



Le Centre Sheraton Montréal Hotel | September 30 - October 3, 2018

2018 EXHIBITOR MANUAL

CONFERENCE LOCATION

Le Centre Sheraton Montréal Hotel
1201 René-Lévesque Blvd W, Montréal, QC, H3B 2L7
Phone: (514) 878-2000

See hotel accommodations [HERE](#).

**IIAC has no arrangement with external companies soliciting the sale of hotel rooms. We recommend you book directly with the hotel.*

EXHIBITOR SET UP / TEAR DOWN

Exhibit Location – Sal de Bal Foyer - Level 4

Set-Up:

Sunday, September 30th 3:00 pm – 6:00 pm

Tear-Down:

Tuesday, October 2nd 6:30 pm (following the Reception)

WHEN IS THE EXHIBIT HALL OPEN?

Please be in your booth space during the following times:

Monday, October 1st 7:00 am – 8:00 am
 10:00 am – 10:30 am
 12:20 pm – 1:30 pm

**We encourage exhibitors to eat lunch at 12pm before delegates arrive*
 2:30 pm – 3:00 pm

Tuesday, October 2nd 7:00 am – 8:00 am
 9:30 am – 10:00 am
 11:50 am – 12:50 pm

**We encourage exhibitors to eat lunch at 11:30am before delegates arrive*
 2:50 pm – 3:20 pm

Reception 5:30 pm – 6:30 pm

EXHIBITOR BADGES

Please provide first & last names of your two complimentary exhibitors included in your booth as well as your company weblink by **Mon. September 17** to shaina@bayleygroup.com.

INCLUDED IN BOOTH SPACE

- 8' x 10' pipe and drape area
(8' high black draped backwall, 3' high black draped sidewalls)
- One 6' white skirted table
- 2 Chairs
- Carpet in foyer from wall to wall
- 2 Exhibitor Badges *(includes breaks, lunch & Tuesday Reception in the Exhibit Hall)*

NOT INCLUDING IN BOOTH SPACE

Purchase additional services - fill in forms:

PSAV - oraout@psav.com

[Power & Lighting / Internet / AV](#)

GES – 514.861.9694

[Show Services / Booth Materials](#)

ADVANCED SHIPPING

If shipping booth materials in advance, you must use [THIS SHIPPING LABEL](#).

All shipments must be received through the Receiving Department. Receiving hours are Monday to Friday 6:00AM – 2:00PM.

Boxes will be accepted no more than 48 hours prior to the event.

LOADING DOCK DETAILS

See [MAP](#) for Loading Dock location.

Freight Elevators: 6'4"W x 8'6"D x 8'9"H

Freight Elevator Weight Limit: 6,000 lbs.

*You cannot park at the loading dock

PARKING DETAILS

Self-Parking: \$25 (max height – 5' 8")

Valet Parking: \$34 (max height – 6')

See [FULL PARKING DETAILS](#) here.

Please Note – as an exhibitor, you do not have access to attend the sessions.