



A R I S Q X P É R I E N C E

AUTOMNE | HIVER

PRESENTED BY

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



Sherbrooke Exhibition Centre

1600 boul. du Plateau St-Joseph

Sherbrooke, Qc, J1L 0C8

SHOW SCHEDULE	SHOW DAYS						
	FRIDAY DECEMBER 1	SATURDAY DECEMBER 2	SUNDAY DECEMBER 3	MONDAY DECEMBER 4	TUESDAY DECEMBER 5	WEDNESDAY DECEMBER 6	THURSDAY DECEMBER 7
Delivery	8h-18h						
Personalized booth Set-up *		8h - 18h					
Exhibitor Set-up			9h - 16h				
Open Show hours**				9h - 18h	9h - 18h	9h - 16h	
Tear-down***						16h - 22h	
Material pick-up****							8h - 12h

* Exhibitors have the possibility of setting up on Saturday afternoon by appointment. Contact us at info@arisq.com if you want to set up your booth on Saturday.

** Client appointment only from 8:00am.

Please meet your customers at the entrance of the Fair to allow them access before the official opening.

*** No transporter will be admitted to the loading ramp before 5 p.m.

**** Fees will be charged for the return of material after 12 noon.

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. Please note that we recover the badges at the end of the Fair: you may leave them at the ticket office when you leave.

BOOTH SPACE

The 10 x 10 feet booth (without carpet) - (750\$) includes:

- White curtains, 8 ft. high ,
- 1 draped table
- 3 chairs
- 1 wastebasket
- High-speed wireless Internet

SERVICE PROVIDERS | EXHIBITION SERVICES

MEDIASYSTEMS service 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:



Mme Hélène Brosseau

514-862-2634 | hbrosseau@mediasystems.ca | www.mediasystems.ca

OFFICIAL PROVIDER OF TRANSPORTATION AND CUSTOMS SERVICES

You can have your material delivered to the warehouse of **MEDIASYSTEMS** who will take care of delivery on the set-up day. Storage fees will be charged in this case. Go to the site WWW.MEDIASYSTEMS.CA to download the on-line order forms.

DELIVERY & PICKUP OF YOUR MATERIAL

MATERIAL IDENTIFICATION

- ✓ The name of the ARISQ member sales representative
- ✓ Contact information of contact person (*if different from the member's*)
- ✓ The brand / collection and booth #

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 Sherbrooke Exhibition Center.**

In certain cases, delivery/messenger services do not specify that costs are to be paid by the sender at delivery, and the Sherbrooke 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.

PICKUP OF YOUR MATERIAL BY TRANSPORTER

After the tradeshow, you will be able to arrange the return of your material for Thursday, December 7th, 2023 between 8 a.m. and noon by delivery/messenger service or a transporter. To do this, you must correctly fill out your delivery waybill yourself.

Take note!

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

STORAGE

Make sure you label your cases and take them to the designated storage places. To facilitate your task, please plan to place your cases and sample packs in your vehicles for a smoother teardown procedure. Storage forklifts will NOT be accessible for the duration of the Fair.

INDEPENDENT | PERSONALIZED BOOTHS*

The storage of independent booths is taken care of by ARISQ. Independent booth companies must contact us info to predict storage needs with them, thank you.

*Fees apply

SET-UP AND TEAR-DOWN

LOADING DOCK

When you arrive, go to the rear of the building. A member of our team will greet you and take you to one of the 4 loading ramps if necessary, or to the outer doors with access to the ground floor.

Outer Door 6 – ground level

- Width: 9 feet 6 inches
- Height: 11 feet 6 inches

Loading ramps (Doors 2, 3, 4, 5)

- Width: 7 feet 6 inches
- Height: 9 feet 6 inches
- Length: 53 feet

Ramps exits towards Rooms A, B, and C

- Width: 8 feet 6 inches
- Height: 9 feet 6 inches

HANDLING OF GOODS

For both set-up and teardown, exhibitors must **OBLIGATORILY enter and exit by Door 6A at the rear of the building.**

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.

SET-UP PROCEDURES

You are responsible for setting up your booth

Exhibitors must arrive before 4:00 p.m. on the set-up day and must have left at 6:00 p.m. to allow the installation of aisle carpets. All boxes of equipment must be removed from the floor at 6:00 p.m.

If you would like help for setting up your booth, it is possible to obtain it by reservation. A fee of 50\$/hour will be billed according to your needs. In this case, let us know ahead of time so that we know which resources to provide.

EXHIBITOR'S MANUAL – AX A/W – DECEMBER 4-5-6, 2023 - SHERBROOKE

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 Sherbrooke Exhibition Centre, and **Media Systems** collaborate to ensure the smooth running of the Fair teardown; we therefore request that you cooperate in a timely manner with all 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 4 p.m.**
- The floor covering must be completely removed **BEFORE** using trolleys.
- **It is 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 ET 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 10 feet in height, and the exhibitor must provide a structure with a polished exterior finish for all visible sections of the booth and those exceeding 8 feet in height..
- ❖ **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 Sherbrooke Trade Fair 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	<ul style="list-style-type: none">• 3M wall mounting tabs, No. 7220
Floor surfaces	<ul style="list-style-type: none">• Tuck Tape 85 or Tuck Tape 99• Double Face Echo Tape DC-W188F
Brick walls	<ul style="list-style-type: none">• 3M wall mounting tabs, No. 7220

- ❖ **Insurance :** Exhibitors must have their own liability insurance. ARISQ and the Sherbrooke 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.
- ❖ **Fires :** As a safety measure, the aisles must be left completely unobstructed. The Fire Department of Sherbrooke imposes this regulation, and we will be obliged to move any installation that goes beyond the exact limits of your stand. To prevent fire, tent-tops, curtains, and any other material used for the stand must be fireproof, meaning that they must have undergone a fireproofing process.

EXHIBITOR'S MANUAL – AX A/W – DECEMBER 4-5-6, 2023 - SHERBROOKE

- ❖ **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.
- ❖ **Animals** : **Pets are not allowed in the exhibition center.** The presence of animals is subject to approval of the authorities of Sherbrooke Exhibition Center. Only service dogs for the disabled are allowed unrestricted.
- ❖ **Booth Cleaning** : Please note that cleaning your booth is your responsibility. The Exhibition Centre only cleans the aisle carpets. If you wish to clean your own booth, the Exhibition Centre will take care of the cleaning, but there will be a charge. Please contact ARISQ for details.

DIRECTIONS FROM MONTREAL

- Take the Champlain Bridge and follow the directions to Highway 10 East towards Sherbrooke.
- Follow Highway 10 East (for about 1 ½ hour) and take Exit 141 towards Boulevard Monseigneur-Fortier.
- Keep right after exiting the highway and continue on Boulevard du Plateau-St- Joseph.
- Turn left at the second traffic light.

DIRECTIONS FROM QUEBEC CITY

- Take Highway 20 West as far as Drummondville (for about 1 ½ hour).
- Take Exit 173 to access Highway 55 South.
- Continue on Highway 55 South (about 50 minutes) and take Exit 141 towards Boulevard Monseigneur-Fortier.
- Turn left on Rue du Fer-Droit and left again on Chemin Georges-Vallières.
- Turn right at the first traffic light and left at the next traffic light after that.

PARKING

Parking is free for exhibitors and visitors to the Sherbrooke Exhibition Centre. There are reserved parking spaces for exhibitors. Please consult the attached Parking Map (S4 – S5)

Parking is not allowed at the loading ramp. Only loading and unloading is allowed; vehicles contravening this rule will be towed.

