

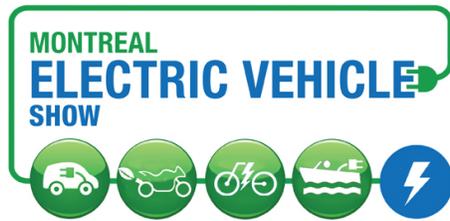
7th EDITION OF MONTREAL ELECTRIC AND HYBRID
VEHICLE SHOW

April 19, 20 and 21, 2024

Exhibitor's Guide

OLYMPIC STADIUM, MONTREAL





INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

1. SHOW ORGANIZER

MEVS is produce by:

7277954 Canada Inc.
636 des Vignobles Sreet
Rosemere, QC J7A 4P9
Tel.: 450 818-5373
Fax: 450 818-5372

C/O: Louis Bernard, Exhibition Manager
C/O: Luc Saumure, General manager

Email : luc@svem.ca
Email : louis@svem.ca

2. LOCATION OF EVENT

Olympic Stadium
4545 Pierre-de-Coubertin Ave
Montreal, Quebec H1V 3N7
Tél. : 514 252-4141
[www. parcolympique.qc.ca](http://www.parcolympique.qc.ca)

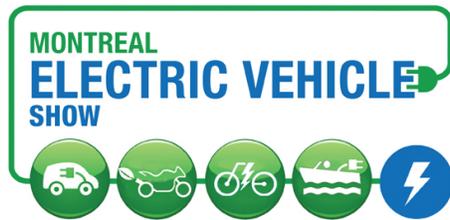
(Pie-IX Metro Station)

3. DELIVERY ADDRESS AND DATE

Montreal Olympic Stadium

4545, avenue Pierre-de-Coubertin
([click here](#) for see the *Loadind Dock Access Map*)

The booth number, the name of the exhibitor and the mention MEVS must appear on all packages. **No delivery will be accepted before monday April 15th, 2024.**



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

4. SHOW HOURS

Friday April 19, 2024:	9:00 am. to 9 pm (Media and Industry Professionals)
Friday April 19, 2024:	11 am to 9 pm (General Admission)
Saturday April 20, 2024:	10 am to 6 pm (General Admission)
Sunday April 21, 2024:	10 am to 5 pm (General Admission)

The exhibitors will be able to access to the exposition hall one hour before the opening. If you need early access, please contact technical coordinators.

5. TECHNICAL AND LOGISTIC COORDINATOR

Louis Bernard and Serge Villemure takes care of the technical and logistical coordination. It will schedule your hours of entry and exit and all the procedures for setting up and dismantling your booth.

LOUIS BERNARD

louis@svem.ca

514-916-8102

1-877-371-8102

SERGE VILLEMURE

sergevillemure@hotmail.com

514 865-1727

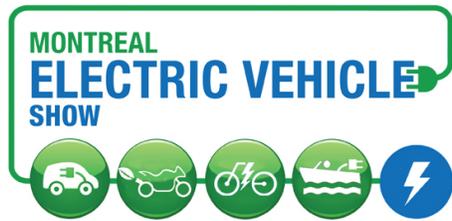
Important note:

No delivery will be accepted outside the hours set aside to this end. In case of problems or special cases, please communicate with Serge Villemure.

6. MOVE-IN SCHEDULE

Monday April 15, 2024:	7:00 am to 6:00 pm
Tuesday April 16, 2024:	7:00 am to 6:00 pm
Wednesday April 17, 2024:	7:00 am to 6:00 pm
Thursday April 18, 2024:	7:00 am to 6:00 pm

Note: The equipment must be entered **before 12:00 pm on Thursday, April 18**. The set-up must be completed on **Thursday, April 18 at 5:00 pm** to allow the storage of boxes, the cleaning of the aisles and the laying of carpets aisles. NO SET-UP WILL BE PERMITTED ON THE MORNING of FRIDAY, April 19, 2024.



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

7. MOVE-OUTSCHEDULE

Sunday April 21, 2024: 5 pm to 10:00 pm
Monday April 22, 2024: 8 am to 6:00 pm
Tuesday April 23, 2024: 8 am to 12:00 pm

All stands must remain set-up until the official closing of the Show. Please plan your travel schedule accordingly. The aisles must be free of any object and until the removal of the carpet aisles (around 5:30 pm). The return of your boxes will begin immediately after carpet removal. Exhibitors are requested to keep their stock within the limits of the space and not in the aisles. The rules regarding the dismantling will be handed to you on Friday April 19th by the technical team.

IMPORTANT: All your stock must have left exhibit hall no later than Tuesday, April 23rd at 12:00. After this period, all material will be picked up, handling and warehousing fees will be charged.

8. DISPLAY REGULATIONS (SERVITUDE OF RIGHTOFVIEW)

The regulations of presentation exist since the beginning of the trade fairs. The principle governing the management of all exhibitions can be summarized as follows:

"All exhibitors are equal, regardless of the size of their booth, and must have the same opportunities, within reason, to present their products to the public in the most efficient way possible."

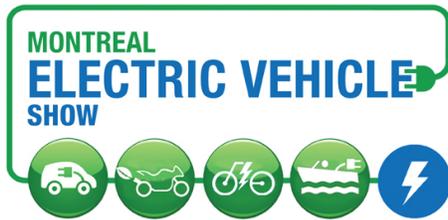
Exhibit managers must establish rules or guidelines to this end, while allowing every exhibitor the greatest possible flexibility. You are our customers and we wish you success. One can summarize as follows the responsibility of the exhibitor, which boils down to little: "Be a good neighbor".

Definition of a basic stand:

A booth dimension have an area of 100 square feet (9 square metres): 10 feet x 10 feet (3 m x 3 m) or a multiple of the dimension.

Depth:

All accessories over 4' / 1.22m high placed less than 10 linear feet / 3.05m stand must be installed within the 5' / 1.52m area from the back line of the space allocated to the exhibitor.



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

Goal:

Each exhibitor is entitled to a reasonable line of sight from the aisle, regardless of the size of their stand. Exhibitors who use a larger space (30 linear feet / 9.14m or more) must also be able to use as much space as possible, provided they do not infringe the rights of other exhibitors. The limit imposed on accessories over 4' / 1.22m placed at less than 10 linear feet / 3.05m from another stand is intended to enforce these two rights.

Height:

The maximum height of the stands is 8' / 2.44m.

Objective:

Any part of a stand higher than the bottom of another 8' / 2,44m stand, reduces the overall effect of the exhibition elements placed directly behind it, regardless of the finish of its rear part.

Peninsula stand definition

The peninsula stand normally faces the cross aisle. The parts of the stand located along another stand must be finished and have no identifying sign or other text likely to harm the neighboring stand.

Depth:

All accessories exceeding 4' / 1.22m in height and placed less than 10 linear feet / 3.05m from another stand must be placed in the 5' / 1.52m area from the line of sight to the neighboring stand from the driveway.

Objective:

Exhibitors whose stand is adjacent to a peninsula stand are entitled to the same reasonable line of sight from the aisle as if they were placed next to an ordinary stand.

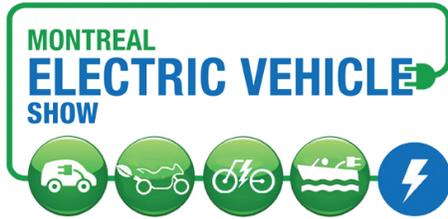
ISLAND: NEW

Regulations concerning island spaces.

Walls: In order to respect the neighborhood, "Back Wall" type elements cannot exceed 50% of the lines adjoining the aisles of the show. This aims to protect the right of view of a neighborhood and to improve the visual appearance of the show.

Height: The height of the "Back Wall" must not exceed 4 meters (12 p), elements such as columns or the center of a stand cannot exceed 6 meters (20 p)

Approval by the promoter: All stands must have been authorized by the promoter before installation.



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

The floor covering:

Carpet or other is mandatory in your stand. Make sure it complies with flammability regulations.

9. STORAGE, EMPTY BOXES AND OTHER CONTAINERS

The storage of your boxes to be recovered will be done without expenses. To do this, boxes and crates must be identified and placed in the aisles where they will be picked by our staff. Go to get the storage tags from our staff. Unidentified boxes will be considered scrap.

10. BOOTH ATTENDANCE

Exhibitors must ensure a continuous presence at their booth during exhibition hours. In addition, no assembly or dismantling will be allowed during the opening period of the Show, from April 19 to 21, 2024. Any modification of the stand must be authorized by the promoter.

11. SIZE BOOTH

Booth dimension is an area of 100 square feet (9 square meters): 10 feet x 10 feet (3m x 3m) or a multiple of the dimension.

12. EXHIBITORS BADGES

Please complete the form - Exhibitor Badges and return it **before March 29, 2024**. Exhibitor badges will be available from noon to 5 pm, Thursday April 18 and Friday April 21, from 8:00 at the exhibitors counter located in the main entrance.

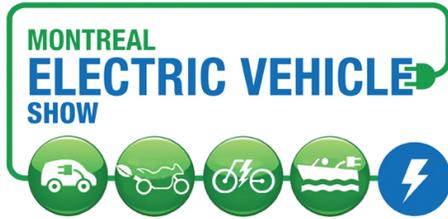
Download Form: [Click here](#)

13. SUPPORT SERVICES FOR EXHIBITORS

The official show contractor of MEVS is GES:

Julie Ouellet | Directrice de comptes – Account Manager
Direct : 514 861-8724 - Mobile : 514 838-3642
ges.com | jouellet@ges.com

This company is responsible for the following services: rental of lighting equipment, rental of furniture, arrangement of plants, printing of posters, cleaning, handling, etc. GES will have an office at the Show for the duration of the event setup. Forms must be completed by **April 1, 2024**.



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

14. RESPONSABILITY INSURANCE

The Exhibitor shall subscribe and maintain in force, at its expense, at all times during the entire rental period including the assembly and dismantling period, general liability insurance which shall not be less than FIVE MILLION DOLLARS (\$ 5,000,000). In addition, the Exhibitor must take out insurance on the property (extended form) belonging to the Exhibitor as well as the property in his custody and control or belonging to him against any loss and, without limiting the generality of this which precedes, in particular, fire, theft and vandalism.

Requirements:

The insurance policies in respect of the coverage referred to above must designate, as additional insureds (with waiver of the right to sue between additional insureds) Olympic Stadium, and their agents, officers, administrators and employees.

The Exhibitor must provide any document demonstrating that the above-mentioned insurance has been obtained and is in force before February 1st, 2024. The Exhibitor must obtain from the insurers with which the insurance policies are subscribed an undertaking obliging them to notify the MEVS in writing at least ten (10) days prior to any cancellation or modification of these policies.

15. BOOTH SECURITY

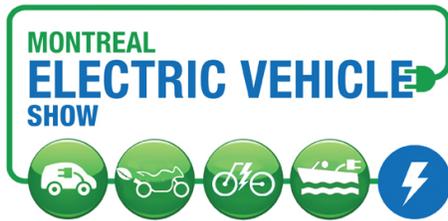
Exhibition Manager will have the qualify personal during the set up, the dismantling and between the duration of the tradeshow.

The Exhibition Manager will not be responsible for any damage, injury or theft during the tradeshow inside the exhibitor booth.

It is strictly forbidden to take out materials during the tradeshow without a OUTPUT FORM from the technical coordinator.

If you need more security, please contact:

Louis Bernard: 1 877 371-8102 or louis@svem.ca



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

16. GENERAL AND FIRE REGULATIONS

It is the responsibility of each exhibitor to respect the statutes and regulations of Olympic Stadium and ensure that the development of its exhibition stand and its content meets the standards required by the fire department of Montréal.

[See Annex regulations.](#)

17. ELECTRICITY

If you require electricity on your booth, [please fill-up form.](#)

ÉLECTRO PERFORMANCE G.L. INC.
Tel.: 450447-4721 / Fax: 447-4722
www.electroperf.com / electro@electroperf.com

18. COMPUTER

If you require computer equipment, contact our official supplier.

SL INFORMATIQUE
Stéphane Lagacé
Tel.: 450766-2022
stephanel@slinformatique.com

Order: [Click here](#)

19. HOTESS AND LABOUR

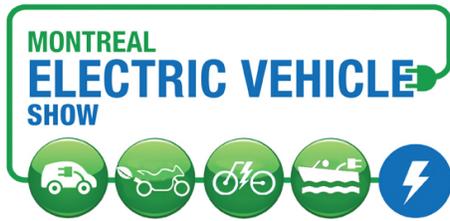
If you need to have hostess and labour to your disposition please contact direction of the show at 514 916-8102.

20. INTERNET OR PHONE

If you would like an Internet or telephone line to be installed in your stand for the duration of the Show. **See the attached form:** [Click here](#)

Olympic Park

Email: evenements.supportTI@parcolympique.ca



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

21. CAR AND BOOTH CLEANING

Lave-auto Mobile offers a car cleaning service as well as booth cleaning before and for the duration of the Show.

See attached form: [Click here](#)

22. HANDLING

GES is responsible for handling the show. If you have handling needs for your location, see the attached form.

Julie Ouellet | Directrice de comptes – Account Manager
Direct : 514 861-8724 - Mobile : 514 838-3642
ges.com | jouellet@ges.com

Order: [Click here](#)

23. CUSTOMS CLEARANCE AGENTS

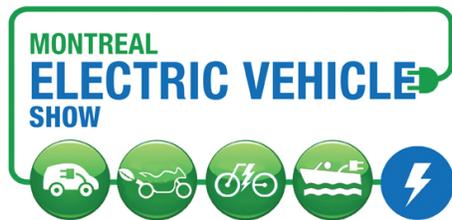
The official customs clearance agents is :

NORTH AMERICAN LOGISTICSSERVICES INC.
Tel.: 514 847-1791
Fax: 514 655-3559
www.nalsi.com / fvera@nalsi.com

Order: [Click here](#)

24. ON SITE PROMOTER SERVICE

The promoter's office will be at the entrance in Olympic Stadium starting **Monday April 15, 2024.**



INFORMATION FOR EXHIBITORS

7th EDITION OF MONTREAL ELECTRIC
AND HYBRID VEHICLE SHOW

25. SHOW GUIDE

The promoter of MEVS is the editor of the *Official Show Guide*:

7597954 CANADA INC.
636 des Vignobles Street, Rosemere, QC J7A 4P9
Tel.: 450 818-5373
luc@svem.ca

26. LODGING

The MEVS has put on its website an application allowing you to see in real time the hotels available around the Olympic Stadium and the costs of rooms. You can make your reservations directly from this application.

Reservation: [Click here](#)

27. SOLICITATION AND DISTRIBUTION

The distribution of advertising material as well as all other soliciting must be carried out solely within your location.

27. PARKING FOR EXHIBITORS

For exhibitors who wish to purchase a parking package for the duration of the show can order their package directly from the address: parcolympique.ca/stationnement

Annex : [Click here](#)

28. DRAWS AND CONTESTS

All drawings and contests organized by an exhibitor must under no circumstances involve the tradeshow's promoter. All fees due the Régie des lotteries et courses du Québec must be paid by the person responsible for the drawing or contest and this person must provide proof that the drawing or contest complies with the regulations of the Régie des lotteries et courses du Québec.

Régie des loteries et courses du Québec

1, Notre-Dame St. East, Suite 901
Montreal, QC H2Y 1B6
Tel.: 514 873-3577 • Toll free: 1-800-363-0320