



**ORDER FORM**

**In-booth SECURITY**

Name of show : \_\_\_\_\_  
 Show dates : \_\_\_\_\_  
 Exhibitor's company name: \_\_\_\_\_  
 Booth no.(s) : \_\_\_\_\_  
 On-site contact : \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Postal (Zip) Code : \_\_\_\_\_  
 Telephone no. : (     ) \_\_\_\_\_  
 Fax no. : (     ) \_\_\_\_\_

**RATES**

HOURLY RATE : \$25.50/ HOUR (MINIMUM 4 HOURS) / LEGAL HOLIDAYS : \$51 / HOUR (MINIMUM 4 HOURS)




SCHEDULE		DATES	HOURS	HOURS
		FROM :	TO :	FROM : TO :
		FROM :	TO :	FROM : TO :
		FROM :	TO :	FROM : TO :
		FROM :	TO :	FROM : TO :
		FROM :	TO :	FROM : TO :
		<b>TOTAL HOURS :</b>	_____	<b>TOTAL HOURS :</b> _____

**SPECIAL REQUIREMENTS (IF ANY) :** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Credit card number and signature must be provided on this form.**  
 • Cheques not accepted •

*Place Bonaventure is the exclusive supplier of security services.*

\_\_\_\_\_ HOURS x \$25.50 / HOUR :\$ \_\_\_\_\_  
 \_\_\_\_\_ HOURS x \$51 / HOUR :\$ \_\_\_\_\_  
 \*30% surcharge (if applicable) :\$ \_\_\_\_\_  
 GST 5 % :\$ \_\_\_\_\_  
 QST 8.5 % :\$ \_\_\_\_\_  
 Total :\$ \_\_\_\_\_

MASTER CARD   VISA   AMERICAN EXPRESS 

Card No.: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_  
 Card Holder: \_\_\_\_\_  
 Card Holder's Signature: \_\_\_\_\_

Please note that your calculation will be confirmed by the Exhibition Halls' Management. If needed, adjustments will be made and charged to your credit card.  
**NOTE:** This official form must be used for all **IN-BOOTH SECURITY** orders. It is to be completed and returned to the Place Bonaventure Exhibition Halls and **must be received seven (7) working days prior to the 1<sup>st</sup> day of the official show move-in.** \*Late orders will be subject to a surcharge of **30%**.

Authorized signature: \_\_\_\_\_  
 Name and title (please print): \_\_\_\_\_  
 Company name: \_\_\_\_\_ Date : \_\_\_\_\_

All prices are quoted in Canadian currency and are subject to change without prior notice.  
 GST: 830532347RT / QST: 1210870802

**ORDER FORM**

**BOOTH CLEANING**

Name of show : \_\_\_\_\_  
 Show dates : \_\_\_\_\_  
 Exhibitor's company name: \_\_\_\_\_  
 Booth no.(s) : \_\_\_\_\_  
 On-site contact : \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Postal (Zip) Code : \_\_\_\_\_  
 Telephone no. : (    ) \_\_\_\_\_  
 Fax no. : (    ) \_\_\_\_\_

**CLEANING SERVICES & RATES**

**Cleaning service include:**

- Light dusting of counter tops, tables (without obstructions)
- Vacuuming of carpet
- Garbage disposal

Cleaning services can be ordered for **the first day only or for the duration of show.** Please indicate the number of days and circle applicable rate for your space. Rates are established per day.

**CLEANING**

NUMBER OF DAYS <small>(excluding move-in/move-out)</small>	UP TO 200 SQ.FT.	UP TO 400 SQ.FT.	UP TO 600 SQ.FT.	UP TO 800 SQ.FT.	ABOVE 800 SQ.FT.
_____	\$25.50 / day	\$42.50 / day	\$57.25 / day	\$65 / day	\$65 /day (1 <sup>st</sup> 800 sq.ft.) + \$0.067 / sq.ft. additional / day

**SPECIAL REQUIREMENTS (IF ANY) :** \_\_\_\_\_  
 \_\_\_\_\_

CARPET SHAMPOO	SPOT CLEANING
\$ 0.60 / sq.ft.	\$ 37 / hour




**SPECIAL REQUIREMENTS (IF ANY) :** \_\_\_\_\_

**Credit card number and signature must be provided on this form.**

• **Cheques not accepted** •

*Place Bonaventure is the exclusive supplier of booth cleaning services.*

Sub-Total :\$ \_\_\_\_\_  
**\*30%** surcharge (if applicable) :\$ \_\_\_\_\_  
 GST 5 % :\$ \_\_\_\_\_  
 QST 8.5 % :\$ \_\_\_\_\_  
 Total :\$ \_\_\_\_\_

MASTER CARD      VISA      AMERICAN EXPRESS 

Card No.: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_  
 Card Holder: \_\_\_\_\_  
 Card Holder's Signature: \_\_\_\_\_

Please note that your calculation will be confirmed by the Exhibition Halls' Management. If needed, adjustments will be made and charged to your credit card.

**NOTE:** This official form must be used for all **BOOTH CLEANING** orders. It is to be completed and returned to the Place Bonaventure Exhibition Halls and **must be received seven (7) working days prior to the 1<sup>st</sup> day of the official show move-in.** \*Late orders will be subject to a surcharge of **30%**.

Authorized signature: \_\_\_\_\_

Name and title (please print): \_\_\_\_\_

Company name: \_\_\_\_\_ Date : \_\_\_\_\_

All prices are quoted in Canadian currency and are subject to change without prior notice.  
 GST: 830532347RT / QST: 1210870802

# **PLACE BONAVENTURE** **SERVICES SUPPLIERS**

## **CATERER (exclusive supplier)**

**FRANCIS BEAULIEU BONAVENTURE** – tél.: (514) 876-3663 télécopieur : (514) 876-1771

Website: [www.francisbeaulieubonaventure.com](http://www.francisbeaulieubonaventure.com)

E-mail: [info@francisbeaulieubonaventure.com](mailto:info@francisbeaulieubonaventure.com)

Francis Beaulieu Bonaventure is the exclusive supplier of all food and alcoholic beverages in the Exhibition Halls. Any delivery of food / alcoholic beverages in the Exhibition Halls coming from any other exterior supplier is forbidden.

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## **MATERIAL HANDLING, SIGN HANGING, WATER AND EVACUATION, COMPRESSED AIR, ELECTRICAL (exclusive supplier)**

**GES CANADA / Exposervice Standard** – Tel.: (514) 367-4848 Fax: (514) 367-5115

Website: [www.gesexpo.ca](http://www.gesexpo.ca)

E-mail: [montreal@ges.com](mailto:montreal@ges.com)

GES Canada must provide all of the above-mentioned services. As a result, no other supplier may render any of these services in the Exhibition Halls.

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## **TELECOMMUNICATIONS (exclusive supplier)**

**INCOTEL** – Tel.: (418) 554-2888 or 1-866-653-7464 - Fax: (418) 872-9364 or (514) 868-0524

E-mail: [incotel@oricom.ca](mailto:incotel@oricom.ca)

Incotel is the exclusive supplier for all telecommunication services (telephone, fax, Internet lines, direct payment, etc.). The Exhibition Halls are equipped with a complete network including high speed Internet. No other supplier may render any telecommunication services.

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## **IN-BOOTH SECURITY (exclusive supplier)**

**PLACE BONAVENTURE** – Tel.: (514) 397-2222 Fax: (514) 397-2384

Website: [www.placebonaventure.com](http://www.placebonaventure.com)

E-mail: [info@placebonaventure.com](mailto:info@placebonaventure.com)

For booth security services, please fill out appropriate enclosed order form and return to us 7 business days prior to the 1<sup>st</sup> day of the official show move-in. Only credit card payment is accepted.

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## **BOOTH CLEANING (exclusive supplier)**

**PLACE BONAVENTURE** – Tel.: (514) 397-2222 Fax: (514) 397-2384

Website: [www.placebonaventure.com](http://www.placebonaventure.com)

E-mail: [info@placebonaventure.com](mailto:info@placebonaventure.com)

For booth cleaning service, please fill out appropriate enclosed order form and return to us 7 business days prior to the 1<sup>st</sup> day of the official show move-in. Only credit card payment is accepted.

**Exhibition Halls**  
**PLACE BONAVENTURE**  
**Tel.: (514) 397-2222 / Fax.: (514) 397-2384**

## RULES AND REGULATIONS

1. No paint, lacquer, or other sticky substance may be applied to the floor under any circumstances, and no item may be nailed, glued, stapled, taped, or otherwise affixed to the walls or floors anywhere in the building. Only single-sided or double-sided cloth-backed tape may be used on the floors in any of the Exhibition Halls. No other type of tape may be used.
2. It is forbidden to throw any solid waste or any substance other than water in the floor drains.
3. Hard tiles must not be glued or taped directly to the floors.
4. Any spotlight of 400 watts or more must be equipped with either a solid glass lens or a wire-mesh screen, the holes of which must not exceed 6 mm x 6 mm (1/4 in. x 1/4 in.).
5. Transformers and ballasts must be mounted on an insulating plate in order to avoid damage to carpeting.
6. Helium-filled balloons are not permitted in the Exhibition Halls under any circumstances. Only air-filled balloons with are permitted.
7. Floor weight restrictions
  - Level 100, Level 200, Level 400 East and West = 200 lbs/ft<sup>2</sup>
  - Level 300, Level 500 North and South = 100 lbs/ft<sup>2</sup>
8. Pool, Bath, and Pond installations
  - Pools, baths, and ponds must be equipped with double liners consisting of 2 independent seamless layers.
  - Maximum water level:
    - Level 100, Level 200, Level 400 East and West = 91 cm (36 in.)
    - Level 300, Level 500 North and South = 61 cm (24 in.)
9. Noise: The use of noise or music amplifying systems and other equipment that produces loud noise is permitted as long as the noise produced does not disturb or cause inconvenience to other tenants in the building.
10. Vibrations: Any equipment that produces strong vibrations must be equipped with anti-vibration cushions, and must be submitted to the Management of the Exhibition Halls for approval.
11. Animals: Animals are not permitted inside the Exhibition Halls, without specific authorization from the Management of the Exhibition Halls, with the exception of seeing-eye dogs.
12. By-law respecting the protection of non-smokers: A City of Montréal by-law prohibits smoking in the Exhibition Halls and booths. Any person who contravenes this by-law commits an infraction, and is liable to:
  - a fine of \$50 to \$300 for a first offence;
  - a fine of \$100 to \$600 for a first repeat offence;
  - a fine of \$500 to \$1000 for any subsequent repeat offence.
13. Changes in municipal by-laws may be applied without prior notice.

*If an exhibitor, supplier, etc. causes damage to the building as a result of carelessness or non-observance of these rules, Place Bonaventure will invoice the responsible individual(s) for all repairs and cleaning services that are required to correct the damage.*

Place Bonaventure reserves the right to apply any other building regulation as it sees fit.

# **FIRE REGULATIONS**

**Please note that this document reflects only part of Montreal's Fire Security Service (Service de sécurité incendie de Montréal - SSIM).**

- 1) Exhibit booths must be built using:**
  - non-combustible or flame-retardant materials.
  - wood with a nominal thickness in excess of 6 mm (1/4 in.). If the wood is less than 6 mm (1/4 in.) thick, it must be coated with flame-retardant paint that complies with standard CAN/ULC-S102-M, and proof of application must be submitted.
  - flame-resistant fabric that complies with standard CAN/ULC-S109-M "Standard for Flame Tests of Flame-Resistant Fabrics and Films". Certificates to this effect issued by a recognized organization must be submitted to the Management of the Exhibition Halls upon request.  
The exhibitor is responsible for re-applying the flame-resistant treatment as required in order to ensure that the fabric complies with standard NFPA-701. The Fire Security Service reserves the right to conduct a test at any time in order to verify the effectiveness of the flame-resistance (the fabric will be exposed to a direct flame for 12 seconds, and must extinguish itself within 2 seconds once the flame is removed).  
Note: Wallpaper is permitted if it is securely pasted to the wall or to wallboard.  
Plans for booths that have ceilings and for all covered installations (tents, canopies, spas, glass roofs) must be submitted to the Management of the Exhibition Halls for approval at least one month in advance.
- 2) The following materials must be treated with flame retardant if they are used for display or decorative purposes:**
  - Artificial or dried flowers.
  - Curtains, fabrics, drapes, carpeting, and other decorative materials must be non-combustible or treated with flame retardant, to the satisfaction of the Fire Security Service. Certificates to this effect must be submitted upon request.
- 3) The use of the following materials is prohibited:**
  - Coroplast or other corrugated plastic paneling.
  - Foamcore or Foamboard (plastic foam paneling).
  - Paper foil that is not securely pasted to a suitable backing.
  - Styrene, Styrofoam, polystyrene.
  - Paper or corrugated cardboard panels.
  - Jute, hay, straw, packing materials, mulch, wood chips.
  - Decorations made from dry trees or dried vegetation are prohibited. Live trees are permitted if they are rooted and kept in a pot of soil and watered daily.
- 4) Decorative panels**

Corrugated plastic and foam plastic sign panels are permitted up to a maximum of 10% of the surface area of the walls of the booth.
- 5) Merchandise for sale**

Fabrics, paper, or other combustible merchandise that is to be sold does not require treatment with flame retardant, but only one sample of each product shall be displayed. Each sample must be a different colour, size, texture, or weaving. However, if the merchandise that is for sale is used as part of the structure of the booth, it must be treated with flame retardant.
- 6) Storage is not permitted inside the Exhibition Halls**

Storage of boxes, cases (full or empty), wooden pallets, and equipment used to transport merchandise is prohibited inside the Exhibition Halls. Boxes, wooden crates, and cardboard cases that have been emptied of their goods must be quickly and properly stacked in the storage areas indicated by the Show Manager or by the Management of the Exhibition Halls. No material may be stored beside, behind, or inside a booth. Merchandise that is designated for distribution is permitted inside the Exhibition Halls only in quantities representing daily consumption (one day only).
- 7) No portion of a booth or a display shall restrict:**
  - access to and visibility of all exits.
  - the width of exits and aisles.
  - visibility of exits signs or fire equipment (unless signs are added in order to rectify the situation).
  - access to fire-fighting equipment. If a fire hose cabinet is located inside a booth, the exhibitor is responsible for ensuring that there is 1 m (3 ft) of direct access to the equipment from the aisle.
- 8) The use of an open flame**, including candles, paraffin lamps, or any other open fire, is prohibited without prior written approval from the Management of the Exhibition Halls. Such approval will be only granted exceptionally and subject to specific conditions.
- 9) Heating or cooking devices:** A written request to use heating or cooking devices must be submitted to the Management of the Exhibition Halls for approval. The use of charcoal, gas, propane, or butane cooking or heating devices is prohibited inside the Exhibition Halls. Only electric cooking devices and Sterno warming devices are accepted. Open fryers are prohibited. The use of any combustion heating equipment is prohibited.
- 10) Flammable liquids or gas** shall not be used inside the building without specific authorization from the Management of the Exhibition Halls.
- 11) Welding and metal cutting operations** cannot be performed unless a written request for authorization has been submitted to the Management of the Exhibition Halls. If such authorization is granted, the exhibitor must obtain a hot work permit from the Place Bonaventure security department.
- 12) Propane gas tanks** are prohibited inside the Exhibition Halls.
- 13) Aerosol containers:** Only one pressurized container, with a maximum capacity of 500 ml, may be displayed. One atomizer type container with a maximum capacity of 500 ml can be displayed for each product that is classified as a flammable liquid.
- 14) Vehicles and other combustion engines:**
  - Gas caps for vehicles and other combustion engines that are displayed must be locked or sealed with adhesive tape, to stop fumes (with the exception of tanks that have never contained fuel).
  - Gas tanks for motor vehicles that are displayed can be filled to a maximum of half of their capacity, up to a maximum of 38 l (10 gal.).
  - Batteries must be disconnected.
  - No vehicle may be moved unless specific written authorization has been obtained from the Management of the Exhibition Halls.
  - Propane gas tanks used in campers, recreational vehicles, or any other vehicle must be removed before entering the Exhibition Halls.
- 15) Any closed area** that is capable of holding 60 persons or more must have 2 emergency exits.
- 16) Rows of seats** that contain 5 seats or more must be fastened together. A row cannot contain more than 16 seats, and the aisles between rows must be 112 cm (44 in.) wide.
- 17) A closed booth** must be equipped with emergency lighting in the event of a power failure.
- 18) An enclosed area** that will be darkened at any time must be equipped with approved illuminated EXIT signs that are connected to the emergency lighting system.
- 19) Sprinklers:**
  - A booth that has a ceiling and that is larger than 27.9 m<sup>2</sup> (300 ft<sup>2</sup>) must be protected by a sprinkler system, and must be approved by the Management of the Exhibition Halls.
  - A multi-level booth must be protected by a sprinkler system, must be equipped with at least 2 emergency exits on each level, and must be approved by the Management of the Exhibition Halls.
  - Clearance of at least 45 cm (18 in.) must be maintained below sprinkler heads at all times.
  - Hanging objects of any kind from the pipes or sprinkler heads is prohibited.

*At anytime, the Place Bonaventure's Management or the Montreal's Fire Security Service (Service de sécurité incendie de Montréal - SSIM) could refuse any installation not meeting their requirements.*

**Thank you for your co-operation.**