



MIGS16 EXHIBITOR MANUAL

Montreal International Game Summit

November 13-14-15, 2015

Palais des congrès de Montréal

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Important dates

Deadlines	Information	Contact	DONE
Friday October 19 th	Final date for receiving your ad to be featured in MIGS program Full page: 4,925 inches x 4,425 inches Resolution: 300dpi Color: CMYB, Pantone, NOT RVB Font: VECTOR File format: PDF, EPS, TIFF, or JPEG	MIGS Sandrine Couture • • • Marketing/Communication Scouture@connection-events.com Tél. : 514-823-2589	
Friday October 14 th	Logo Final date for receiving your logo to be featured in MIGS printed program Logo (format vectoriel, JPG, PDF)	MIGS Sandrine Couture • • • Marketing/Communication Marketing-Communications Scouture@connection-events.com Tél. : 514-823-2589	
Friday October 14 th	Live demo info Final date to put validate live demo info (name, title, description, learning objectives,... for French and English version)	MIGS Sandrine Couture • • • Marketing/Communication Marketing-Communications Scouture@connection-events.com Tél. : 514-823-2589	
Friday October 14 th	BOOTH/POD Visuals Last week to send you visual for your business booth: 6'ftx7'ft POD: ASAP Resolution: 300dpi Color: CMYB, Pantone, NOT RVB Font: VECTOR File format: PDF, EPS, TIFF, or JPEG	MIGS Sandrine Couture • • • Marketing/Communication Marketing-Communications Scouture@connection-events.com Tél. : 514-823-2589	
Friday October 28 th	Logistics/Transport You have the opportunity to deliver your materials in advance by our partner GES. You also have the option to rent furniture, displays, etc. through our partner GES. GES KIT	GES Handing Alexander Chavez achavez@ges.com +1 (514) 861 9694, poste 10 Exhibitors Ghislain Boucher gboucher@ges.com +1 (514) 861-9694, poste 19	

Deadlines	Information	Contact	DONE
Monday, October 31	Palais des congrès – Early Bird End of early bird price at the convention center, prices are 20 % higher after that date. Order forms	Palais de congrès de Montréal EXHIBITOR SERVICE DESK Téléphone : 514 871-5871 Sans frais : 1 888 871-5871 Télécopieur : 514 868-6622	
Friday, November 4 th	Audio Final date for ordering computers, screens, printers from Freeman SLI	Freeman Audiovisuel Canada Marc Jutras marc.jutras@freemanco.com Tel: 514-868-6633 SLI Montréal Stéphane Lagacé 450-766-2022 www.slinformatique.com stephane.lagace@slimontreal.com	
Friday, November 11 th and Saturday November 12 th	Insert MIGS bags Final date for receiving bag insert and promotional material. (no delivery will be accept before) Please use this label for delivery: MIGS16 – Room 516E C/O shipper name & # booth if exhibitor 163, rue Saint Antoine Ouest Montréal, Qc, H2Z 1X8	MIGS Linda Lechartier Coordinatrice logistique llechartier@connection-events.com +1 (438) 501 2903	

Schedule

Sunday, November 13th

8:00 - 12:00	Move-in exhibitor
8:00 – 12:00	Advance registration for exhibitors
12:00	Final show clean – All displays must be completely set up by this time
12:00 - 17:00	Expo Zone open

Monday, November 14th

8:30	Registration desk opens in foyer 517
9:00	Expo Zone open
9:00	Keynote Session
10:30 - 11:00	Coffee-break
12:00 - 13:00	Lunch
15:15 - 15:45	Coffee-break
16:15	End of day booth crawl

Tuesday, November 15th

8:30	Registration desk opens in foyer 517
9:00	Expo Zone open
9:30	Session Keynote
10:30 - 11:00	Coffee-break
12:00 - 13:00	Lunch
15:15 - 15:45	Coffee-break
16:15	End of day booth crawl
17:00 – 20:00	Move-out exhibitors

Other optional events

Festive pass:

Stay tuned for all festive pass information

MIGS Closing party:

Stay tuned for all MIGS closing party information

Contacts

MIGS Contacts

MIGS EVENT DIRECTOR

Serge Landry

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+1 (438) 862 4585

MIGS LOGISTICS DIRECTOR

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COORDINATOR FOR LOGISTICS

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+1 (438) 501 2903

MIGS CUSTOMER CARE

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MIGS MARKETING-COMMUNICATION

Sandrine Couture

scouture@connection-events.com

+1 (514)-823-2589

Palais des congrès MIGS Expo Zone

Palais des congrès de Montréal

900, rue de la Gauchetière Ouest

Montréal (Québec) H2Z 1X7, Canada

Tel: 1 (514) 871-8122

Location: <https://portailclient.congresmtl.com/en>

Main Entrance

Palais des congrès de Montréal

201, avenue Viger Ouest
Montréal, QC H2Z 1X7

Delivery

Palais des congrès de Montréal

163, rue Saint-Antoine Ouest
Montréal, QC H2Z 1X8, Canada
See Annex 4 for shipping labels

Parking

Tél: 1 (514) 871 5871; free: 1 (888) 871 5871; Fax : 1 (514) 868 6622

- Parking rates Viger, 1025 rue Chenneville:

Every 20 minutes	\$3.25
Maximum for 12 hours	\$20.00
Maximum for 24 hours	\$22.00
Flat rent for certain events	\$20.00

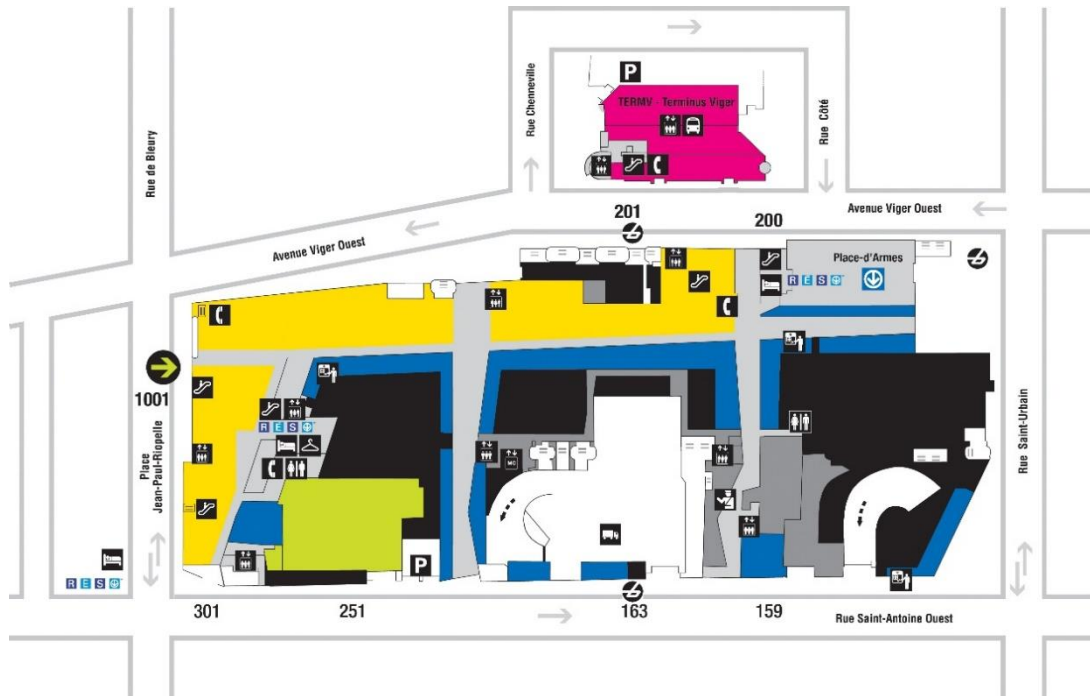
- Parking rates Quartier International of Montreal (QIM), 249 Saint-Antoine West:

Every 20 minutes	\$4.00
Maximum for 12 hours	\$18.00
Maximum for 24 hours	\$22.00
Flat rent for certain events	\$20.00

Payments accepted: cash, VISA, Mastercard

All applicable taxes included. All price are in Canadian dollars and subject to change without notice

Consult the list of [Parking lots in Old Montréal and nearby](#) (PDF, 2,46 Mb) for more options



Méto

The Palais des congrès is located at the Place-d'Armes métro station. Directions at the métro exit will guide you to our installations.



Official Decorator-Transport provider

GES/Clarkson Conway

Ghislain Boucher

gboucher@ges.com

1 (514) 861-9694-ext. 19

800, rue De La Gauchetière Ouest, bureau 1165
Montréal, QC H5A 1K6, Canada

www.gesexpo.com

Services: Furniture location, booths, handling, lighting, plants...

Computer-Monitor Rental

Freeman Audiovisuel Canada

Marc Jutras

marc.jutras@freemanco.com

Tel: 514-868-6633

SLI Montréal

Stéphane Lagacé

450-766-2022

www.slinformatique.com

stephane.lagace@slimontreal.com

Custom Broker

Mendelssohn Event Logics

276, rue Saint-Jacques, bureau 818

Montréal, QC H2Y 2G4, Canada

Mendelssohn Commerce Customs Brokers

Phil Lopresti

plopresti@mend.com

Direct Line: 514-987-2700 ext. 2126

Cell: 514-241-0559

Move-in and Move-out

Move-in and set-up

Please share with your delivery agents!

Move-in of booth and POD will be performed on Saturday, November 12th by our decorator.

Exhibitors may move-in and set up between **8:00 am and 12:00pm, on Sunday, November 13th**. Booths must be set-up and ready **when MIGS game expo zone opens at noon on Sunday, November 13**. If exhibitors are not able to be set up by this deadline, communicate with ggarin@connection-events.com or llechartier@connection-events.com to make alternate arrangements.

Dismantling and move-out

The trade show closes at **5:00 pm, on Tuesday, November 15**. Please wait to dismantle your booth until all visitors have vacated the room. Move-out time is scheduled between **5:00 pm and 8:00 pm**. should you require additional

time to dismantle your display, please contact ggarin@connection-events.com or llechartier@connection-events.com in advance.

Your exhibitor Space

Booth 10'x10'

Items included with **your space rental only**

- Draped table (with tablecloth) and 2 banquet chairs
- Company name, dividing drapes
- Electricity (15 A, 120 V)
- Wi-Fi
- General show security during closed hours
- 1 Business pass + unlimited access to the meeting platform
- 1 Session pass + a limited access to the meeting platform (3 application for appointment to the participants)
- 10 expo zone passes per booth

What is not included ?

- Telephone or wired Internet connection
- Extension cords & power strip
- Audio-visual equipment rental
- Booth cleaning
- Booth décor
- Food and beverage service
- Customized booth design
- Desk, counter, shelf rentals
- Flowers and plants
- In-booth security
- Shipping
- Storage

BOOTH 8' X8' in the business Lounge

Items included with **your space rental only**

- Draped table (with tablecloth) and 4 banquet chairs or
- Company name, dividing drapes (Sides + 1 front for private meeting)
- 1 visual 6' X 6'
- Electricity (15 A, 120 V)
- Wi-Fi
- General show security during closed hours
- 2 Business pass + unlimited access to the meeting platform
- 5 expo zone passes per booth

What is not included ?

- Telephone or wired Internet connection
- Extension cords & power strip
- Audio-visual equipment rental
- Booth cleaning
- Booth décor

- Food and beverage service
- Customized booth design
- Desk, counter, shelf rentals
- Flowers and plants
- In-booth security
- Shipping
- Storage

Indie POD

Items included with **your space rental only**

- One console of 48" height
- 132" TV screen
- 1 stool
- 1 square meter visual
- WiFi access
- Electricity (15 A, 120 V)
- 2 Expo zone passes by POD
- General show security during closed hours

What is not included?

- Telephone or wired Internet connection
- Extension cords & power strip
- Audio-visual equipment rentals
- POD cleaning
- Food and beverage services
- Handling
- Flowers and plants
- In-booth security
- Shipping
- Storage

Proceedings

Exhibitor Staff Registration

Exhibitors must have at least one person present on stand area at all times, from **at least 15 minutes before the opening** of the exhibition, until closing. Exhibitors and their staff must be present in person at the exhibitor registration desk in the **foyer of room 517** to receive their ID badge. It gives access to the Expo Zone, Keynote, and Closing party and must be worn at all times.

MIGS Expo Zone Entrance

Passes are personal and must be downloaded online with promo code provided by us to those resources of each partner. For more information, please contact lchartier@connection-events.com

Storage

Storage of boxes and cases on or near booth area is not permitted during the exhibition. GES/Clarkson Conway will store all boxes and empty containers for the duration of the exhibition and will return them to your stand during disassembly. Stickers are available at the GES/Clarkson Conway counter in the Expo Zone. The storage of combustible materials behind and between the stands is prohibited.

Delivery

Storage before delivery: MIGS and the *Palais des congrès de Montréal* will not accept delivery **before Friday November 11, 2016**, please plan ahead and make arrangements with **GES/Clarkson-Conway inc.**

Delivery of booth installation equipment (**November 12 from 8:00 am to 8:00 pm**). Exhibitors who do not require the carrier services GES / Clarkson Official Conway must send materials to the following address:

Palais des congrès de Montréal
MIGS16 – Room Storage 516E
C/O shipper name & # booth if exhibitor
163, rue Saint-Antoine ouest
Montréal, Qc. H2Z 1X8

Exhibitors must provide on-site personnel, as the exhibition management will not be held responsible for any stolen or damaged equipment. GES/Clarkson Conway is the only handler allowed in the exposition area. Its staff will receive all shipments might they be delivered by the official carrier or sent directly to the showroom. Handling includes receiving equipment, delivery to the designated space, transportation and storage of boxes and empty containers, return to the exhibitor's stand at the end of the event, and delivery of the equipment at the loading dock for gathering by the transport company hired by the exhibitor. Please use the order form available. Exhibitors using a truck or other vehicle to transport their equipment will receive a limited parking time (15 minutes) at the loading dock.

The *Palais des congrès de Montréal* reserves the right to tow vehicles that do not meet the allotted time.

Installation and assembly

The installation of all exhibits must be **finished by 12 noon on Sunday, November 13, 2016**. The show management will conduct an inspection at that time. If the leased space is still vacant at the official inspection, Exhibition Management can rent or use it at its discretion, without any obligation the exhibitor no refund.

Dismantling and Removal

Exhibitors may begin packing gear and supplies at the close of the exhibition on **Tuesday, November 15, 2016 at 5:00 pm**. It is **strictly forbidden to begin dismantling before that time**. No material on truck or other conveyance may be moved through the common and public areas of the *Palais des congrès de Montréal*. Only material carried by hand can be brought by the exhibitor to the elevators. Please note that trolleys will be admitted in the room starting at

5:15 pm. At this time the boxes and empty containers will be brought to your stand. Once the exhibitor's material is brought to the dock, the carrier may proceed to load depending on the space available. Dismantling must be completed **no later than 8:00 pm on Tuesday, November 15, 2016**. Thereafter, a **penalty of CA\$500 per hour** will be imposed, and Management may, on its own, take the necessary measures to empty the rented space and the exhibitor will bear all costs and risks.

Regulations

Solicitation and Promotional Activities

Distribution of samples, souvenirs and equipment promotional and commercial solicitation should be done only within the limits of the exhibitor's stand. Exhibitors who wish to do drawings must hold the necessary permits and authorization. Please notify the show management **before November 1st, 2016**.

Cancellation policy

Notice of cancellation must be written and sent to llechartier@connection-events.com :

- Before September 30, 2015: full refund
- After October 1st, 2015: no refund

Insurance Liabilities

The Exhibition Management, the *Palais des congrès de Montréal*, their employees or agents or any member of the organization of the MIGS 2015 will not be held responsible for any accident or injury to people in the exhibitor reserved space, or for any loss or damage to products or booths caused by fire, theft or any other cause. The exhibitor acknowledges entities described above as not being responsible and therefore free from any claim from any cause whatsoever. In doing so, **the exhibitor makes sure to have an insurance that covers against any loss or damage to property, personal injury and death, and any liability arising therefrom.**