

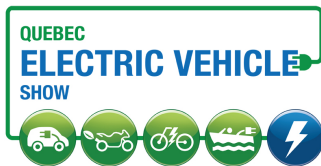
Second EDITION of QUEBEC ELECTRIC and HYBRID
VEHICLE SHOW

May 22, 23 and 24, 2020

Exhibitor Guide

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





INFORMATION EXHIBITORS

2ND EDITION OF QUEBEC ELECTRIC AND HYBRID
VEHICLE SHOW

1. SHOW ORGANIZERS

QEVS, Produce by:

7277954 Canada Inc.
636 des Vignobles Street
Rosemere QC
J7A 4P9
Tel.: 450 818-5373 or 1-877-371-8102
Fax: 450 818-5372

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

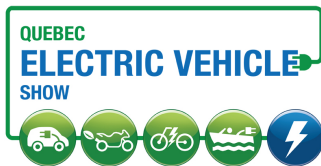
Email: luc@sveq.ca
Email: louis@sveq.ca

Quebec Corporative Partner
Corporation Mobilis / Salon international de l'auto de Québec
5600 des Galeries blvd, suite 225, Quebec, QC G2K 2H6

Charles Drouin, CEO
cdrouin@corporationmobilis.com

2. LOCATION OF EVENT

Expocité – Centre de foires
250 Wilfrid-Hamel blvd, Quebec, QC G1L 5A7
Itinerary: [Click here](#)



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3. DELIVERY ADDRESS

To ensure that exhibitor materials are sent to the correct location on the show floor, we ask that shipments be properly 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
Quebec, QC 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 1-877-371-8102.

4. SHOW HOURS

Friday May 22, 2020:	9:30 a.m. to 1 p.m. (Media and Industry Professionals)
Friday May 22, 2020:	1 p.m. to 9 p.m. (Public)
Saturday May 23, 2020:	10 a.m. to 6 p.m. (Public)
Sunday May 24, 2020:	10 a.m. to 5 p.m. (Public)

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

5. TECHNICAL AND LOGISTIC COORDINATOR

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

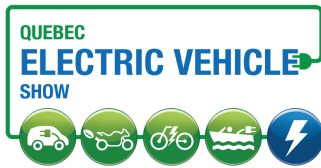
LOUIS BERNARD

louis@sveg.ca

1-877-371-8102

Important note:

No delivery will be accepted outside the hours set aside to this end. In case of problems or special cases, please call **1-877-371-8102**.



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6. MOVE-IN SCHEDULE

Wednesday, May 20, 2020: 1pm to 9 pm
Thursday, May 21, 2020: 7 am to 9 pm

Please: contact Louis (louis@sveg.ca or 1-877-371-8102) to schedule your arrival day and time for your installation. **This schedule will have priority for unplanned arrivals.**

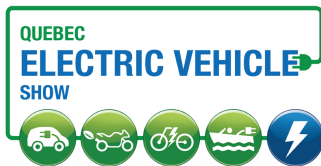
Note: The equipment must be entered **before 6:00 pm on Thursday, May 21, 2020**. The set-up must be completed on **Thursday, May 21 at 9:00 pm** to allow the storage of boxes, the cleaning of the aisles and the laying of carpets aisles. NO SET-UP WILL BE PERMITTED ON THE MORNING of FRIDAY, MAY 22nd.

7. MOVE-OUT SCHEDULE

Sunday May 24th: 5 pm to midnight
Monday May 25th: 7am to 12pm

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 17:30). 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 May 24th by the technical team.

IMPORTANT: All your stock must have left exhibit hall no later than Monday, May 25 at 12:00. After this period, all material will be picked up, handling and warehousing fees will be charged.



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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:

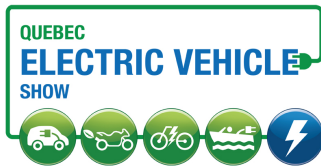
Each exhibitor is entitled to a reasonable line of sight from the aisle, regardless of the size of their stand. Exhibitors who use a larger space (30 linear feet / 9.14m or more) must also be able to use as much space as possible, provided they do not infringe the rights of other exhibitors. The limit 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.



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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:

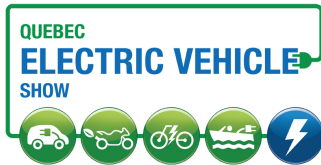
Not any restriction for this style of stand.

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 Fair, from May 22 to May 24, 2020. Any modification of the stand must be authorized by the promoter.



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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 May 1, 2019. The Exhibitor must obtain from the insurers with which the insurance policies are subscribed an undertaking obliging them to notify the SVEQ. in writing at least ten (10) days prior to any cancellation or modification of these policies.

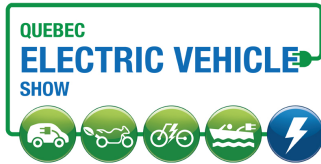
12. BOOTH SECURITY

The promoter is released from any liability for loss, damage, theft or injury inside your booth. From the opening of the show on Friday, May 24 (10:00) to Sunday, May 26 (5:00 pm) no material can be removed from the showroom by the exhibitor without having previously obtained a 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 Expocite 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](#)



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14. EXHIBITORS BADGES

To do this, you must complete the form - **Exhibitor Badges** and return it before April 24, 2020. Exhibitor badges will be available from noon to 5 pm, Thursday May 21 and Friday May 22, from 7:00 in the check-in area.

Download Form: [Click here](#)

15. SUPPORT SERVICES FOR EXHIBITORS

The official show contractor of QEVs: **DEE**

DECOR EXPERT EXPO
778, Place Trans-Canada
Longueuil (Quebec) J4G 1P1
Dianne Lachance : **(514) 926-4467** cell.
Office: 450 646-2251
Fax: 450 646-6342

This company is responsible for the following services: rental of lighting equipment, rental of furniture, carpets, arrangement of plants, printing of posters, etc. Decor Experts Expo will have an office at the Show during the entire installation of the event. The forms must be completed before May 8, 2020.

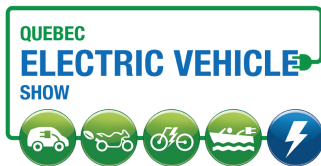
To order: [Click here](#)

16. TELEPHONE & INTERNET

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

**Telephony | Internet
Expocité**
Centre de foires de Québec, building F
Quebec, QC G1L 5A7
418 691-7110, ext. 7250

To order: [Click here](#)



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17. ELECTRICITY, PLUMBING, COMPRESSED AIR, HANGING.

If you have electrical, plumbing, compressed air or hanging needs for the duration of the show, please apply to Solotech. Please use the form attached.

Solotech

Exhibitor service
cdf@solotech.com
1-866-992-9466 #3695

To order: [Click here](#)

18. MATERIAL HANDLING AND BOOTH CLEANING

Centre de foires - Expocité is responsible for cleaning the common areas of the Salon. If you wish to have your site cleaned, see the attached form.

Material Handling | Storage | Booth Cleaning

Décor Experts Expo Inc.

778 Jean-Neveu St.
Longueuil, QC J4P 1P1
Tel.: 800 559-5452

Sylvie Bédard

sbedard@dee-expo.com

To order: [Click here](#)

19. EXCLUSIF FEEDING SUPPLIER

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

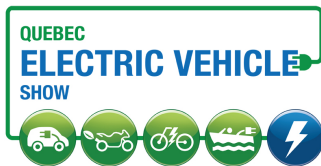
Restaurant | private meeting rooms

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: [Click here](#)



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20. HOTESS AND LABOUR

If you need to have hostess and labour to your disposition please contact direction of the show at 1-877-371-8102.

21. 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 / fvera@nalsi.com

To order: [Click here](#)

22. SHOW GUIDE

The promoter of QEVS is the editor of the Official Show Guide:

7277954 CANADA INC.

636 des Vignobles Street

Rosemere, QC J7A 4P9

Tel.: 450 818-5373 Fax : 450 818-5372

23. ON SITE PROMOTER OFFICE

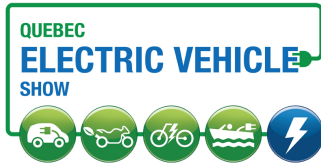
The promoter's office is at Expocité will be open:

Wednesday May 20 and Thursday May 22: 7:00 to 21:00

24. LODGING

SVEQ has posted an application on its website that allows you to see in real time the hotels available around the exhibition hall and the costs of the rooms. You can make your reservations directly from this application.

To book: [Click here](#)



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25. SOLICITATION AND DISTRIBUTION

The distribution of advertising material and any solicitation must be done inside your booth only.

Food sample

No food or drink may be distributed, sold or given as a sample without the prior written authorization of ExpoCité. Please send a request to your promoter. If a tasting is authorized, the exhibitor must comply with all municipal, federal and provincial laws, ordinances and regulations, in order to prevent any epidemic or food poisoning.

Authorized formats:

- Any beverage sampled cannot contain more than 2 ounces of liquid.
- The food sampled should be limited to the equivalent of a single bite.
- No product can be offered in its total consumption format.

26. DRAWS AND CONTESTS

Any draw or competition organized by an exhibitor must at no time bind 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 (s) and contest and the latter must provide proof that the draw or the contest is in accordance with the rules of the *Régie des loteries et courses du Québec*.

Régie des alcools, des courses et des jeux du Québec (RACJ)

1 Notre-Dame Street, Suite 901

Montreal, QC H2Y 1B6

Tel.: 514 873-3577

Sans frais: 1-800-363-0320