



MONTREAL

ICN CONGRESS
1-5 JULY 2023

Nurses together: a force for global health



EXHIBITION TECHNICAL MANUAL

NURSES TOGETHER: A FORCE FOR GLOBAL HEALTH

Organised by the International
Council of Nurses



In partnership with
the Canadian Nurses Association



Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **ICN 2023** Exhibition.

The Exhibition will be held in conjunction with **The International Council of Nurses and the Canadian Nurses Association (ICN)** which will take place **1-5 July 2023** at **Palais des Congrès in Montreal, Canada**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in **Montreal** and wish you a successful congress and exhibition!

Best Regards,

Stephanie Stoyanova
Exhibition and Industry Coordinator



E: sstoyanova@kenes.com | T: +41 22 908 0488 Ext 251

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SECTION 1: GENERAL INFORMATION

Dates

Saturday, 01 – Wednesday, 05 July 2023

Congress Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41229080488

Fax: +41229069140

Exhibition Manager

Ms. Stephanie

Stoyanova

Kenes Group

Tel: +41 22 9080488 Ext: 251

Email: sstoyanova@kenes.com

Sponsorship and Exhibition Sales

Mr. Sherwin Gentle

Kenes Group

Tel: +31 20 763 01 08

Email: sgentle@kenes.com

Ms. Pilar Millan Gomez

Head of Digital and Sponsorship (ICN)

Tel: + 41 22 908 0119

Email: millan@icn.ch

Hotel Accommodation

Ms. Monica Todorovich

Kenes Group

Tel: + 41 22 908 0488 Ext: 222

Email: mtodorovich@kenes.com

<https://hotels.kenes.com/congress/ICN23>

Venue Address

Palais des Congrès

1001 Place Jean-Paul-Riopelle

Montreal, Canada

<https://congresmtl.com/>

Registration

Ms. Anna Litewka

Kenes Group

+41 22 9080488 Ext: 218

Email: reg_icn23@kenes.com

Customs & Logistic Agent

ConsultExpo Inc.

John Santini

Email: johns@consultexpoinc.com

Tel: 514-482-8886 ext. 1.

**Advance Receiving and Site Material Handling/
Storage/ Booth Cleaning/ Flowers Decoration/
Electricity/ Booth signage/ Booth fittings/ Furniture**

GES

Customer Service

Tel: 514 367 4848

Email: serviceinfo@ges.com

Please [click here](#) for the online shop

Telecommunications/ Security/ Plumbing

Please complete your order form via the **Palais des congrès de Montréal** portal prior to June 14 to benefit from the preferential rate at:

congresmtl.com/en/services/client-portal/

Congress Website

For updated information regarding Congress, please visit the website <https://icncongress2023.org/>

Exhibition Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/Congress/ICN23 or email us to: mtodorovich@kenes.com
Company logo and profile	As soon as possible and no later than Tuesday, 23rd May	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Tuesday, 23rd May	
Text for ID sign <i>(Pipes and Drapes stands only)</i>		
Lead Retrieval Wireless Barcode Reader	Monday, 29th May	
Badge Order	Monday, 29th May	reg_icn23@kenes.com
Furniture Rental	Please refer to the online shop deadlines	For all those services, please click here to go inside GES Canada portal
Pipes and Drapes Extras		
Graphics/Signage		
AV Equipment <i>(Screens, Laptop, Desktop)</i>		
Daily Booth Cleaning		
Rigging ('space only' stands)		
Advance Receiving and Show Site Material Handling/ Storage		
Electricity		
Plumbing	Please complete your order form via the Palais des congrès de Montréal portal prior to June 14 to benefit from the preferential rate	Palais des congrès de Montréal portal: congresmtl.com/en/services/client-portal/
Security		
Telecommunications (WIFI)		
In-booth Catering	Please contact directly to receive deadlines	Capital Catering info@capitaltraiteur.com
Delivery		
Door to Door Shipments	Please contact CosultExpo Inc.	johns@consultexpoinc.com
Airfreight Shipments - Arrival to recommended airport		
Advance shipment to warehouse	Please contact GES and also further information you can find in their portal.	Please click here to go inside GES Canada portal. Customer Service serviceinfo@ges.com

SECTION 2: EXHIBITION SCHEDULE, EXHIBITION FLOOR PLAN & LIST OF EXHIBITORS

Exhibition Timetable – *subject to change*

Set up	Friday, June 30 th Exhibition Set-up- for Space Only Stands	10:00 – 22:00
	Saturday, July 1 st Exhibition Set-up- for ALL Stands	08:00-14:00
	Saturday, July 1 st DECORATION ONLY	14:00-17:30
Exhibition Opening	Saturday, July 1 st	18:30 – 20:30 <i>(End of Networking Reception)</i>
	Sunday, July 2 nd	09:30-17:30
	Monday, July 3 rd	09:30-17:30
	Tuesday, July 4 th	09:30-17:30
	Wednesday, July 5 th	10:00-14:30
Dismantling	Wednesday, July 5 th <i>Quite Dismantling</i>	14:30 – 16:00 <i>*Pipes & Drapes booths must be empty by 16:00</i>
	Wednesday, July 5 th	16:00 – 23:00

*** All exhibitors should be in their Booth 30 minutes before the official opening hour.**

The timetable is subject to possible changes in accordance with the scientific program.
Updates to follow up in due time.

Dismantling of the stands before the official hour is not permitted.

Please Note

- Empty crates and packaging material must be removed after set-up and no later than **Friday, June 30th at 20:30.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- **Please note that we will start with Quite Dismantling on 5th July from 14:30 – 16:00; empty crates and loading bay will be available as of 16:00.**
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Wednesday, July 5th at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.**

Welcome Reception at The Exhibition Area:

On **Saturday, 1st July** you are cordially invited to the **Opening Ceremony** held in the **Plenary Hall at 18:00** and to the Welcome Reception held in the **Exhibition Hall (Hall 220ABC) from 19:30**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Access to the Exhibition Hall during Set-up and Dismantling

Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.

Access to the **Palais des congrès de Montréal** will be granted based on list of names that will be provided to the **Palais des congrès de Montréal** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Manager, by email, no later than **Monday, May 29th** to sstoyanova@kenes.com

Full name; Passport numbers; Name of the exhibit company; Name of the contractor/stand builder; Booth number

[Click here](#) to download the template, please fill only the green columns.

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

Make sure to pre-register all personnel in order to avoid delays once you arrive on-site.

List of Exhibitors

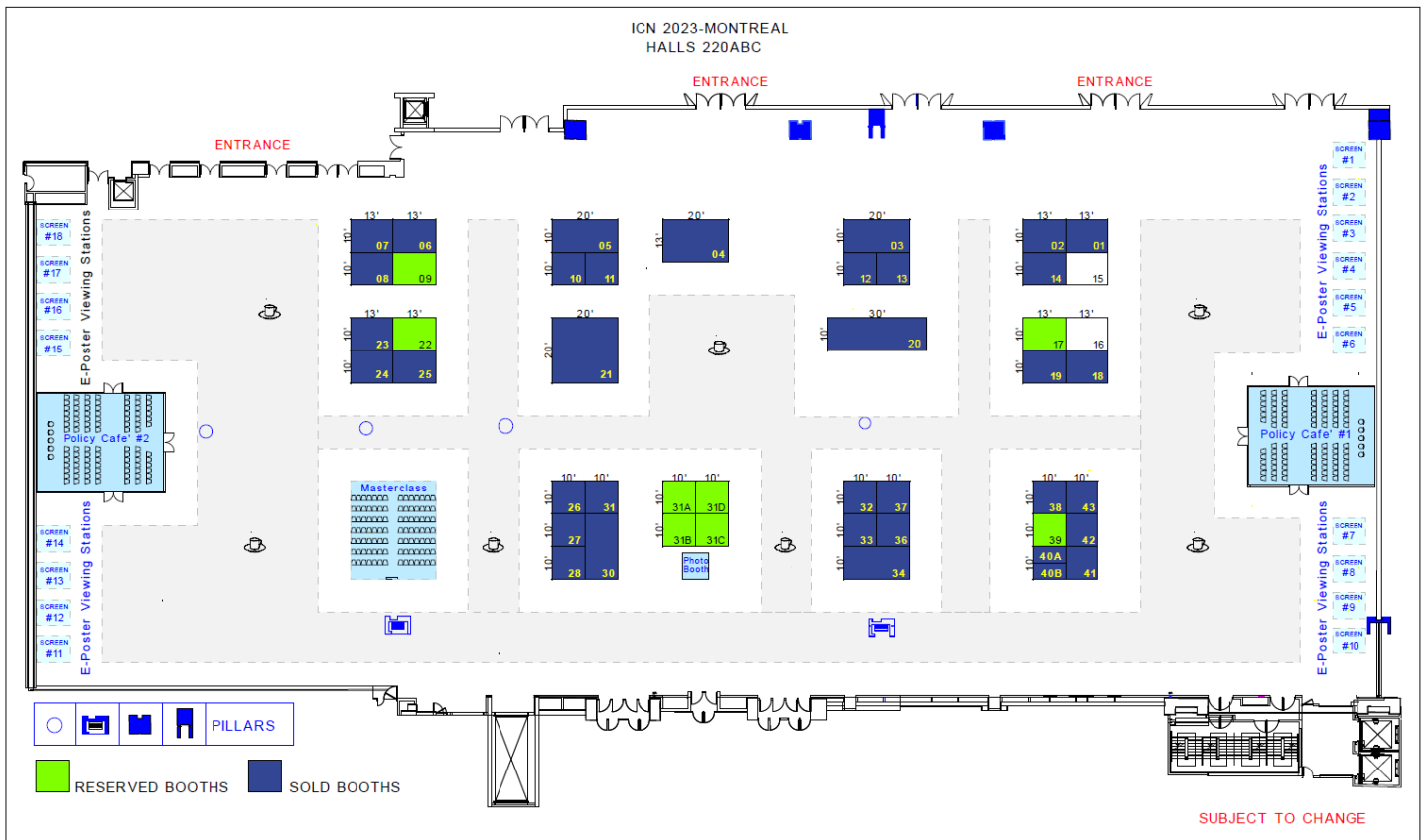
Please see all exhibitors listed here: <https://apps.kenes.com/floorplan/#/congress/ICN23>

Please always consult with your Exhibition Manager what type of booths you have as neighboring booths.

Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

For most updated floor plan and list of exhibitors, please [click here](#)



SECTION 3: Exhibition Services

Exhibitors' Badges

For the physical Meeting, all exhibitors are required to be registered and will receive a badge displaying the exhibiting company name.

Two exhibitor badges will be given for the **first 100sq ft** booked and **one additional for each 100 sq ft after**.

Any additional exhibitors will be charged an exhibitor registration fee.

Companies can purchase a maximum number of exhibitor registrations as follows:

Booths of **up to 600 sq ft** – 15 exhibitor registrations

Booths **larger than 600 sq ft** – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

An exhibitor registration form will be included in the Exhibitor's Manual.

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered via reg_icn23@kenes.com

Price for extra exhibitor badge is **CAD 200**

Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

Deadline: **Monday, May 29th, 2023**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition.

Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

Lead Retrieval Wireless Barcode Reader

WHAT IS K-LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their own smart phone or company tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- ✓ Effortless process using registration badge barcode.
- ✓ Allows to immediately view the leads information.
- ✓ Ability to insert exhibitor's comments for each lead
- ✓ Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function
- ✓ Application is available for download from Apple store or Google play: "K-Lead App".

COST

Cost per license – **CAD 870** (excluding 4% credit card charges fees, excluding VAT if applicable)

NB! Please note device is not included.

Order deadline is Monday, May 29th, 2023.

HOW TO PLACE AN ORDER?

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW

In accordance with the general data protection regulation (GDPR), Kenes Group has updated its privacy policy.

You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

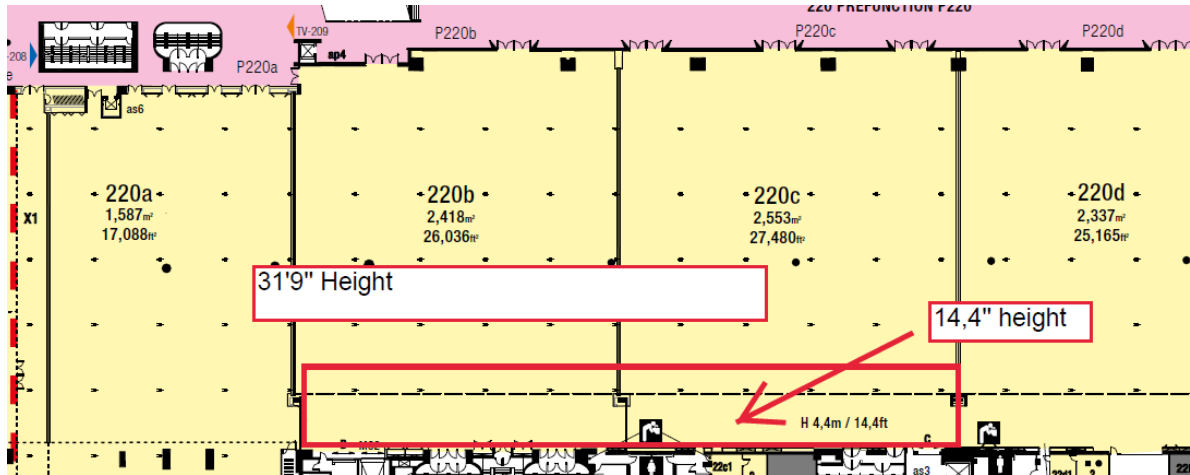
SECTION 4: Technical Information

Exhibition Area

The Exhibition is being held in **Hall 220 ABC**, located on the 2nd floor.

<https://tourmkr.com/G1n19XKTnT/33260230p&148.65h&86.73t>

Hall height varies from 27'8" (8.44 m) to 31'9" (9.69m) with a south part, 14'4" H(4.38m) and 24'W (7.31m)



- **Maximum build up height** allowed for booth walls is **13'12" (4 m)**.
- **Rigging** is permitted, please more information in the next section.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Pipes and drapes stand build up is **8' (2.5 m)**. Any part facing neighboring stands that is above **8' (2.5m)** in height needs to be designed with neutral surfaces (white).

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

Exhibitors/ customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

Floor

Floor type: Concrete with epoxy

Maximum floor load: 300 lbs/sq.ft. (1,500kg./sq.m)

Exhibitors are required to have floor cover or carpeted floor within the stand area.

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging

Ceiling hanging is permitted.

Please contact **GES** for availability and price quotations.

For banners over **50 pounds**, an evaluation must be done by our advisor:

Claude Sergerie at claude.sergerie@congresmtl.com

Exhibit fixtures, components, and identification signs are permitted to a maximum height of **13'12" (4m)**.

Hanging sign must be raised no higher than **19' 68" (6m)**

Kindly note that the hanging points are spread randomly throughout the Exhibition Hall and may not be available above your booth location.

Stand builders **cannot** hang any item directly to the venue ceiling\ hanging points.

GES needs to build pre-rigging in order to provide a hanging point.

For rigging please [click here](#) to enter the GES online portal.

Raised Floor / Platform

The organizers and the **Palais des congrès de Montréal** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time).

Without this information the **Palais des congrès de Montréal / Official Contractor** will not be able to provide the requested service(s) and the prepayment will not be refunded.

Before placing the platform, the exhibitor/stand builder must confirm that service(s) provide by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place.

Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible).

Once the platform is installed, no new services that need to go under it will be accepted.

The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.

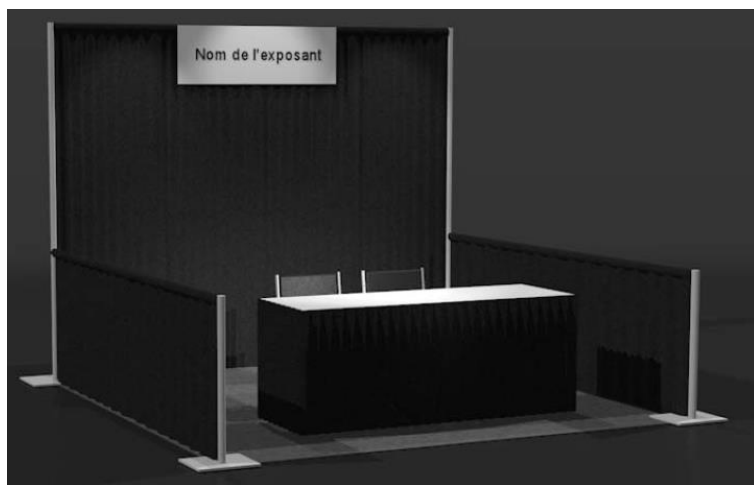
Please note that if your booth has a platform higher than **1.77 inch (4.5 cm)**, you are required to provide a **ramp** to ensure access for people with disabilities.

Pipes and Drapes Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Pipes and drapes which has been **pre-booked with Kenes** includes the following:

- Standard pipes and drapes system
- 8' back wall, 3' side walls with **black** drapes
- 8"x 48" one line booth ID sign – the ID sign will be the text that the company have submitted for their fascia via the Exhibitor Portal
- 2 arm lights (**please note you need to order electricity for them in order to be working**)
- Carpet – **grey color**
- Furniture package – 1 table (6' L x 24" W x 30"H), 2 chairs, waste bin



Booth Package does not include:

- Daily stand cleaning
- Electricity

For all the below services, please [click here](#) to enter to the **GES Canada** portal:

- Electricity
- Furniture
- Handling
- Banner hanging
- Booth cleaning

Exhibitor's name signage

*Maximum of 40 characters (including spaces) may be written on your ID sign (valid for 100 sqft booths). Please submit lettering for fascia via the Exhibitor's Portal by **Monday, May 29th, 2023**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Pipes and Drapes Booths

- All basic pipes and drapes booth will be designed and built by the **GES** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, May 29th, 2023**
- No free-standing stand-fitting or display(s) may exceed a height of **8' (2.5m)** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed.
- Please do not use any adhesive products that may leave marks or cause damage to the drapes and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Pipes and drapes booths will be provided with a **grey carpet**. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the **GES** – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the **GES** – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

Space Only Booths

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
2. **Position of your booth on the floorplan with orientation**
3. **Utility connections: electrical, water and drainage - a list of all appliances**
4. **The name and contact details of their construction company.**

Please submit the files through the Kenes Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Monday, May 29th, 2023

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.**
- **Island Booths** should be partly accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Raised Floor/Platform – please refer to section "Hall Specifications and Important Technical Information"
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The maximum building height for the top of all elements is **13'12" (4 m)**.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.

- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighboring stands that is above 13'12" (4 m) in height needs to be designed with neutral surfaces (white or grey) with no exposed framing or structure and may not have any graphics or logos.
- Please note that space only booths in adjacent to a pipe and drape booth must not exceed side wall 3' high (1 meter) in order not to block the neighboring booths. **Please consult with your Exhibition Manager regarding your position of your booth in particular.**
- Ceiling Rigging is permitted - Please refer to section *"Hall Specifications and Important Technical Information"*

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- **The used spaces must be returned to the Palais des congrès de Montréal completely clear of all items and the Exhibition areas restored to their original state.**
- We recommend Exhibitors using independent booth contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the **Palais des congrès de Montréal** at **Catherine Thibodeau** at catherine.thibodeau@congresmtl.com to coordinate a visit.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the **Plais des congress de Montreal**.

The **GES** and **Palais des congrès de Montréal** is the only companies allowed to connect any kind of device directly to the main power sources.

Only the **GES** and **Palais des congrès de Montréal** are authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the **GES** and to pay for the electrical consumption according to his power needs.

For ordering please refer to **GES Canada** portal – please [click here](#).

- The **Palais des congrès de Montréal** will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **Palais des congrès de Montréal** staff are authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.

Please note the following:

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the **Palais des congrès de Montreal**.
- **Palais des congrès de Montréal** only could provide electricity from the electrical ducts on the floor.
- It is compulsory the use of plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/stand builder will have to place on the space they need them.

The Palais des congrès de Montréal provides electric service in the Exhibition area during the official exhibition times only, but it must be ordered via the GES Canada portal.

At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The **Palais des congrès de Montréal** won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **Palais des congrès de Montréal** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.

Please note:

In Canada it is used the following types of electricity plugs: **Type A & B**

The ungrounded type A (NEMA 1-15) and the grounded type B (NEMA 5-15)



For more information you can [click here](#).

Booth Services

Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to **GES Canada portal**: [click here](#)

Any company cannot clean the venue facilities surfaces to avoid damage on them.

Internet & Wi-Fi

If you wish to order internet or Wi-Fi for your stand, this can be done via **Palais des congrès de Montréal** portal at: congresmtl.com/en/services/client-portal/

Important:

Please be advised the Private Wi-Fi networks installations in the stand is not allowed.

The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Congress during official Congress days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support. Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Palais des congrès de Montréal** nor the organizers can accept responsibility for the security of the stands and their contents. The **Palais des congrès de Montréal** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via **Palais des congrès de Montréal** portal at: congresmtl.com/en/services/client-portal/

Booth Catering

Food & Beverages service is an **exclusivity** of the **Capital Traiteur Inc.**

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the Palais des congrès de Montréal.

If you would like to bring any coffee machine or barista, please contact: **Capital Traiteur Inc** at infor@capitaltraiteur.com

Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The **Capital Traiteur Inc** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case to have any other doubt about F&B please contact the organizers or the **Capital Traiteur Inc** to avoid misunderstandings once the event started.

Waste Removal

If you wish to order waste removal for your stand, this can be done via **Palais des congrès de Montréal** portal at: congresmtl.com/en/services/client-portal/

Storage

The **Palais des congrès de Montréal** has no storage facilities pre-congress. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **GES** (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact **GES** with information on sizes and number of parcels, size, and storage period.

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, the **Palais des congrès de Montréal** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **Palais des congrès de Montréal** takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/ lorry entrance/ Lifts:

Please note that GES is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

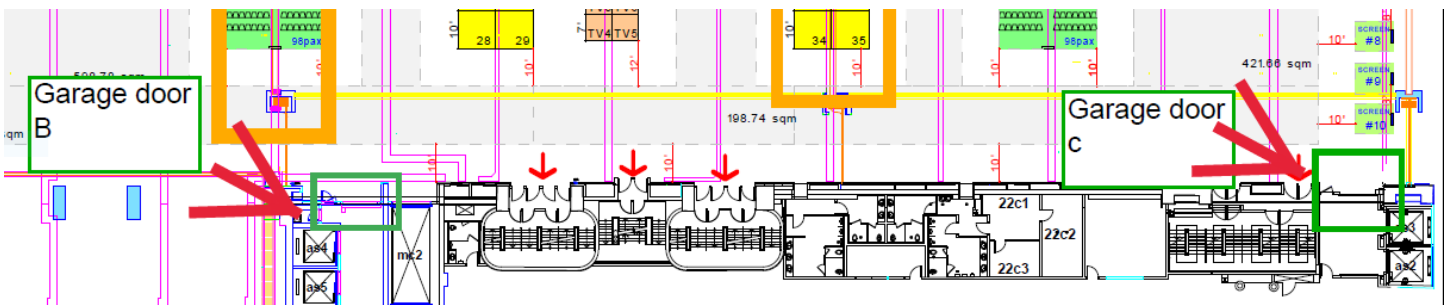
It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Parking during unloading is limited for short time only. All vehicles must be moved after unloading.

Parking space is available, Order forms for parking spaces will be updated with the current costs and sent through Shortly.

Please find below dimensions of the loading doors and where they are located:

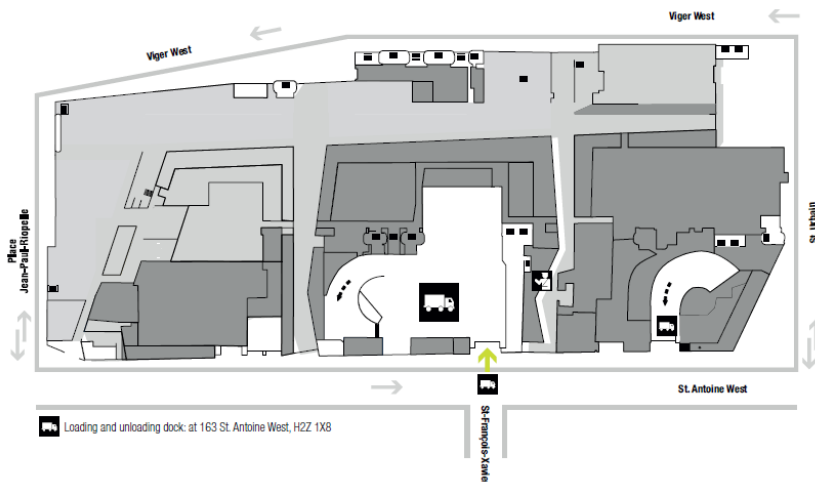
Garage door	Width	Height
B	118in (3m)	177in 4.5m
C	118in (2.99m)	177in (4.5m) (possible obstruction + 120in/3.05m)



Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by **GES**.

Important note: Companies which are bringing their own goods should contact **GES** to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.



Entry procedure during set-up:

Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.

A maximum of 15 minutes is permitted to unload your vehicle.

Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.

To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantling:

Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle.

Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.

The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.

Blue trolleys will be available from the loading dock once the doors are opened.

Empty boxes will be brought to booths by **Palais des congrès de Montréal** personnel as promptly as possible, once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.

A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.

If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.

Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the **Palais des congrès de Montréal**, including the public elevators and escalators.

Access for Deliveries

Please be advised that neither the Organizers nor **the Palais des congrès de Montréal** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Friday, June 30th, 2023**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue.

Information, pictures, location and rates are available on the hotel accommodation page:

<https://hotels.kenes.com/congress/ICN23> or email us to: booking@kenes.com

You may also book a room online through the above link.

For group booking (10 rooms and more) please contact **Ms. Monika Todorovich** at mtodorovich@kenes.com

Different payment and cancellation conditions apply.

Rules and Regulations -*Binding for all exhibitors and their subcontractors*

Animals

It is not permitted to bring animals into the **Plais des congress de Montreal**.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the **Palais des congrès de Montréal** in removing this property will be charged to the exhibitor.

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the **Palais des congrès de Montréal**.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the **Palais des congrès de Montréal** will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the **Palais des congrès de Montréal** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the **Palais des congrès de Montréal** has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the **Palais des congrès de Montréal** are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the **Plais des congress de Montreal**, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the **Palais des congrès de Montréal** or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the **Palais des congrès de Montréal** cannot accept liability for loss of or damage to private property or goods.
- Neither the **Palais des congrès de Montréal** nor the organizers can accept responsibility for the security of the booths and their contents. The **Palais des congrès de Montréal** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **the Palais des congrès de Montréal** service order form.

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The **Palais des congrès de Montréal** operates a **NO SMOKING** policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the **Palais des congrès de Montréal** and/or the organizers at the expense of the exhibitor concerned.

The **Palais des congrès de Montréal** reserves the right to access inside the booth in order to check the compliance with the **Palais des congrès de Montréal** regulations.

At all times you must consider the staff's logistics Palais des congrès de Montréal indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Please note that these regulations are in addition to the exhibition Rules and Regulations found in Section 6.

Exhibitors must comply with **Palais des congrès de Montréal** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

For Safety and Fire Prevention Guide please [click here](#).

SECTION 5: OFFICIAL CONTRACTORS

Materia Handling and Advance Warehousing\ Storage\ Electricity\ Cleaning Services \ Rigging\ Plants & Floral Arrangements

Stand fitting \ Graphics and Signage\ Booth construction\ Furniture.

Official builder contacts:

GES

Customer Service

Tel: 514 367 4848

Email: serviceinfo@ges.com

For online shop [click here](#)

In-Booth Catering

Capital Catering

info@capitaltraiteur.com

Order deadlines set by the Congress vendors, can be be advised directly by the supplier.

Orders placed after the deadlines are subjected to surcharges.

Telecommunications\ Security\ Plumbing\ Water Services

Please complete your order form via the **Palais des congrès de Montréal** portal prior to June 14 to benefit from the preferential rate at:

congresmtl.com/en/services/client-portal/

Logistics\ Transportation & Custom Broker

ConsultExpo Inc.

John Santini, Operations Director

Email: johns@consultexpoinc.com

Tel: 514-482-8886 ext. 1.

SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

CUSTOMS & DOMESTIC AND INTERNATIONAL TRANSPORTATION CONSULTEXPO CONTACT INFORMATION - C&L FORMS

ConsultExpo Inc., has been selected as official Customs Broker, and will be pleased to assist with the customs clearance and shipping of your display material.

Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** at www.consultexpoinc.com/forms/ and return to **John Santini, Operations Director**:

Email: johns@consultexpoinc.com

Tel: 514-482-8886 ext. 1.

John Santini will review your forms for accuracy and provide a quote.

If you accept the quote **ConsultExpo** will proceed with the services requested.

****If shipping via a courier such as FedEx, UPS, or DHL you will still need customs clearance services, please return the completed ConsultExpo Order Form and your carriers tracking number to **ConsultExpo**.**

**** We recommend addressing your materials to the GES advance warehouse.**

Restricted / Prohibited Importations

Certain articles intended for importation are subject to other government agency (OGD) review such as food articles (Canadian food inspection agency, CFIA) and medical supplies (Health Canada).

ConsultExpo will review and advise of the specific requirements when examining commercial documents.

GES ADVANCE WAREHOUSE

Advance Shipment to Warehouse
GES c/o TRANSKID
International Council of Nurses Congress
Exhibiting Company Name, Booth # _____
1785, 55IEME AVENUE
DORVAL, QUEBEC H9P 2W3
Canada

*Shipments should arrive on or between business days:

Friday, May 19, 2023 - Monday, June 26, 2023

**Warehouse receiving hours are:

Monday - Friday, 9:00 AM to 4:00 PM; Closed Holidays.

Please Note: Shipments arriving **before Friday, May 19, 2023**, will incur a storage fee, and shipments arriving **after Monday, June 26, 2023**, will incur a Late to Warehouse Fee.