



GENERAL INFORMATION

MONTREAL 2023

SHOW LOCATION & HOURS

Show Date: Thursday, May 25th, 2023

Palais des Congrès de Montréal, 1001 Place Jean-Paul-Riopelle
Montréal, Québec H2Z 1H5

Tel: 1-800-268-8122

www.congresmtl.com

Exhibits in Room 520 CF

MONTREAL Move-In:

Wednesday, May 24, 2023

4:00 pm – 6:00 pm

MONTREAL Show Day:

Thursday, May 25, 2023

Exhibit Floor Hours:

8:30 am – 5:00 pm

Seminar Program Hours:

8:00 am – 5:00 pm

Registration Hours:

7:30 am – 3:00 pm

Reception:

4:15 pm – 5:00 pm*

Move-out:

5:00 pm – 6:00 pm*

**hours subject to change*

NOTE: PAYMENTS & INVOICES

All outstanding accounts must be settled prior to the event start dates. If you require your invoice to be sent again, please contact Christine Palamoudian at 416-451-9303.

Exhibitors should not begin dismantling displays until AFTER official close of show.

Exhibitors are expected to have an attendant at their booths *at all times* during the Conference

ENTRY TO THE SHOW

For security reasons, all exhibitors and attendees will be required to wear badges in a prominent location when entering the show floor. Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

EXHIBITOR BADGES

To avoid having to line up to register, you can pre-register [here](#) (pass this link to your booth staff so they can register themselves). Once registered, pick up your badge at the Registration Desk during move-in or during the show or it may be delivered directly to your booth. Check at registration. Each exhibiting company can have up to three (3) exhibitor badges.

BOOTH SPACE

iTech Montreal is a tabletop exhibit space meaning you will receive a 6' table as your exhibit space and no 10x10 booths are allowed. EACH exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs, one WiFi connection and ONE (1) 500 watt outlet. If you require more than one outlet, contact



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Jennifer at jhiett@macgregorcom.com to order one. You will be responsible for the additional charges for the extra outlet(s).

Note: We do not have a formal floorplan. You will be assigned a booth when you arrive.

SESSION ATTENDEE LIST

For Silver Level Sponsorships and above, the iTech Lead Concierge Service is provided. Show management will scan attendees as they enter your session and immediately send them an email, thanking them for attending. The attendee will then have a chance to reach out to the sponsor through a contact person or link included in the email. At the end of the event, the sponsor will receive a complete list of those who attended their session.

LEAD RETRIEVAL

Our **Lead Retrieval App** is available for purchase to be used on your own cell phone. Given the privacy laws in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using the app to capture all attendees who visit your booth.** Show Management will email those attendees who have opted to release their registration information after each show. This list will be emailed to the contact listed on the ITech exhibitor contract.

For information on our lead retrieval system, please visit <http://www.myshowlead.com/>

To order lead retrieval please visit <https://admin.unityeventsolutions.com/lr/ps?e=ITECHMTL2023> or order through our Exhibitor Resource Centre. Please note that you are responsible for this additional cost. If you have any questions, please contact 289-789-2209 (1-800-416-6805 ext 2209) or email support@unityeventsolutions.com

FOOD & BEVERAGE

The Palais is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your booth require authorization from the venue.

INSURANCE

It is imperative that we have a copy of your insurance coverage for this event. Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed when the tabletop is not manned.

Exhibitors must provide proof of adequate insurance for their own personnel, exhibits, and materials against all such hazards. Please see the online kit for a detailed requirements document and a direct link to order information. Please email a copy of your COI to jhiett@macgregorcom.com



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If you need to add to your insurance, you can use [Exhibitorinsurance.com](https://www.exhibitorinsurance.com). They are the leading Exhibitor Insurance provider, offering “all risk” coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit <https://www.exhibitorinsurance.com/pub/srch/>

HOTEL ACCOMMODATIONS

We have made arrangements with the [Hotel Monville](#) at a reduced rate. Please book your rooms before May 3rd to get the rate of \$259 (standard room), through this link:

LINK EN: <https://bit.ly/3RTnJ4r>

LINK FR: <https://bit.ly/3jJqHvZ>

PROMO: ITECHMTL

Participants can make their reservations either by:

- The booking link above
- Telephone at (514) 379.2005
- Email to reservations@hotelmonville.com
- On our website www.hotelmonville.com with the promotional code

SHIPPING

If you are planning to ship items directly to the venue please note to your carrier that all shipments must not arrive prior to **Wednesday, May 24, 2023**. The Palais will not accept any goods before this scheduled date. Storage space is not available, nor is the venue to be held responsible for goods shipped in advance. Show Management will not be responsible for lost shipments. If you are shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at or bring them with you to the show.

Please label all shipments accordingly. A shipping label is attached below for your convenience.

CUSTOMS SERVICES

If you are an international exhibitor, shipping goods into Canada, you will need to contact a Customs Broker. You can use ours though OPS@BEYOND-BORDERSLC.COM
Contact Rob Parr 416-771-4065 for customs and shipping information.



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EXHIBITOR SHIPMENT LABEL

PALAIS DES CONGRÈS DE MONTRÉAL
Loading Dock - 163 Rue-Saint –Antoine Ouest
Montréal, Québec H2Z 1X8
ROOM 520 CF

Venue Contact: Florence Glazener
Tel: 514 462-0707

SPONSOR NAME: _____

SPONSOR ONSITE PHONE #: _____

EVENT DATE: Thursday, May 25, 2023
FOR: iTech 2023
ATTN: Christine Palamoudian
CONTACT NUMBER: 416-451-9303

BOX _____ OF _____

**SHIPMENTS CANNOT BE DELIVERED
BEFORE WEDNESDAY, May 24, 2023**