

IMPORTANT INFORMATION

Operations and Logistics

Exhibition / *Palais des congrès de Montréal*

Journées dentaires internationales du Québec (JDIQ)

Monday, May 27th and Tuesday 28th, 2024

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**. You may reach them as follows:

- Between now and the beginning of move-in operations:
(514) 282-8743, extension 235 or Direct line (514) 600-3823, ldemers@sumpro.ca
- 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)

1) PLANNING

There are several restrictions affecting **booth design and set-up**. Kindly review the document on this website entitled “2024 EXHIBITOR PROSPECTUS”. 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 (at jdiq.sumlogin.ca) to ensure the forklifts are available when needed.

2) SET-UP / DISMANTLING

JDIQ **Exhibition Move-in** is planned for Saturday, May 25th and Sunday, May 26th, 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) to ensure the availability on the loading dock.

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

All exhibitors, and / or their decorators, must reserve a delivery and pick-up time (idiq.sumlogin.ca) in order to ensure availability at the loading dock.

3) 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 Hall Viger. 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.

4) ONSITE EXHIBITOR SERVICES

- ❑ **Show Office (JDIQ / SUM):** 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, customs brokerage and advance warehouse (North American Logistics Services Inc- NALSI.):** info at the Show Office

5) 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, 1080 Beaver Hall, Montreal, H2Z 1S8, 514 861-8541

HAVE A SUCCESSFUL SHOW!

