

stratégies ^{11th} PME EDITION

EXPERT'S GUIDE

PRESENTED BY :



EVENT'S PARTNERS :



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IMPORTANT

EXPERTS UNDERTAKE to read this «Instructions and Expert's Guide» and to comply with all contained instructions. **A reading confirmation is also required in the « Guides de l'exposant» section of our website, under the «Experts» tab.** The expert also undertakes to pass on this Guide to all members of his team who will be attending the STRATÉGIES PME event. In this section of our website, you will also find tips on how to maximize the impact of your presence and your conference. As the event organizer, STRATÉGIES PME reserves the right to refuse experts who fail to comply. Some elements of this guide may be revised or modified at any time.

CHECKLIST

DEADLINE DATE	TO DO
BY NO LATER THAN OCTOBER 1, 2023	Send the detailed plan and draft visual of your conference to the STRATÉGIES PME organization for approval at info@strategiespme.com .
BY NO LATER THAN OCTOBER 15, 2023	Reading confirmation of this Expert Guide in the « Guides de l'exposant » section of our website, under the « Experts » tab.
BY NO LATER THAN OCTOBER 27, 2023	Foresee the handling requirements for the delivery of your items and, if you anticipate additional needs, please use the « Manutention » form in the « Commandes fournisseurs » section of our website, under the « Experts » tab.
BY NO LATER THAN OCTOBER 27, 2023	Foresee your requirements for setting up, decorating, and furnishing your consulting area (booth). If you anticipate additional needs, please use the « Décoration » form in the « Commandes fournisseurs » section of our website, under the « Experts » tab.
BY NO LATER THAN OCTOBER 27, 2023	If you require additional electricity and Internet for your consulting area (booth), please use the « Internet » and « Électricité » forms in the « Commandes fournisseurs » section of our website, under the « Experts » tab.
BY NO LATER THAN OCTOBER 27, 2023	If you require audio-visual or computer equipment for your consulting area (booth), please use the « Audiovisuel » form in the « Commandes fournisseurs » section of our website, under the « Experts » tab.
BY NO LATER THAN OCTOBER 27, 2023	If you wish, you can send us your needs and images for printing for your consulting area (booth) using the « Impression de panneaux » form in the « Commandes fournisseurs » section of our website, under the « Experts » tab.
NOVEMBER 14, 2023	Installation of your consulting area (booth) from 12 pm to 6 pm.
NOVEMBER 15 AND 16, 2023	Bring a USB key containing your conference presentation to install on our computers in the room. Please note that our computers are Windows-based, so Keynote presentations are not supported. You can also bring your laptop if you prefer.
NOVEMBER 16, 2023	Dismantling of your consulting area (kiosk) from 5:15 pm to 9 pm.

EVENT SCHEDULE

DATE	ASSEMBLY*	OPENING HOURS TO THE PUBLIC**	EXPERTS' COCKTAIL	DISMANTLING
TUESDAY NOVEMBER 14	12 pm to 6 pm			
WEDNESDAY NOVEMBER 15		8 am to 5:15 pm	Starting at 5:15 pm	
THURSDAY NOVEMBER 16		8 am to 5:15 pm		5:15 pm to 9 pm

* Please refer to the following paragraphs: «Delivery of your equipment and your consulting area», «Installation consulting area» and «Dismantling».

** Please note that experts have access to the showroom half an hour before opening and half an hour after closing. All consulting areas (booths) must be opened and occupied during the official opening hours, otherwise, penalties may apply.

ORGANIZATION CONTACT INFORMATION

STRATÉGIES PME

1652 Bourgogne Avenue, Office 201
Chambly, Quebec J3L 1Y7
www.strategiespme.com
450-403-3444

CONTACT PERSON

MARIE-FRANCE JUTEAU

mfjuteau@strategiespme.com
450-403-3444

EVENT LOCATION

PALAIS DES CONGRÈS DE MONTRÉAL

Room: 220DE



201 Viger Street West
Montreal, QC H2Z 1X7

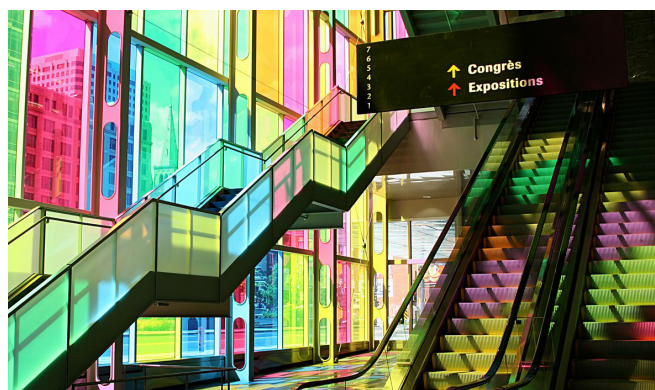
www.congresmtl.com

info@congresmtl.com

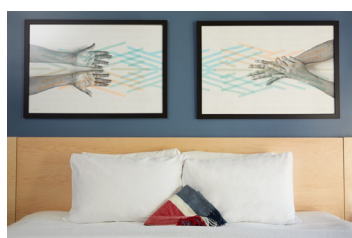
Telephone : 514-871-8122

No cost : 1-800-248-8122

Fax : 514-871-9389



IN COLLABORATION WITH THE HOTELS



Le Dauphin Downtown Montreal

1025 de Bleury Street, Montreal, QC H2Z 1M7

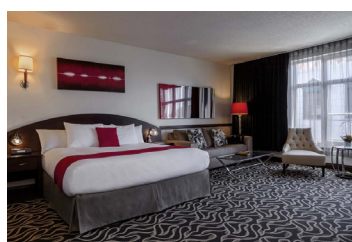
\$169.00 for 1 night - Standard room Twin/Double

Breakfast included.

Free Wi-Fi

For reservations, please contact the hotel directly at 514-788-3888/1-888-784-3888 or by e-mail at mtl@hoteldauphin.ca.

Don't forget to mention **Stratégies PME** for the special rate!



Le St-Sulpice hôtel Montréal

414 Saint-Sulpice Street, Montreal, QC H2Y 2V5

\$225.00 for 1 night - Superior Suite King or Deluxe Queen

OSKAR à la carte restaurant (breakfast, lunch, dinner)

Free Wi-Fi

RESERVE

FLOOR PLAN



ALLOCATION OF CONSULTING AREAS (BOOTHS)

STRATÉGIES PME reserves the right to allocate the location of all consulting areas («booths»). STRATÉGIES PME also reserves the right to refuse an expert if the company's mission, services, or products do not correspond to the purpose of the event. STRATÉGIES PME also reserves the right to EXPEL an expert whose behavior is not appropriate for the event. Please note that we have a policy not to allocate an adjacent site to two organizations **that have retained the same expertise** in the STRATÉGIES PME program.

DELIVERY OF YOUR EQUIPMENT AND YOUR CONSULTING AREA

For delivery of your equipment and your consulting area (booth), you must go to **loading dock number 13, 14, 15, or 16 to access room 220DE of the Palais des Congrès**, located at:



163, St-Antoine Street West
Montreal, QC H2Z 1X8

It is mandatory to deliver your equipment to your consulting area (booth) **on Tuesday, November 14th between 12 pm and 6 pm**. Any material delivered before this date or outside the requested hours will be returned to the sender.

The Palais des Congrès de Montréal acts as the exclusive handler for STRATÉGIES PME and is the only one authorized to operate lifting equipment. Experts who **require a forklift to unload their vehicle must reserve one on our website**. Additional charges will apply. To order handling services, use the «Manutention» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab.

For light handling, the expert **must ensure that he has the necessary labor to transfer his material from the reception dock to his consulting area (booth)**. A limited number of carts will be available free of charge at unloading dock 13, 14, 15, or 16. **No vehicles may be left at the loading dock while the consulting area (booth) is being set up**. As soon as the material has been unloaded from the vehicle, the latter must leave the dock and move outside.

INSTALLATION OF CONSULTING AREAS (BOOTHS) ROOM 220DE

Consulting areas (booths) will be installed on Tuesday, November 14th between 12 pm and 6 pm. No consulting areas (booths) can be installed after this time. Experts must confine themselves to the space allotted to them.



No trespassing on neighboring spaces or in aisles will be tolerated.

No part of your layout should obstruct the visibility of neighboring consulting areas (booths).

No poster or decoration may exceed the 91" height of rigid walls.

The installation of swings and tent-like structures in the consulting area is prohibited. The expert cannot use any flammable decorations or coverings in the consulting area (booth). All fabrics and other materials used for decorative purposes must be flame-resistant. The expert will comply with all fire regulations.

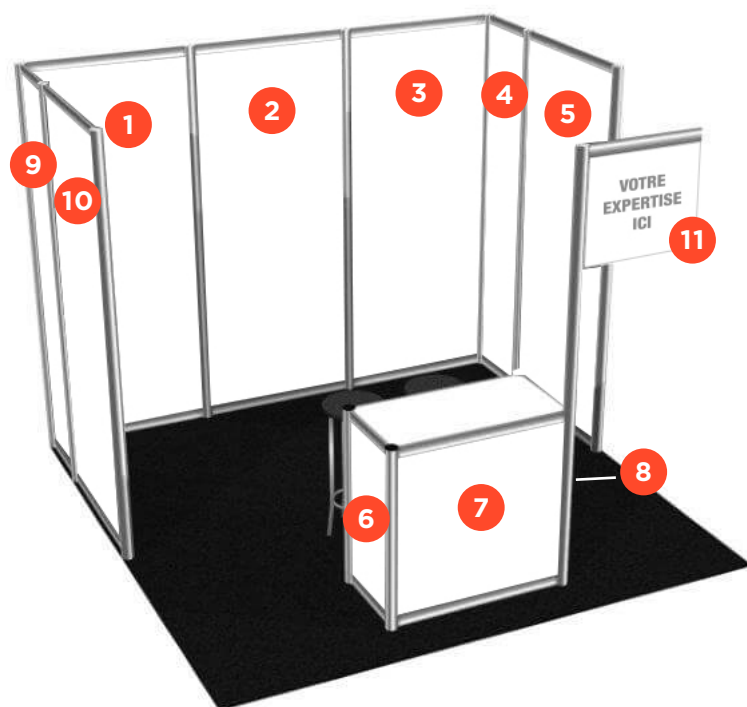
At the opening of the installation period, the structure of your consulting area (booth) will already be in place (rigid walls, carpet, counter, stools, and expertise signage), as illustrated in the following section. Some consulting areas (booths) will include an electrical transformer installed by the Palais des Congrès. This transformer can be hidden behind your half-moon poster, if applicable, or under a black sheet.

DESCRIPTION OF THE CONSULTING AREA

The consulting area reservation includes, for every 100 square feet reserved (117'' wide X 120'' deep):

- 7 WHITE walls (rigid panels).
- 1 black carpet covering the entire booth (consulting area).
- 2 stools.
- A mandatory counter (high table) with an identification pole reserved for the use of the organization. The counter must be at the front, in the center of the consulting area (booth). See image on the next page for dimensions.
- 1 panel 18'' X 24'' with the identification of your site number, the expertise you have chosen when you reserved at STRATÉGIES PME, as well as the title of your chosen conference, if applicable. **This panel cannot be moved under any circumstances.**
- 1 wastebasket.
- One wireless Internet access per consulting area (booth), reserved for exhibitors. Bandwidth will be 10 MBPS. **If you require more or faster access**, you can order it using the «Internet» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab.
- Electricity service 15 amp / 120 V / 1500W. **If you need more connection or more power**, you can order it using the «Électricité» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab. You'll be provided with a standard electrical outlet with two connections.
- It is possible to personalize the panels of your consulting area (booth), as well as those of the counter, for an additional fee. You can order them using the «Décoration» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab.

MEASUREMENT OF INTERIOR WALLS



- 1 38,125" x 91"
- 2 38,125" x 91"
- 3 38,125" x 91"
- 4 18,5" x 91"
- 5 38,125" x 91"
- 6 18,5" x 35,5"
- 7 38,125" x 35,5"
- 8 18,5" x 35,5"
- 9 18,5" x 91"
- 10 38,125" x 91"
- 11 Expertise signage provided by Stratégies PME

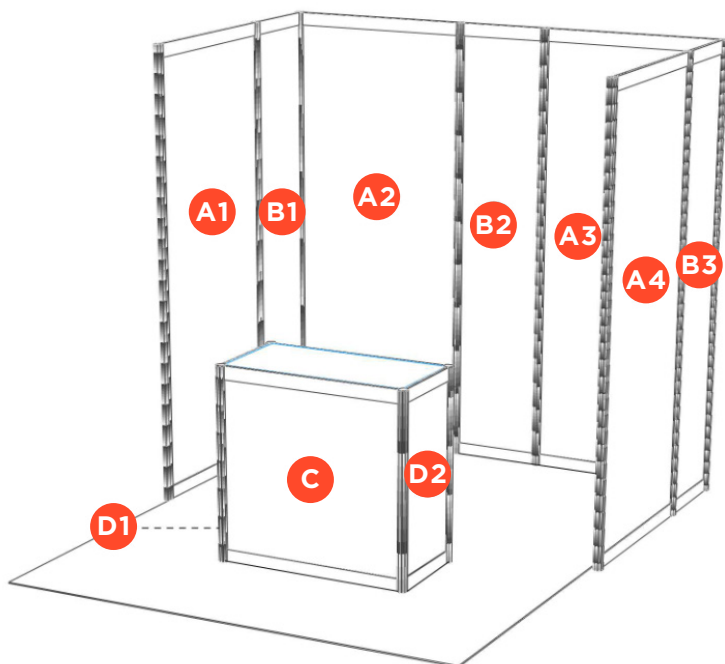
Each expert **must use the STRATÉGIES PME counter (front-mounted and centered) and expertise display, which are provided free of charge by the organization.** If you require additional consulting area (booth) supplies, the official supplier for STRATÉGIES PME is GES. You can place your decoration order using the «Décoration» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab. You'll also find all the options for placing additional orders with our suppliers in the «Commandes fournisseurs» section of the «Experts» tab.

Some experts might find a **stand on their counter containing a certificate of excellence** if they received one at the previous edition of STRATÉGIES PME. These certificates of excellence are awarded to experts who have surpassed the average appreciation rating for their conference.

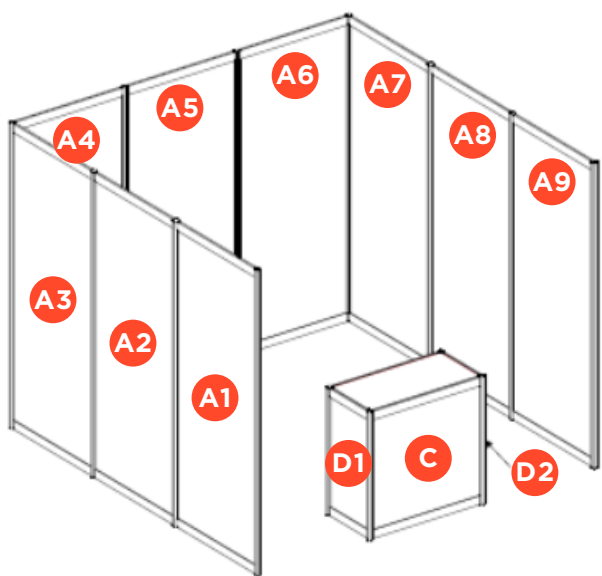
Some experts will have a round TOP EXPERT patch hanging on their consulting area. Having distinguished themselves with their conference during previous editions, they were thus able to register for our TOP EXPERT visibility campaign.

STRATÉGIES PME will provide a small container of disinfectant soap for each consulting area (booth).

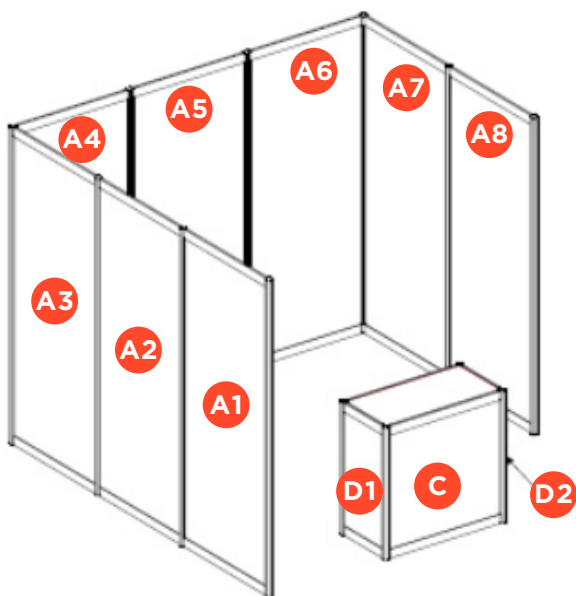
* Please note that if your location is one of these: **201-300-301-400-401-500**, as already discussed with you, the dimensions are different. See image on the next page.



* Warning, if your location is one of these: **119-129**, as already discussed with you, your consulting area (booth) includes a solid wall on each side. See the following image:

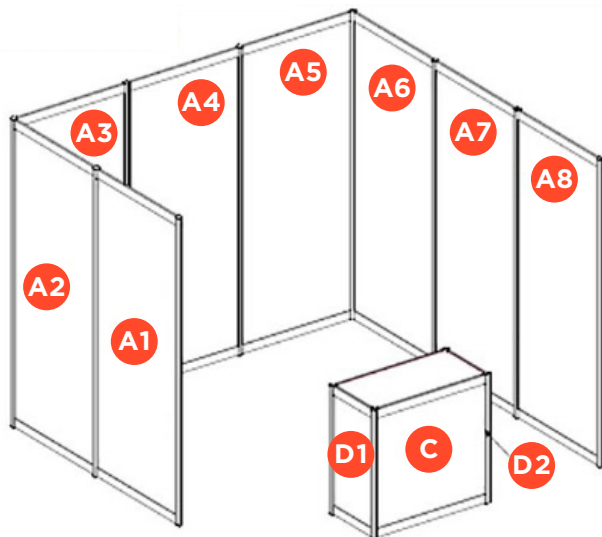


* Warning, if your location is one of these: **318-501-711-803**, as already discussed with you, your consulting area («booth») includes a solid wall located to your left when you are facing your consulting area («booth»). See the following image:



- A** 38,125'' x 91''
- C** 38,125'' x 35,5''
- D** 18,5'' x 35,5''

* Warning, if your location is one of these: **419-503**, as already discussed with you, your consulting area (booth) includes a solid wall located to your right when you are facing your consulting area (booth). See the following image:



- A** 38,125'' x 91''
- C** 38,125'' x 35,5''
- D** 18,5'' x 35,5''

USAGE OF THE CONSULTING AREA

The expert undertakes to respect the standards of use of his consulting area (booth) mentioned in the present Guide, for the entire duration of the event. STRATÉGIES PME reserves the right to move a consulting area (booth) at any time. Experts and their representatives must professionally conduct themselves. STRATÉGIES PME reserves the right to revoke the right to participate of disruptive or unprofessional individuals. STRATÉGIES PME reserves the right to limit or remove presentations that are distracting or divert attention from the nature of the event.

Consulting areas (booths) must be ready before the opening of the event. STRATÉGIES PME has the right to reallocate a consulting area (booth) at its discretion if an expert has not shown up or has not finished installing his consulting area (booth) by Tuesday, November 14 at 6 pm. Experts will assume the costs of any additional equipment or services required for their respective presentation space. The expert will not lend, sublease, share, or divide all or part of his allocated space or conference. He will not have any other representatives, products, equipment, posters, or printed materials other than those of his own company in the exhibition space, without the written consent of STRATÉGIES PME. **The expert must provide power bars, extension cords, or any other item required for installation.**

STRATÉGIES PME has the right to use the image of any person and/or product displayed in photographs and any other medium, whether known or future. The expert waives his right to inspect or approve the finished product, including written or electronic copies. Furthermore, the expert waives all rights, royalties, or other compensation arising from the use of photographs or other mediums. Any media activity inside the event venue, whether organized by the expert or not, must receive prior written approval from STRATÉGIES PME.

It is important to note that an expert **cannot serve any form of food, drink, or coffee in his consulting area.** To be able to do so, the expert must first order the said food or beverage from the Palais des Congrès' exclusive food service. Should an expert violate this rule, the Palais des Congrès is entitled to impose a financial penalty of \$500. Please contact our organization for any request in this regard.

Finally, it is **forbidden to hand out any form of bag to the attending business leaders or visitors.** They will be given a bag upon arrival, which they can use to collect the promotional material they have received.

STORAGE SERVICE

During the event, the expert can store part of his equipment in a place designated by the Palais des Congrès. This must be done on installation day by going to the Palais des Congrès' booth located in the STRATÉGIES PME event hall. You will be given identification stickers for each of your boxes, on which you will need to write the name of your organization and the number of your consulting area (booth). An identification sticker must be affixed to each of your boxes. When you depart on installation day, you must leave your boxes in front of your consulting area (booth). Your boxes will be returned to your consulting area (booth) at the end of the event once the aisle carpets are removed by the decorator. **Please allow 30 to 60 minutes after the event closes to retrieve your boxes.** Storage of combustible materials behind and between consulting areas (booths) is prohibited.

ACCESS TO THE EVENT ROOM

The event room (220DE) will be open to the public on Wednesday, November 15 from 8:00 am to 5:15 pm and on Thursday, November 16 from 8:00 am to 5:15 pm. Experts will have access from 7:30 am on both days and until 9:00 pm on Thursday, November 16. No access to the event room will be permitted outside these hours.

EXPERTS' COCKTAIL

A complimentary cocktail for experts with their passes will be held in the rest area on Wednesday, November 15, starting at 5:15 pm. All participating experts will then be invited to meet at the end of the first day of the event. Please note that no visitors will be able to attend this cocktail.

DISPLAY AND SIGNAGE

The mandatory STRATÉGIES PME expertise identification sign integrated into the counter of all consulting areas (booths) may not be obstructed or modified in any way. In addition to the expertise, you chose when you made your reservation, this sign will include your location number and, if applicable, the title of your conference. No signage of any kind is permitted outside your consulting area (booth) or in the conference room. It is not possible to hang posters on the walls or ceiling of the Palais des Congrès de Montréal.

All equipment on display must be inside the consulting area (booth). This includes handling equipment.



No trespassing on neighboring spaces or in aisles will be tolerated.

No part of your layout should obstruct the visibility of neighboring consulting areas (booths).

No poster or decoration may exceed the 91" height of rigid walls.

The expert must ensure that the surface and the back of the panels they bring, or build are not to appear unappealing to experts in other consulting areas (booths). In such a case, STRATÉGIES PME will authorize its exclusive supplier to suitably rearrange the consulting area (booth) judged to be unappealing, and a fee will automatically be charged to the expert. All promotional items and documentation are authorized only in your consulting area (booth). No storage is permitted behind your consulting area (booth), or near electrical or emergency exits. Unused materials must be stored under your tables or in your vehicle.

If you wish to display directly on the rigid walls of your consulting area (booth), you can use 3M adhesive strips to avoid damaging the panels. You can also personalize the walls of your consulting area (booth) and counter. To do so, please refer to the «Décoration» form on our website, in the «Commandes fournisseurs» section, under the «Experts» tab.

STAFF WORKING IN THE EXPERT'S CONSULTING AREA

Before the event, your organization has received passes by mail, for the members of your team who will occupy your consulting area (booth) during the 2 days of the event (a maximum of 6 people per 100 square feet reserved for the 2 days). Please note that these passes are generic and do not identify your organization or your team members' names. Therefore, they can be used by different members of your staff. For security reasons, your organization's representatives in the consulting area (booth) must wear their passes at all times.

Solicitation at the event is reserved for experts who have paid for a consulting area (booth). **If you witness the solicitation of visitors or experts by organizations that do not have a consulting area (booth), please inform a member of the STRATÉGIES PME organization as soon as possible.** Anyone violating this rule will be expelled from the room and excluded from future access.

STRATÉGIES PME requires that **members of your organization be present at all times in your consulting area (booth) during the event's opening hours (8 am to 5:15 pm).** Anyone not complying with this directive will be fined \$1,000 and will lose the opportunity to participate in future STRATÉGIES PME events.

A food concession will be available in the hall for visitors and experts from 7:30 am to 5:15 pm every day. You will also find several restaurants at the Palais des Congrès. Parking and food are at your organization's expense. You will be given **two coupons per day, in your consulting area (booth), for coffee** from the Palais des Congrès' food concession located in the hall of the event. Also, two bottles of water will be left at your consulting area (booth) each morning, and you will find water filling stations throughout the Palais des Congrès.

MAXIMIZE THE IMPACT OF YOUR PRESENCE
AT STRATÉGIES PME (IN FRENCH)

EXPERTS' MEETING

On the morning of the event's opening on Wednesday, November 15, a short meeting will be given to the experts at 7:45 am. This will take place in the National Bank room, and we will provide you with a brief reminder of the instructions and the essential elements of your presence. This meeting will finish before we open the event to the public.

INVITATIONS TO STRATÉGIES PME

Reserving a location gives you access to 50 complimentary admission tickets you can hand out to your customers and/or prospects. These tickets give access to the entire two-day event. As STRATÉGIES PME is aimed exclusively at leaders of growing SMEs, we ask you to ensure your complimentary tickets end up in these very hands. Please also note that **it is forbidden to run contests, draws, or any other mass distribution strategy with the free tickets you received** (e.g.: general announcements on newsletters, social media, etc.).

Here is the **video explaining the benefits of VIP tickets** as well as the advantages of distributing your tickets to optimize your presence at our event:

EXPLANATION OF
VIP TICKETS (IN FRENCH)

Here is the **short video on the procedure to follow for transmitting electronic tickets** to your guests by yourself:

PROCEDURE FOR TRANSFERRING
ELECTRONIC TICKETS (IN FRENCH)

CONFERENCES' LOGISTICS

Experts giving a conference at the event must comply with the following rules:

- Each visual presentation must **begin with a 16:9 introduction page provided by our organization**. This introductory page is mandatory and will include the **title of the conference as defined by STRATÉGIES PME, the name of your organization, and STRATÉGIES PME's logo**. You already received this page by e-mail and **please note that you are not allowed to modify or add anything** to this page. There are no restrictions for the other pages of your presentation.
- Each conference will last a **maximum of 30 minutes**. It has been shown that an audience naturally loses attention after 35 to 40 minutes. When the 30 minutes are up, STRATÉGIES PME will have to stop the conference to respect the presentation schedule.
- Each conference will **start at the precise time indicated on the event program**, even if the room is full before that time.
- **A conference cannot be shared between two organizations**. It must be presented exclusively by the organization having reserved the consulting area linked to the conference.
- Three sizes of conference rooms will be available during the event. You will be assigned a room based on our historical attendance record for your conference theme.
- You must introduce yourself at the beginning of your conference. We also ask you **to limit the presentation of your organization and services to one slide and a maximum of two minutes**. Conferences must **avoid becoming a «sales pitch»**. The SME leaders in the audience expect, above all, a demonstration of expertise about the subject defined by the conference title. Our track record has clearly shown lower audience satisfaction for conferences that focused on the presentation of services.
- Conferences should **follow the guidelines set out in the title** defined by STRATÉGIES PME and must **answer the question raised in the title**. They should focus on practical, hands-on advice, and avoid theory or an overly academic approach.

- Conferences **DO NOT INCLUDE QUESTION PERIODS** or round-table discussions. They cannot be presented in workshop format due to their limited duration, even if the conference ends before the allotted time. At the end of the conference, we suggest you invite the audience to your consulting area (booth). You will be able to answer their questions and go into more detail about their business reality or provide them with a summary of your conference. Avoid handing out a complete presentation to encourage a subsequent meeting with the leaders. This will enable you to develop more in-depth individual contact.
- **Each conference should end with a slide displaying the location number** of your consulting area.
- **No documentation or marketing tools may be handed out or displayed in the conference room.** This can be done inside the expert's consulting area (booth).
- It will not be possible to test your presentation on installation day or the days of the event before your conference.
- **Each conference presentation will need to be approved by the organization.** Each speaker must submit their conference plan and a draft of their visual presentation in PDF format. These should be sent to info@strategiespme.com for approval, **no later than 45 days before the event, on October 1st**. Please note that a simple summary of the conference will not be accepted. You need to submit a full conference plan and a draft of your visual presentation (PowerPoint, Prezi, etc.). Your conference will be reviewed by Sébastien Gosselin, Partner at STRATÉGIES PME. For many years, he taught business presentation techniques at HEC Montréal. This approach aims to help you maximize your impact with the audience of SME leaders, meet their quality requirements, and adapt it to their needs. Our organization is the only one that does this and invests a significant number of hours in review to ensure we maintain a high level of appreciation of our conferences from the SME leaders. Your conference will have a significant impact on your performance at the event and we will work with you to maximize it.

- If your organization uses a “firewall” on its laptops, make sure that it allows you to connect an external projector as we will use one to broadcast your presentation.
- If you have an outdated laptop, make sure you have at least one VGA output for projecting your presentation.
- If you wish to film your conference, please let us know at least 24 hours before the event. At the time of your conference, we will indicate to your cameraman where he can position himself, so he doesn’t interfere with the audience’s view and to avoid sound and electrical constraints. However, it is forbidden to broadcast live a conference presented at the event.
- Each scheduled conference must be presented, otherwise, penalties may apply. Therefore, make sure you plan to have a replacement speaker if your principal one faces a last-minute incapacity.

MAXIMIZE THE IMPACT OF YOUR CONFERENCE
AT STRATÉGIES PME (IN FRENCH)

CONFERENCE EQUIPMENT

STRATÉGIES PME will take charge of providing the projection equipment, connections, microphone, and remote control (clicker) used for the conferences. However, **the experts will be responsible for bringing a USB flash drive containing the presentation of their conference** to install on our computers in the room. Please note that we use Windows, so Keynote presentations are not supported. You can also bring your laptop. **If you have a Mac computer, make sure you have the adapter to connect to a second monitor. This is NOT provided by STRATÉGIES PME.**

We ask the speaker to **arrive in the conference room 10 minutes before the time of his scheduled conference**. He will simply have to plug his USB key or laptop into the projection equipment already installed. A technician will be available to assist if necessary. If the speaker is using his laptop, he should ensure it has enough battery for the duration of the conference or plug it into any available electrical outlet in the conference room.

As mentioned, a remote control (clicker) and a headset microphone will be provided for each speaker. **The receiver will be installed at the belt.** For women wearing a dress, make sure to have an accessory so we can fix the receiver to it. To be able to use the remote control (clicker), you will need 2 USB inputs on your laptop.

***Please note that information about people who booked a seat at your conference is strictly confidential and will not be shared with experts.**

CLEANING OF CONSULTING AREAS

During exhibition opening hours, we will take charge of the maintenance of public areas. Experts should leave their waste in the aisle at closure. It is strongly recommended to put away any item that could be considered waste.

Experts who wish to have their consulting area (booth) cleaned must request the Palais des Congrès by completing a work order form before the event.

RECYCLING POLICIES

Recycling bins will be installed in the showroom to encourage experts to recycle. In addition, during the assembly and dismantling periods, recycling bins will be installed both in the lobby and the service aisle.

DISMANTLING

Dismantling of the consulting areas (booths) starts on Thursday, November 16 at 5:15 pm and must be completed at 9 pm. Equipment cannot be left in storage after 9:00 p.m. The expert commits not to dismantle his consulting area (booth) before this time. **Any expert who starts dismantling or packing his belongings before the exhibition closes will be charged a \$1000 fee and will lose the opportunity to participate in future STRATÉGIES PME events.** The exhibition area will be left in its original condition by the expert. If damage is caused to the exhibition area or corridors (structure, floors, cables, ducts, etc.), it will be repaired at the expert's expense. If the consulting area (booth) has not been dismantled by 9 pm, STRATÉGIES PME will have the cleanup carried out and any belonging left in the exhibition area will be stored at the expert's expense. STRATÉGIES PME takes no responsibility for what can happen to consulting areas (booths) and belongings left on the site.

At the end of the event, the decorator must remove the carpets in the aisles before the transport dollies can be used by the experts wishing to carry their equipment. Allow 30 minutes for the carpets to be removed. Once this stage has been completed (around 5:45 pm), the dollies can be used, and distribution of the boxes stored by the Palais des Congrès will begin.

It will be possible to retrieve the printed panels that are in your consulting areas (booths). To do this, once the carpets are removed from the aisles, reach out to our decorator's team who will circulate in the aisles to tell them the panels you want to recover. Please note that it will no longer be possible to retrieve these panels after 6:30 pm on Thursday. In case you want to recover your panels, we recommend you plan for proper transportation, considering the highest panel is 91». There will be no storage available to retrieve your signs following the event.

PARKING

Since parking is managed independently, it is not included with your consulting area (booth) reservation. So please foresee parking spaces for your team members. Below, you will find details of the parking facilities available at the Palais des Congrès.

PARKING FOR VISITORS:



Viger parking

1025 Chenneville Street (accessible via Viger Avenue)

Every 30 minutes: \$5,00.

For a maximum of 12 hours: \$22,50.

For 12 to 24 hours: \$27,00.

Fix rate with event entrance: \$25,00.

Accepted payment methods: cash, VISA, Mastercard.

All applicable taxes are included. All prices are in Canadian dollars and may be modified without notice.



Stationnement du Quartier International de Montréal

249 Saint-Antoine Street West

Every 30 minutes: \$4,50.

For a maximum of 12 hours: \$21,00.

For 12 to 24 hours: \$25,00.

Fix rate with event entrance: \$25,00.

Accepted payment methods: cash, VISA, Mastercard.

All applicable taxes are included. All prices are in Canadian dollars and may be modified without notice.

LOCKER

For your personal belongings, you can use the Palais des Congrès' locker room in the Hall Viger, next to Viger Street. Please note that there are associated fees. You can also put away your coats under the counter included in your consulting area (booth).

EXPERT'S LIABILITY

All local, provincial, and federal laws will be respected in the exhibition area during the event. The expert will follow all safety instructions of the premises, if applicable, all sanitary instructions in place, as well as all policies provided by the safety personnel or by STRATÉGIES PME. The expert is solely responsible for his consulting area (booth) and must therefore have liability and damage insurance worth \$2 million linked to his presence at STRATÉGIES PME. As a security measure, it is recommended that no valuables, such as laptops, are left unattended in the consulting area (booth). The company renting the consulting area (booth) is responsible for always having staff inside its space during the event opening hours. The expert undertakes to comply with the fire prevention rules of the Palais des Congrès.

STRATÉGIES PME and the Palais des Congrès de Montréal are not responsible for any loss, theft, damage to property, or any injuries incurred by anyone during the event. The expert will be liable for any damage caused to the Palais des Congrès de Montréal during the delivery, installation, and handling of his exhibition equipment. The expert must ensure that he has adequate protection (civil liability and damages) from his insurer. The expert shall have in his possession, his insurance certificate at all times during the event.

The expert hereby declares that he has read this «Instructions and Expert Guide» in its entirety and has understood the different guidelines. The expert thus undertakes to comply with these guidelines.

SIGNATURE

It is mandatory for you to digitally sign our reading confirmation found in the «Guide de l'exposant» section of our website, under the «Experts» tab.

stratégies **11th**
PME **EDITION**

TO
SPEED UP
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1652 Bourgogne Avenue, Office 201
Chambly, QC J3L 1Y7

www.strategiespme.com
info@strategiespme.com
450 403-3444