

GAC-MAC-IAH QUÉBEC 2019

Where geosciences converge

May 12 to 15, 2019

**GAC®-MAC-IAH/CNC QUÉBEC 2019
Joint Meeting and Exposition**

Exhibitor's Guide

Québec City Convention Centre
Québec City, QC, Canada

gacmac-quebec2019.ca



Exhibitors agree to familiarize themselves with the Exhibitor's Guide and follow the guidelines it contains. Conference organizers reserve the right to refuse exhibitors who do not comply. Parts of the Guide may be revised or changed at any time (the date at the bottom of this page indicates the latest version).

CONVENTION VENUE: QUÉBEC CITY CONVENTION CENTRE

Main entrance

1000, boul. René-Lévesque Est
Québec (Québec) G1R 5T8
Administrative Offices
Phone number: 418 644-4000
Toll free: 1 888 679-4000

EVENT LOGISTICS

GENERAL CONFERENCE SCHEDULE

Onsite Registration

Level 4, Main Entrance on boul. René-Lévesque

Day	Date	Time
Sunday	May 12	2:00 p.m. to 9:00 p.m.
Monday	May 13	7:30 a.m. to 5:00 p.m.
Tuesday	May 14	7:30 a.m. to 5:00 p.m.
Wednesday	May 15	7:30 a.m. to 12:30 p.m.

Icebreaker Opening Reception

In Trade Show Room 400A

Day	Date	Time
Sunday	May 12	6:30 p.m. to 8:30 p.m.

Icebreaker Opening Reception Welcoming Speeches

In Trade Show Room 400A

Day	Date	Time
Sunday	May 12	7:00 p.m. to 7:30 p.m.

Special Sessions and Symposium

Level 2 & 3, check detailed schedule in program or website for room numbers

Day	Date	Time
Monday	May 13	8:20 a.m. to 4:50 p.m.
Tuesday	May 14	8:20 a.m. to 4:50 p.m.
Wednesday	May 15	8:20 a.m. to 4:50 p.m.

Breaks

In Trade Show Room 400A

Day	Date	Time
Morning	May 13 to 15	9:40 a.m. to 10:00 a.m.
Afternoon	May 13 and 14	3:10 p.m. to 3:30 p.m.

Lunch

Check the program for the daily Awards Ceremony Luncheons otherwise Light meals are available at the Convention Centre at Le Lounge restaurant and the Petit Café.

Day	Date	Time
May 12 to 15	May 12 to 15	12:00 p.m. to 1:30 p.m.

Plenary & Keynote Speakers

Level 2, Room 200A

Day	Date	Time
Monday	May 13	11:15 a.m. to 11:55 a.m.
Tuesday	May 14	11:15 a.m. to 11:55 a.m.
Wednesday	May 15	11:15 a.m. to 11:55 a.m.

Posters Sessions

In Trade Show Room 400A

Day	Date	Time
Monday	May 13	5:00 p.m. to 7:00 p.m.
Tuesday	May 14	5:00 p.m. to 7:00 p.m.

EXHIBITION DATES AND TIMES

Trade Show Room 400A

Set up

Day	Date	Time
Sunday	May 12	8:00 a.m. to 5:00 p.m.

No Access pass will be required until 5:00 p.m.

Show hours

Day	Date	Time
Sunday	May 12	6:30 p.m. to 8:30 p.m.
Monday	May 13	9:00 a.m. to 7:00 p.m.
Tuesday	May 14	9:00 a.m. to 7:00 p.m.
Wednesday	May 15	9:00 a.m. to 2:00 p.m.

Tear down

Day	Date	Time
Wednesday	May 15	2:00 p.m. to 7:00 p.m.

No booth tear down will be allowed before 2:00 p.m. on May 15.

During the show, exhibitors will have access to the exhibition hall at **8:00 a.m.** Exhibitors must register to obtain an Exhibitor pass to access the exhibit during show hours, exception will be made during set-up, up to 5:00 p.m. on Sunday, May 12.

LOADING DOCK ACCESS

Day	Date	Time
Thursday through Friday	May 9 to 10	7:00 a.m. to 5:00 p.m.
Sunday	May 12	7:00 a.m. to 7:00 p.m.
Wednesday	May 15	2:00 p.m. to 7:00 p.m.
Thursday	May 16	7:00 a.m. to 10:00 a.m.

Important

Delivery and pick up of material is not allowed at the Québec City Convention Centre's entrances, only at the loading docks.

The Québec City Convention Center will accept material starting **Thursday, May 9, 2019**, only.

Storage charges will apply for any exhibitor's material received before that date.

LOADING DOCK USE

Exhibitors are asked to use the Level 4 loading dock for delivery of their material. It is located at:

855, rue Jean-Jacques-Bertrand Québec (Québec) G1R 5V3

Tractor-trailers must not exceed 13 ft. 6 in in height and 53 ft. in length. Parking is not allowed at the loading dock. Only loading and unloading are allowed; vehicles in violation will be towed. The loading dock is designed to accommodate seven vehicles at a time.

ACCESS FOR HEAVY OR OVERSIZED EQUIPMENT

A large door leading to Rue Jean-Jacques Bertrand is located at the western end of the service corridor on Level 4. It is 22 ft. wide by 15 ft. high. Should you need to use this access, please contact:

Nathalie Loiselle

Exhibition Supervisor

Québec City Convention Centre

Telephone: 418-649-7711 extension 4384

Email : nloiselle@convention.qc.ca

PARKING

The Québec City Convention Center is located near several underground parking lots. There are 1,575 spaces at Complexe Marie-Guyart (Complexe G), 1,000 at Place Québec, 400 at Place Haute-ville (Delta) and 1,366 at Stationnement D'Youville, all connected by indoor walkways. These parking lots are open 24 hours a day, 7 days a week (see Appendix 2). Parking is prohibited at all times on the Promenade Desjardins.

OFFICIAL CARRIER, CUSTOMS BROKER AND PRE- AND POST-EVENT STORAGE

DOLBEC INTERNATIONAL INC.

Geneviève Ferellec

Show Coordinator

T: 418.688.9115 | F: 418.688.3399

show@dolbec-intl.ca | gferellec@dolbec-intl.ca | www.dolbec-intl.ca

Working hours 8 :30 to 16 :30

Dolbec International offer streamlined shipping and customs services to simplify the customs process for our convention. To optimize your shipping logistics, our trusted partner gathers your event materials locally (advance warehouse shipping) to ensure the coordination of pick-ups and deliveries for your exhibit material. Simplify event planning by choosing Dolbec International. This service makes your job a whole lot easier and lets you set an optimal schedule for deliveries to the Québec City Convention Centre.

Dolbec also offers North America and international (air and sea) shipping services.

Advance warehousing for your exhibit material will be available for two weeks prior to the event.

If using the event official transporter services, Dolbec International, to ship your material, it will include a two-weeks storage at no additional fee if your shipment arrives prior to **Thursday, May 9, 2019**.

If using an alternate transporter, and needing advance warehousing or customs clearance, contact Dolbec International Inc., or fill-out their order form. **Make sure to fill-out and submit your order form to Dolbec** to request advance warehousing services **prior to sending your material**.

Order Form: https://gacmac-quebec2019.ca/wp-content/uploads/2019/04/PACKAGE_ANGLAIS_GAC_MAC-IAH.docx

Customs Proforma Invoice: https://gacmac-quebec2019.ca/wp-content/uploads/2019/04/CCINVOICE-FACTURE_DOUANE_CANADA.pdf

Customs Sample Invoice: https://gacmac-quebec2019.ca/wp-content/uploads/2019/04/EXAMPLE-CANADA_CUSTOMS_INVOICE.pdf

It is important to identify the containers with the exhibitor's name and booth number. Use sample address label shown in Appendix 1, for your shipping options.

ADVANCE WAREHOUSE SHIPPING

Material may be sent to the address below; must arrive at the warehouse no later than **Wednesday, May 8, 2019**. Pre-event storage material with Dolbec International will be delivered to the Québec City Convention Centre on **Friday May 10, 2019** and delivered to booths on **Sunday May 12 by 8:00 a.m.**

EXHIBITOR'S NAME: _____ C/O GAC-MAC-IAH Québec 2019 Booth number(s) : _____ Transit Henri IV / C/O Dolbec International 5265 rue John Molson Quebec (Québec) G1K 7H6

P: 418.688.9115 | F: 418.688.2121

Receiving schedule: Monday to Friday, 10:00 a.m. - 4:00 p.m.

No tailgate required

Important: Exhibitors who use courier companies such as FedEx, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. All goods sent COD will not be accepted by the warehouse.

DIRECT SHIPPING TO THE CONVENTION CENTRE

Material may be sent to the address below; shipment will be accepted starting **Thursday, May 9, 2019**.

EXHIBITOR'S NAME: _____ C/O GAC-MAC-IAH Québec 2019 Booth number(s) : _____ Centre des congrès de Québec 855, rue Jean-Jacques-Bertrand Débarcadère niveau 4 Québec (Québec) G1R 5V3
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Delivery will be accepted

- Thursday through Friday, May 9 to 10, 7:00 a.m. to 5:00 p.m.
- Sunday May 12, 7:00 to 19:00

Phone number: 418 649-7711 extension 4384; Toll free: 1 888 679-4000

No tailgate required

Important: Exhibitors who use courier companies such as FedEx, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. All goods sent COD will not be accepted by the Centre.

Our event has been registered with the Canada Border Services Agency so that you can qualify for duty and provincial sales tax exemptions on materials you import for the convention (some restriction apply). Once the goods arrive in Canada, they will move smoothly through customs without delays.

Post-meeting shipment

Accordingly, exhibitors should prepare waybills addressed to their company using their carrier's forms (FedEx, Purolator, UPS, Dicom, etc.). After **Thursday, May 16, 10:00 a.m.**, all material not picked up by the exhibitor's carrier or courier service will be automatically handled by the event's official transporter and considered as forced freight by Dolbec International and fees will be billed to the exhibitor.

EXHIBITORS WHO HANDLE THEIR EXHIBIT MATERIAL BY THEMSELVES AND USE THEIR OWN VEHICLE

- Pack and move ALL exhibit material to the loading dock. Should you require a 4-wheel dolly or forklift to move your material, please ask the QCCC staff onsite.
- Advise the dockmaster who will provide you with a ticket confirming that your material is ready for loading
- Leave your exhibit material on the loading dock before getting your vehicle
- Line up at the entrance of the loading dock and show your ticket to the traffic attendant, who will direct you to the next available door inside the loading dock
- Park your vehicle and promptly load your material

EXHIBIT BOOTH

All booths include:

- A standard 8' high back and 3' high side drapes (hard walls are not included);
- One (1) 2' x 6' x 30" draped table, two (2) side chairs and one (1) wastebasket;
- One (1) 10' x 10' carpet for booth area;
- One (1) 120-volt, 15A double electrical outlet;
- Complimentary Icebreaker reception entrance;
- Complimentary drink tickets; 3 tickets per registration;
- One (1) 6" x 48" printed booth identification sign with your company name;
- Regular-size logo on meeting website with hyperlink to exhibitor website;
- Company name and contact listed in meeting program;
- Onsite storage of exhibitor's material prior to the exhibition for a short time frame;
- Handling of exhibitor's material from and to dock and stand;
- Labelling and storage of empty containers, packing boxes and crates during the exhibition;
- Customized options available at additional cost, including advance warehouse shipping.

Commercial Organizations:

A 10-ft-by-20-feet booth space at \$4500 + taxes

In addition to the above inclusions:

- One (1) additional 2' x 6' x 30" draped table and side chair;
- One (1) additional 10' x 10' carpet for booth area;
- One (1) full complimentary delegate registration pass;
- Three (3) registration passes (exhibit area only);

A 10-ft-by-10-feet booth space at \$2800 + taxes

In addition to the above inclusions:

- One (1) full complimentary delegate registration pass;
- Two (2) registration passes (exhibit area only);

Not-For-Profit and Academic Organizations:

A 10-ft-by-10-feet booth space at \$1200 + taxes

In addition to the above inclusions:

- Two (2) registration passes (exhibit area only).

EXHIBITION SERVICE COMPANY

For additional furniture, accessories and services not included in your booth rental package described above.

Tessier Exhibit and Show Services

Contact: Ms. Marylie Boyer

Phone: 418 524-1888

Toll-free: 1 800 760 9488

www.brunotessier.com

Email: marylie@brunotessier.com

Non-exhaustive list of services offered:

- Custom design booth built to your taste;
- Skilled and courteous staff to help you set up and/or dismantle your equipment;
- Furniture, lighting, plant, and other accessories rental;
- 4 color process large size sign printing, logo reproducing, banners, backlit signs.

Deadline to take advantage of their preferential rates by sending your order forms to:

Order Form : https://gacmac-quebec2019.ca/wp-content/uploads/2019/04/Tessier_Order_Form_KitBC-GAC2019.pdf

Fax: (418) 524-0006

Email: Marylie@brunotessier.com

Before: April 26, 2019

For further needs or to place an order, fill-out their order form at (hyperlink) or contact them if you don't find what you are looking for.

MATERIAL HANDLING AND STORAGE

During the event

Fees for handling and empties onsite storage of the exhibitor's booth (boxes) at the Québec City Convention Center are included and paid for by GAC-MAC-IAH Québec during the conference. The Québec City Convention Center has storage areas near the exhibition halls and exclusively manages these areas. Storage during the event is mandatory. This service includes the labeling of goods and handling associated with storage. Exhibitors arriving at the loading dock with material may bring it to their booth themselves or ask Québec City Convention Center's staff. A cart will be made available free of charge as needed.

Exhibitors are not allowed to store the material themselves. No cardboard boxes or empty crates will be tolerated inside or behind a booth. Material must be labeled (see example in Appendix 1) and handed over to the Québec City Convention Center for storage.

CONVENTION CENTRE SERVICES

To order services for your booth, simply visit the Quebec City Convention Centre's website at the following link: <https://www.convention.qc.ca/en/exhibitors/order-forms/> then, select your event name 'GAC-MAC-IAH Québec 2019' from the pull-down menu, choose the service required, and fill-out their order form and follow the steps!

Benefit from a 20% early-bird discount for any order placed before **4:30 p.m. on Friday, April 26, 2019**; list prices are already discounted and will go up after the deadline.

On-site, exhibitors can address their last minute requests at the services counter at regular prices. Some services may not be guaranteed.

Services offered by the Centre are:

- Sign and banner hanging;
- Booth cleaning.

Note that a One (1) 120-volt, 15A double electrical outlet is included in your booth package.

If needed, exhibitors may contact the Exhibitor Services at 418 649-7711, Ext. 4066 or 1 888 679-4000 or by E-mail at services@convention.qc.ca.

Hanging

All equipment that is suspended or positioned more than 8 ft. from the ground (banners, structures, posters) requires prior approval from the Show Management. Additional charges will apply.

FOOD AND BEVERAGE SERVICES

Capital HRS Inc. is the Convention Centre's exclusive food and beverage partner. Only Capital HRS is authorized to hold or serve alcoholic products inside the Centre. Any alcohol coming from outside the Convention Centre, even for personal purposes, is prohibited.

If you would like to distribute, sell or hand out food samplers in your booth area, you must request beforehand an authorization from Centre management and its exclusive F&B partner, Capital HRS.

Maryse Roy

Capital HRS

Telephone: 418 649-5212

E-mail: maryseroy@convention.qc.ca

To order food and beverages for your booth, contact the vendor above, or go the Exhibitor Services web page at <https://www.convention.qc.ca/en/exhibitors/order-forms/>, select your event 'GAC-MAC-IAH Québec 2019' from the pull-down menu, choose the service required, and fill-out their order form and follow the steps!

AUDIOVISUAL AND INTERNET SERVICES AND COMPUTER RENTAL

The official supplier of all audiovisual equipment and computer rental and exclusive Internet services supplier at the Québec City Convention Centre is:

FREEMAN Audio Visual

Canada

Mr. Bastien Lavoie

Telephone: 418 649-5219

Fax: 418 649-5224

E-mail: bastien.lavoie@freemanco.com

To order AV, Internet, supplies or services, or computer equipment for your booth, contact the vendor above, or go the Exhibitor Services web page at <https://www.convention.qc.ca/en/exhibitors/order-forms/>, select your event 'GAC-MAC-IAH Québec 2019' from the pull-down menu, choose the service required, and fill-out their order form and follow the steps!

It is to be noted, that limitless wall-to-wall Wi-Fi free of charge (no password required) internet will be available at all times throughout the facility, including in the exhibition hall. Coverage is available in every room and common area, with absolutely no dead zones. With 15 Mbps connection (equipment) and unlimited data transfer; 500 Mbps on Internet link and 1 Gbps are used to feed the wireless network.

OBLIGATIONS AND RESTRICTIONS

Booth set up

Booth set up will be on Sunday, May 12, from 8:00 a.m. to 5:00 p.m.. No booths may be set up after that period. Exhibitors can only occupy the space allocated to them.

No encroachment on neighbouring spaces or walkways will be tolerated.

Structure and size

A booth structure may not exceed 8 ft. in height, unless the exhibitor has previously obtained the Organizing Committee's authorization. To avoid hindering other exhibitors, structures, counters and tables at the sides must not be more than 4 ft. high and those against the back wall of the structure must not be more than 8 ft. high (within 5 ft. of the back wall). Using the divider curtains as display surfaces is prohibited.

During the show Exhibitors will have access to the exhibition hall at 8:00 a.m.

Exhibition halls are supervised at all times. However, neither the Québec City Convention Center or GAC-MAC-IAH Québec 2019 organizers are in any way responsible for any loss, theft, property damage or injuries sustained by anyone during the conference.

OBLIGATIONS

The following restrictions and obligations apply to exhibitors and to workers involved in set up and tear down activities.

Insurance

Exhibitors must take out an insurance policy that includes a minimum coverage of \$2,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods and must show 'Conférence des géosciences Québec 2019 - AGC-AMC-AIH Québec 2019/ GAC-MAC-IAH Québec 2019' as the CERTIFICATE HOLDER and request that our full address is also shown, as indicated below. GAC-MAC-IAH Québec 2019 or its agents assume no responsibility for injury or for damage to products, booths, equipment or decorations, caused by fire, water or theft in the rented spaces or while being moved around the building, whatever the cause.

Simply contact your company insurance broker and ask for \$2M in general liability, umbrella coverage, for the event dates; May 12 to May 15, 2019.

Conférence des géosciences Québec 2019
AGC-AMC-AIH Québec 2019/ GAC-MAC-IAH Québec 2019
490, rue de la Couronne
Québec, QC G1K 9A9

The exhibitor is responsible for and is held to sending a copy of his/or her Certificate of Liability Coverage to the organizer. A copy of this proof of insurance should be available at all times during the show. Exhibitors, who cannot provide a copy of the insurance certificate at site, will be requested to complete and sign a waiver form.

Please send your insurance certificate to:

Johanne Caron
Exhibit Coordinator
Email: Johanne.caron@ete.inrs.ca / Fax: 418-654-2563

Waste management

Exhibitors must use the various facilities made available for recycling (paper, cardboard, glass, plastic), both during set up/tear down and during the exhibition. Recycling of additional materials may be added to those listed above.

Waste receptacles should be placed outside the booth in the walkway every night, when the exhibition closes. They will be emptied by Québec City Convention Center staff free of charge. Waste receptacles left inside the booth will not be emptied.

RESTRICTIONS

Common areas

Exhibitors must keep hallways, elevators, escalators, entrances, halls, digital signage, plasma screens, stairways, and building emergency exits or other rooms at the Centre free from obstruction at all times.

Animals

The presence of animals is subject to approval by the GAC-MAC-IAH 2019 Organizing Committee. Only Service Dogs are allowed without restriction.

Cooking appliances

Exhibitors must comply with fire prevention regulations. See the document "Fire Safety and Prevention Regulations" available at www.convention.qc.ca.

Stickers

Stickers of any kind are strictly prohibited at the Québec City Convention Center.

Balloons and confetti

The use of helium-filled balloons must be preauthorized by the GAC-MAC-IAH 2019 Organizing Committee. Fees will be charged for retrieving balloons from the ceiling after your activities. The use of confetti and glitter is prohibited.

Alcohol consumption during set up and tear down

To reduce the risk of accidents, no alcoholic beverages are tolerated during set up and tear down activities.

Children.

For safety reasons, children are not allowed on the loading docks and in the exhibition hall during set up and tear down activities.

Fire

Exhibitors must comply with fire prevention regulations. See the document “Fire Safety and Prevention Regulations” available at www.convention.qc.ca.

Noise limits

Equipment or devices producing noise or odours that bother exhibitors or guests must be turned off. The noise level must not exceed 70 decibels at a distance of 4 ft. from the source.

Adhesive tape

The only adhesives allowed at the Québec City Convention Center are the following and can be purchased on site:

- Walls: 3M wall mounting tabs, No. 7220
- Floors: Echo Tape CL-W6300 or VI-N6120 or equivalent
- Double Face Echo Tape DC-W188F
- Brick walls: 3M wall mounting tabs, No. 7220

Food services

Capital HRS Inc. has an exclusive agreement to sell and distribute food and beverages inside the Québec City Convention Center. No food or beverages may be sold or distributed without written permission from the Centre’s management or from Capital HRS.

Smoking and electronic cigarettes

The Québec City Convention Center provides a smoke-free environment. Since May 31, 2006, under the provisions of the Tobacco Act, smoking is strictly forbidden inside the Centre and the loading docks, with no exceptions.

Motor vehicles

Exhibitors must comply with fire prevention regulations. See the document “Fire Safety and Prevention Regulations” available at www.convention.qc.ca.

APPENDIX - 1

Sample address label: **ADVANCE WAREHOUSE SHIPPING**

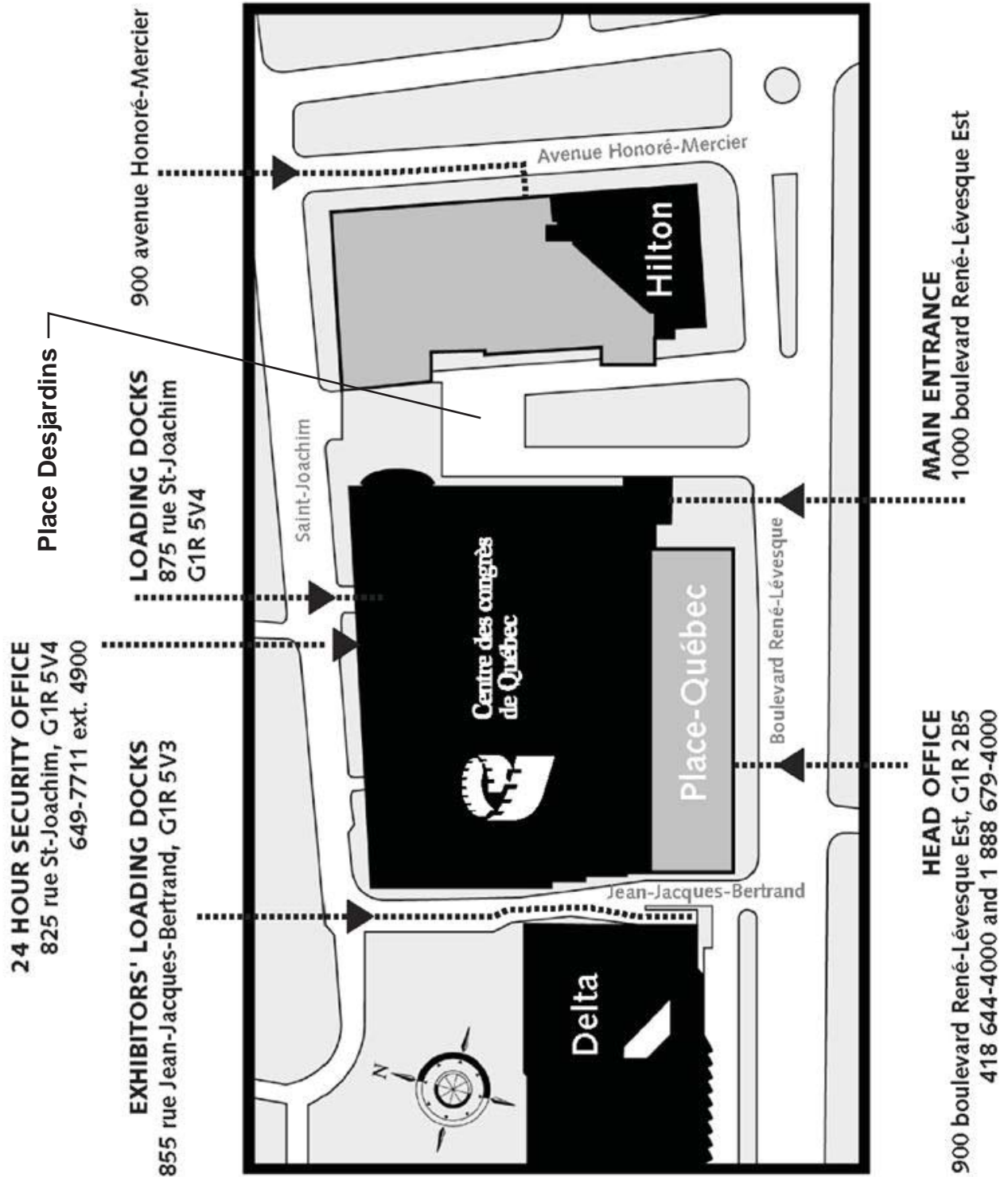
Sender's name:	_____
Address:	_____ _____
Phone:	_____
Fax:	_____
Number of boxes:	_____
Carrier:	_____
Customs broker's contact information:	_____
EXHIBITOR'S NAME: _____	
C/O GAC-MAC-IAH Québec 2019	
Booth number(s) : _____	
Transit Henri IV / C/O Dolbec International	
5265 rue John Molson	
Quebec (Québec) G1K 7H6	

Sample address label: **DIRECT SHIPPING TO THE CONVENTION CENTRE**

Sender's name:	_____
Address:	_____ _____
Phone:	_____
Fax:	_____
Number of boxes:	_____
Carrier:	_____
Customs broker's contact information:	_____
EXHIBITOR'S NAME: _____	
C/O GAC-MAC-IAH Québec 2019	
Booth number(s) : _____	
Centre des congrès de Québec	
855, rue Jean-Jacques-Bertrand	
Débarcadère niveau 4	
Québec (Québec) G1R 5V3	

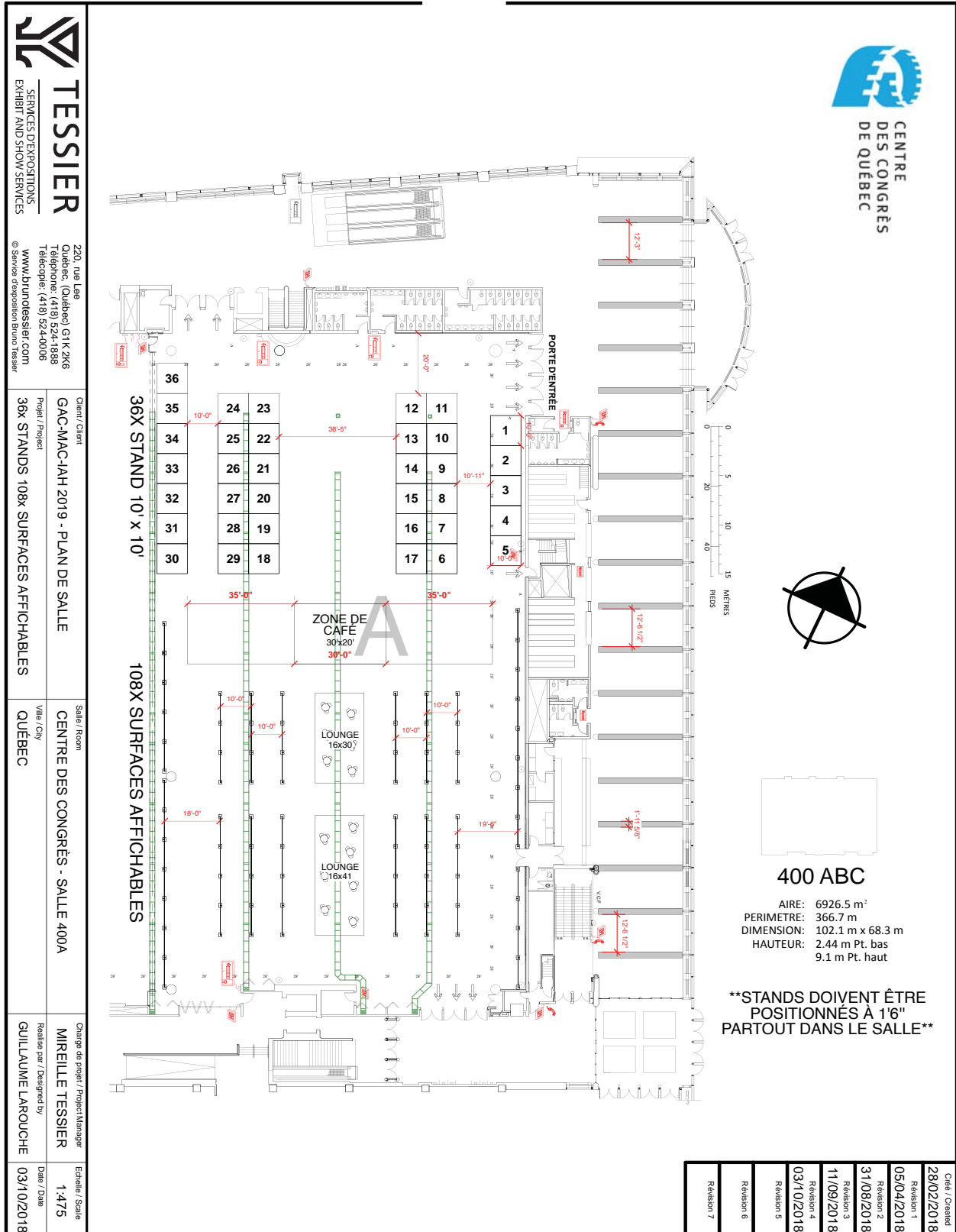
APPENDIX - 2

Location of the Québec City Convention Center



APPENDIX - 2 SUITE

Exhibition hall



APPENDIX - 3

Move-out procedures at the closing of the exhibition

