



BOOTH RULES AND REGULATIONS

NOTE: *If you are using an outside supplier to design or install your booth, please provide them with a copy of these specifications.*

Unless otherwise specified by the exhibitor, side and railing drapes as described will only be installed on the end booths in multiple booth rentals. Please ensure that there is no damage to the drapes.

DAMAGE WILL BE CHARGED TO THE EXHIBITOR.

A standard booth drape is supplied AT NO CHARGE.

PREFABRICATED BOOTH

If a prefabricated display is to be used which will completely cover the back of the exhibit space, standard booth drape will not be required.

An exhibitor planning to use a prefabricated display should make sure that:

a) an allowance of one inch is made on each side of the display to allow for the thickness of standard dividers. If back wall length exceeds 9 feet 10 inches notify Show Management so that special arrangements can be made.

b) **projection of side walls must be limited to a maximum of 6 feet from the rear of the booth, allowing 50% visibility at the sides of the exhibit.**

c) All sides and surfaces of exhibits (booths and signs) which are exposed to view must be properly finished and decorated.

SIGNAGE & BANNERS

Signage in the booth cannot exceed the maximum height limitation as stated in the guidelines. They must be professionally made and displayed.

Exhibitors wishing to have signs hung from the ceiling should make arrangements in advance of the show with GES Montréal.

DISPLAY VISIBILITY

Exhibitors must not unduly obstruct visibility of adjacent booths. The total side area between adjacent booths should provide for 50% visibility. See the booth guidelines (diagrams) for further information.

FLOORS / WEIGHT-BEARING CAPACITY

Exhibitors may not place objects weighing more than 300 pounds per square foot (1,464 kg per m²) on the exhibition floor. Any damages caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

Exhibitors may not paint the floor space in their displays or drill or damage the floor in any manner. If taping to the floor, Tuck Tape No. 618 and C-700 Armo Double Face are permitted. GES Montréal and/or Freeman will have the appropriate tape available to purchase on-site if needed.

CARE OF RENTED SPACE

Any fastening done in the building must not deface any floors, pillars, walls or ceilings. Stickers of any kind are prohibited because of the removal and cleaning problems they create. Anyone who ignores this regulation runs the risk of having their material confiscated.

Exhibitors not adhering to these rules will be charged for repairs or cleaning. Furthermore, exhibitors will be entirely responsible for damages incurred to material lent or rented (dividers, drapes, carpets, etc.) and will have to pay for repairs or replacement.

Show Management reserves the right to refuse entry or to have removed, at the exhibitor's expense, any display, which is not in accordance with these rules and regulations. If any doubt exists or where a special case exists, the exhibitor must provide details and have such exhibits approved by Show Management.

ADHESIVES

Acceptable adhesives are poly-coated cloth tape or gaffer's tape, available through hardware or specialty stores. Vinyl or foil tapes are not permitted.

Putty adhesives may be used as a general wall adhesive for attaching signs and decorations. "Stick-on" decals, badges, signs or similar promotional items may not be used.

Important: *Cleaning and removal of non-approved adhesives by the facility staff will be charged to the exhibitor.*

Exhibitors operating equipment or machinery must ensure that any debris is contained within the exhibitor's own booth. In this case, it is recommended that exhibitors do not carpet their booths, or alternatively, cover their carpets with tarpaulins. Damage to rented booth carpets, or aisle carpets, will be charged to the exhibitor by the show contractor.