

Exhibitor Manual

The Quebec City Motorcycle & ATV Show



February 1 – 3, 2019
Centre de foires d'Exposité

www.quebecmotorcycleshow.com



Dear Exhibitor:

Welcome to the 2019 Quebec City Motorcycle & ATV Show! On behalf of everyone at Power Sport Services, we are thrilled that you have decided to exhibit at the 2019 show and we look forward to providing you with a profitable platform to showcase and market your products and services to thousands of motorcycle enthusiasts.

Your success as an exhibitor is important to us. All the tools, resources and information that you need to maximize your experience at the show can be found in this Exhibitor Manual. Please read through each section carefully and be sure pay special attention to the rules and regulations. The Exhibitor Manual is an integral part of your Contract and it's your responsibility to understand and respect the show's insurance requirements, exhibit specifications, fire regulations and shipping information.

Enclosed you will also find all the contact details and deadline dates for the various show service providers. From electrical and sign hanging to hotel and décor, everything you need to arrange for and order is outlined here. Corresponding order forms for each show supplier can be found in the Exhibitor Order Forms tab of the For Exhibitors section of the website: <https://www.quebecmotorcycleshow.ca/exhibitor-order-forms/>.

To place your orders, please return the relevant order forms promptly **to the appropriate supplier(s)**. **Important: orders placed after the specified deadline dates are subject to surcharges. To avoid paying additional fees, please ensure your forms are returned before the specified deadline dates as outlined on page 18.**

If you have any questions or need further information, please contact Bianca Kennedy, Show Manager at bkennedy@powersportservices.ca or Dominic Caron, Sales Administrator at dcaron@powersportservices.ca or by calling (514) 375-1974 or toll free at (866) 375-1974.

We look forward to working with you in February!

All the best!

Bianca Kennedy
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Power Sport Services
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Montreal, QC H4E 1A1

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SHOW FACTS

Show Dates & Hours:

Friday February 1, 2019	12:00 pm – 10:00 pm
Saturday February 2, 2019	10:00 am – 9:00 pm
Sunday February 3, 2019	10:00 am – 5:00 pm

ALL exhibits must be open and staffed during all show hours.

EXHIBITORS WILL HAVE ACCESS TO THE EXHIBITION HALL ONE HOUR PRIOR TO OFFICIAL OPENING HOURS.

Admission (taxes included):

Adults: \$14.50
Seniors (ages 65+) and Students (w/ valid ID): \$12.00
Junior (6 to14) \$9.50
Children (under 6 years): free
Family Pass (2 adults + 2 juniors): \$35.00

Show Location: Centre de foires d'Exposité
250 boulevard Wilfrid-Hamel, Québec, Québec G1L 5A7

Show Staff:

Bianca Kennedy – Show Manager bkennedy@powersportservices.ca
Dominic Caron – Sales Administrator dcaron@powersportservices.ca

Contact us at:

Power Sport Services – Quebec City and Montreal Motorcycle Shows
3700 St. Patrick, Suite 238
Montreal, QC H4E 1A1
Office: 514-375-1974
Toll Free: 1-866-375-1974
Fax: 514-221-3725

On-Site Show Office Location:

Ground Floor Lobby – in between Hall D and Hall E

Show Office Hours:

Wednesday January 30	12:00 pm – 6:00 pm
Thursday January 31	8:00 am – 8:00 pm
Friday February 1	8:00 am – 10:00 pm
Saturday February 2	9:00 am – 9:00 pm
Sunday February 3	9:00 am – 6:00 pm

Shipping Address and Instructions:

Company Name:
Booth Number:
C/O: Exhibit Contact Person
The Quebec City Motorcycle and ATV Show 2018
Centre de foires d'ExpoCité, Loading Dock, Door 13
250 boulevard Wilfred-Hamel, Building A, Quebec, QC G1L 5A7

Note: Show Management will not accept COD shipments. All freight must be pre-paid. Shipments will not be received at the Centre de foires d'Exposité prior to Wednesday January 30th @ 8:00 am and must be removed by 12 am (midnight) on Sunday February 3rd.

Exhibitor Parking

During move-in (Wednesday and Thursday) parking for exhibitors is free of charge. During official show days (Friday, Saturday and Sunday), exhibitors can purchase a 3-day parking pass for \$30 or a one-day parking pass for \$10. These passes offer in and out access – up to a maximum of 3 per day. You can purchase these passes from the attendant upon entering the parking lots by simply mentioning that you are exhibitor at the show. Lot #10 is the designated parking lot for exhibitors and lot # 9 is the designated parking for trailers.

MOVE-IN PROCEDURES

MOVE-IN DATES:

Wednesday January 30, 2019 (Scheduled Move-In) starting at 8 am **(for MMIC partner companies only)**

Thursday January 31, 2019 (Scheduled Move-In) starting at 8 am **(for everyone)**

Each exhibitor will be provided with a detailed move-in schedule two weeks in advance of the show. The order is very specific and critical to the orderly execution of the move-in.

***NOTE THAT NO CHILDREN UNDER THE AGE OF 16 ARE ALLOWED ON THE SHOW FLOOR DURING MOVE-IN OR MOVE-OUT. The Ministry of Health and Safety and the Ministry of Labour consider the show to be a construction site during move-in and move-out. No Exceptions!**

The Quebec City Motorcycle and ATV Show requires that all exhibitors move-in according to a move-in schedule. Exhibitors who do not adhere to the scheduled time/order risk being scheduled at the end of move-in. Loads arriving at unscheduled times will be turned away until all scheduled loads are completed. Power Sport Services, The Quebec City Motorcycle and ATV Show, The Centre de foires d'Exposité and MMIC (Motorcycle and Moped Industry Council) accept no responsibility for dislocations, financial loss, or any other negative impact arising from the actions or lack of action of exhibitors who disagree with this advice or lost or stolen property on show site. Exhibitors are responsible for having their booths set up by 8:00 am on Friday February 1st, 2019. The show will open at 12:00 pm (noon) on Friday February 1st, 2019.

FORKLIFT & DOLLY SERVICES: Forklift service (with operators), to bring your crates and skids from the loading dock to your booth during move-in and from your booth to the loading dock during move-out, will be provided by show management. Exhibitors who require additional forklift service, to move freight within their booth, must order that in advance, **at the exhibitor's full expense.** These can be ordered directly through the facility's official supplier – Décor Expert Expo. Order form can be downloaded from the show's website. A limited number of dollies are available free of charge, on a first come first serve basis. In order to sign out dollies, a valid driver's license and/or credit card is required.

MATERIAL HANDLING DURING MOVE-IN: No uncrating, unpacking, or movement of crates or packages to and from exhibits by forklift trucks or dollies, and no movement of vehicles outside of the exhibit will be permitted after 6:00 pm on Thursday January 31 or prior to the show opening on Friday February 1. At that hour, workmen will commence to totally clean the aisles, and lay the aisle carpeting. Material being taken to and from exhibits **MUST BE CARRIED BY HAND AFTER 6:00 pm on Thursday and from 8:00 am to 12:00 pm on Friday.**

STORAGE: A storage area will be provided for exhibitors' empty crates and boxes. All stored material must be clearly identified with the exhibitor's company name and booth number. Labels are available at the loading dock for this purpose. Unidentified boxes will be handled at Show Management's discretion. Show Management will provide forklift service to move your empty crates and boxes in and out of storage.

OFFICIAL CARRIER: Lange Transportation has been appointed the official carrier for The Quebec City Motorcycle & ATV Show. Lange specializes in the movement of exhibits and product for events across Canada. They are equipped to handle all types of shipments from skidded and crated to loose materials; including bikes that require blanket wrap and strap service. As the official carrier, Lange will be given priority docking during the move-in. The transportation order form can be downloaded from the show's website.

CUSTOMS BROKER: Lange Transportation has been appointed as the official customs broker for The Quebec City Motorcycle and ATV Show. If you are sending exhibit material from the United States we strongly recommend that you contact Lange for guidance. For all International customs and shipping needs, please contact Lange directly. For exhibitors who will be arriving by plane or in a private vehicle with their goods, please notify Lange six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing. Please contact Kaylyn Breeze at 800-668-5687 ext. 284 or by email at kaylynb@langeshow.com.

MOVE-OUT PROCEDURES

MOVE-OUT DATE: Exhibitors may begin dismantling their booths on Sunday, February 3, 2019 at 5:00 pm.

All exhibits must be REMOVED from the building by 12 am (midnight) on Sunday February 3, 2019. Any displays or merchandise left in the building after this time will be removed at the exhibitor's expense. Show Management will confirm additional move-out details through the Exhibitor Move-out bulletin to be distributed the morning of Sunday February 3, 2019. It is strictly forbidden to begin dismantling booths before 5:00 pm and removing merchandise before 5:30 pm.

NOTE: Dollies will not be allowed on the show floor until all the aisle carpet has been removed. Similarly, please ensure that no motorcycles are removed until all the aisle carpets have been rolled up. It is important that exhibitors do not leave exhibits unattended at any time during the move-out period, as it is almost impossible to protect against pilferage during the dismantling period.

SHOW RULES & REGULATIONS

DESIGN AND LAYOUT REQUIREMENTS: All floor surfaces of displays, booth or groups of booths must be covered with carpet or other approved floor covering. Standard 10'x10' booths or groups of booths (other than exhibit spaces open on all four sides) will be provided with curtains eight feet (8') high at the rear and three feet (3') high on each side. No object or portion of an object forming part of a booth or group of booths or being exhibited in such booth or group of booths may be more than eight feet (8') high. The rear, top and sides of all exhibit material must be arranged so that it is attractive in appearance from all angles. Wires, braces, framework, and other encumbrances must be concealed and invisible from above, below and alongside the structure. Custom built displays are encouraged. The official show decorator is GES – Global Experience Specialists. They offer a variety of booth, furniture and flooring rental solutions. Order forms can be downloaded from the show's website.

DOUBLE SIDED CARPET TAPE: Exhibitors who wish to lay their own carpet or floor covering must use an adhesive tape that will not damage the facility floor. Three types of brands of double sided tape can be used at The Centre de foires d'Exposité: Echo Tape: CL-W6048 or Echo Tape: DC-W188F. You can purchase the approved brand of double-sided tape during move-in from the official decorator GES. **NOTE:** If the correct tape is not used, any floor cleaning charges will be at the exhibitor's expense.

APPROVAL: Exhibitors planning to use special equipment or construction materials are required to submit plans to Show Management prior to January 4th 2019, to ensure compliance with show and union regulations.

OVERHEAD SIGNAGE RESTRICTED TO "BULK" SPACE EXHIBITORS ONLY: No signage for exhibitors is permitted outside the limits of the exhibitor's booth, group of booths or display area. Signs may in no case exceed the dimensions of the booth space.

Signage must be unilingual French or bilingual (French and English) as required by the Quebec Charter of the French Language. The contents of any signs must be related directly to the name of the exhibitor's products or services offered by the exhibitor during the show. Signs must show a professional level of graphic quality. Show Management reserves the right to remove signs not conforming to these standards. Professional signs are required - no hand-written or "home-made" signs. All signs must be made of firm material that does not sag, or provision must be made to post the sign properly. Use of duct tape or related materials may not be used to hang signs or used on support mechanisms. If required, Show Management has final word on placement and suitability of any sign.

CEILING ATTACHMENTS: Installation of elements suspended above a bulk space exhibit requires prior permission from show management. In no case may the lowest part of a suspended element be less than twelve feet from the floor. See Show Management for more precise information on the matter. All suspended elements must be visually attractive from all angles. Wires, braces, framework and other encumbrances must be concealed and invisible from all angles. The contents of any suspended element must be related directly to the name of the exhibitor's products or services. The total of all suspended elements must in no case exceed the overall dimensions on the booth, group of booths or display area of the exhibitor. Once approved by Show Management, sign hanging arrangements must be made directly with Solotech. Order form can be downloaded from the show's website.

SUBLETTING: No exhibitor may sublet any portion of his or her allocated space to another supplier or dealer without the express written consent of Show Management. Only those items listed on the Space Application/Contract will be allowed in the booth.

CANCELLATION POLICY: No amount paid or payable by the Exhibitor hereunder is refundable in the event the Exhibitor does not use the reserved space. Show Management shall have full power in the interpretation and enforcement of all Rules and Regulations whether contained herein or otherwise and the power to make such amendments thereto and such further rules and regulations governing participation in the Show as it shall consider necessary for the proper conduct of said Show. No amount paid or payable once Show Management has accepted a contract is refundable in the event that the Exhibitor does not use the reserved space. For complete details see the reverse side of the Space Application/Contract.

PAYMENT OF ACCOUNT: Full and final payment for exhibit space must be made by December 31, 2018. Any payments made after this date will only be accepted in the form of CASH, CERTIFIED CHEQUE, MONEY ORDER or CREDIT CARD. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

LATECOMERS / NO SHOWS: Any space not claimed and occupied or for which no special arrangements have been made prior to 8:00 am Friday, February 1, 2019 may be resold or re-assigned by Show Management, without any obligation on the part of the Montreal Motorcycle Show or Power Sport Services for any refund whatsoever.

STAFFING OF EXHIBITS: Exhibitors are required to maintain staff in their exhibits during all hours of the show. Security of goods and display materials is an added problem when exhibits are not staffed. Show Management will close unstaffed booths.

CLEANING SERVICES: Extraordinary bulk trash (cardboard boxes, skids, and packing materials) is not included as "Cleaning Services". Removal of this form of garbage will be charged directly to exhibitors at prevailing rates. Aisles only are the cleaning responsibility of the Quebec City Motorcycle and ATV Show and are attended several times daily with full cleaning after hours. Exhibitors may order in booth cleaning services through Décor Expert Expo - order form can be downloaded from the show's website.

CARE OF PROPERTY: Use of nails, screws, hooks, tape or any material, which could mark the floors, or walls of the exhibit hall is prohibited. Also, to ensure safety, fire department regulations state that construction or ceiling decorations must not be fastened to the sprinkler system or fire extinguishers anywhere in the building. Pursuant to the Exhibit Space Contract, exhibitors shall be liable for any damages caused by same or by their representatives, to building floors, walls and columns, as well as to the property of other exhibitors. It is forbidden to paint the floor or to place anything on it without adequate protection, and this only with management's prior written consent. Any damages caused by exhibitors or their employees shall be repaired at the exhibitor's expense.

AISLE SPACE: Aisle space may not be used for exhibit purposes, or for general solicitation of business. It is strictly prohibited to distribute or display souvenirs, samples or advertising material of any kind outside of contracted exhibit space. Verbal, physical and visual solicitation must be done inside your booth. It is also forbidden to distribute or exhibit articles that could impede Show activities or obstruct access to neighboring booths and aisles. No promotional activity of any kind is permitted outside your stand.

PROJECTIONS AND SOUND EQUIPMENT: Show Management must approve all large-screen A/V presentations in advance without exception. The sound portion of audio-visual presentations must be kept at a level, which does not interfere with other exhibitors. **SHOW MANAGEMENT WILL REGULATE VOLUME.** Large-screen audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented space. A/V presentations, which cause audience overflow into neighbouring exhibits, or impede traffic flow in show aisles, may be ordered removed.

DELIVERIES AND REMOVAL OF GOODS: Small cases, boxes and other parcels may be delivered daily, by hand or on a small cart, one hour prior to the show opening. Under no circumstances may deliveries be made during show hours. Removal of goods from the show floor during show hours require a Merchandise Release Form completed and signed by authorized staff in the Show Office. No authorization will be given between 3 pm and 5 pm on Sunday (closing day).

FIRE REGULATIONS: In the event that a portion of the exhibitor's backwall is a "fire exit door", the exhibitor must leave total access to it and may not drape it, cover it, or obscure it in any way. Total access must be available from aisles to exits at all times, and without obstructions of any kind. Exhibitors may not obscure any exit, aisle, service panel, control valve, fire hoses, switch, lever or handle at any time. Decisions of the representatives of the office of the Quebec City Fire Marshall will always take precedence. **ALL EXHIBITORS MUST COMPLY WITH THE CENTRE DE FOIRES D'EXPOCITÉ FIRE REGULATIONS.** The Fire Prevention Guide can be downloaded from the show's website.

FIRE PREVENTION (MATERIALS): All exhibits must conform to the regulations set by The Quebec City Fire Department. All objects, materials and textiles used in the booth must be non-flammable (including tents or canopies). All covered displays (with a roof or ceiling) of more than 600 sq. ft., including tents and canopies, must be equipped with automatic sprinklers. For more information please consult the Fire Prevention Guide. All enclosed or covered exhibit must be submitted to Show Management for prior approval.

FIRE PREVENTION (FUEL TANKS): Fuel tank caps must be locked for all fuel tanks containing gasoline or having previously contained gasoline. Fuel tanks should be filled to approximately $\frac{3}{4}$ of their capacity. Gasoline, propane or diesel fuel engines may not operate during Show hours. Please refer to the Fire Prevention Guide for more details.

FIRE PREVENTION (BATTERIES): Batteries must be disconnected. In the case of motors without batteries, the ignition plug must be removed. Exhibitors failing to comply with these standards may be requested by fire inspectors to dismantle their booths immediately. All electric equipment operating at the Show must be approved by the C.S.A. and have their seal of approval. Please refer to the Fire Prevention Guide for more details.

VEHICLE CERTIFICATION: All on-road vehicles displayed in the show for retail sale, must be Canadian Motor Vehicle Safety Standards (CMVSS) certified.

BALLOONS: The use of helium balloons, glitter, confetti or the distribution of adhesive backed decals is strictly prohibited at the show.

SMOKING BY-LAW: SMOKING IS PROHIBITED IN THE FACILITY.

SECURITY: While security will be on duty from Wednesday January 30 to Sunday February 3 at 5 pm, exhibitors must understand that all property exhibited is solely at their own risk. The Quebec City Motorcycle and ATV Show, Power Sport Services, MMIC (Motorcycle and Moped Industry Council) and The Centre de Foires will do their utmost to provide a safe secure building, but cannot assume any responsibility for the safety of exhibits against theft, robbery, fire, accident or other mishaps.

NOTE: In the interest of providing the best possible security, exhibitors are requested to leave the building within one hour after show closing and are allowed access one hour prior to show opening. Exceptions will be made provided exhibitors receive approval from Show Management. Exhibitors are asked to wear their exhibitor badge and bracelet at all times while in the show facility.

INSURANCE: All exhibitors must have General Commercial Liability insurance of a minimum of two million dollars prior to the show. The Exhibitor shall add Show Management (8061246 Canada Inc.) as an additional insured and hold Show Management harmless from any damage, expense or liability, to or in respect to any person, arising out of the exhibitor's occupancy of the licensed space or anything or matter connected with such occupancy or the activities of the exhibitor, its servants, agents or employees in conjunction therewith, whether or not such activities shall occur in the licensed space, the building or elsewhere. **Every exhibitor is required to provide Show Management with proof of insurance 30 days prior to the show's move-in. No Exceptions!** Insurance Information Sheet and Order Form can be downloaded from the show's website.

PERSONNEL: Exhibitors shall be responsible for their employees, agents, suppliers and contractors throughout the duration of the Show, and shall ensure that at least one person is left in charge of the booth at all times.

ELECTRICAL SERVICES: Show Management provides no outlets or installations. If these are required, exhibitors must make arrangements with Solotech directly – electrical order forms can be downloaded from the show's website. **EXHIBITORS MAY NOT SHARE OUTLETS.** Extension cords must have three prongs with electrical ground. Any connection failing to conform to these standards shall be deemed unsuitable for use.

LIGHTING: Lighting must at all times be supported in a safe manner and never intrude on other exhibitors or the public. Beams of light must converge on the floor or interior walls of the exhibitor's booth, group of booths or display area only. No lighting will be permitted to create glare in the aisles or adjacent display areas. Stroboscopes, neon signs, flashing or twinkling signs, flashing or gyrating lights, signs with flashing borders or laser effects are not permitted.

EXHIBITOR GIVEAWAYS, DRAWS, RAFFLES, PROMOTIONS, CONTESTS:

Exhibitors are encouraged to offer promotional prizes as a means to promote sales of displayed products or services. Programs of this nature must be "free entry" or offered as "added value" in conjunction with an immediate product or service purchase. Raffles and contests, requiring a "payment to win" or for "fund raising" purposes are NOT PERMITTED without the express written permission of Show Management. Promotions and contests organized by the exhibitors in conjunction with their participation in the Show may not involve Show Management in any way. Exhibitors must obtain authorization from the "Régie des alcools, des courses et de jeux du Québec" in order to run any type of promotional contest and must be able to prove acceptance of said contest.

TELECOMMUNICATIONS: Exhibitors who require telephone services or an Internet connection in their booth must make arrangements directly with The Centre de foires - order form can be downloaded from the show's website.

RETAIL SALES: The Show is intended to promote business for the motorcycle industry at large. Promotion, order and sales activities may take place on the show floor **but the delivery of any products to customers by an exhibitor at the Quebec City Motorcycle and ATV Show 2019 is not permitted, unless prior permission has been received by Show Management.**

FOOD SERVICES: Food and bar services are provided exclusively by the firm of Les Capitales de Québec, which does its utmost to offer varied, creative and thematic menus adapted to the tastes and tradition of our participants. Committed to superior quality and aware of the expectations of the show's exhibitors, their guests and visitors, Les Capitales de Québec puts considerable care into their menu planning. Les Capitales de Québec is the exclusive caterer, therefore no beverages and/or food may be brought into the premises by Show Management, its exhibitors, participants or suppliers. In-booth catering can be arranged directly through Les Capitales de Québec – see contact information on page 18.

EXHIBIT RULES AND REGULATIONS

Retail Sales: The show is intended to promote business for the motorcycle industry at large. Promotion, order and sale activities may take place on the show floor but the delivery of products to customers by an exhibitor at the show is prohibited (unless prior permission has been received by Show Management)

These are new product, public showcase shows. Non-current, unsold new inventory is acceptable. **No used equipment may be sold.**

Exhibit standards for displays and signage must meet or exceed the following guidelines:

1. Display areas must have carpet or other appropriate floor covering throughout. There will be no exceptions.
2. NO CHILDREN UNDER THE AGE OF 16, are permitted on the show floor during Move-In (up until 12 noon on Friday) and Move-Out (starting Sunday at 5pm). In accordance with Provincial Regulations, all children will be asked to leave the premises immediately.
3. Professional signs are required and expected. NO HAND-WRITTEN OR "HOME MADE" SIGNS. All signs must be made of firm material that does not sag, or provision must be made to post the sign properly. Use of duct tape or related materials may not be used to hang signs on support mechanisms. Signage must not exceed the backdrop height restriction of 8'. If required, Show Management has the final word on placement and suitability of any sign.
4. Insurance: exhibitors and non-profit clubs or associations must provide Show Management with proof of insurance, prior to the show, in the amount and type specified in the insurance provision of the Exhibit Space and Display Standards. Please refer to insurance form information sheet and order form that can be found on the show's website.
5. Professional looking displays are required and expected. Cardboard/storage boxes used for non-merchandised inventory must be out of sight and not used as display materials. Custom built displays are encouraged. It is up to the exhibitor to ensure all display material conforms to the regulations posted in the Exhibitor Manual.
6. "Pop -Up" Tents are not allowed due to fire regulations unless pre-approved by Show Management and the fire marshal for the show.
7. Exhibitors are not permitted to promote Night Clubs or Adult Clubs or use any staff or volunteers from those Clubs in their exhibit to promote their exhibit.
8. Dress Code is "Business Casual" or attire reflective of the product or service the general public may purchase from your company. Dress should at all times reflect the family atmosphere. Proper personal grooming of all your staff should be assumed and includes clean attire and generally courteous public demeanour at all times.
9. Exhibitors are not to showcase or display inappropriate clothing or products (i.e. slang, slurs, racist, sexist or offensive language, products for drug use, explicit videos or videos condoning and promoting improper riding). Show Management reserves the right, without compensation to the Exhibitor, to prohibit or remove any product which, in Show Management's opinion, does not conform to the show's Exhibit Space and Display Standards. Show Management has the final word on placement and suitability of any product displayed.
10. Use of space by exhibitors should not infringe on aisles. This includes areas for trying on clothes or viewing areas for video presentations. Sound levels must be monitored to be respectful of your neighbors.
11. All exhibitors must provide documents stating the services/warranty of the products or services they offer at the show.
12. Club or non-profit organizations need to supply a display and material description to Show Management before a contract is issued. Non-profit Clubs & Associations must comply with all standards i.e.: professional signs, full coverage carpeting etc. Charities must provide receipts for all donations.
13. All exhibitors must supply Show Management with an exhibit description that includes all products, draws, etc. that will be in the booth, before an application is approved and a contract is issued.
14. It is the exhibitors' responsibility to be aware of Show hours. Displays and products must remain in full service up to closing. Early break down/move out is not permitted. Show Management reserves the right to charge violators a penalty and/or withhold display space for subsequent shows.
15. Fire regulations strictly prohibit starting the engine of any motorized motorcycle, ATV, or vehicle etc. during show hours. All vehicles must be displayed according to fire regulations as stated in the Fire Prevention Guide.
16. **Staff of an authorized motorcycle and power sport dealer(s) shall not conduct or attempt to conduct sales within the confines of the OEM booth. Discussions related to a sale of product may take place within the show in their own dealer booth or in the lounge/restaurant area or in some other discrete area.**
17. All on-road vehicles displayed in the show for retail sale, must be Canadian Motor Vehicle Safety Standard certified.
18. Show Management reserves the right to enforce the above Exhibit Space & Display Standards. Please Note - any exhibitor not complying with any of the above standards may be required to leave the show floor and future exhibiting will be at risk - NO EXCEPTIONS.

Booths must adhere to and exhibitors must submit the show's Exhibit Space and Display Standards form. Exhibitors who wish to upgrade their booth display should contact the show's official show decorator GES – Global Experience Specialists. They offer a variety of booth, furniture and carpet rental solutions. Order forms can be downloaded from the show's website.

Occupational Health and Safety Act & Regulations for Industrial Establishments

Power Sport Services (PSS) would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Act. Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor. In order to ensure that everyone understands the importance of these requirements all Exhibitors are required to sign and return the "Health and Safety Acknowledgment Form" prior to move-in.

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

GENERAL HEALTH AND SAFETY REQUIREMENTS

ALL EXHIBITS MUST:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the show floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal protective equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the facility, management and contractors to ensure dock/traffic safety is maintained.
- Must implement the required hazard controls as assigned by Show Management.

EMERGENCY PROCEDURES: For fire and medical emergencies, please contact the show office in the lobby between Halls D & E.

MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately.
- First aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by Show Management by visiting the show office located in the lobby between Halls D and E.

CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 metres in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.

- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must wear a CSA approved hardhat and safety shoes at all times.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

FREIGHT FREE AISLES AND EXITS

- In order to provide unobstructed emergency egress during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by Show Management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitors' on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitors' on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.
- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons the number of vehicles allowed on the show floor will be restricted by Show Management.

VEHICLE TRAFFIC

- Vehicles entering the building must adhere to the 5km per hour speed limit.
- Vehicles inside the building must be shut off immediately. No idling is permitted.
- Vehicles may not be re-fueled inside the building.
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected.
- Locking gas caps and the tank must be no more than ½ full.

WORKING AT HEIGHTS

There are many situations where working at heights is necessary. In order to avoid injury, the following procedures must be followed:

- Proper extension devices (ie: ladders) must be used. 12' ladders or higher are not permitted for safety reasons. Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (ie; lanyard and safety harness) must be worn when working at heights over 3 metres.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

OVERHEAD WORK

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with CSA approved hardhats (& safety glasses when necessary).
- Exhibitors' on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Management to schedule overhead work when there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

SLIPS, TRIPS AND FALLS

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that exhibitors' on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (ie: tools, wood, etc) be stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (ie: wood, reusable packaging etc).
- Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

CHEMICAL USE AND EXPOSURE

- Chemicals may have strong odors and are also extremely dangerous, as a result, all work with hazardous materials should be restricted, and all precautions must be taken to minimize the exposure of the chemical.
- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Material Safety Data Sheets to Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc, should be used within the facility. Once the task(s) have been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment when using chemicals on the show floor.

ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Quebec Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tag out procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all facility restrictions related to the storage and staking of freight.

SMOKING

- Smoking is not permitted within the Facility. Persons found smoking are subject to the maximum penalty. Smokers outside must not be under an overhang of the building nor are they to be positioned in an area where the smoke may waft into the building.

EXHIBITOR BADGES AND WRISTBANDS

JANUARY 21, 2019 IS THE DEADLINE DATE TO ORDER YOUR BADGES ONLINE

All exhibitor badge requests must be ordered online in advance by following these simple instructions:

Once your exhibit space application has been approved and your booth space has been assigned, a unique USERNAME will be emailed to you, along with the link to access the online exhibitor badge module. Once you receive this information:

1. Login with your **USERNAME** (will be emailed to you) and **PASSWORD** (you will receive instructions for creating your own unique password).
2. Enter in all names of the staff that will be working in your booth – first and last names are required and no “generic” or “guest” badges will be permitted. Once you have entered all the exhibitor badge names – hit the **SAVE CHANGES** button at the bottom of the screen.
3. **Please note that the cut-off date for entering your badges is midnight on January 21, 2019.**

Badges are issued, free-of-charge, for exhibit personnel in the following quantities:

0 sq. ft. – 599 sq. ft.	5 badges
600 sq. ft. to 1,000 sq. ft.	10 badges
1,001 sq. ft. to 1,499 sq. ft.	15 badges
1,500 sq. ft. to 1,999 sq. ft.	20 badges
2,000 sq. ft. to 2,999 sq. ft.	25 badges
Over 3,000 sq. ft.	30 badges

Additional exhibitor badges (or replacement for any lost badges) if required, may be purchased in advance by calling our office at 866-375-1974 x 103 or at the on-site Show Office during move-in and show days. The cost for a 3-day badge is \$17.00 and the cost for a 1-day badge is \$11.50 (GST and QST included).

All badges and wristbands will be available in the show office, located on the ground floor lobby between Hall D and Hall E, beginning Wednesday January 30, 2019. Individual wristbands will be put on at the same time as you receive your name badge. **The wristband must stay on for the duration of the show.** Please have each individual staff member check-in to the show office with appropriate identification to pick up their badge and wristband.

- **No employee can pick up badges or wristbands for any other employee.**
- **ONLY BONA-FIDE EMPLOYEES OF THE EXHIBITING COMPANY, WORKING REGULARLY IN THE EXHIBIT, ARE ELIGIBLE FOR EXHIBITOR CREDENTIALS.**
- **Badges are not transferable, and may be revoked at any time at Management’s discretion.**

Any exhibitor caught “badge” or “wristband” swapping will lose badge and wristband privileges and will be required to purchase entry for each day after an incident has occurred.

DEALER TICKETS ARE BACK **BY POPULAR DEMAND!**

Order yours today and sell them all winter long, leading up to the show!

Here's how it works:

Dealer tickets are show admission tickets that you can purchase at a discounted rate of \$11.50 / ticket, including taxes, and that you can resell through your business in advance of the Show.

To ensure fair and consistent pricing for all consumers, you **MUST** resell these tickets at the discounted price of \$11.50 / ticket. This represents savings of \$3.00 / ticket – an advantage your clients will definitely appreciate and a great way to drive traffic through your doors leading up the Show.

No matter how many tickets you order, all billing will be done after the show, and you will only be charged for tickets that were actually redeemed at the gate.

To order your Dealer Tickets, contact Bianca Kennedy, Show Manager at (866) 375-1974 x 101 or by email bkennedy@powersportservices.ca.

OR use the "DEALER TICKET ORDER FORM" in the Exhibitor Order Forms Area of the website and fax it to (514) 221-3725.

ALSO BACK BY POPULAR DEMAND: **V.I.P TICKETS!**

LOOKING FOR A COST EFFECTIVE WAY TO REWARD GREAT CLIENTS?

V.I.P. Tickets are the perfect way to thank your customers for their new or repeat business.

As a confirmed exhibitor, you can now order V.I.P. Tickets in advance of the show, to distribute to your clients, family or VIPs. (A minimum order of 10 tickets is required). V.I.P. Tickets can be purchased at a discounted rate of \$11.50, including GST and QST (regular admission is \$14.50, including GST and QST). All billing and invoicing will be done after the show and you will only be charged for tickets that were actually redeemed at the gate. Orders received before Friday, January 18, 2019 will be mailed out to you. Orders received after this time will be filled and held for pick-up at the Show Office.

For more information on V.I.P. Tickets or to order your V.I.P. Tickets, please contact Bianca Kennedy, Show Manager at (866) 375-1974 x 101 or by email at bkennedy@powersportservices.ca.

ACCESS TO THE CENTRE DE FOIRES DE QUEBEC

Coming from the West, by highways 20 or 40, follow the directions for 73 North as far as exit 142 East, order to reach Boulevard de la Capitale. Then take exit 313 which will take you to 173 South (Autoroute Laurentienne). Take exit 5 off of the 173 South (follow directions for Rue Soumande). Then follow the signs labelled "Exposition".

The Centre de foires de Quebec is bordered on the west by Autoroute 73 North (Le Laurentien) and by Hamel Boulevard on the south. It is also bordered by Soumande Street on the north and by Du Colisée Street on the east. The entrance to the loading dock is located at door 7. See plan for more information.



SHOW SUPPLIERS

CENTRE DE FOIRES DE QUEBEC

TELECOMMUNICATIONS:

250 boulevard Wilfrid-Hamel, Building A, 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.

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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NOTES