



4th EDITION OF THE QUEBEC CITY

ELECTRIC VEHICLE SHOW

September 15-16-17, 2023

Exhibitor Guide

EXPOCITÉ – CENTRE DE FOIRES
250 WILFRID-HAMEL BLVD, QUEBEC, QC G1L 5A7



1. SHOW ORGANIZERS

QEVS, Produce by:

Quebec City International Auto Show
655, boul. Pierre-Bertrand, bureau 500 Québec (Québec)
G1M 2E4

A/S : Roxane Boisjoly
Operations Coordinator
operations@corporationmobilis.com
418 624 2290 #225

2. VENUE

ExpoCité – Centre de Foires
250 Wilfrid-Hamel Blvd.
Quebec, QC G1L 5A

3. DELIVERY ADDRESS

To ensure that exhibitor materials are sent to the right location in the exhibition area, we request that shipments be correctly identified with the following information:

Delivery place : Centre de foires d'ExpoCité

The receiver: a/s (indicate the name of the exhibitor with the booth number)

Address:

250 Wilfrid-Hamel blvd Building A, Gate 13

Québec (Québec) G1L 5A7

Exhibitor cell. Phone:

IMPORTANT NOTICE:

NO DELIVERY WILL BE ACCEPTED OUTSIDE OF THE TIME SCHEDULED FOR THIS PURPOSE. IN CASE OF SPECIAL REQUIREMENT, PLEASE CALL **418-624-2290 #225**.

4. SHOW HOURS

Friday, September 15th	09:30 am to 9:00 pm (Media)
Friday, September 15th	01:00 pm to 9:00 pm (Public)
Saturday, September 16th	10:00 am to 6:00 pm (Public)
Sunday, September 17th	10:00 am to 5:00 pm (Public)

Exhibitors will be given access to the exhibition hall one hour prior to opening. If earlier access is needed, please contact the technical Coordinator.

5. TECHNICAL AND LOGISTIC COORDINATOR

Roxane Boisjoly oversees technical and logistics coordination. She will plan your in and out times and all the installation and dismantling procedures for your booth.

Important note:

No delivery will be accepted outside of designated delivery hours. If there are any issues or special situations, please call 418-932-8245

6. MOVE-IN SCHEDULE

Wednesday, September 13th : 1pm to 9pm

Thursday, September 14th : 7am to 9 pm

Please contact : to schedule your arrival day and time for your installation. **This schedule will have priority for unplanned arrivals.**

Note: The equipment must be entered before 6pm on Thursday, September 14th. The set-up must be completed by Thursday, September 14th at 9pm 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, SEPTEMBER 15th.**

7. MOVE-OUT SCHEDULE

Sunday, September 15th: 5pm to 11:59 pm (midnight)

All stands must remain set-up until the official closing of the Salon. Please plan your travel schedule accordingly. The aisles must be free of any object and until the removal of the carpet aisles (around 05:30 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 Sunday September 17th by the technical team.

IMPORTANT: All exhibit materials must have left the exhibit room no later than 11:59 p.m. on Sunday, September 17. After that time, all materials will be picked up, handling and storage charges will be charged.

8. DISPLAY REGULATIONS (SERVITUDE OF RIGHT OF VIEW)

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: 10' X 10' feet:

One or more regular booths in a straight line

Depth:

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

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.

Goal:

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.

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 September 15th to 17th, 2023. Any modification of the booth must be authorized by the promoter.

11. 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) EXPOCITÉ (250 Wilfrid-Hamel Blvd, Building F, Quebec QC G1L 5A7), the Quebec Exhibition Center (250 Wilfrid-Hamel Blvd., Building A, B, C, D, E, Quebec QC G1L 5A7), and their agents, 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 September 1st, 2023**. The Exhibitor must obtain from the insurers with which the insurance policies are subscribed an undertaking obliging them to notify the QEVS. in writing at least ten (10) days prior to any cancellation or modification of these policies.

12. BOOTH SECURITY

The promoter is released from any liability for loss, damage, theft or injury inside your booth. From the opening of the show on Friday, September 15th (09:30am) to Sunday, September 17th (5:00 pm) no material can be removed from the showroom by the exhibitor without having previously obtained an OUTPUT FORM from the technical coordinator.

13. GENERAL AND FIRE REGULATIONS

It is the responsibility of each exhibitor to respect the statutes and regulations of ExpoCité Fair Center and ensure that the development of its exhibition stand, and its content meets the standards required by the fire department of the Quebec City.

Regulations: [Click here](#)

14. EXHIBITORS BADGES

To do this, you must complete the form - **Exhibitor Badges** and return it **before August 15th, 2023**. Exhibitor badges will be available from noon to 5 pm, Thursday September 14th & Friday September 15th, from 7am in the check-in area.

Download Form: [Click here](#)

15. SUPPORT SERVICES FOR EXHIBITORS

The official show contractor of QEVs:

GES

4280, rue Griffith

St-Laurent QC H4T 4L6 Exhibitors services: 514 367-4848

Toll Free: 1-877 339-3976

E-mail: serviceinfo@ges.com

This company is responsible for the following services: rental of lighting equipment, rental of furniture, carpets, arrangement of plants, printing of posters, cleaning, etc. GES will have an office at the Show during the entire installation of the event.

The forms must be completed before : Friday, September 1st.

To order: [Expresso par GES](#)

16. TELEPHONE & INTERNET

If you want an Internet line or a telephone to be installed in your stand for the duration of the Show.

ExpoCité

Centre de foires de Québec, building F

Quebec, QC G1L 5A7

418 691-7110, ext. 7250

To order: On-line services will be available in July

17. ELECTRICITY, WATER AND COMPRESSED AIR.

If you need electricity for the duration of the show, please contact Lambert Distributions.

Electricity | Water | Plumbing | Hanging | Audiovisual

Exhibitor service

Daniel Lambert

d.lambert@lambertdistributions.com

To order: to come shortly

18. HANDLING

Expocité

Centre de foires de Québec, building A
Quebec, QC G1L 5A7
418 691-7110, ext. 7250

To order: to come shortly

19. Food & Beverages

For all catering needs on the site of Expocité and the show the exclusive supplier.

Restaurant | private meeting rooms

Groupe Sportscene
Centre de foires de Québec, building F
Quebec, QC G1L 5A7
Tel.: 418-691-7110 ext.: 2400

Navuth Eap

neap@lacage.ca

To order: to come shortly

20. CUSTOMS CLEARANCE AGENTS

The official customs clearance agents is:

NORTH AMERICAN LOGISTICS SERVICES INC.

Tel.: 514 868 6850 ou 1 877 332-8987

Fax: 514 868-6651

www.nalsi.com / rvieira@nalsi.com

To order: [Click here](#)

21. LODGING

QEVS offers preferential rates with its partner Hôtel & Suites Normandin.
You can make a reservation directly by phone at 1-800-463-621.

Preferential rates will continue until Friday, September 1st.

See preferential rates here: [Hôtels Normandin](#)

22. SOLICITATION AND DISTRIBUTION

Distribution of advertising material and any solicitation must be done at your kiosk only.

Food sample

No food or drink may be distributed, sold or provided in sample form without prior written permission from ExpoCité. Please send an inquiry to your promotor. If a tasting is permitted, the exhibitor must comply with all laws, ordinances, and regulations of the federal and provincial governments, to prevent any outbreak or food poisoning.

Authorized Formats:

- Beverages sampled should not exceed 2 ounces of fluid.
- Foods must be limited to the equivalent of 1 bite.
- No products may be offered in their total consumer format.

23. DRAWS AND CONTESTS

Any draw or contest organized by an exhibitor must not engage the promoter of the Show. Any amount due to the Régie des loteries et courses du Québec must be paid by the person in charge of the draw or contests and the person in charge must provide proof that the draw or contest is in accordance with the regulations of the Régie des loteries et courses du Québec.

**Régie des loteries et courses du Québec
Québec - Bureau principal**

200, chemin Sainte-Foy, bureau 400
Québec (Québec) G1R 1T3
Tél. : 418 643-7667
Toll free : 1-800-363-0320

24. BUREAU DU PROMOTEUR

The promotor's office at ExpoCité will be open:

- Thursday 14 September: 1PM to 9PM
- Friday 15 September: 7AM to 9PM