



A R I S Q X P É R I E N C E

FALL | **WINTER**

CENTRE DE FOIRES



PRESENTED BY

ARISQ | ASSOCIATION
DES REPRÉSENTANTS
DE L'INDUSTRIE
DU SPORT DU QUÉBEC



ExpoCité Exhibition Center
2005, rue de l'Exposition
Québec (Québec) G1L 0B7

SHOW SCHEDULE	SHOW DAYS				
	SUNDAY 30 NOVEMBER	MONDAY 1 DECEMBER	TUESDAY 2 DECEMBER	WEDNESDAY 3 DECEMBER	THURSDAY 4 DECEMBER
Delivery	8h - 18h				
Personalized booth Set-up *	8h - 11h				
Exhibitor Set-up	11h - 18h				
Open Show hours**		8h - 18h			
Tear-down***			9h - 18h	9h - 18h	9h - 16h
Material pick-up****					16h - 20h

* **Material Delivery** – Please contact us for appointment (ARISQ : 450-965-9795) – Limited space available

** **Client appointment before 9:00 and/or after 18:00**

Clients must be accompanied by their sales representative at all times, outside of regular business hours.

*** **No transporter will be admitted to the loading ramp before 4 p.m.**

**** **Fees will be charged for the return of material after 20:00 pm on Thursday December 4th.**

INSCRIPTION | BADGE

Each sales representative, assistant or sub-agent must **OBLIGATORILY** have paid his/her registration fee before the fair. Non-registered persons will not be admitted into the Fair. The accreditation card is obligatory for all exhibitors and their staff during the Fair.

It must be worn at all times. Security guards will strictly control entrances and exits to ensure the safety of our private event. The accreditation cards will be available upon your arrival for set-up, at the promoter's office or at the ticket office.

BOOTH SPACE

The 10 x 10 feet booth (without carpet) includes:

- White curtains, 8 ft. high
- 3 chairs
- Internet standard sans fil
- 1 draped table
- 1 wastebasket
- ZAP* Réseau : ZAP - VDQ

For any request for wired or wireless high-speed internet assigned to your booth, you can place your order online on the ExpoCité Centre de Foires website under "[Exhibitor Services](#)."

SERVICE PROVIDERS | EXHIBITION SERVICES

Global D.EE service d'exposition has been hired by ARISQ as official provider for the rental of booths and furniture. If you wish to add furniture and accessories, you may contact:



Véronique Tremblay
Tél : 514-953-6223
Courriel : vtremblay@deeglobal.ca

Michel Bibeau
Tél : 514-951-6223
Courriel : mbibeau@deeglobal.ca

Each exhibitor is responsible for planning their needs and paying for the services listed below **BEFORE** their arrival at the Centre de Foires.

DELIVERY & PICKUP OF YOUR MATERIAL

MATERIAL IDENTIFICATION

Sender

Name of Sender
Name of Representative – ARISQ Member
Brand / Collection and Booth Number
Address
Telephone
Number of Boxes
Carrier and Phone Number

Recipient

Centre de Foires – ExpoCité
2005, rue de l'Exposition
Québec (Québec) G1L 0B7
Rear Entrance (Loading Dock)

Name of Exhibiting Company
ARISQ SHOW
Booth Number, Contact Person, and Phone Number

DELIVERY OF YOUR MATERIAL BY TRANSPORTER

Exhibitors who use delivery services such as Fedex, UPS, DHL, or others must ensure that customs fees, taxes, etc. are fully paid in advance.

*** Please note that any goods shipped "to perceive" will not be accepted by the ExpoCité Exhibition Center.**

In certain cases, delivery/messenger services do not specify that costs are to be paid by the sender at delivery, and the ExpoCité Exhibition Centre occasionally receives an invoice up to 30 - 90 days after the event. In this situation, the exhibitor will be billed with added administration fees.

ExpoCité cannot accept deliveries or storage prior to the scheduled setup dates unless a prior agreement has been made. Each exhibitor is responsible for any materials they have delivered to the Centre de Foires.

! Any non-official booth supplier shipping materials directly to the ExpoCité Centre de Foires, whether by carrier or courier service, understands that their materials will automatically be handled by ExpoCité staff and that applicable fees, payable in advance, will apply. You must submit your request through the ExpoCité platform under "[Exhibitor Services.](#)"

PICKUP OF YOUR MATERIAL BY TRANSPORTER

After the tradeshow, you will be able to arrange the return of your material for Thursday, December 4th, 2025 between 4:00 and 20:00 by delivery/messenger service or a transporter. To do this, you must correctly fill out your delivery order yourself.

▲ Take note !

- All material not recovered by the exhibitor's carrier or the courier, will be automatically taking care by the ExpoCité Exhibition Centre and all charges will be billed to the exhibitor.
- Fees will be charged on the part of the ExpoCité Exhibition Centre for all shipments unidentified and unprepared as specified above.

STORAGE

Make sure to clearly label your crates before transporting them to the designated areas. No cardboard boxes or empty transport cases will be allowed inside or at the back of the booth. To facilitate teardown, we recommend storing your empty boxes and sample bags in your vehicle. If storage trailers are available, please note that they **will NOT** be accessible during the show.

Independent | Custom Booths

Storage for independent booths is managed by ARISQ. Non-official booth suppliers must contact the ARISQ administration office now to reserve a space. **Fees apply.**

SET-UP AND TEAR-DOWN

LOADING DOCK

Upon arrival, please report to the back of the building at Door 7, where a member of our team will welcome you. An ExpoCité dock master will also be on site to guide you to one of the five nearby loading docks.

Exterior Door 7 – Ground Level:

Width: 22 feet 3 inches

Height: 16 feet 3 inches

Loading Docks (Doors 8 to 12):

Width: 8 feet

Height: 8 feet 5 inches

Length: 53 inches

Exterior Door 4 – Ground Level:

Width: 15 feet 3 inches

Height: 16 feet 3 inches

HANDLING OF GOODS

For both set-up and teardown, exhibitors must **OBLIGATORILY enter and exit by Door 7 at the rear of the building during both set up and teardown.**

AT ALL TIMES, IT IS PROHIBITED TO USE THE FRONT DOORS FOR BRINGING IN OR TAKING OUT MATERIAL

Note that the ARISQ team is at your disposal to help you unload your material from a vehicle and carry it directly to your booth.

ACCESS FOR HEAVY OR OVERSIZED PIECES OR MACHINERY

Parking is prohibited in these areas. Only unloading and loading are permitted, and any violators will have their vehicles towed. Trailers may be left at certain docks (\$50 per event day – limited spaces). Reservations can be made through the Centre de Foires ExpoCité platform under "[Exhibitor Services.](#)"

SET-UP PROCEDURES

You are responsible for setting up your booth

Exhibitors must arrive before 16:00 on the set-up day and must have left at 18:00. All boxes of equipment must be removed from the floor at 18:00.

If you would like help with your set-up, assistance is available by reservation. Please contact **Global D.EE service d'exposition** to schedule the necessary resources and obtain the costs.

If lifting equipment is required to move materials, it is mandatory to order the services through the exclusive supplier of ExpoCité Centre de Foires. Exhibitors and carriers must always comply with the handling regulations.

ELEVATOR LIFT

November 30 (Custom Booths): For any need of a forklift to move materials, the supplier must order the required services through the "[Exhibitor Services](#)" platform. Only forklifts and lifting equipment owned by ExpoCité are authorized, and they are operated exclusively by ExpoCité personnel.

December 1 (Exhibitor Setup): For any forklift needs, please contact the ARISQ administration office to schedule an appointment. However, please note that hand trucks will be made available for your use.

ELECTRICITY

Only Solotech personnel, the exclusive contractor of the Centre de Foires, are authorized to perform connections, disconnections, and hookups for any electrical needs inside the Centre de Foires.

Please ensure that you have ordered your electrical outlets in advance through the ARISQ administration.

ACCESS FOR HEAVY OR OVERSIZED ITEMS AND MACHINERY

No vehicles are allowed to circulate inside the building. Access management will be handled on-site in the presence of the dock master.

Parking is prohibited in these areas. Only loading and unloading are permitted, and any violations will result in the vehicle being towed. Trailers can be left at certain docks (\$50 per event day – limited spaces). Reservations must be made through the ExpoCité Centre de Foires platform under "Exhibitor Services."

TEAR-DOWN PROCEDURES

Given the large size of the tradeshow, it is essential that we work together to ensure that teardown takes place in an orderly, respectful manner.

The ARISQ team, the ExpoCité Exhibition Centre, and Global D.EE service d'exposition collaborate to ensure the smooth running of the Fair teardown; we therefore request that you cooperate in a timely manner with the team members at the site.

- To respect your colleagues and retailers at the show, **it is prohibited to begin dismantling your booth before the official closing, which is scheduled for 16:00.**
- **It is strictly prohibited to take material out by the doors at the main entrance.**

*** **Penalty of non-compliance : \$300.00 penalty will be charged** to exhibitors for the non-observation of these rules. We thank you for your kind collaboration.

RESTRICTIONS & OBLIGATIONS

It is your responsibility to comply with the following conditions:

- ❖ **Common areas:** Exhibitors must keep hallways, elevators, escalators, hall, lobby, directional signage, plasma screens, emergency exits, and all rooms at the Centre free from obstruction at all times.
- ❖ **Booth height:** The exhibitor's booth must not exceed **12 feet in height** and the exhibitor must provide a structure with an exterior finish for any booth section exceeding **8 feet in height**.
- ❖ **Custom booth:** All exterior walls visible from the booth must have a structure with a polished finish (e.g., graphics or decorative panel). No exposed electrical wiring or unfinished walls are allowed.
- ❖ **Cleanliness:** We ask for everyone's collaboration to keep the Fair site tidy and clean. Please use the various facilities provided for recycling (paper, cardboard, glass, plastic) during set-up/teardown and the event itself. Trash containers must be set outside the stands in the aisles every evening at closing time. The staff of the ExpoCité Exhibition Centre free of charge will empty them. Wastebaskets left inside the stands will not be emptied.

- ❖ **Adhesive tape:** The only adhesive tapes allowed at the Centre are the following:

Wall Surfaces

3M Wall Mounting Tabs
no. 7220

Floor Area

ECHOTape CL-W6033 - ECHOTape DC-W188F - 3M 6910 - Uline S-21257

Penalty: Fees to remove the adhesive tape will be invoiced to the exhibitors that do not comply with these specifications.

- ❖ **Insurance :** Exhibitors must have their own liability insurance. ARISQ and the ExpoCité Exhibition Centre are not liable for material damage to merchandise, stands, equipment or decorations caused by fire, water, or theft in the premises rented or during the transfers in the building, and in this last, whatever the cause may be.
- ❖ **Internet:** Please note that the use of external Wi-Fi routers is strictly prohibited.
- ❖ **Fire Safety:** All booths must comply with the [minimum fire prevention requirements applicable](#) to all events at ExpoCité. Exhibitors are responsible for adhering to these regulations. A verification tour will be conducted prior to the show opening, and any exhibitor found in violation may have their booth closed or cause delays in the show's opening.
- ❖ **Safety:** For safety reasons, all aisles must be kept completely clear. This regulation is enforced by the fire department, and any displays or installations that do not respect the exact booth boundaries will be moved. For fire prevention, tent tops and all fabrics or curtains used to cover or furnish booths must be fire-retardant, meaning they have been treated to be non-combustible. Make sure you have the certificate on hand.

❖ **IMPORTANT: No foam puzzle-type carpets are allowed on site.**

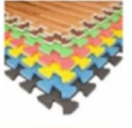
Here is a summary of the requirements for exhibitor booths:

PROHIBITED MATERIALS

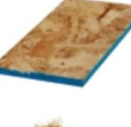


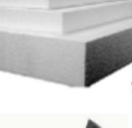
MINIMAL REQUIREMENTS

Construction and booth decor













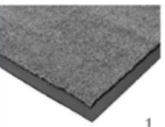
MATERIALS NOT PERMITTED AND CANNOT BE MADE FIRE-RETARDANT

1. Comfort mats and puzzle mats*
2. Thin felt carpet*
3. Plastic tablecloths fro Dollarama
4. Jute
5. Particle board (Aspenite)
6. Plywood under 1/4 inch thick
7. Polystyrene
8. Hay bales, straw, and wood chips
9. Trees or branches with dry leaves and dried plant matter
10. Foam panels
11. Synthetic turf with a plastic backing

Note:
Other materials may also be refused.
U-LINE products are rarely certified and are therefore refused.

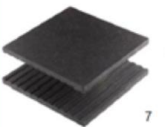
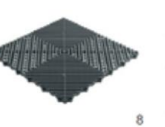
⚠ No fire-retardant product may be applied to floor coverings.
The application of such a product is not an accepted measure.

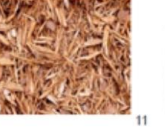
ACCEPTED MATERIALS








ACCEPTED PRODUCTS

1. Carpet from an exhibition company (a, b) and industrial flooring
2. Curtains (a)
3. Tent and marquee (a)
4. Plywood of 1/4 inch or thicker
5. Synthetic turf with thick rubber backing
6. Floating vinyl covering with interlocking system (MultiClic type)
7. THICK rubber mats for cows
8. Polypropylene tile (a)
9. Thick composite tile
10. * Hay, straw, wood chips, or other similar combustible materials: if used for animal feed or bedding - fire extinguisher 2A required
11. * Mulch for landscaping and plants: must remain moist at all times
12. * Plants in pots: must remain moist at all times
 - o Artificial plants: must be fire-retardant with proper certification

*** ACCEPTED UNDER CONDITIONS**
Note
ASTM and CPAI certifications are not recognized

Only materials certified CAN/ULC-S109, CAN/ULC-S102 or NFPA 701 are accepted – proof required, otherwise the product will be refused.

WHERE TO FIND ACCEPTED OR CERTIFIED PRODUCTS?

a) Exhibit companies: DEE, GES, Tessier, Top Expo, etc.

b) Industrial carpets and floor coverings: Beaulieu Canada, Crousset, Labrecque, Floredéco, Tapis Extra, etc.

c) Polypropylene tiles: Richard & Co (Ribtrax), Ace Floor (Pro, Acetrax)

❖ **Children** : For safety reasons, the presence of children at the loading ramp and in the exhibition hall is not recommended during the mounting and dismantling of stands.

EXHIBITOR'S MANUAL – AX A/W – DECEMBER 2-3-4, 2024 – QUÉBEC

- ❖ **Animals** : The presence of animals is subject to approval of the authorities of ExpoCité Exhibition Center. Only service dogs for the disabled are allowed unrestricted.
- ❖ **Booth Cleaning** : You must keep your booth clean unless it is the responsibility of **Global D.EE service d'exposition**, the official service provider of the Fair.

EVENT LOCATION AND ACCÈS TO THE EXHIBITOR PARKING

ExpoCité Exhibition Center

2005 Rue de l'Exposition, Québec, QC G1L 0B7

Parking Entrance P9 – Door 7

Google Maps Link: <https://maps.app.goo.gl/2hKkNL9JWqUkym6d6>

