

Elevation

SOLOTECH



MANÈGE
MILITAIRE
VOLTIGEURS
DE QUÉBEC

OPERATIONAL PROCEDURES
GUIDE FOR EXHIBITORS

OPERATING PROCEDURES GUIDE FOR EXHIBITORS

SPECIFICITIES OF THE MMVQ EVENT SPACE

DELIVERY TO MMVQ

- All materials that are sent to the MMVQ by mail or courier service must have been prepaid.
- Shipments of equipment in C.O.D will be refused.
- Material will only be accepted 24 hours before the event (or scheduled set-up day). A storage fee of \$100.00 per day will be charged in the event that goods are shipped more than 24 hours before the event.
- Delivery must be made between 8 a.m. and 5 p.m. Outside of business hours, check with the MMVQ manager.
- **NO FLAMMABLE OR EXPLOSIVE MATERIALS ARE ACCEPTED INSIDE THE MMVQ**
- Shipping address:
 - MMVQ Event Space
 - 805 Wilfrid-Laurier Avenue,
 - Quebec City, Qc
 - G1R 2L3
- Box identification :
 - Event Name
 - Date of the event
 - Name of your event manager
 - Name of the person in charge at the MMVQ
 - Location to which the box should be delivered (registration table, secretariat, booth #, etc.)

Equipment from outside Canada - Customs:

- If your equipment comes from outside Canada, it is subject to Canadian customs standards. The Government of Canada is available and offers assistance to groups bringing exhibit materials, displays, conference materials, etc. to Canada. These items, when not used for resale, can enter the country without taxes, provided the convention is officially registered. For more information, please contact :
- Canada Border Services Agency (CBSA)
- International Events and Convention Services Program (IECSP)
- 191 Laurier Avenue West
- Ottawa, Ontario K1A 0L8
- IECSP-PSEIC_QC@cbsa-asfc.gc.ca
- Tel: 613-941-4965 or 613-797-1065
- Customs services will be of great assistance to you in your efforts to bring equipment to Canada. Please consult the directory of the Quebec City Region Convention and Tourism Bureau.

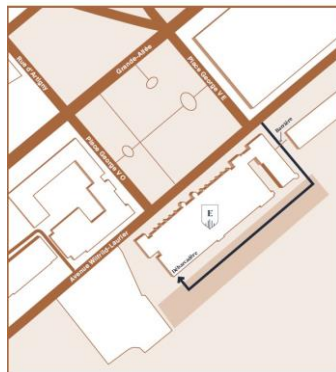
DROP-OFF AREA

- The MMVQ is equipped with a drop-off area behind it with two doors of 8'x7'7" each that can accommodate material deliveries.
- Please note: Note that the interior door of the drop-off area (overlooking the corridor to the kitchen and the dining room) is 7' x 5'.
- Deliveries with large equipment must be sent to your MMVQ manager to evaluate the maneuver. Depending on the option identified, fees may apply.
- Trucks up to 28 feet in length will be able to access the drop-off area. Trucks over 28 feet in length will have to unload from Wilfrid-Laurier Avenue in front of the MMVQ to the rear drop-off area by their own means.
- The doors of the landing stage are equipped with removable walkways that vary in height from 3 and a half to 6 feet raised from the ground.
- The MMVQ does not have a parking space. The parking lot behind the building near the terrace is a public parking lot that is managed by the National Battlefields Commission (NBC). It has 51 spaces that are available at all times.
- No cube parking or delivery truck over 12 feet long is accepted in the rear parking lot of the MMVQ (except only if the parking is privatized by the event manager).
- It is imperative that the central aisle of the parking lot is never obstructed by a truck waiting or unloading.
- Please note that if exhibitors park their vehicle in the rear parking lot, they will have to pay the parking fees if it is not privatized.
- Other truck parking lots:
 - Canac Stadium, 100 rue du Cardinal-Maurice-Roy
 - Victoria Park, 160 rue du Cardinal-Maurice-Roy

DIRECTIONS TO THE DROP-OFF AREA

- Go to the left of the MMVQ (east side) on Wilfrid-Laurier
- Press the intercom button and say your company name and/or event name to be identified.
- Go ahead and turn right to the landing stage
- The exit is on the same side as the entrance

Plan de livraison au MMVQ



ASSEMBLY

- The exhibitor is responsible for the transport and handling of its exhibition material during assembly and dismantling.
- The Armoury has 5 carts and 2 pallet trucks that will be made available to exhibitors at the landing stage to help transport the equipment to their intended space.
- No motorized pallet trucks are available at MMVQ
- Exhibitors will be able to store their equipment under their table.
- No storage is available on-site.
- Once the equipment is on the loading dock, the vehicle will have to leave the landing stage to make room for the next supplier.
- It is forbidden to use the walls of the Voltigeurs de Québec Armoury for signage. The equipment must be self-supporting.
- Handling of materials in the MMVQ room must be done by lifting the material and not by sliding it on the floor. The floor covering of the room is made of linoleum (synthetic PVC) so very fragile.
- Material placed directly on the floor must be equipped with protective pads.
- It is forbidden to use glue, abrasive or adhesive tape that could damage the floor of the Voltigeurs de Québec Armoury. Fees may apply to the exhibitor who damages the floor or leaves glue following the extraction of his adhesive ban.
- The distribution of samples or advertising material as well as commercial solicitation must only take place within the space reserved by the exhibitor.

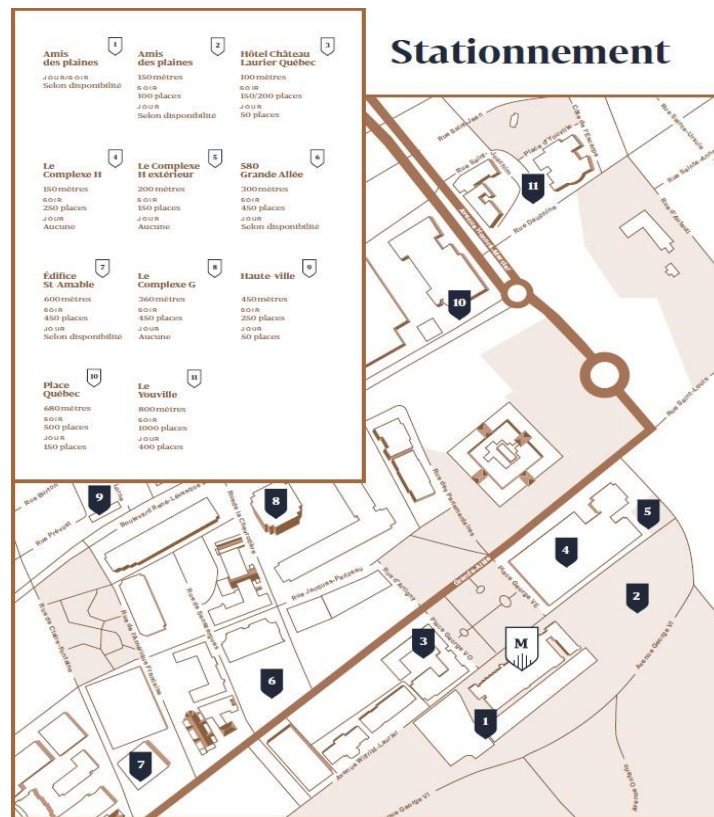
DISASSEMBLY:

It is the responsibility of each exhibitor to plan the return of their equipment.

- No box or any other equipment whatsoever can remain on the the exhibition locations once the event is over.
- The equipment must be taken back immediately and the next morning at the latest before 9 am.
- The MMVQ will refuse any request for storage of equipment after the event, whether at night, on weekends and/or holidays.
- Any material not collected by the exhibitor's carrier or courier will be automatically taken care of by MMVQ staff and all costs incurred will be borne by the exhibitor.

PARKING IN THE SURROUNDING AREA if necessary

- There are approximately 1000 parking spaces within a radius of 300 metres from the MMVQ.
- Parking spaces can be reserved on the Plains of Abraham or on Ontario Street. Everything will be confirmed by the Battlefields Commission depending on the time of summer, the number of spaces requested and the activities taking place on the plains.
- No parking at the Friends of the East and West Plains and at the Chateau Laurier Quebec Hotel can be confirmed for groups. See with the managers of each space the possibility according to the dates.



You can contact your manager at MMVQ at 418-522-4321 or the room supervisor at 418-806-5124.

Thank you and have a good event.

Elevation Team.