

Exhibitor Guide

THE WOOD TRADE EVENT

LE RENDEZ-VOUS DU
COMMERCE DU BOIS

24

9 • 10 • 11
AVRIL / APRIL

FAIRMONT
Le Reine Elizabeth
FAIRMONT
The Queen Elizabeth



  #MWC2024

montrealwoodconvention.com

CONGRÈS DE MONTRÉAL SUR LE BOIS

 **MONTRÉAL**
WOOD
CONVENTION

info@montrealwoodconvention.com

Table of contents

Exhibitor Guide	1
Booth Reservation Rules	3
General conditions:	3
Cancellation Policy.....	4
Important contacts.....	4
Booth orders.....	4
Technical issues with the registration system.....	4
Event questions	4
Trade Show hours.....	5
Move in—Move out	5
Installation.....	5
Dismantle.....	5
Included in your booth	5
Each standard drape booth package includes the following:	5
Booth registration	6
Booth space selection.....	6
Representatives registration	6
Virtual Booth	6
Meetings.....	6
Important dates and deadlines	7
Shipping	7
Advance shipment.....	7
Direct shipping.....	8
Frequently Asked Questions.....	8

Booth Reservation Rules

Lumber producers with an annual production of 25 million board feet or more are required to have a booth at the Trade Show. In other words, these producers cannot participate in the event without having a booth.

Member price is only available to companies that produce wood products and are regular members of one of the event's host associations. All registrations are verified. Selecting the wrong rate will result in an additional invoice and your booth choice may be revoked.

If an exhibitor selects the "member" price and is not entitled to it, the selection of their space will be withdrawn. Full payment of the new invoice is required before a space can be selected again. If the first choice selected is no longer available, the organizers cannot be held responsible.

Associate members must pay the non-member exhibitor rate as shown below.

Selection of your booth is only possible once full payment has been received. The exhibitor is responsible for making the selection himself with the information sent by email from the organizers. No space reservations are possible until full payment has been made.

As the person responsible for the choice of your booth location, the exhibitor must consider the presence of competitors, regardless of whether they choose their location before or after. If the exhibitor wants to change location, they must communicate with the organizers.

The person who reserves the booth is responsible for communication between the MWC and your company and is not considered a registered participant in the show.

General conditions:

- Payment is required upon reservation.
- You are responsible for your booth selection once payment is accepted; an email will be sent for this purpose.
- Confirmation of your booth selection is done manually, once a week by the team—please be patient.
- You are responsible for filling in your company's profile in the event application (Swapcard).
- Each company is responsible for the shipping of its material.
- Companies are also responsible for their hotel reservations, according to their schedules.
- Booth space must be reserved before February 8, 2024.

- It is mandatory to always have a representative in the booth during the trade show on Wednesday, April 10, 2024, from 1:30 p.m. to 5:30 p.m. and Thursday, April 11, 2024, from 9:30 a.m. to 12:30 p.m.
- To respect other participants and the organizers, there will be no booth dismantling before 12:30 p.m., Thursday, April 11, 2024.

The contact person in the registration form is not considered registered for the event. The contact person is responsible for communications regarding the physical and virtual booths.

Cancellation Policy

For cancellations received before February 8, 2024, an administration fee of \$100 will be charged plus any costs incurred by the organization if applicable.

Cancellations made after February 8, 2024, are non-refundable even in the event of force majeure such as death, a force of nature (storm, ice storm, flood, earthquake, etc.), war, terrorism, strike or fire, except for the application by the organizer of the measures in force concerning COVID.

Important contacts

Booth orders

For all booth orders or shipping requests, you must contact GES at (514) 367-4848/1-877-399-3976, Monday to Friday 8 a.m.—4 p.m. EST, or use the online exhibitor guide: <https://ordering.ges.com/CA-00062835>

Technical issues with the registration system

If you experience technical problems, please contact the registration office at montrealwoodconvention@inscriptevent.com or by phone at 1 866 523-3555 for calls within Canada and the United States or at 418 523-0780 for those outside these areas. The registration office is open Monday through Friday from 8:30 a.m. to 5 p.m. (EST).

Event questions

For all other questions or concerns about the event, contact the MWC team at info@montrealwoodconvention.com

Trade Show hours

April 10, 2024: 1:30 p.m. to 5:30 p.m.

April 11, 2024: 9:30 a.m. to 12:30 p.m.

Move in—Move out

Installation

April 9, 2024: 1:00 p.m. to 5:00 p.m.

April 10, 2023: 9:00 a.m. to noon.

Dismantle

April 20, 2023: 12:30 p.m. to 6:30 p.m.

Included in your booth

Each standard drape booth package includes the following:

- 8' high background and 3' high side dividers in flame-retardant black drapes
- One 1M counter
- Two grey fabric high stools
- One wastebasket
- One fascia with your company name and booth number
- Electricity
- 2 in-person and one virtual registration



The show floor is carpeted.

To order additional furniture you must use this online catalog: <https://ordering.ges.com/CA-00065324>

Booth registration

To register for a booth, if not already done, please fill out the registration form on this page:

<https://montrealwoodconvention.com/en/exposer/>

Booth space selection

You are responsible for your booth selection once payment is accepted. A link is sent in the confirmation email. You must ensure you enter a valid email address and check your spam mailbox.

Booth selections are approved manually once a week, and an email is sent to confirm your choice.

Representatives registration

The booth registration includes two on-site registrations and one virtual. Your representative can be registered with the link in the confirmation email.

For the virtual registration, it can be someone who will stay in the office during the event. We want to make sure you don't miss any information or meeting requests sent from the APP (Swapcard).

Virtual Booth

Your booth reservation includes a virtual booth within the APP. It is a page available for you to present your company with a short description, video, and virtual brochures.

The MWC team will take care of adding your company logo and link your representatives to this page so other participants can find them easily and contact them for a meeting.

Meetings

The APP (Swapcard) will allow you to set up meetings with other participants in your booth. You must log in to the APP and check your messages. We suggest you allow notifications to receive requests as they come in.

You will also be able to send meeting requests to other registered participants within the APP. Meetings can be done in person or virtually.

Important dates and deadlines

Advance Price deadline (orders must include full payment)

March 19, 2024, Advance Price deadline (orders must include full payment)

Advance Shipments May Begin Arriving at the Warehouse

March 22, 2024, 9:00 AM To 4:00 PM

Last Day for Advance Shipments to Arrive at the Warehouse

April 5, 2024, 9:00 AM To 4:00 PM

Direct to Show Site Shipping Schedule

April 9, 2024, 1:00 PM To 5:00 PM

Exhibitor Move-In

April 9, 2024, 1:00 PM To 5:00 PM

April 10, 2024, 9:00 AM To 12:00 PM

Show Hours

April 10, 2024, 1:30 PM To 5:30 PM

April 11, 2024, 9:30 AM To 12:30 PM

Exhibitor Move-Out

April 11, 2024, 1:00 PM To 8:30 PM

Shipping

Advance shipment

Advance Shipment to Warehouse

GES c/o TRANSKID

MONTREAL WOOD CONVENTION

Exhibiting Company Name, Booth # _____

1785, 55IEME AVENUE

DORVAL, QUEBEC H9P 2W3

Canada

Shipments should arrive on or between business days: March 22, 2024, to April 5, 2024

Warehouse receiving hours are Monday to Friday, 9:00 a.m. to 4:00 p.m., Closed Holidays.

Please Note: Shipments arriving before March 22, 2024, will incur a storage fee, and shipments arriving after April 5, 2024, will incur a Late to Warehouse Fee.

To print the labels, please use the following link and go to the advance shipping section:

<https://ordering.ges.com/CA-00065324/labels>

Direct shipping

Direct Shipment to Exhibit Site

Fairmont Queen Elizabeth

MONTREAL WOOD CONVENTION

Exhibiting Company Name, Booth # _____

Fairmont Queen Elizabeth Hotel

900 boul. Rene Levesque Ouest

Montréal, Quebec H3B 4A5

Canada

Shipments should arrive on or between April 9-10, 2024

Frequently Asked Questions

For all questions about the booth and ordering in the online exhibitor guide:

<https://ordering.ges.com/CA-00065324/FrequentlyAskedQuestions>