



2019

Please Note

The following will help guarantee the Salon's success and will contribute to the quality of your installation.

Important Dates and To Do List

- Immediately Reserve your Hotel rooms**
- March 6 - Last Day to send your Material List Order**
- March 7 - 10h00 : Salon Opens to the General Public**
- March 10 - 17h00 : Salon closes**
- March 10 - 17h00 à 23h00 : Take down**

GENERAL INFORMATION

Dates	March 7, 8, 9, & 10, 2019
Location	Complex Branchaud-Brière, 499 Blvd. Labrosse, Gatineau, Qc. J8P 4R1
Hours	Thursday, March 7, 2019 10h00 to 20h00

Friday, March 8, 2019 10h00 to 20h00
Saturday, March 9, 2019 10h00 to 17h00
Sunday, March 10, 2019 10h00 to 17h00

Set-Up - Outfitters

Wednesday, March 6 from 13h00
Thursday, March 7, 2019 07h30 to 09h00

Set-Up - Boats

By Rendez-vous only – Please contact Jacques Brabant.
A schedule will be prepared and handed-out.

Boat Cleaning Service: Contact Bruce Gagnon at 819-210-6544 or by email at
bgagnon332@gmail.com

Your Booth must be ready for 9h30, Thursday March 8, 2018

Take-Down

Sunday, March 10, 2019 17h00 to 23h00

Hotel Reservations

See page 6 and/or consult our website.

Complex Branchaud-Brière Rules

- 1-A new white floor for heavy equipment will be in place for the show.
- 2-Emergency Exits are to be used exclusively in case of Emergency and not to go out for a smoke.
- 3-It is strictly forbidden to smoke inside the Complex. A Designated Area is allocated for this purpose near the Main Entrance
- 4-Alcoholic beverages are allowed exclusively inside the "La Loge" restaurant and at the Bar set-up next to the Salon entrance and are to be served and consumed in that vicinity.
- 5-The synthetic floor covering is specially fabricated for a Soccer field, do not leave any debris or detritus susceptible to damage it, garbage cans are available, use them.
- 6-No engine are to be started/run inside the Complex.
- 7-At all times respect members of the Complex's Managing Staff and their employees.

Exhibitor's Parking

A Parking Area is reserved for all Exhibitors, a sign will show you its location.

WiFi

WiFi is free, here are the access codes : On the Salon floor : "Desjardins" , password : (caissedegatineau)

On the Main Entrance level : "Complexe Branchaud-Briere" , password : (branchaubriere)

All the medias (newspaper, television, radio) are present to insure total visibility to the exhibitors. All ads, publications and comments are issued in French and English, so your participation to this show is an excellent and economical way of reaching your market.

Protocol – Renting a Kiosk

The majority of contracts are prepared by the Promoter due to the repeat of (Exhibitors) Lessees year after year but it is possible for an interested person to fill in his own contract by adhering to the following procedures :

- 1 - print the applicable form,
- 2 - fill in the required information,
- 3 - propose a kiosk location number,
- 4 - sign the contract,
- 5 - issue a cheque for half the rental amount dated the same day, suggestion : include a post-dated cheque dated January 18, 2019 for the remainder of the amount.
- 6 - mail in these documents to the indicated address.

By return mail the Promoter will confirm the rental by a counter-signed copy of the contract.

It is to be noted that repeat Lessees have priority over the choice of kiosk locations.

Insurance

Compulsory – All Exhibitors must carry a General Public Liability Insurance valued at 2 \$Million for the duration of the Salon, neither the Direction, nor the Promoter and the Owner can be held responsible for injuries to the personnel and the general public and damages caused by products, podiums, tools, decorations by fire, accidents, theft or any other causes.

You must advise your Insurer of your participation to the 2016 Salon.

Entry-Pass

All Entry-Pass **bracelets** will be available at a table behind the Ticket Booth from 09h00,

Quantities of Entry-Pass **bracelets** available allowed :

Outfitters : 4 **bracelets** maximum.

Nautical : 6 **bracelets** maximum.

Should additional Entry-pass be required, they will be sold at \$10.00/each.

Entry-Pass/Policy & Procedures

In order to insure an adequate control and greatly ease the Exhibitors' Registration procedures, we have added some modifications pertaining to the issuance of Entry-Pass **bracelets**. So, to avoid any misunderstanding, please take note of the following directives.

- As usual, Exhibitors' **bracelets** will be available at a table behind the Ticket Booth as early as 08h30, Thursday, March 7, 2019. Ask for Monique.
- No Exhibitor will be allowed entrance without his Entry-Pass **bracelet**.

- All Entry-Pass **bracelets** will be affixed individually on the first morning of the Salon.
- Once an Entry-Pass **bracelet** is affixed it becomes the holder's responsibility to wear it till the end of the Salon.
- If an Exhibitor shows-up at the Entrance without his Entry-Pass **bracelet**, the Exhibitor will have to purchase a new **bracelet** at a cost of \$10.00 to access the Salon.

➤ Entry-Pass name-tags are not transferable and are valid for one person only. **Holders of Entry-Pass name-tags will be required to confirm their identity.**

➤ Once an Entry-Pass name-tag is issued it becomes the holder's responsibility till the end of the Salon, at no time can it be brought back to the Ticket Booth for safe keeping.

➤ If an Exhibitor shows-up at the Entrance without his Entry-Pass name-tag, the Exhibitor will have to purchase an entrance ticket to access the Salon; however the fee will be repaid the next day upon producing his Entry-Pass name-tag.

Delivery Address

All Salon material must be shipped pre-paid as follows:

Company Name,

Booth Number

A/s Resource Person

Do not ship any material before Wednesday, March 6, 2019.

Please note that any material shipped post-paid will be refused.

Set-Up Schedule

All the Boat and Outdoor Exhibitors will be contacted in due time.

Material Handling

Hand carts with wide rubber tires will be available to transport your equipment and materials on the hard floor, **no carts are to be used on the synthetic surface**. For additional services, such as tying-up panels or handling of special types of equipment; please call on Marc Brabant.

Storage

A storage area will be available. Please make sure your stored materials and equipment are well identified to avoid confusion. Unidentified boxes left in alleyways will be considered as trash and disposed as such at the Salon's closing.

Electricity

You must have 15' long Electrical Extensions, Marc Brabant will see that you are connected. Wi-Fi is available Free.

We reserve the right to move any material or equipment hindering access to any facilities, and this at your expense.

Equipment Rental, Stands, Carpets, Signs....

In accordance with our Official Supplier, we take pleasure informing you it is possible to order various articles needed to complete and/or supplement your Booth installation.

All the materials used by our Supplier meets the City of Gatineau Fire Protection Services Standards.

Do not hesitate to contact our supplier, for more info, please refer to page 6.

Parking

Parking is free at all times; an area will be assigned to the Exhibitors.

Trailer Parking

A special area will be available for large trailers.

Entrance Fee

Adults: \$13

16 yrs. And under: Free

Adult Weekend pass : \$20.

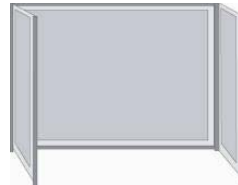
Take Down and Exit

The dismantling of booths and the removing of other merchandise will begin at 17h00, Sunday, March 10, 2019 the work must be completed by midnight of the same day.

No dismantling or moving of any kind is permitted before 17h00, Sunday, March 10, 2019.

Booth Set-Up

So as to respect all the Exhibitors and preserve the general aesthetic of the Salon, the Exhibitors who use booths lacking background and side panels will have to rent structures to meet this requirement or propose a satisfactory solution.



To rent the necessary structures, please call :

Freeman

Attention: Nicole Laframboise

940 Belfast Road

Ottawa, On

K1G 4A2

Tel: 613-748-7180

Fax: 613-745-8303

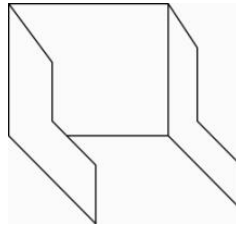
Email: nicole.laframboise@freemanco.com

The Promoter reserves the right to approve the presentation and the installation of each Exhibitor.

Exhibitors' Line of Sight Standard

Linear Booth : unit and/or multiples of 10' x 10'

Booth Background Maximum Height Allowable : 8 feet.
Aisle Minimum Opening : 5 feet
Maximum Side Panels Height : 4 feet



RULES

Fire Prevention (Materials)

The Gatineau Fire Protection Services requires that all objects, materials and tissue be fireproof.

Fire Prevention (Combustion Engine Vehicles)

Gas tank caps must be locked and sealed with tape. Tanks are required to be filled no more than half and contain no more than 10 gallons.

Fire Prevention (Batteries)

Batteries must be disconnected. It is strictly prohibited to start a combustion engine during the Salon.

An Annexed document supplied by the City of Gatineau Fire Prevention Service is available on demand.

Fundraising :

All solicitations such as fundraising (draws, lotteries...) for a charitable entity or any other organisation is prohibited during the Salon unless previously accepted by the Promoter.

LODGING

THE SALON'S OFFICIAL HOTEL

**QUALITY INN & SUITES CENTRE DE CONFERENCE
GATINEAU OTTAWA**

111 rue Bellehumeur, Gatineau, Qc, J8T 6K5

Tel. No. 819-568-5252

Fax No. 19-568-0753

Email: GM.CN497@choicehotels.com

A bloc of rooms has been reserved for you; please consult the “Lodging“ tab in the left navigation bar of the page.

Thank you for your collaboration!

**Directions To Reach The COMPLEX BRANCHAUD-BRIERE
499 Boulevard Labrosse, Gatineau, QC J8P 4R1**

Coming from the West, using the 148 and the 417; from the North, using the 105 and the 5; from the East, using the 50 and the 148; from the South, using the 17 and the 417.

On Maloney Blvd., take Labrosse Blvd. North, using the 50 take the Labrosse Exit.

