

## IMPORTANT INFORMATION

### Operations and Logistics

#### Exhibition / *Palais des congrès de Montréal*

Journées dentaires internationales du Québec (JDIQ)	céLABration
Monday, May 27 and Tuesday May 28, 2019	Sunday, May 26

JDIQ has put the management of operations in the hands of exhibition professionals to ensure the success of the event for the greatest satisfaction of exhibitors.

We ask you to address any question or special request concerning operations/logistics to **SUM Logistics**. You may reach them as follows:

- Between now and the beginning of move-in operations:
  - 1 (514) 282-8743, extension 224, [mdufour@sumlogistik.com](mailto:mdufour@sumlogistik.com)
  - 1 (514) 282-8743, extension 235, [ldemers@sumlogistik.com](mailto:ldemers@sumlogistik.com)
- On the exhibition site, between the start of move-in and the end of move-out:
  - Palais des congrès de Montréal, Show Office (514-871-8122)

#### PLANNING -

There are several restrictions affecting **booth design and set-up**. Kindly review the document on this website entitled “Exhibitor’s Prospectus 2019”. You are required to submit your plans to JDIQ to verify conformity to the applicable rules and regulations.

The forms for **renting furniture and furnishings** (booths, curtains, carpeting, tables, chairs, plants and other exhibition materials) will be posted on this website under “Furniture Rental – GES”. You will be asked to send them to the Official Decorator, GES, by a set date.

The forms for **ordering exhibition services** (electricity, plumbing, catering, hanging, materials handling inside the booth, telephone/Internet) are accessible on this website under “Palais des Congrès de Montréal”. Discounts are available to exhibitors who submit the forms to the Palais des Congrès before a set date (discounted price).

During move-in and move-out, drayage services with forklifts will be available to unload and load heavy merchandise. While this service is free, exhibitors must make reservations (through SUM Logistics) at [jdiq.sumlogin.ca](http://jdiq.sumlogin.ca) to ensure the forklifts are available when needed.

#### SET-UP / DISMANTLING -

JDIQ **Exhibition Move-in** is planned for Saturday, May 25 and Sunday, May 26, between 8 a.m. and 8 p.m. Exhibitors, and/or their decorator, must register their deliveries and pick up through the operations site ([jdiq.sumlogin.ca](http://jdiq.sumlogin.ca)) to ensure the availability on the loading dock.

céLABration **Exhibition Move-in** is planned for Saturday, May 25, from 1 p.m. to 6 p.m., and Move-out is planned for Sunday, May 26, between 5 p.m. and midnight.

**JDIQ Exhibition Move-out** begins at the close of the exhibition at 5 p.m. on May 28 (until Midnight) and between 7 a.m. and 12 noon, on Wednesday, May 29. It is strictly forbidden to dismantle one's booth before closing. SUM Logistics will hand you **move-out procedures**, at the show site, on the morning of May 28. Until then, do not hesitate to contact SUM for any information.

## SECURITY MEASURES -

There are measures to control the movement of people and merchandise at the show site in the hope of minimizing theft.

Exhibitors have access to the Exhibition Hall **1 hour before opening** (from 7 a.m.) and **45 minutes after closing**; the **only door** (aisle 1100) open off-hours is located near the registration area. A signed '**Merchandise Removal Form**' (available at the Show Office) must always be presented when removing merchandise from the Exhibition Hall or the loading dock.

We nevertheless urge you not to leave unattended items that could easily be stolen (laptop computers, electronic aids, personal belongings, money and other valuables). If you cannot take them away with you, we recommend leaving them overnight at the Show Office for safekeeping.

## ONSITE EXHIBITOR SERVICES -

- ❑ **Show Office (JDIQ / SUM Logistics):** At the end of aisle 900
- ❑ **Office of the Official Decorator (GES):** At the end of aisle 1400
- ❑ **Food services:** South section of the Exhibition Hall (near the Show Office):  
Level 1 of the Palais des Congrès (by the entrance to the metro station)
- ❑ **Transportation and customs brokerage (North American Logistics):** info at the Show Office

## OTHER USEFUL INFORMATION -

- ❑ **Indoor parking** (hourly/daily fee) :
  - 1) 201 Viger Street West (near the entrance to the Palais des congrès) and
  - 2) 163 St-Antoine Street West (Indigo)
- ❑ **Onsite photocopying and related services:** MP Reproductions, 210 de la Gauchetière Street West, 514 861-8541

HAVE A SUCCESSFUL SHOW!

