

SUPPLIER DEADLINES Checklist

Quebec City Motorcycle and ATV Show

FAX TO: 514-221-372505

Booth Space Balance Payment	Dec. 31	<input type="checkbox"/>
Exhibitor Badges	Jan. 21	<input type="checkbox"/>
Dealer Tickets	As soon as possible	<input type="checkbox"/>
V.I.P Tickets	Jan. 18	<input type="checkbox"/>
Proof of Insurance	Dec. 31	<input type="checkbox"/>

Solotech

FAX TO: 418-682-6697

Electrical Services	Jan. 23	<input type="checkbox"/>
Sign Installation Services	Jan.23	<input type="checkbox"/>
Audio-Visual	Jan. 23	<input type="checkbox"/>

Centre de Foires

FAX TO: 418-691-7249

Telecommunication Services	10 business days in advance of show	<input type="checkbox"/>
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GES – Global Experience Specialists

FAX TO: 418-877-2828

Booth Requirements, Furniture and Carpet	Jan. 18	<input type="checkbox"/>
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Brokers Trust Insurance Group

FAX TO: 905-760-2260

Exhibitor Insurance	14 days in advance of the show	<input type="checkbox"/>
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Hotel & Suites Normandin

TEL: 800-463-6721

Hotel Reservation	Jan. 18	<input type="checkbox"/>
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Décor Experts Expo

FAX TO: 418-682-6697

Material Handling Services	5 business days in advance of move-in	<input type="checkbox"/>
Booth Cleaning Services	5 business days in advance of move-in	<input type="checkbox"/>

Lange Transportation

FAX TO: 905-362-1285

Freight pick and delivery	ASAP	<input type="checkbox"/>
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Sportscene

FAX TO: 418-691-7793

In-Booth Catering Requirements	ASAP	<input type="checkbox"/>
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SHOW SUPPLIERS

GENTRE DE FOIRES DE QUEBEC

TELECOMMUNICATIONS:

250 boulevard Wilfrid-Hamel, Building F, Quebec, QC G1L 5A7

Tel: 418-691-7250 / Fax: 418-691-7249

Email: info@expocite.com / Website: www.expocite.com

Orders are due **10 working days before the event** to receive advanced pricing.

SHOW DECORATOR:

GES Global Experience Specialists

Louise-Myriam Dallaire

Tel: 418-877-2727 x 222 / Toll Free: 877-877-2744 / Fax: 418-877-2828

mail: infoquebec@ges.com / Website: www.ges.com

Furniture rental, flooring, drapery, booth rental can all be rented from GES – Global Experience Specialists using the enclosed order forms. Orders are due by **January 18th, 2019** to receive advanced pricing.

ELECTRICAL, AUDIO-VISUAL, WATER, PLUMBING AND SIGN INSTALLATION:

Solotech

Tel: 418-683-7656 ext. 3695 / Toll Free : 1-866-992-9466 ext. 3695 / Fax : 418-688-5650

Email: cdf@solotech.com / www.solotech.com/cdf

Electrical, water, plumbing, natural gas and sign installation must be ordered from Solotech using the enclosed order forms.

Order are due by **January 23, 2019** to receive advanced pricing.

FORKLIFT AND OPERATOR SERVICES, MATERIAL HANDLING, LABOUR AND BOOTH CLEANING:

Decor Expert Expo / Contact: Sylvie Bedard

Tel: 418-666-7133 / Toll free: 800-559-5452 / Fax : 418-682-6697

Forklift and operator services, material handling, storage and booth cleaning can be arranged through Décor Export Expo.

Orders are due 5 business days before the start of move-in, to receive advanced pricing.

TRANSPORTATION:

Lange Transportation / Contact: Kaylyn Breeze

Tel: 905-362-4383 / Tool Free: 800-668-5687 ext. 284 / Fax: 905-362-1285

Email: kaylynb@langeshow.com / website: www.langeshow.com

CUSTOMS BROKER:

Lange Transportation / Contact: Kaylyn Breeze

Tel: 905-362-4383 / Tool Free: 800-668-5687 ext. 284 / Fax: 905-362-1285

Email: kaylynb@langeshow.com / website: www.langeshow.com

FOOD SERVICES AND IN-BOOTH CATERING:

Spotscene / Contact: Annie-Pier Couture

Tel: 418-691-7110 ext. 2403

Email: apcouture@capitalesdequebec.com / Website: www.expocite.com

Sportscene is the exclusive food service provider of The Centre de Foires de Quebec.

SHOW HOTEL:

Hotel & Suites Normandin

4700 boulevard Pierre-Bertrand, Quebec, QC G2Y 1A4

Tel: 418-622-1611 / Toll free: 800-463-6721

Website: www.hotelnormandin.com

Hotel & Suites Normandin is offering special room rates for The Quebec City Motorcycle and ATV Show (Urban room: \$133 per night; Studio or Suite: \$153 per night). Included: free wifi, fresh expanded continental breakfast, local calls, parking.

Reservations must be completed before **January 18th, 2019**.

INSURANCE:

Brokers Trust Insurance Group / Contact: John Argyropoulos

Tel: 905-695-2971 / Toll Free: 866-836-9066 / Fax: 905-760-2260

E-mail: johna@exhibitorinsurance.com / Website: www.exhibitorinsurance.com

All exhibitors are required to carry exhibitor insurance and provide proof of insurance to our office.

Orders are due **14 days in advance of the show** to receive preferential rate.