of the display case and decoration are at the exhibitor's expense. The exhibitor cannot paint the surface. He can hang items on the display case with a chain or nylon wire.

### Display case lighting and electricity

The "ceiling" of every display case comes with two 150W recessed lights. For safety reasons, no other lighting can be added to the case.

### Signs

Exhibitors must absolutely identify their stand, loft and display case with a sign. If they do not have one, they must complete [www.metiersdart.ca/client\\_file/upload/SMAQ/6-%20Turnkey\\_packages\\_2019.pdf](http://www.metiersdart.ca/client_file/upload/SMAQ/6-%20Turnkey_packages_2019.pdf) form for this service.

The suggested size of the sign for regular stands and lofts is 8" X 24" (20 cm X 60 cm). The panel in the display case could be 3<sup>1</sup>/<sub>2</sub>" X 8" (20 cm X 9 cm). The lettering must be done professionally. Freehand lettering is not permitted.

For display cases, the sign must contain the name and contact information of the exhibitor, if he is not physically on site.