

LAVAL **COMICCON** DE LAVAL

PRESENTED BY



EXHIBITOR GUIDE

October 5-6, 2019 • Place Sports Experts



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EXHIBITOR GUIDE

Introduction

The Laval Comiccon Exhibitor Guide was developed to provide useful, transparent, and consistent information and guidelines to support exhibitors and ensure that they have a positive experience at Laval Comiccon. Please take the time to review this kit and ensure that your booth/display meets the Laval Comiccon's exhibitor requirements and regulations to prevent unnecessary delays and work onsite.

For questions about the Exhibition Hall, please contact Stef Tite at expo@lavalcomiccon.com.

For general show questions, please send an email to info@lavalcomiccon.com.

Laval Comiccon Representatives On-Site

Show Presidents:	Alex La Prova Oscar Yazedjian
VP, Operations:	Scott Péron
Exhibition Hall Director:	Stef Tite
Exhibition Hall Staff:	Francis Tremblay Lucie Chiappelli

Venue Information

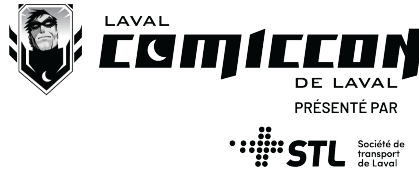
Laval Comiccon takes place at Place Sports Experts.

Address:
4855 Rue Louis-B.-Mayer
Laval, QC H7P 6C8
Website: <http://place.sportsexperts.ca/home>

Merchandise will not be accepted at Place Sports Experts main entrances and MUST be delivered to the Loading Docks.



Figure 1



Exhibitor Code of Conduct

Your involvement with Laval Comiccon should be an enjoyable experience for everyone. The following are general expectations of exhibitors.

- *Have fun and enjoy the Convention.*
- Follow the guidelines, rules, regulations and policies of Laval Comiccon.
- Respect the Exhibitors Code of Conduct.
- Always be courteous, friendly and cooperative.
- Respect the property of the Place Sports Experts and other exhibitors.
- Refrain from any acts which may result in injury, fighting or horseplay on event premises.
- Respect the direction you receive from Laval Comiccon staff or Place Sports Experts staff.
- Deal with conflicts or difficulties with attendees, Comiccon staff, other exhibitors, or any other person(s) in an appropriate manner.
- **Please bring any questions or concerns to the attention of the Laval Comiccon Exhibition Hall staff.**
- Show up on time and be ready at the times outlined in the “Move-In, Restock, Move Out hours” section of this kit. Failure to show up at the mentioned times or after the docks close will result in exhibitors not being able to setup and open their booth on that day. In such cases, exhibitors will be provided with an opportunity to setup on the following day during the times allocated by the Exhibitor Services department.
- Exhibitors must keep the area in front of their booth safe for attendees. The Exhibition Hall cannot open until all aisles are clear for attendee traffic. Exhibitors that cause a delay in the Exhibition Hall’s opening will be given a warning. After three (3) warnings, the exhibitor will be asked to pack up his/her stock and leave the premises. The exhibitor may also be banned from future event at the discretion of Laval Comiccon management.
- At no time will Exhibitors disrupt or interfere with any convention event or activity (including panels, main events or general business and that of other exhibitors, attendees, or guests), or the duties of any Laval Comiccon staff, or the enjoyment of any event or activity by any other person.
- Exhibitors accept responsibility for everyone representing their business and/or working or attending at their booth, and further accept that the behavior of such individuals is their responsibility and as such, contravention of this Code of Conduct or any other Laval Comiccon policy by such individuals may result in corrective action against the Exhibitor.
- Exhibitors shall not misrepresent themselves when they attend Laval Comiccon or any affiliated events. Misrepresentation includes using false credentials or willfully presenting a false, fake or inaccurate representation of their business, employer, or other affiliation when registering or attending the convention or an affiliated event.
- Exhibitors who contravene the Code of Conduct, and/or any Laval Comiccon policy are subject to corrective action by Laval Comiccon, including expulsion from the convention and bans (up to and including lifetime bans) from Laval Comiccon and any of its affiliated events.

Laval Comiccon reserves the right to respect and enforce corrective actions taken by its partners and affiliates against individuals (including Exhibitors) including banning such individuals from attending any Laval Comiccon event or activity.



Liability Statement

Laval Comiccon, Major Comics, Place Sports Experts, sponsors and their staff, officers, representatives, agents, and or affiliates will not be held responsible in the case of damage, loss, harm, claims or injuries, to property or persons of the exhibitors, their affiliates, staff, and or property whether it was caused by the negligence of the show management, sponsors, or the host building or from theft, the elements (earth, fire, wind, water, heat) or by any other cause.

In the event that a part or all of the Laval Comiccon event area becomes unavailable as a result of, but not limited to, the following natural causes: fire, flood, wind storm, hurricane, tornado, snow/ice storm, earthquake, or as the result of a war, acts of war, strike, police intervention, labour disputes, riots, or an organization that the building has no affiliation or control to, or should the building decide that it is necessary to cancel, postpone, reduce event space and/or setup time and/or show time and/or tear-down time, the building, Laval Comiccon, and Major Comics shall not be liable to indemnify or reimburse the exhibitor for any expenses or losses the exhibitor may have occurred.

The guidelines, rules, and regulations in the Exhibitor Guide may be changed at any time, and without prior notice, by Laval Comiccon and Major Comics.

Booth Details

Artist space

Each artist booth is a 6' by 6' space and comes with:

- One (1) 6' table that is 30" high by either 24" wide or 30" wide (pending availability);
- Two (2) chairs;
- Two (2) exhibitor badges which grant you early access to the Exhibition Hall.

Note: There will be no pole and drape back wall for this type of booth.

Dealer space

Each Dealer booth is a 8' by 8' space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide (pending availability);
- Two (2) chairs;
- Two (2) exhibitor badges which grant you early access to the Exhibition Hall

Note: There will be no pole and drape back wall for this type of booth.

Corporate/Partner/Sponsor Space

Please Verify your contract for specific details on what is included with your space and what is not included.

To obtain items that are not included with your space, please refer to our supplier's page for more information on how to order furniture, electricity or any other equipment needed.



Allocated Space

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. Any rigging or other display material or structure must not block other booths.

If the exhibitor's rigging is higher than approximately 8 feet, the exhibitor must email Stef Tite expo@lavalcomiccon.com with the details of the booth.

Electricity, material handling, storage, hanging and booth cleaning are not included. Please refer to the Supplier section of this kit for more information on how to order or get these services.

If exhibitors would like extra tables or chairs or would like to remove one or more of these items, or would like pole and drape for their booth, they must contact the official decorator Décor Expert Expo; the contact information can be found in the Suppliers section. Note that Exhibitor services should be copied on these requests to keep us informed, so we can be sure that exhibitors have everything before the show starts.

Exhibitors can bring their own flooring/carpet and/or fire-resistant tablecloths if they wish to, please be conscientious of properly securing it, so there is no security risk.

If exhibitors wish to purchase extra exhibitor badges, they must contact Exhibitor Services at expo@lavalcomiccon.com. Extra badges are \$10 plus taxes each. They can be purchased online for up to 1 week before the event and then on site only. You can buy a maximum of 6 extra badges per individual booth.

Terms and Conditions

- We reserve the right to limit spaces.
- We also reserve the right to place you as space and requests allow.
- Payment for Exhibitor spaces are non-refundable.
- It is strictly forbidden to sublet booths without the written consent of the Exhibition Hall director or their designate. Any space sublet without prior, written consent will not be permitted to set up. There will be no refund for the space to either the offender or the Exhibitor who bought the space originally and may result in a ban from our events for both parties.
- If full payment is not received by the deadline, we will contact prospective Exhibitors to see if they still wish to keep their space reservation and to establish when the payment will be received. If the prospective Exhibitor does not respond, the space reservation will be cancelled.
- Cheques will be accepted no later than 30 days before an event.
- Cheques will be accepted at the event for a future show, but they need to be for the full amount. We are no longer accepting partial payments by cheque.



Exhibition Hall Hours

The following table indicates the times where VIP, and Regular attendees will have access to the Hall. Exhibitors must ensure that their booths are open and staffed during these times.

Date	Exhibition Hall Hours
Saturday, October 5	10:00 a.m. to 6:00 p.m.
Sunday, October 6	10:30 a.m. to 5:00 p.m.

VIP attendees have exclusive access to the Exhibition Hall for 1 hour on Saturday and 30 minutes on Sunday. Regular attendance will be allowed access to the Hall after VIP hours.

It is expected that if the Exhibition Hall is ready for opening before the official opening time, we will allow the attendees to enter early. That being said, we will not open more than 30 minutes early to ensure that all exhibitors and artists are ready.

Note: For a detailed timetable for Move-in and Move-out hours, please refer to those sections.

Vehicles inside Place Sports Experts

Any vehicle or equipment inside Place Sports Experts that has an internal combustion engine cannot have more than a quarter (1/4) a tank of fuel. The batteries and ignition systems must be disconnected at all times and all ignition keys provided to security services.

The gas caps on all vehicles and equipment must be secured with a lock. If they cannot be locked, they must be taped firmly shut in such a manner that prevents easy access to the gas tank.

Waterproof protective sheeting must be placed under vehicles and protective plates placed under the tires. Prior arrangements must be made, and approval obtained from Laval Comiccon, before the entrance of motorized vehicles into the Exhibition Hall.

A set-up time must be scheduled with the Exhibitor Services staff prior to the event to facilitate the vehicles settling into the Hall. During set-up and tear-down, car owners must wait for the car to be escorted by the Exhibition Hall staff from the dock to their space and then to the exit, to lessen the risks of the car being damaged. Due to the volume of traffic in the hall and on the Docks, vehicles should not expect to leave before 8:00 p.m. on Sunday.



Exhibition Hall Closing Time

The following are the times that the Exhibition Hall closes to attendees.

Date	Closing Time
Saturday, October 5	7:00 p.m.
Sunday, October 6	5:00 p.m.

A 15-minute warning, followed by a final announcement, will be made to signal the closing of the Exhibition Hall. Exhibitors are expected to complete all pending transactions at the 15 minutes warning. Shortly after the final announcement, staff will begin to guide attendees to the exits. Exhibitors are expected to leave shortly after attendees have been guided out of the Exhibition Hall.

Cleanliness, Fire and Safety

Exhibitors are required to maintain the cleanliness of their booth at all times during the show and during tear-down.

The Exhibition Hall will be cleaned every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be cleaned up and discarded.

Exhibitors are responsible for any damage done to the property of Place Sports Experts or Laval Comiccon, and will be billed for the cost of repair and/or replacement.

Safety

Exhibitors are also responsible to ensure that their booths are safe for both attendees and their staff. The show management, venue staff and City of Laval staff (fire safety, police services, health services, etc.) reserve the right to determine what constitutes a safe booth and can request at any time for an exhibitor to modify their booth to ensure that it complies with all applicable rules, guidelines, and laws.

Wheeled devices are not permitted in the venue during the event. This includes roller blades, wheeled shoes, skateboards, scooters, bicycles, hover boards, etc. Exempt from this rule are wheelchairs (manual or electronic), or mobility assisting wheeled device, walkers or anything that is required to assist with your mobility.



Fire Regulations

Booths must meet City of Laval fire code and are subject to inspection by the Service de sécurité incendie de Laval (SSIL). No portion of a booth and/or display can block or cover aisles, doorways, fire extinguishers, fire hose cabinets, fire exits, fire alarms, or related items.

For fire safety, we have prohibited the use of fire/flame/heat sources in the Exhibition Hall. This includes but is not limited to: candles, tea lights, flame throwers, space heaters, torches, lighters, rockets, fireworks, sparklers, Tiki torches, flint & steel, etc.

Smoking

All smoking and the use of E-cigarettes are prohibited within the Place Sports Experts.

To access the recommended outside smoking area, exhibitors can exit via the main.

Medical Emergencies

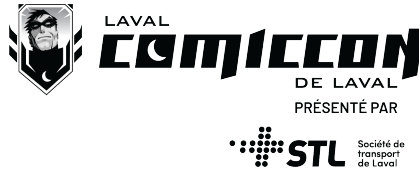
Exhibitors are required to report all accidents and injuries to the Exhibitor Services Office as soon as possible.

If medical services are required and it is not possible to attend the Exhibitor Services Office, exhibitors should find a Comiccon staff member and have them call for the Exhibitor Services Office's assistance. The Exhibitor Services Office will dispatch the Laval Comiccon medical team to the location of the emergency. This medical team is equipped to manage all types of medical emergencies. Exhibitors should **not** call 911 on their own due to the requirements when emergency services are dispatched.

First Aid

The Laval Comiccon offers a first responders service. Our security personnel have received specialized training in paramedical care (oxygen therapy, EpiPen administration, defibrillator, etc.).

Display Regulations



General Regulations

1. During the event, all tables and aisles are to remain clear of boxes, debris, and displays.
2. All exhibitors must be careful not to damage the show floor with tables or displays; Nothing is to be taped to the walls of the convention center. Only the following three tapes can be used on the floor of the Laval Convention Center: Polyken 105c LPDE, Scapa 274004 and DC-W002A. Also please be advised that any tape used must be removed during teardown or exhibitors will be charged for its removal.
3. It is up to exhibitors to maintain the safety (must make sure that any rigging and/or signage will not fall at anything time) and cleanliness of their booth. Exhibition Hall staff can ask for the booth rigging to be made stronger if they feel the booth is unsafe. If this is not done the convention is within its rights to have the rigging removed.
4. Scented Items are prohibited, whether in sale or on displays; including bath salts, potpourri, incense, candles, air fresheners, etc...

Height and Signage

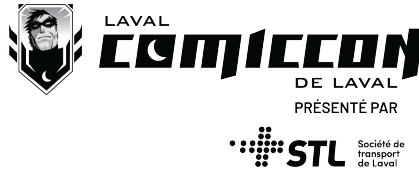
All banners & signage within a booth must be single sided. Exceptions can be made if the signage is hung from the ceiling. Only exhibitors with booths larger than 16'x16' can hang signs from the ceiling and only if it doesn't affect sight lines. Exhibitors must contact Exhibitor Services if they would like to hang signage from the ceiling. Requests must be made a minimum of 2 weeks before the event.

Booth height must not exceed 8'. Exceptions may be made by Laval Comiccon, on a case-by-case basis, in the Sponsor/Corporate area. This is to allow for all exhibitors to have an equal chance of having their booth seen by attendees. Any exhibitor who does not comply with the height rules will be asked to take down the segments that exceed 8'.

Allocated space

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. The spaces are marked on the floor with the delimitation of each individual space. All aspects of your display, tables included, must be within the space allotted.

Exhibitors who are found to be encroaching on the booth spaces of a neighbor or an aisle, will be directed by a Comiccon staff member to move their display so it respects the space limits of their booth.



Bootlegging & Plagiarism

Laval Comiccon and Major Comics do not condone the sale of unauthorized or bootlegged materials. The sale and or display of licensed materials should only be allowed if merchandise is approved by license holder and doesn't infringe on copyrights and licenses laws.

By attending the Laval Comiccon you agree to these guidelines; violations of these guidelines will result in removal from the event without refund and possible ban from future events.

Laval Comiccon and Major Comics work with law enforcement authorities and license holders to act against the sale of bootleg and or unauthorized merchandise at our event. Any exhibitor caught selling such items may be subject to prosecution.

Adult (18+) Merchandise

Exhibitors agree to not distribute or sell any adult material to anyone under the age of 18. Any "adult only" material should be behind the counter and any nudity and/or sexual content must not be displayed.

Media Relations

Exhibitors must ensure that all media interactions during Laval Comiccon, including all forms of interviews and interactions, go through the Laval Comiccon Media Department. To contact the Media Department, please contact Leeja Murphy at medias@lavalcomiccon.com or inquire about it at the Exhibitor Services Office.

If you would like to promote exclusives at our event, please contact Oscar Yazedjian at oyaz@lavalcomiccon.com.

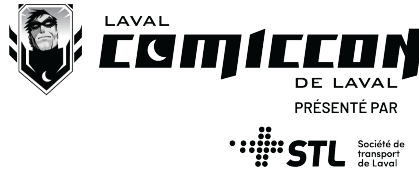
Promotional Material

The distribution of flyers, cards, pamphlets or any other promotional material is only permitted within an Exhibitor's booth space. Such material cannot be distributed anywhere else on the premises of the convention without the prior authorization of Laval Comiccon Exhibitor Services. If an exhibitor is caught handing out flyers, cards, pamphlets, etc... this may result in either a warning or being removed from the event

Children in the Exhibition Hall during Set-Up and Tear-Down

Due to Quebec CNESST regulations, children under the age of 16 are not allowed in the Exhibition Hall during set-up and tear-down hours.

Children affiliated with an exhibitor can be in the Exhibition Hall once the hall is open if they are under the direct care and supervision of the responsible Exhibitor at all times.



If an Exhibitor comes to the venue during set-up and tear-down hours with a child, they will be not allowed to setup at that time.

Weapons Policy

If an Exhibitor intends to display and sell weapons, armour or props at the convention, they must contact Exhibitor services (expo@lavalcomiccon.com) and obtain Comiccon's approval. There are policies and procedures that provide direction and guidance on which items are permitted to be displayed and/or sold, the procedures for selling these items, weapons sales conditions and restrictions. We will also require Exhibitor to post a sign, supplied by Comiccon, in an easily visible area of booth, which will prove Exhibitors are approved to sell weapons, armour or props. The sign will also show that Exhibitors are required to ask for ID from participants before doing a sale, as the sale of an Inadmissible Weapon (e.g. metal swords, knives, etc...) as defined by our Weapons Policy, to anyone under 18 years of age is strictly prohibited.

Exhibitors must sign an agreement and respect all convention policies, guidelines and all Canadian laws. We must receive a copy of the signed agreement **prior** to the event.

Exhibitors who have signed the above-mentioned agreement, and who have been approved, will receive a sign which identifies them as an approved weapons seller. Any Exhibitor selling weapons without a signed agreement and the sign clearly posted will be asked to remove the merchandise from their booth and further non-compliance will result in the expulsion of the Exhibitor and/or booth from the event.

Parking

Parking is free for exhibitors. Please see Figure 1 on page 4 to see where to park.

Drones

The operations of drones at the Laval Comiccon is strictly forbidden. Exhibitors caught flying a drone during the event will be asked to put the drone away. If the exhibitor is caught again, we will ask for the drone to be removed from the event and may result in the exhibitor being asked to pack up their booth and exit the event.

Please note that you can sell drones, but attendees must be informed not to fly them within the event premises. Any attendees found flying a drone during the event will have them confiscated.

IMPORTANT - Material Handling and Storage (mandatory)

Material shipped directly to the Place Sports Experts will only be accepted on October 4, 2019. Please arrange for Material Handling services directly with Place Sports Experts by filling out the services order form available on the Laval Comiccon web site.



Place Sports Experts manages storage spaces near the exhibit room. The storage during the event is mandatory for empty boxes, pallets and crates. This service is provided free of charge, and requires obtaining identifying labels from Place Sports Experts loading dock personnel during set-up.

For security reasons, exhibitors are not allowed to store their own material.

Neither an empty box nor an empty crate will be allowed inside or at the back of a stand.

Important information:

After the teardown of the exhibition, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event, ConsultExpo, and **all charges will be billed to the exhibitor**. Refer to the document "Move out procedures at the closing of the exhibition".

Food Services

Traiteur Bon Appétit has an exclusive agreement to sell and distribute food and beverages inside the convention centre..

Any exhibitor promoting, distributing or selling food or beverage must contact Traiteur Bon Appétit to obtain authorization prior to the show. You may reach them at:

John D'Ambrosi or Mary Asimakopoulos (Sales and Banquet Director)
(514) 389-4345 | info@traiteurbonappetit.com

Food Samples: No food or beverage may be distributed, sold or handed out as samples without prior written authorization from Traiteur Bon Appétit.

Cleaning of the Hall

The Exhibition Hall will be cleaned every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be cleaned up and discarded.



Setup and Teardown

	Friday	Saturday	Sunday
Dock availability	12:00PM to 8:30PM	7:30AM to 9:30AM	9:30AM to 10:00AM
Setup	12:00PM to 9:00PM	7:30AM to 10:00AM	-
Restock AM	-	-	9:30AM to 10:30AM
Show hours	-	10:00AM to 7:00PM	10:30AM to 5:00PM
Restock PM	-	7:00PM to 7:30PM	-
Teardown	-	-	5:00PM to 10:00PM

Please note that the docks will only be open during setup, restock (on call only) and teardown hours. The dock will be open only on call during Exhibition Hall hours. If exhibitors require the ability to bring in merchandise during the show, please see the Exhibitor Services Office.

Move-in Procedure

Please be advised that exhibitors will need to use the Docks on east side of Place Sports Experts exclusively to unload their merchandise.

The dock is going to be using a First Come First Served policy for dock space. Please be sure not to be late. It will be up to the Traffic controller to assign a dock to the dealers as they come in.

Artists and Dealers must have their entire booth displays finished and ready 30 minutes before the Exhibition Hall opens each day.

If exhibitors decide to keep extra merchandise or boxes in their vehicles, they must report to Exhibitor Services to schedule dock time during the event.



Deliveries and Shipments

If you need to ship your merchandise to the Place Sports Experts, all pallets, crates and loose boxes must be properly labeled with the exhibitor's name, booth number, contact person's name, and name of the event (see label example in Annex 1). All shipments must be made during the hours and days that setup is scheduled on and a representative from the booth must be present to unload, otherwise you will be charged a minimum of 1 hour of material handling (dolly handling or forklift truck depending on type of shipment). Note that all goods sent COD will not be accepted by Place Sports Experts or the convention.

Exhibitors must ensure that their pallets are properly wrapped and stacked. If an improperly wrapped pallet is shipped and the pallet falls apart, crushes/damages merchandise and/or injures any persons, the owner of the pallet will be fully responsible for the losses and damages. Additionally, if a pallet falls apart and the exhibitor is not in the building at the time of the incident, the exhibitor will be fully responsible for the cost of restacking and moving the pallet.

Loading Docks

Loading Dock 4855 Rue Louis-B.-Mayer Laval, QC H7P 6C8
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The Place Sports Experts will accept material only as of **Friday, October 4, 2019**. **Shipments will be refused** for any exhibitor's material received before that date (see details above)

Two (2) docks are available for the show. Docks will be assigned by the traffic controller. A limit of 30 minutes is placed on all vehicles in the dock area. It is recommended that you empty your vehicle and transport all your goods and equipment to your booth and move your vehicle out before setting up as soon as possible in order to avoid being towed off the docks.

The exhibitor carrying his material himself to Place Sports Experts may handle it from the dock to his booth and back using the Centre's carts which are available at the loading dock.

Badges

Badges can be picked up at the Exhibitor Services table situated next to the Loading dock doors Friday or Saturday.

Exhibitors are required to pick-up their badges before leaving the building on Friday. Note that if badges are not picked up on Friday you will not be able to enter directly in the Exhibition Hall on Saturday. If you want



to pick up your badge on Saturday only, you are required to come do so at least an hour before the scheduled show opening for VIP.

Exhibitors are required to pick up their badges before the opening of the Hall to the public.

Badge pickup on Friday	12:00 p.m. to 9:00 p.m.
Badge pickup on Saturday	7:30 a.m. to 10:00 a.m.

The Badges work in a fairly simple manner; they are 1 badge per day, per person. A Person has to have their badge on their person in a visible manner to enter the Hall on any given day.

Please note that the badges cannot be personalized.

If an Exhibitor requires additional badges, they may also be purchased at the check-in desk. If a person loses their badges during the convention, they can inquire at the Exhibitor Services Office about purchasing a replacement.

Please note that neither Comiccon nor the Place Sports Experts is responsible for getting your employees and/or exterior staff/personnel to your booth. We will also **not** hold badges for Exhibitor staff at Special Badge Pickup. Exhibitors are responsible for making sure they have adequate staffing at their booth, getting them in and out of the event and making sure they have their badges on at all times.

Move-out Procedure

The tear-down of booths in the Exhibition Hall cannot be started by exhibitors or artists before 5:00 p.m. on Sunday, October 6, unless approval is obtained from the Exhibition Hall Director.

If an emergency arises that requires an Exhibitor to tear down their booth before the scheduled tear-down time, they must please seek approval from the Exhibition Hall Director for instructions and special authorization.

The Place Sports Experts will move the empty boxes/crates from the storage area to the booths

Due to the limited time (30 minutes) that vehicles can remain at the docks, exhibitors must have their material at the loading dock to have access with their vehicles.

All Exhibitors must have their booth torn down and everything moved out by 10:00 p.m. Sunday or there will be additional fees incurred.

For the complete procedure, as per the instructions of the Place Sports Experts, please see The Move out Procedure Information sheet that will be handed out on Sunday, October 6, in the morning.



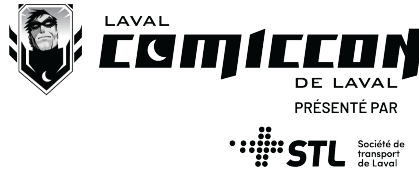
Early Registration for 2020

We will be not accepting early registration for the 2020 Laval Comiccon directly at the show. More information will come in the new year after the event.

Specific Inquiries

For questions about the exhibition hall please contact Stef Tite at expo@lavalcomiccon.com.

For general show questions, please send an email to info@lavalcomiccon.com.



Frequently Asked Questions

Q: I won't be able to make it for the dock times mentioned above. Is there a way to make an exception?

A: Exceptions can be made in extenuating circumstances. Please contact Stef Tite at expo@lavalcomiccon.com.

Q: Does Place Sports Experts have box storage?

A: Yes, they do have storage, but exhibitors are not allowed in the storage area for security reasons. The pallet must be pallet wrapped. Due to fire code empty boxes cannot be stored inside or at the back of your booth. They must either be left in front of your booth for recycling or placed on a pallet for box storage with storage labels available at the Place Sports Experts Loading Dock. This service is available free of charge. Please write your booth number on all boxes/crates/pallets. See the Material Handling and Storage section of the Exhibitor Guide for more information.

Q: What happens if I need to get my boxes and then to load up my truck?

A: Talk to the Exhibitor Service Desk before the end of the event.

Q: Can I just leave my truck on the dock while I pack my merchandise?

A: No, you cannot leave your truck on the Dock while you finish packing your booth. You must have everything packed and ready to go to get your ticket from the dockmaster before bringing your vehicle to the loading dock entrance.

Q: I need some dock space during the event to unload more merchandise, what do I do? A:

See the Exhibitor Services Office and they'll be able to schedule a time with you.

Q: Can I get food delivered to my table?

A: No. Please contact the exclusive LCC caterer, Traiteur Bon Appétit: John D'Ambrosio or Mary Asimakopoulos at (514) 389-4345.

Q: I have lost my badge. What do I do?

A: Please see the Exhibitor Service Office for assistance and to purchase a replacement badge.

Q: Is parking at Place Sports Experts free for Exhibitors and Artists?

A: Parking is available for free. See the Parking section of the Exhibitor Guide on page 4 for more details.

Q: If I need to smoke, where can I go?

A: All smoking and the use of E-cigarettes are prohibited within Place Sports Experts. To access the recommended outside smoking area, exhibitors can exit via the main entrance.



Tips and Hints

- Make sure to bring enough petty cash/change for the weekend.
- Four-wheel carts will be available from the LCC free of charge. You are allowed to bring your own carts to transport your merchandise from your vehicle to your booth. Note that your own pallet jacks and forklift trucks are not allowed.
- Plan out an attractive setup.
- Create a positive impression.
- You are encouraged to bring business cards and flyers to promote your store and products, so long as you keep them in your booth space.
- Let your customers know that you're attending the show and setting up shop.
- Take breaks during the show but be sure someone is always at the booth to maximize potential sales.
- You should take valuables with you when you leave the event at night.
- The storage of empty boxes/crates/pallets is not allowed in the show room.
- And, most of all have fun! Be sure to enjoy the convention!

Definitions

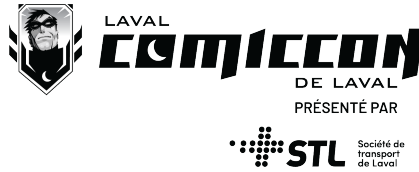
Corner booth: An add-on to a booth which will give you access to two isles. It does not come with any extra furniture. This booth will stand on the end of a row.

Artist Space: This booth is for people and companies that make hand crafted items, paintings, drawing and do not have a storefront.

Dealers Space: This booth is for people and companies that have their productions commercially made and or buy their products from a third party. This category is also for people with a storefront or people who need more space than what an artist space offers.

Corporate/Partner/Sponsor space: This is for companies wish to have more exposure than what an exhibitor's space can offer. This is a great option if you want to promote new or current product(s), promote your company name, or have a display that requires more than what a standard 8' by 8' booth can offer.

* * *



Laval Comiccon Service Providers

Material Handling, Onsite storage during the event (mandatory), Banner Hanging, Booth Cleaning services

Material Handling, Onsite storage during the event (mandatory), Banner Hanging, Booth Cleaning services are provided by the Place Sports Experts. If you require these services, please use the attached order sheet to order the required services.

All services are exclusive except for Booth Cleaning Customized Place Sports Experts order forms will be available on the Web site at:

<https://www.lavalcomiccon.com/en/exhibitors/>

You will need to fill out the order forms. Print, sign and return them by e-mail to diane.boivin@fglsports.com or by fax at **(450) 687-1079**.

Exhibitors will also benefit from an early bird discount if they order before the cutoff date on Friday, September 27, 2019.

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

If needed, exhibitors may contact Diane Boivin at (450) 680-2043 or by email at: diane.boivin@fglsports.com (contact person:).

Audio Visual Equipment & Services

Daniel Gadoua
Creativ Nation
Email: d.gadoua@creativnation.com
T: (514) 990-9545, ext. 223
M : (514) 821-4633
W: <http://www.creativnation.com/>

Furniture & Booth Decoration

Dominic Guay
Décor Experts Expo Inc.
Email: dominic.guay@dee-expo.com
T: 450-646-2251
F: 450-444-2348
W: <http://www.decorexpersexpo.com/>



Electrical and Internet Services

The *exclusive* supplier of electrical and Internet services supplier Place Sports Experts is:

Elitech

Mr. Jacques Bastarache

Telephone: (514) 899-0660

Fax: (514) 899-0847

E-mail: jbastarache@elitech.ca

Customs Brokerage and Carrier

If you are from outside of Canada and need to import merchandise into the country, we are proud to be doing business with ConsultExpo. They offer both transportation and customs services. You can contact them at:

Jeff Labbé

Tel: 514-482-8886 ext. 7

Fax: 888-629-9008

Cell: 514-709-0739

Email: jeffl@consultexpoinc.com

Website: www.consultexpoinc.com/forms/



Appendix 1

Label Example

Sender's name
Address

Telephone #
Fax #
Number of boxes
Carrier
Customs broker's name and
Telephone #

NAME OF THE EXHIBITOR:

C/O Laval Comiccon

Booth(s) number: _____

Place Sports Experts
4855 Rue Louis-B.-Mayer Laval, QC
H7P 6C8

Appendix 2

Liabilities and restrictions

The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

Liabilities

Recycling and Residual Waste Management The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup / dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.

Restrictions

		Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre's staff at no charge. Any bins inside the booth will not be emptied.
Adhesive Tape		The only adhesives allowed at the Centre are listed below, and may be purchased on site: <ul style="list-style-type: none"> • Walls: nothing is to be posted on walls, anything posted on walls will be removed and you will be charged a cleaning fee if tape residue is found • Floors: Echo Tape CL-W6300 or VI-N6120 or equivalent Double Face Echo Tape DC-W188F
Alcohol drinking during Setup and Teardown		To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, the Centre's caterer will not sell alcohol during the setup and teardown activities.
Animals		With the exception of assistance dogs, the client must not bring any animals into Place Sports Experts without prior written authorization, nor allow any to be brought in.
Balloons and Confettis		The use of helium balloons must be preauthorized by the Exhibit Hall Director. Charges apply for taking balloons down from the ceiling after your event. The use of confettis and sequins is prohibited.
Cooking Appliances		The exhibitor must comply with the fire prevention rules.
Fire		Exhibitors must comply with the fire prevention rules. Please refer to " <i>Security Measures and fire prevention</i> " for full details. Also, please note that Place Sports Experts is a nonsmoking establishment.
Noise Limits		Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.
Security		The Centre offers general site security on a 24-hour basis. However, the Centre is not responsible for goods and property belonging to the exhibitors in rented spaces. Any additional security is a chargeable expense. Please use the order form to make your request.
Stickers		Stickers of any kind are strictly prohibited at the Convention Centre.