2026 ADEA ANNUAL SESSION & EXHIBITION

BRIDGING PATHWAYS ADVANCING ACCESS

EXHIBITOR PROSPECTUS

adea.org/2026

March 21-24, 2026 Montréal, Canada

#ADEA2026



EXHIBITOR PROSPECTUS

What: Leaders from 85 U.S. and Canadian Dental Schools under one roof.

Where: Palais des congrès de Montréal in Montréal, Canada

Oral health education is uniquely positioned in this moment to bridge pathways for greater access to health for all. This is the moment where the potential surrounding health equity, social justice and groundbreaking technologies meet the ideals trailblazers in our community have been working toward for over 100 years. We are here to bridge our legacy with the profound impact of our profession today, moving forward as an inclusive community of creativity, collaboration and indomitable hope.



What draws attendees to the ADEA Annual Session & Exhibition?

- Meeting face-to-face with thousands of leading dental educators from world-class academic dental institutions—including dental school deans, allied dental program directors and faculty.
- Attending high-quality educational programming specifically for dental educators and students.
- Engaging in Exhibit Hall activities such as poster presentations, the TechExpo, Headshot Café, coffee breaks and lunches
 to network with other attendees, and fun gaming activities that encourage foot traffic and fosters interaction between
 attendees and exhibitors.

Why exhibit?

During this education event, exhibitors can make connections and contacts with a diverse array of ADEA conference attendees from dental, allied and advanced education programs across the United States and Canada.

- NEW! Take advantage of lead retrieval technology to capture valuable contact information and maximize your engagement with attendees.
- Promote your products and services to students and key decision-makers from top academic institutions.
- Showcase emerging innovations directly to potential end users, while strengthening existing relationships and forging new connections. Think outside the booth!

Increase your exposure at the **2026 ADEA Annual Session & Exhibition**. A range of branding and advertising opportunities are offered to help you make an impact on attendees—contact us at **exhibits@adea.org**.

EXHIBITOR PROSPECTUS

New This Year!

The 2026 ADEA Annual Session & Exhibition will be hosted in Montréal, Canada.

Known as the "Paris of North America", Montréal last hosted this conference in 1988.

While there will be some English and French signage, the official language of the conference is English.

To make your shipping experience as smooth as possible, ADEA has partnered with customs broker **ConsultExpo** to help ensure exhibitor shipments include all the necessary documentation to clear customs and are successfully delivered to Montréal. Please see <u>page 10</u> for critical information and the required forms to complete your shipping needs.

Contact **Nicola Tate** at Association Media Group to discuss your strategy for making the most of your presence at the ADEA Annual Session & Exhibition—at **804-469-0324** or by email at **ntate@associationmediagroup.com**.



CUSTOMS | SHIPPING | TAX SERVICES





AAL

Academy of General Dentistry (AGD)

Acadental

Acuity Insights (formerly Altus Assessments)

American Dental Association (ADA)

A-dec

Agenics Labs

Air Techniques

American Academy of Orofacial Pain

American Association for Dental, Oral and Craniofacial Research (AADOCR)

American Dental Education Association

(ADEA)

Aspen Dental Management, Inc.

Bien-Air USA

Bootcamp Prep LLC

Brasseler USA

CDCA-WREB

Central Regional Dental Testing Service

Certiphi Screening, Inc.

Colgate Oral Pharmaceuticals, Inc.

Curaden USA

DCI Edge

DenLine Uniforms, Inc.

Dental Mastery

DentalEZ DSX

Dentsply Sirona, Inc.

Design Specific US Inc.

eHuman

Elentra

Elevate Oral Care

Enova Illumination

Envista

Exxat

GeorgeSquared

Haleon

Heartland Dental

Henry Schein, Inc.

HenrySchein One | Exan

High Point University Workman

School of Dental Medicine

HuFriedyGroup

Immersify Education

JAZZ Imaging

Jones & Bartlett Learning

Kansas City University

KaVo Dental Technologies

Kenvue Inc.

Kilgore International, Inc.

Kira Talent

mapEDU

MedAssent DDS

Medicor Imaging

Meisinger USA

MouthWatch

National Network for Oral Health

Access (NNOHA)

NDX National Dentex Labs

Northeast Ohio Medical University

NOVA Southeastern University

NSK America

NYU Langone Dental Medicine

Postdoctoral Residency Programs

Orion Dental Solutions

Patterson Dental

PDT, Inc/Paradise Dental Technologies

Philips Oral Healthcare, Inc.

Planmeca USA, Inc.

Practicon, Inc.

Primal Pictures

Procter & Gamble Company

ProjectConcert

Q-Optics

Remote Area Medical

Saratoga Dental

Scorion

SGA Dental Partners

SIMtoCARE Dente Training Simulator

Solmetex

Sunstar Americas, Inc.

Temple University Kornberg

School of Dentistry

Titanium Solutions

Ultradent Products, Inc.

VitalSource Technologies

vVardis

W&H Impex

Water Pik, Inc.

Whip Mix Corporation

XComP Analytics, Inc.

ADEA ATTENDEES ARE IN SEARCH OF:

Architects

Consumer Health

Care Products

Dental Support Organizations

Education

Equipment/Instruments

Insurance Laboratories

Nonprofits

Pharmaceuticals

Prosthodontics/Implants

Publishing/Communications

Companies

Software Companies

Suppliers



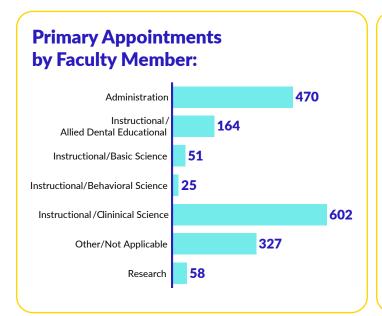


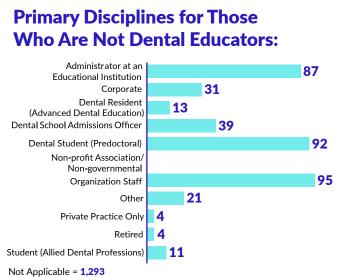


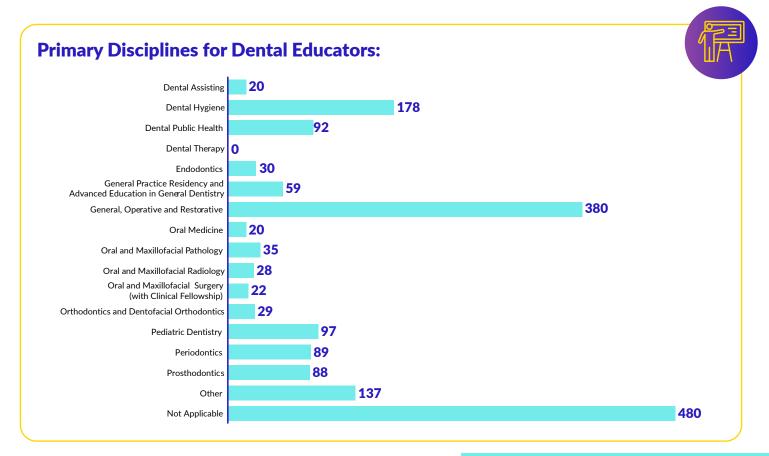


Total Verified 2025 Attendance = 3,122

Note: This number does not include exhibitor booth staff.

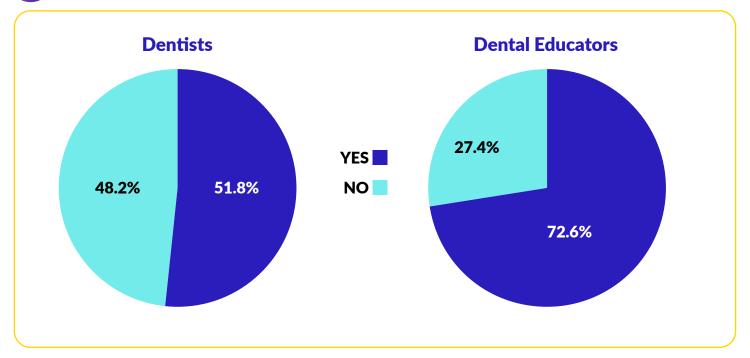


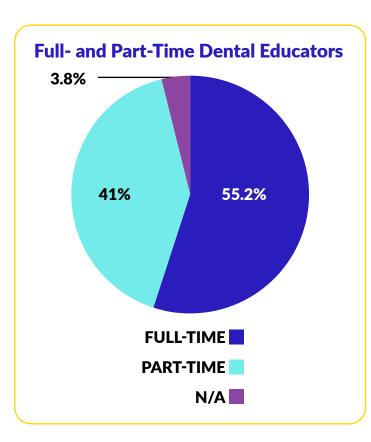






DEMOGRAPHICS cont.





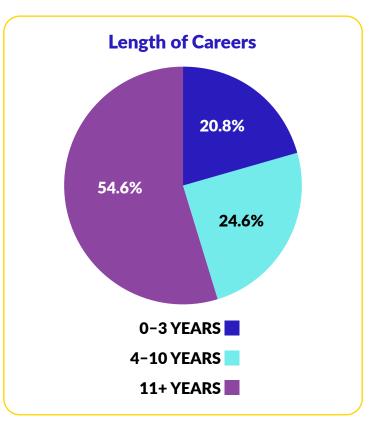






EXHIBIT HALL INFORMATION

Application Procedure

- Before reserving your booth, you must first agree that you have read the Terms and Conditions of the show.
- Booth spaces must be paid in full at time of application via credit card. ADEA does not accept checks, purchase orders or ACH transfers as forms of payment.
- Booths are reserved on a first-come, first-reserved basis.
- Please read the Exhibitor Rules and Regulations (pp. 12-17) before submitting your application.
 ADEA reserves the right to deny any request for an exhibit booth or booths.

Standard 10'x10' Booth Package (Corporate Members & Corporate Nonmembers)

- 8-foot-high back drapes and 36-inch-high draped side divider.
- 7- by 44-inch sign with company name and booth number.
- Access to the exhibitor service lounge.
- Perimeter security services from exhibitor move-in through move-out.
- Four complimentary conference registrations per booth for registered company employees who staff the booth.

- Recognition on signage.
- One-time complimentary use of the pre-show Annual Session attendee mailing list.
- Mobile app listing.
- Registration, housing information, Exhibitor Service
 Kit and shipping information can be accessed through your online exhibitor account.
- Complimentary Wi-Fi in the Exhibit Hall.
- Chairs, carpet or a table are not included.

Educational 10'x10' Booth Package

- Standard 10'x10' Booth Package (described above), plus: 6-foot draped table with two chairs, carpet and a wastebasket.
- 7- by 44-inch sign with company name and booth number.
- Access to the exhibitor service lounge.
- Perimeter security services from exhibitor move-in through move-out.
- Recognition on signage.
- One-time complimentary use of the pre-show Annual Session attendee mailing list.
- Mobile app listing.

- Registration, housing information, Exhibitor Service
 Kit and shipping information can be accessed through your online exhibitor account.
- Complimentary Wi-Fi in the Exhibit Hall.
- For educational nonmember or member exhibitors, COMPLIMENTARY REGISTRATION IS NOT INCLUDED WITH BOOTH PURCHASE. All educational nonmembers or members MUST register for the meeting and pay the appropriate conference registration fees for all booth personnel attending (see payment schedule on page 7).





EXHIBIT RATES

Corporate Exhibitor

ADEA Corporate Member: \$4,000 for 10'x10' booth

ADEA Corporate Members

To qualify for the ADEA Corporate Member rate, you must be an ADEA Corporate Member at the time the space is reserved. Exclusions: Individual Members from ADEA Member Institutions do not qualify for the ADEA Corporate Member booth rate.

Corporate Nonmember: \$5,250 for 10'x10' booth

Requirements

All exhibits must be staffed during regular exhibitor hours (see Exhibitor Rules and Regulations for specifics) All booths must be carpeted, which can be purchased through the Exhibitor Service Kit (no exceptions will be made to this requirement).

Educational Exhibitor

ADEA Educational Member: \$899 for 10'x10' booth

Educational Nonmember: \$999 for 10'x10' booth

Educational exhibitors do not receive complimentary registration and will need to pay the registration rates below for each staff personnel attending the meeting.

	Early Bird Rate (ends Feb. 20)	Regular Rate (starts Feb. 21)
Member	\$725	\$925
Nonmember	\$925	\$1,125

ADEA invites associations, nonprofit organizations and educational institutions to exhibit. An educational exhibit demonstrates the wide range of interests, activities and opportunities related to dental education. This type of exhibitor does not explicitly offer any products or services for sale, either in the exhibit or by the applicant

organization. All booth personnel for educational exhibits must register for the meeting and pay the appropriate registration fee. Educational exhibitors who serve as booth representatives may not register as a guest. All exhibits must be staffed during regular Exhibit Hall hours (see Exhibitor Rules and Regulations for specifics).

Exhibit Hall Gaming

For the ADEA Quest participants, ADEA would like each exhibitor to contribute at least one item to the ADEA Exhibit Hall Raffle. Please contact Donna Casimier at casimierd@adea.org with questions and to sign-up to contribute a prize. The ADEA Quest Raffle will take place on Sunday, March 22 and on Monday, March 23.

TICKET





EXHIBIT HOURS

Saturday, March 21

• 10:00 a.m. - 5:00 p.m. Exhibitor Move-in

Sunday, March 22

- 8:00 11:00 a.m. Exhibitor Move-in*
- Noon 5:00 p.m. Exhibit Hall Open
- Noon 2:00 p.m. Lunch in the Exhibit Hall

Monday, March 23

- 9:45 a.m. 3:00 p.m. Exhibit Hall Open
- 9:45 10:30 a.m. Coffee Break in the Exhibit Hall
- Noon 1:00 p.m. Lunch in the Exhibit Hall
- 3:05 7:00 p.m. Exhibitor Move-out*

*Exhibits must be fully set up by 11:00 a.m. on Sunday, March 22, and remain intact until 3:00 p.m. on Monday, March 23. Booth dismantling begins at 3:05 p.m. on Monday. Exhibitors will be notified in writing of any schedule changes.



October 2025 - January 2026

• Booth assignment notification letters are emailed weekly on an ongoing basis.

September 2025:

- Exhibitor service kit available
- ConsultExpo form available
- Canada customs invoice form available

Friday, Jan. 16, 2026 | Deadlines for:

- The exhibitor online application must be completed with full payment to list the exhibitor's name, booth assignment and description in the mobile app.
- Advertising insertion orders for the mobile app, program planner and ADEA Session Daily.

Monday, Jan. 26, 2026:

- ConsultExpo form due
- Canada customs invoice form due

Friday, Feb. 20, 2026 | Deadlines for:

- All early bird registration (including exhibitors)
- All registration cancellations
- All hotel reservations







INTERNATIONAL SHIPPING INFORMATION & PROCEDURES

Exhibiting companies must complete:

- 1. The ConsultExpo order form and
- The Canada customs invoice and submit to their office at least 21 days prior to shipping. Both forms (along with sample forms) can be found on pages 18-22 of this prospectus.

Products, materials and supplies shipped without submitting completed shipping forms to the customs broker risk shipping delays due to unmet customs requirements.

ConsultExpo has been selected as ADEA's official customs broker and will be pleased to assist all AS26 exhibitors with their customs clearance needs when sending display materials to Montréal, Canada. As part of ConsultExpo's services, exhibitors will have access to:

- Simple and user-friendly assistance with customs brokerage document completion.
- ConsultExpo representative on site during move-in and move-out.
- Round-trip customs clearance services—complete and return the completed forms to receive a customs quote.
- Give-away items valued at \$25 or less are free of duty and taxes.





Complete and return the ConsultExpo forms prior to shipping to Montréal, contact ConsultExpo for customs questions, provide them with your carrier's name and tracking number.

Do not pack personal belongings, tobacco, hand sanitizer or alcohol in your shipment; do not ship to Montréal without completing your forms and providing your carrier's name and tracking number.





IMPORTANT SHOW INFORMATION

Show Rules and Regulations Highlights

- Before reserving your booth, you must review the full Exhibitor Rules and Regulations.
- All exhibitors and their booth personnel must adhere to the show rules and regulations.
- All booths must be carpeted, which can be purchased through the Exhibitor Service Kit.
- Exhibitors are not permitted to fulfill orders on the exhibit floor. Under no circumstances shall any delivery of goods/items or exchange of merchandise for payment be permitted.
- Generators are not permitted on the show floor no exceptions.
- Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them.
- All aisle space is under the control of ADEA and shall not be used for exhibit or demonstration purposes.
- Exhibitors must carry liability insurance on their exhibits at their own expense. (See more details in the Exhibitor Rules & Regulations, located on pages 15 and 16, in the Limitations and Liability section).

- All exhibits must be staffed during show hours no exceptions.
- All participants affiliated with exhibits must be registered.
- Badges must be worn at all times.
- Each person working at the booth will be issued an exhibitor's badge and must be employed by the exhibitor.
- Be sure your company's information is current in your exhibitor account and don't forget to add your company logo.
- All exhibiting booth personnel MUST register before making hotel reservations.
- No raffles or contests are permitted on the show floor.
- ADEA provides perimeter exhibit hall security only.
 Exhibitors are responsible for securing the items within their booth.

Booth Cancellation

All booth cancellations or space reductions must be in writing and sent to the email address **Exhibits@ADEA.org** by **Friday, Jan. 16**, **2026** to receive a refund minus the 25% cancellation fee. No refund requests, cancellations or space reductions postmarked after Friday, Jan. 16, 2026 will be accepted.

Default of Occupancy

If any exhibitor is not set up by **11:00** a.m. on **Sunday**, **March 22**, **2026**, ADEA reserves the right to reassign the space to another exhibitor or to make other use of the space as deemed necessary or appropriate, with no refund made to the original contracting exhibitor. Any charges incurred by ADEA for necessary changes to an unoccupied exhibit booth after 11:00 a.m. on Sunday, March 22, 2026, shall be borne by the original contracting exhibitor.





HEALTH AND SAFETY POLICY

While we look forward to an in-person conference, there is no higher priority than the safety and well-being of ADEA members and staff. Accordingly, we continue to monitor the status of infectious disease variants and their impact on the operational status of our ADEA Member Institutions.

ADEA will implement health and safety protocols appropriate to the public health circumstances existing at the time of the conference. Compliance with some or all the protocols adopted by ADEA will be mandatory for in person attendance and participation at the conference. Additional information regarding the specific health and safety measures, and any necessary consents by you, will be communicated prior to the first day of the conference.

Failure to adhere to or comply with the safety protocols in place may result in removal from the event and/or the event's premises. Be sure to check the conference website adea.org/2026 periodically for the latest updates.

BOOTH ASSIGNMENTS

Booth space in the Exhibit Hall is available on a first-come, first-reserved basis once the reservation link is emailed to prospective exhibitors. Booth space may be reserved online only. All booths are shown on the online floor plan.

ADEA reserves the right to revise the floor plan if necessary. ADEA also reserves the right to refuse space to any applicant that, in the opinion of ADEA, is unlikely to contribute to the overall educational and professional development focus of the 2026 ADEA Annual Session & Exhibition.

If any exhibitor is not set up by **11:00 a.m. on Sunday, March 22, 2026**, ADEA reserves the right to reassign the space to another exhibitor or to make other use of the space as deemed necessary or appropriate, with no refund made to the original contracting exhibitor. Any charges incurred by ADEA for necessary changes to an unoccupied exhibit booth after **11:00 a.m.** on Sunday, March **22, 2026**, shall be borne by the original contracting exhibitor.

BOOTH CANCELLATIONS

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ATTENDEE MAILING LIST

Confirmed and contracted exhibiting companies will have the opportunity for a one-time complimentary use of the ADEA Annual Session & Exhibition pre-show attendee mailing list. A fee will be assessed to any exhibitor who uses the list more than once.

REGISTRATION OF BOOTH PERSONNEL AND HOUSING

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor. All exhibiting booth personnel MUST register before making hotel reservations.

To register booth personnel and make hotel reservations in advance of the meeting, online registration must be completed for each person prior to the registration and housing deadline. Booth personnel registration and housing information may be accessed by logging into your exhibitor account.







BOOTH SPECIFICATIONS

Booth dimensions indicated on the exhibitor floor plan are believed to be accurate but may be approximate. All booths are 10 feet by 10 feet. The exhibit decor for the show consists of drapes with carpet. No walls, partitions, decorations or other obstructions may be erected without adequate see-through to neighboring exhibitors. Hanging banners or graphics is not permitted in the Exhibit Hall. Exhibitors who wish to use any nonstandard booth equipment or any signage, decorations or arrangements of display material that conflict in any way with these regulations must submit a copy of a detailed sketch or proposed layout (including dimensions) at **least 30 days prior** to the 2026 ADEA Annual Session & Exhibition for approval by Jennifer Phillips, ADEA Senior Manager of Corporate Relations. Following are the specifications for in-line, peninsula, end-cap and island booths.

Peninsula Booth—Has two or more booths facing a cross-aisle; it is essentially an island exhibit attached to the end of a row of in-line linear booths. Peninsula booths must not be higher than 8 feet at the back wall and may only extend 5 feet to the left and 5 feet to the right from the center backline. The exhibit must then drop to the 4-foot height maximum. The 16 feet in height can extend to the front of the booth as long as it is centered within the back wall limit. To ensure that peninsula booths enjoy adequate visibility (and to avoid onsite display changes or alterations), peninsula booth displays are subject to ADEA review and written approval. Peninsula blueprints or sketches must be forwarded to Jennifer Phillips, ADEA Senior Manager of Corporate Relations, at least 30 days prior to the ADEA Annual Session & Exhibition. ADEA shall issue a written response within 10 business days.

End-cap Booth—A 10 foot deep and 20 foot wide exhibit space that is exposed to aisles on three sides. The maximum back wall height of 8 feet is allowed only in the rear half of the booth space and within 5 feet of the two side aisles, with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle. To ensure that end-cap booths enjoy adequate visibility (and to avoid onsite display changes or alterations), end-cap displays are subject to ADEA review and written approval. End-cap blueprints or sketches must be forwarded to Jennifer Phillips, ADEA Senior Manager of Corporate Relations, at least 30 days prior to the ADEA Annual Session & Exhibition. ADEA shall issue a written response within 10 business days.

Island Booth—A block of booths surrounded by aisles. The visual creation of island booth displays should be done with the visibility of neighboring in-line booths in mind. Careful consideration should be given to the placement of the 12-foot height maximum. As a general rule, the display unit may not exceed the 12-foot height maximum.

In-line Booth—A linear 100 square foot area with at least two side walls (4 feet high) and one rear wall (8 feet high). In-line booth displays, including signage, may not exceed the 8-foot back drape height. Display materials will not be permitted to exceed 4 foot in height in the front 5 foot of the booth. For example, in standard 10' x 10' structures above 4-feet must begin at least 5 feet back from the aisle line, not along the perimeter, but in the center of the island space only. To ensure island booths enjoy adequate visibility (and to avoid on-site display changes or alterations), island booths are subject to ADEA review and written approval. Island booth blueprints or sketches must be forwarded to Jennifer Phillips, ADEA Senior Manager of Corporate Relations, at least 30 days prior to the ADEA Annual Session & Exhibition. ADEA shall issue a written response within 10 business days.





EXHIBIT PERSONNEL

All participants affiliated with an exhibit must be employed by the exhibitor. Each person must register and will be issued an exhibitor badge.

Badges must be worn at all times in the Exhibit Hall. Any misuse or exchange of badges will result in expulsion of the representatives from the Exhibit Hall and surrounding areas with no refund of exhibit fees.

The exhibitor will name one individual as its duly authorized representative in charge of the exhibit. This individual will assume responsibility for all negotiations with ADEA and the official meeting general service contractor. In addition, this individual will receive all official correspondence from ADEA referring to the exhibit and will be responsible for communicating this information to registered personnel from the exhibiting company and other third-party contractors.

EXHIBITOR SERVICES

When reserving their booths, exhibitors can access the online exhibitor service kit. If they need to access the service kit again, they can log in into their exhibitor accounts with their company password. The kit contains forms and rates of the services offered by the official contractors. Included are drayage, audiovisual services, booth furnishings, labor and electrical services. Sufficient light is provided for adequate illumination of the exhibit floor. Individual electrical outlets are not included in the cost of the booth.

Arrangements will be made to maintain an Exhibitor Service Desk in the Exhibit Hall. The Exhibitor Service Desk will be staffed by the official contractor throughout the exhibition installation, operation and dismantling periods. If you have any questions regarding your exhibitor service kit, please contact Levy Exposition Customer Service at 253-437-0032.

UNOCCUPIED BOOTH

Any exhibitor that fails to occupy its assigned exhibit space by the end of published setup hours, leaves its exhibit space unattended during show hours or begins dismantling the exhibit space prior to the close of the show may forfeit its right to the exhibit space and its

eligibility to exhibit at future ADEA events. If the booth cannot be staffed until the official closing time, the exhibitor must pay the official exhibition decorator to dismantle the booth at labor costs listed in the service kit. All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours and move-out. Security guards will check badges on all exhibit representatives.

ADMISSION

ADEA shall have sole control over all admission policies at all times. Any person visiting the exhibits or attending any function of the 2026 ADEA Annual Session & Exhibition will be required to register and wear an appropriate badge while in attendance. Exhibitors are permitted inside the Exhibit Hall beginning ONE hour prior to Exhibit Hall opening each day to prepare their booths. Individuals under the age of 18 are not allowed in the Exhibit Hall at any time.

SUBLETTING OF EXHIBIT SPACE AND PROHIBITED USES

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them.

SALES AND CONTEST PROHIBITION

Exhibitors cannot exhibit, display merchandise or distribute advertising materials for any products or services that are not a part of the exhibiting organization's regular product or service line. Exhibitors are not permitted to fulfill orders on the exhibit floor. Under no circumstances will any delivery of goods or items or exchange of merchandise for payment be permitted.

Exhibitor contests, lotteries, raffles, games of chance and display or promotion of special offers are strictly prohibited.

All aisle space is under the control of ADEA and shall not be used for exhibit or demonstration purposes.

PROMOTIONAL ITEMS AND ACTIVITIES

Items distributed at exhibit booths that contribute to the educational requirements of attendees are preferred. All items must be small in size. They may be imprinted with a company name, product name or both, and their value should not exceed the cost of registration. ADEA's name,





the name of the 2026 ADEA Annual Session & Exhibition, the ADEA logo and the meeting graphic may not be used without written permission from ADEA's Chief of Staff. All literature must be distributed from within the booth space assigned.

Distribution of advertising matter by representatives of firms that are not official exhibitors is strictly forbidden.

MUSIC LICENSING/AUDIO PRESENTATIONS

The exhibitor is responsible for securing any and all necessary licenses or consents for a) any performances, displays or other uses of copyrighted works or patented inventions, and b) any use of any name, likeness, signature, voice or other impression or other intellectual property owned by any third party that is used (directly or indirectly) by the exhibitor. The exhibitor agrees to indemnify, defend and hold ADEA harmless from and against any claim of liability and any incident or resulting loss, cost or damage (including costs of lawsuit and attorney fees) for failure to obtain these licenses or consents or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.

AUDIO PRESENTATIONS

The use of loudspeakers, recording equipment, television sets, computers, radios or any machinery or device of sufficient volume to disturb neighboring exhibitors will not be permitted.

PHOTOGRAPHY/VIDEOTAPING/ AUDIO RECORDINGS

Only the official ADEA Media Team may take photographs and video/audio recordings of and in the Exhibit Hall. During nonexhibit hall hours, exhibitors may take photographs or video recordings from the confines of their own booths. Photographing or recording any exhibit or presentation other than one's own is strictly prohibited.

COMPLIANCE WITH CONVENTION CENTER POLICIES & APPLICABLE MUNICIPAL LAWS

The exhibitor represents and warrants that it shall be in full compliance with all applicable governmental laws and regulations and will comply with venue policies as outlined **here**.

PROFESSIONAL STANDARDS

Exhibitors are prohibited from conducting demonstrations involving invasive procedures on patients or other live models. Employees of an exhibitor will dress in a professional, businesslike manner and maintain reasonable standards of cleanliness, orderliness and decorum. ADEA reserves the right to require an exhibitor to remove an exhibit representative or employee if ADEA deems that an individual's conduct or appearance is unacceptable.

ACCESSIBILITY FOR PERSONS WITH DISABILITIES (ADA Compliance)

The representatives of each exhibiting company will be responsible for making their exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act (ADA). The exhibiting company affirms that it shall hold ADEA harmless for the failure of the exhibiting company's representatives to comply with ADA requirements as required by law.

SECURITY

ADEA will provide 24-hour security guard service in and around the Exhibit Hall from installation through dismantling and will exercise reasonable care for the protection of exhibitors' materials and displays. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee against loss, theft or damage of any kind. ADEA or its officers, agents or staff members, as well as the official general service contractor, will not be liable for the safety of the exhibitors' property, agents or employee from theft, damage by fire or accident or any other cause. Exhibitors wishing to insure their exhibit materials, goods or wares of exhibits against theft, damage by fire, accident or loss of any kind must do so at their own expense.

LIMITATIONS AND LIABILITY

Exhibitors or their agents may not allow any articles to be brought into the Exhibit Hall or permit any act to be performed on the premises that would invalidate





the insurance or increase the premium of the policies held by the management of the Palais des congrès de Montréal in Montréal, Canada, nor permit anything to be done by their employees or agents through which the premises, property or equipment of ADEA, the official general services contractor, the exhibit venue or other exhibitors will be damaged. The exhibitor, the exhibiting company or both will be held liable for any damage resulting from such violation. All space is leased subject to these restrictions. ADEA has the right to terminate an exhibitor's rights pursuant to this contract at any time after discovery of a violation of this provision.

The exhibitor agrees to protect, save and keep ADEA, the exhibit venue, and the official general services contractor forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor or his or her employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between ADEA, the occupied hotels and the official general services contractor regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless ADEA, the Palais des congrès de Montréal in Montréal, Canada, and the official general services contractor, Levy Exposition, against and from any and all loss, cost, damage, liability or expense that arises out of, from or by reason of any act or omission of the exhibitor or his or her employees or agents.

Exhibitors will carry liability insurance on their exhibits at their own expense. The insurance will be for a single limit of not less than \$2,000,000 for the exhibitor's employees, agents, contractors, representatives and invitees present at the exhibition in the following category: Broad Form General Liability. All insurance coverage amounts are expressed in U.S. dollars. Exhibitors shall provide ADEA with a Certificate of Insurance when requested to do so on site. **NEW THIS YEAR:** failure to do so could result in dismissal from the show without refund.

For your convenience, exhibit liability insurance can be purchased from companies like <u>Rainprotection Insurance</u> <u>Program</u> for exhibit liability insurance for internal and overseas events.

ADEA provides this exhibitor liability insurance information from Rainprotection Insurance for informational purposes only and not as an endorsement or promotion of this insurance carrier. Exhibiting companies are strongly encouraged to identify and contract the exhibit liability coverage that best suits their needs.

FIRE REGULATIONS

All materials used in the exhibit area must be flameproof and fire resistant to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper or corrugated paper (flameproof or otherwise) will not be permitted. All displays are subject to local ordinances and inspection by the Montréal Fire Department. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Absolutely no storage of any kind will be permitted behind an exhibitor's booth.

VIOLATIONS

Each exhibitor and his or her agent and employees agree to abide by the contract conditions and rules and regulations set forth herein, as well as any subsequent amendments or interpretations. Violation of any of these regulations on the part of the exhibitor or his or her employees or agents shall annul the right to occupy space, and such exhibitor will forfeit to ADEA all monies that may have been paid. Upon evidence of violations, ADEA may reenter and take possession of the space occupied by the exhibitor and may remove all personal items at the exhibitor's risk. The exhibitor shall pay all expenses and damages that ADEA may incur thereby. In addition, ADEA may refuse to permit the exhibitor to participate in future meetings or events.

FORCE MAJEURE

In case the premises of the conference and exhibit shall be destroyed or damaged, the ADEA Annual Session & Exhibition fails to take place as scheduled or is interrupted or discontinued, or access to the premises is prevented or interfered with by reason of any strike,





lockout, injunction, acts of God, war, civil disorder, government regulation, disaster (including, but not limited to, fire, flood, severe weather and earthquake, tornado or hurricane), strikes or work stoppages, acts of terrorism in the location of the event, or in the country/ states where travel originates or affecting a hub city through which a large number of travelers are scheduled to travel through preventing at least thirty percent (30%) of the event's anticipated participants from attending the event; unavailability or disruption from attending the event; confirmed disease outbreak where the Convention Center is located or diseases exacerbated by transportation, (as evidenced by a Centers for Disease Control and Prevention Warning Level 3 advising against nonessential travel to the area or similar travel warning by the U.S. State department or World Health Organization); the reasonable control of the exhibit venue or ADEA, this contract may be terminated by ADEA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ADEA shall be to return to each exhibitor its space payments, less its pro rata share of all costs and expenses incurred and committed by ADEA.

OFFICIAL CONTRACTORS

ADEA designates official show contractors to provide various services to the exhibitor. Such contractors provide all show services other than supervision. The exhibitor shall provide only the material and equipment owned by the exhibiting company and that is to be used in the exhibit space. All other items used in the booth must be procured only through official show contractors.

UNION LABOR

Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities and various labor organizations represented. Any labor required for installation, dismantling, decoration or use of equipment must be ordered through the official general services contractor. Tipping is strictly forbidden for any personnel providing services to exhibitors.

EXHIBITOR-APPOINTED CONTRACTORS

An exhibitor-appointed contractor is any company other than the designated official show contractors listed in the service order kit who provides a service (display installation or teardown, florist, photographer, audiovisual, etc.) and needs access to the Exhibit Hall at any time during the installation, show dates or dismantling. Exceptions to using the official show contractors will be granted only if such exception does not interfere with or prejudice the orderly installation, interim services or dismantling of the exhibit. No exception will be granted if inconsistent with the commitments made and obligations assumed by ADEA in any contract with service contractors or in its agreements with the exhibit venue. For services such as electrical, plumbing, telephone, data lines, cleaning, food and beverage, water or drainage, compressed air and drayage, no exception will be made and the official show contractors designated by ADEA must be used.

Should the exhibitor use an exhibitor-appointed contractor for any service, the exhibitor agrees to indemnify and hold harmless ADEA, official show contractors, and the exhibit facility from any act or situation that would cause ADEA, official show contractors, or the facility to become liable or suffer losses, damages, injuries, claims, demands and expenses (including legal expenses) due to the presence or actions of the nonofficial show contractor. The exhibitor further agrees to obtain an original certificate of insurance from an exhibitor-appointed contractor. Exhibiting companies, their designated agents or exhibitor appointed contractors must confine their activity to their assigned space. Exhibit facility corridors, hallways, loading docks and marshaling areas are not to be used for any other purpose other than ingress and egress.

AMENDMENTS

ADEA shall have sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the 2026 ADEA Annual Session & Exhibition.

VERY IMPORTANT INFORMATION ENCLOSED TO ASSIST WITH CUSTOMS IN AND OUT OF MONTREAL, CA. PLEASE READ CAREFULLY!



CUSTOMS INFORMATION - KNOW BEFORE YOU GO

Dear ADEA 2026 Exhibitor,

ConsultExpo, has been selected as the official Customs Broker and will be pleased to assist all ADEA 2026 exhibitors with your customs clearance needs when sending display materials to Montreal, Canada. Included with their services you will have access to:

- Simple and user-friendly assistance with customs brokerage document completion
- On-site presence during move-in and move-out by a ConsultExpo representative
- Round-trip customs clearance services complete and return their forms to receive a customs quote
- Give-away items valued at \$25 or less are free of duty and taxes
- Do's: complete and return the ConsultExpo forms prior to shipping to Montreal, contact
 ConsultExpo for customs questions, provide them with your carrier's name and tracking number
- Don'ts: do not pack personal belongings, tobacco, hand sanitizer or alcohol in your shipment, do not ship to Montreal without completing their forms and letting them know who your carrier is!

Please complete the ConsultExpo Order Form and Canada Customs Invoice and return to their office <u>prior to shipping</u>. For your convenience, you may download their forms from http://consultexpoinc.com/forms/ or go to the following link and submit information directly online: http://consultexpoinc.com/onlineforms/.

**We encourage you to ship via the official carrier and if you choose to ship via a courier such as FedEx, UPS or DHL please note that you will <u>still require customs clearance services</u> therefore please Complete and return their Order Form and Canada Customs Invoice and provide ConsultExpo with your shipment's tracking number. ** For a round-trip custom clearance estimate, please complete the ConsultExpo Order Form and Canada Customs Invoice and return to the undersigned. If you agree with the estimate, ConsultExpo will proceed with your clearance.

HAND CARRY OR PRIVATE VEHICLE

For exhibitors who plan on driving across the border with exhibit material, it is important to notify ConsultExpo a minimum of 2 weeks in advance, so the necessary documentation can be provided for customs clearance. For a personalized service, please contact:

JOHN SANTINI, OPERATIONS DIRECTOR

Tel: 514.482.8886 Ext. 1 Mobile: 514-709-0781

Email: JohnS@consultexpoinc.com

Fax: 888.629.9008

www.consultexpoinc.com

www.consultexpoinc.com/forms/





CUSTOMS SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

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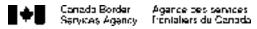
Date: 08/15/2022

CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Fmail Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: INT'L			EETING 2022 Show / I	Event Dates: SEP				
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Contact Name: MARY PAR	RKER	Tel: 709-888-0970	On-site Contact Name:	MARY PARKER	Cell: 555-2			
Email: MPARKER@EMA	IL.COM	Fax: 709-888-7788	Email: MPARKER@E	EMAIL.COM				
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such properties being handled; 1) ConsultExt due to fire, acts of god, strikes, lock outs of a	po Inc. shall not be responsible for	or damage to uncrated materials, imp	roperly packaged goods or concealed damage	ge. 2) ConsultExpo Inc. will not be	e responsible for any loss/o	damage/delay		
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CLIENT SIGNATURE I have	ve Read and agree to the terms of	of this contract.	ACCEPTED BY COM	ISULTEXPO				
Signature:			Signature:					
Name: MARY PARKER			Name:					
Title: PRESIDENT			Title:					

Date:



CANADA CUSTOMS INVOICE FACTURE DES DOUANES CANADIENNES

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Vendor (name and address) - Vendeur (nom et adresse)		2. Date of di	irect shipment to	Canada - Da	te d'expédition directe v	ers le Canada
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Nombre de colis	os, description générale		Quant (précisez	tité	14. Unit price Prix unitaire	15. Total
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18. If any of fields 1 to 17 are included on an attached commercial invoice, che Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des commerciales ci-attachées, cochez cette case Commercial Invoice No N° de la facture commerciale			Net	weight - Poid	s total Gross - Brut	17. Invoice total Total de la facture
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CANADA CUSTOMS INVOICE FACTURE DES DOUANES CANADIENNES

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RULES AND REQUIREMENTS FOR EVENT INSTALLATIONS PALAIS DES CONGRÈS DE MONTRÉAL

2024





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1. SUBJECT

This document outlines the rules and requirements for setting up temporary event installations at the Palais des congrès de Montréal. Its purpose is to protect clients, staff, and the building, and to maintain and keep the property in good working order.

2. SCOPE

This document is intended for tenants, promotors, exhibitors, and suppliers. It must be read and applied by all Palais staff. At any time, the Palais des congrès Security and Prevention Department, Event and Client Experience Department, Property Management Department and the Montreal Fire Department may refuse any installation that does not comply with these rules and requirements.

3. COMPLIANCE WITH LAWS AND REGULATIONS

All layout plans must be approved by the Palais Security and Prevention Department and should contain all the information required for review.

All parties involved (tenants, exhibitors, promotors, and suppliers) must use the rented spaces in compliance with current laws and regulations, and in accordance with ordinances and resolutions on public safety and emergency preparedness, including but not limited to:

A. The City of Montréal:

- City of Montréal Fire Department Regulations
- Montréal Urban Community Police Department

B. The governments of Québec and Canada:

- Québec Building Management (Régie du bâtiment du Québec) (514-873-0976 or 1-800-361-0761)
- Québec Building Code, Chapter V Electricity
- Tobacco Control Act Québec
- National Building Code of Canada 2020
- National Fire Code of Canada 2020
- Firearms Act (S.C. 1995, c. 39) Canada.

C. The Société du Palais des congrès de Montréal :

- Regulations Governing the Installation of Audiovisual and Scenic Equipment at Palais des congrès de Montréal
- Emergency plans
- Evacuation measures



If food samples will be offered to the public, they must comply with current regulations to prevent food poisoning or an outbreak:

- A. The Food Inspection Division of the Montreal Environment Service
- **B.** The Québec Department of Agriculture, Fisheries and Food (Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec MAPAQ)

4. REQUIREMENTS

A. ROOM LAYOUT

- 1. Booths, exhibits and other installations must not limit or obstruct:
 - Access to all exits and their visibility
 - The width of all exits and aisles
 - · The visibility of emergency exit signs and fire equipment
 - Access to fire equipment, with a minimum clearance of 1 meter (3 feet and 3 inches)
 - Access to connection points of temporary sprinklers (present on Level 2 only)
 - Access to the premises, electrical panels, service conduits, fire hose cabinets, service hatches and dry standpipes
 - Movement behind the booths
 - Exit doors: must never be obstructed or locked (even during setup and dismantling) without prior approval from the Palais des congrès Security and Prevention Department.
- 2. Tenants, promotors, exhibitors and suppliers must note the location of firehose stations, emergency exits, emergency signage, manual fire alarm boxes and sprinkler connection points when designing the exhibits. Under no circumstances may they be removed, relocated, made inaccessible or concealed behind curtains or other obstructions. The location of portable extinguishers must be clearly identified.
- 3. Passageways in prefunction corridors must have a minimum width of 3.65 meters (12 feet).
- 4. Dead-end passageways must not exceed 6 meters (20 feet) in length.
- 5. For exhibitions open to the general public, the minimum width of aisles between booths, vehicles, equipment and exhibit displays must be 3 meters (10 feet). All exit doors must be in line with an aisle allowing access to at least one other exit. At every junction of an aisle, a choice of 2 opposite directions by which to reach an exit door must be provided. The distance from any point to an exit door must not exceed 45 meters (150 feet). A minimum clearance of 3 meters (10 feet) is required in front of each entry or exit door.



6. For exhibitions open exclusively to commercial vendors, the minimum width of aisles between booths, vehicles, equipment, and exhibit displays must be 2.4 meters (8 feet). All exit doors must be in line with an aisle allowing access to at least one other exit. At every junction of an aisle, a choice of 2 opposite directions by which to reach an exit door must be provided. The distance from any point to an exit door must not exceed 45 meters (150 feet). A minimum clearance of 3 meters (10 feet) is required in front of each entry or exit door.

7. For theatre-style setups:

- Seats must have backrests and be arranged in rows, with a minimum clearance of 40 centimeters (16 inches) between rows.
- When the number of chairs in a room exceeds 200, they must be attached together in groups of 8 chairs.
- One row of chairs may not contain more than 16 chairs and must have an aisle at least 1.2 meters (4 feet) in width on either side.
- One row of 8 or fewer chairs may have only one aisle at least 1.2 meters (4 feet) in width.
- The clearance between a stage or platform and the first row of chairs must be at least 1.2 meters (4 feet).

8. For banquet-style setups:

- The space between round tables must be at least 1.4 meters (4 feet and 7 inches).
- One group of round tables may not contain more than 6 tables arranged in one direction.
- In the event of a food and beverage function, the space between the tables of the center aisle must be a minimum of 4.5 meters (15 feet).
- In the event of a meeting without food service, the space between tables of the center aisle must have a minimum of 2.4 meters (8 feet).
- Perimeter aisles offering at least 1.2 meters (4 feet) of unobstructed clearance are also required (this clearance must take into account side tables or other objects that may be arranged along the walls).*
- A clearance of 1.8 meters (6 feet) must be provided around dance floors.
- The clearance between a stage or platform and the first row of chairs must be at least 1.2 meters (4 feet).

*Based on the room set-up, maximum capacity and usage, the minimum clearance required of 1.2 meters (4 feet) may be reduced.

9. For classroom-style setups:

- The space between tables must be at least 1 meter (3 feet 3 inches).
- One row of tables may not have more than 15 chairs and must have an aisle at least 1.2 meters (4 feet) in width on either side.
- One row of tables with 8 or fewer chairs may have only one aisle with a minimum width of 1.2 meters (4 feet) and may not exceed 6 meters (20 feet) in length.
- The clearance between a stage or platform and the first row of tables must be at least 1.2 meters (4 feet).



B. ROOM CAPACITY

- Maximum room capacity will be approved by the Palais des congrès Security and Prevention
 Department using one of the following two criteria: the maximum capacity of the floor area
 (depending on overall usage), or the evacuation capacity. Both criteria are set by the National
 Building Code and the National Fire Code.
- 2. All rooms intended to accommodate **60 persons or more** must have at least 2 emergency exits located at opposite ends from each other. Exits must be clearly marked and unobstructed.
- 3. The maximum capacity permitted by the Palais des congrès Security and Prevention Department must be respected at all times (including during setup and dismantling). The Palais des congrès will temporarily close access to a room if it is over capacity.

C. BOOTH CONSTRUCTION

- 1. **General:** Booths must be made of:
 - Non-combustible or fire-resistant materials
 - Wood with a standard thickness of more than 0.6 centimeters (1/4 inches) (if the wood does
 not have the thickness required, it must be coated in CAN/ULC-S102-M compliant fireretardant paint, with supporting documents provided)
 - Fire-retardant fabric in accordance with CAN/ULC-S109-M (Flame Tests of Flame-Resistant Fabrics and Films). Certificates of compliance issued by an accredited body must be presented upon request to the Palais des congrès Security and Prevention Department. The tenant is responsible for re-applying fire-retardant treatments as needed to ensure the materials comply with NFPA 701. The Palais des congrès Security and Prevention Department reserves the right to test the materials at any time to ensure they are fire-resistant (the fabric will be exposed to direct flame for 12 seconds, and must extinguish itself within 2 seconds once the flame is removed). Note: wallpaper is permitted if it is securely adhered to the wall.
- 2. **Decoration** The following materials must be fire-resistant if they are intended for decoration:
 - · Artificial plants and flowers.
 - Curtains, fabric, drapery, carpets and other decorations must be non-combustible or fireresistant according to standards CAN/ULC-S109-3 or NFPA 705-2009. Certificates of compliance must be presented upon request.
- 3. **Prohibited materials:** The following materials are prohibited:
 - Coroplast (unless it is used for display purposes only and constitutes 10% or less of the booth surface) or any corrugated plastic panel.
 - Foamcore plastic foam panels (formally banned starting in January 2025).
 - Any metal foil that is not tightly adhered to an appropriate backing.
 - Styrene, styrofoam, polystyrene.
 - Paperboard, corrugated cardboard, sonotube.



- Burlap, straw, hay, packing chips, mulch, wood chips, peat moss, sphagnum moss.
- Decorations consisting of dried trees or vegetation are prohibited. Natural trees are permitted only if they have roots and must be kept in earthenware pots and watered every day.

4. Ceilings and stories:

- Any installation with a ceiling, rigid roof, lining, fabric or other material whose surface area exceeds 28 m² (300 square feet) must be protected by an NFPA 13-compliant sprinkler system.
 Only Smoke Out fabric is accepted by the Montreal Fire Department.
- A booth or group of booths with ceilings that do not require sprinklers must be separated by at least 3 meters (10 feet) if the total roof area exceeds 28 m² (300 square feet).
- Multistory booths with a ceiling on the highest level (regardless of surface area) must be protected by an NFPA 13-compliant sprinkler system.
- Documentation for multistory structures must be signed and sealed by a structural engineer
 who is a member in good standing of the Professional Order of Engineers of Québec (Ordre
 professionnel des ingénieurs du Québec). All plans authorized and approved by the engineer
 must be provided upon request.

5. Flooring and walls:

- It is forbidden to paint, lacquer, or apply any other adhesive coating to the floors or walls of the building.
- It is forbidden to nail, screw, or staple to the floors or walls of the building.
- Only cloth tape (single-sided or double-sided) may be used on exhibition area floors. No other tape may be used. Authorized floor tape products include: Polyken 105c LDPE, Scapa 274004, DC-W002A.
- Only 3M Scotch wall mounting tabs may be used on walls of the building.
- For floor protections underneath vehicles: See article G11.
- For floor protections underneath transformers, see article L4.
- A neoprene mat must be placed under all floor coverings (such as stone, brick or concrete tiles) to protect the existing flooring.
- The edges of raised floors must be clearly marked or designed to prevent falls.

6. Miscellaneous:

- All enclosed booths must be equipped with an ABC portable extinguisher and emergency lighting in case of a power outage.
- All enclosed rooms that may be darkened at certain times must be fitted with illuminated exit signs connected to an independent power source.
- Furniture and accessories must **never** obstruct or reduce the required clearance width near an exit.

D. STORAGE

1. Items may not be stored in or around the booths in the exhibition halls.



- 2. Merchandise for sale or distribution are permitted in the exhibition halls, as long as they can be distributed in a single day.
- 3. Boxes, crates (empty or full), pallets (e.g. wood pallets), trash or any equipment used to transport merchandise are prohibited in the exhibition halls. They must be kept in the designated storage or disposal areas.
- **4.** Storage of flammable liquids, gases or combustible fuels is prohibited without written approval from the Montreal Fire Department.
- **5.** Storage of propane tanks must be requested and approved by the Palais des congrès Security and Prevention Department.

E. STAGES

Items may not be stored underneath stages, used for performances, shows or speeches, that exceed 28m² (300 square feet), nor may this area be used as a place for people to congregate. If they are being used for these purposes, they must be protected by an NFPA 13 compliant sprinkler system.

F. TENTS (INCLUDING BIG TOPS)

- 1. Tents must display one of the following three certifications:
 - A label confirming that the fabric is NFPA 701 certified
 - A label confirming that the vinyl is CPAI-84 certified
 - A certificate from an accredited company indicating that the material is flame-retardant.
- 2. Tents with a ceiling area of more than 28 m² (300 square feet) must be protected by an NFPA 13-compliant sprinkler system for the duration of the event.
- **3.** Open flames are prohibited inside the tents.

G. VEHICLES AND OTHER COMBUSTION ENGINES / BOATS

- 1. Fuel caps must be locked or sealed with tape to prevent access and emission of fumes.
- 2. Fuel tanks should not be more than a quarter (1/4) full or contain more than 38 litres (10 gallons) of fuel.
- **3.** Batteries must be disconnected. If the engine does not have a battery, the spark plug must be removed.
- **4.** Anti-theft devices and other accessories cannot be powered by the standard ignition battery; they must be powered by an external source that cannot be used to power the engine.



- 5. Starter batteries for gas and hybrid vehicles must be disconnected.
- **6.** Starter batteries for electric vehicles do not need to be disconnected.
- **7.** Gas or hybrid vehicles may not be started during exhibition hours.
- 8. Gas tanks may not be filled or emptied in or around the Palais des congrès.
- 9. Recreational vehicles, trailers, boats, and other similar products with a ceiling area exceeding 9.3 m² (100 square feet) must be equipped with a smoke alarm with a minimum sound level of 90 decibels.
- **10.** Propane tanks used in recreational, commercial, and other vehicles must be empty and sealed before entering the exhibition halls.
- **11.** Upon request by the Palais, waterproof barriers or pads must be placed underneath the vehicles to protect the underlying flooring and structures.

H. POOLS

- 1. Pool capacity may not exceed 30,000 litres (6,600 imperial gallons or 7,900 US gallons) or 14.36 kilopascals (300 pounds/square foot). For additional weight restrictions, see article 5A. The Palais Security and Prevention Department may require constant supervision outside of exhibit hours depending on overflow risk.
- 2. A seamless pool liner must be installed on each pool. Pools must be kept in a containment basin exceeding 30 centimeters (12 inches) on all sides. This containment basin must be at least 30 centimeters (12 inches) in height and fitted with a seamless pool liner. It must be equipped with a drain (attached to the side wall) with a minimum diameter of 50 millimeters (2 inches) and connected to a floor drain in a conduit. The diameter and number of drains required will be evaluated by the Palais Property Management Department based on pool capacity.
- **3.** Pools are not allowed in Rooms 210 and 230 and in Room 220A. Prefabricated spas do not have location restrictions.
- **4.** In all cases, exhibitors must be vigilant not to spill water on the floors.

I. FIRE, FLAMES, PYROTECHNICS AND SMOKE MACHINES

1. Use of **candles and kerosene lamps** must be approved by the Palais des congrès Security and Prevention Department. Approval will only be given in exceptional situations and under certain conditions, including:



- Items must be secured in non-combustible holders and protected so as to prevent accidental contact of the flame with combustible materials.
- Candles must not be accessible to the public.
- The booth must be under constant supervision.
- A portable extinguisher must be kept in the booth.
- 2. Performances featuring fire eaters are prohibited without the approval of the Montreal Fire Department, who must ensure they do not endanger the safety of the public or the building or impede the functioning of fire protection equipment and ventilation systems. The Security and Prevention Department will require certain information prior to authorizing a request of this nature.
- 3. Pyrotechnic performances featuring flames or fireworks are prohibited without the approval of the Montreal Fire Department, who must ensure they do not endanger the safety of the public or the building or impede the functioning of fire protection equipment and ventilation systems. The Security and Prevention Department will require certain information prior to authorizing a request of this nature.
- **4.** For the rules regarding open flames in tents, see article F3.
- 5. Food and beverages may be flambéed but only at the location they are being served. The surrounding surfaces must be non-combustible and at a safe distance from carpeting and tablecloths.
- **6.** The use and installation of smoke machines must be approved by the Palais des congrès Security and Prevention Department. The smoke must be kept in a defined space at ground level. An extinguisher must be installed nearby. Smoke machines that use oil particles are not permitted.

J. COOKING AND HEATING DEVICES

1. Cooking appliances:

- Only electrical cooking appliances and gel heating devices (Sterno) are permitted.
- Use of cooking appliances must be approved by the Palais des congrès Security and Prevention Department.
- Cooking appliances must be kept at a distance of 1.2 meters (4 feet) from clients, 60 centimeters (2 feet) from combustible materials, and 60 centimeters (2 feet) from other cooking appliances.
- Cooking appliances must be securely attached to a non-combustible surface.
- The maximum surface area for cooking equipment is limited 0.19 m² (295 square inches).
- Cooking appliances must be approved by a CSA (Canadian Standards Association) certified body.
- An extinguisher with a 40 BC capacity must be available near each cooking appliance.
- 2. Flambéed food and beverages: see article 15.



- **3. Portable cooking equipment**: Portable cooking equipment using charcoal, or another combustible fuel is prohibited.
- **4. Fryers**: Open fryers are prohibited. Fryers with an airtight cover may be permitted but must be approved by the Palais des congrès Security and Prevention Department.
- **5. Heating devices**: Solid, liquid or gas fueled heating devices are prohibited.

K. PROPANE, HELIUM AND AEROSOLS

- 1. Unless empty and sealed, propane tanks are not permitted inside exhibition halls.
- 2. For propane tanks in recreational vehicles, boats, or other vehicles, see article G.
- **3.** For the rules regarding propane tank storage, see article D5.
- **4.** A single helium tank is permitted inside a booth if securely and safely attached with a chain to a cart.
- **5.** A single container of any pressurized product, such as an aerosol, may be displayed if its capacity does not exceed 500 ml (16 ounces). Additionally, for each product classified as a flammable liquid, only one spray-bottle container not exceeding 500 ml (16 ounces) may be displayed in a booth.

L. ELECTRICITY

- **1.** Only power supplies compliant with the Québec Building Code, Chapter V *Electricity* (most recent edition) are permitted.
- **2.** All connected equipment must display CSA certification. If CSA certification is not available, please provide equivalent documentation for approval.
- **3.** Only extension cords with a grounded connection are permitted.
- 4. Converters and electrical ballasts must be placed on an insulated plate if the floor is carpeted.
- **5.** A clearance of 1 meter (3 feet and 3 inches) is required in front of electrical panels.
- **6.** A clearance of 1 meter (3 feet and 3 inches) is required in front of electrical transformers.
- **7.** All electrical connections and installations are subject to inspection and approval by the Master Electrician of the Palais des congrès de Montréal.
- 8. Emergency lighting must never be turned off or concealed with filters.



M. PLUMBING

- 1. It is prohibited to dispose of solid waste or toxic liquids in the conduits, including floor drains.
- 2. Portable toilets may not be connected to floor drains or conduits.
- **3.** For pool requirements, see article H.

N. SPRINKLERS

- 1. Installations and booths must have a vertical clearance of at least 45 centimeters (18 inches) from the sprinkler heads.
- 2. Sprinklers are required for certain installations: see articles C4 and E.
- 3. It is not permitted to hang any materials from the sprinkler heads and pipes.
- **4.** Ladders and other items may not be propped up against sprinkler pipes.
- **5.** All installations requiring a sprinkler system (see articles C4 and E) must be located less than 20 meters (65 feet) from a temporary sprinkler connection.
- **6.** Upon request by the Montreal Fire Department, temporary sprinkler systems may be subject to inspection or additional approval.

O. WELDING AND METAL CUTTING

Welding and metal cutting work must be approved by the Palais des congrès Security and Prevention Department. A request must be made in writing. Once approved, the requester must obtain a hot work permit from the Palais des congrès Security and Prevention Department. In some cases, the Security and Prevention Department may require the presence of a security agent and the installation of an extinguisher on site throughout the duration of the work.

P. MERCHANDISE SALES

 Fabric, paper, and other combustible merchandise for sale do not need to be flameproofed, but only one sample of each product may be displayed. Each sample must have a different colour, dimension, texture, or weave. However, if the merchandise is incorporated as part of the structure of the booth, it must be flameproofed.



2. For the rules regarding the storage of merchandise, see article D4.

Q. FIREARM EXHIBITIONS

Firearm exhibitions are subject to the Firearms Act (S.C. 1995, c. 39). The requirements associated with this type of exhibition must be approved by the Palais des congrès Security and Prevention Department.

R. DRONES

Drones may not be used in a space occupied by clients. In some cases, special permission may be granted by the Palais Security and Prevention Department under certain conditions.

Drone pilots must have a valid drone pilot certificate with them at all times when operating the device. A valid drone pilot certificate is a printed or electronic document issued by Transport Canada. No other form of certification will be accepted by the Palais Security and Prevention Department.

The following documents will also be required:

- · A copy of the drone registration issued by Transport Canada
- A copy of the operator's insurance
- A copy of the operator's emergency plan
- · A flight plan or the specific flight times and flight locations

5. FLOOR WEIGHT RESTRICTIONS

A. EQUIPMENT WEIGHT

The installation of equipment weighing more than 2,268 kg (5,000 lb) must be evaluated by the Department of Property Management, which may request the expertise of a structural engineer if necessary.

B. FLOOR LOAD BEARING CAPACITY

- Level 1 Shopping Promenade and Riopelle Hall: 4.79 kilopascals (100 lbs/square foot)
- Level 2 Exhibition halls: 14.36 kilopascals (300 lbs/square foot)
- Level 2 Prefunction areas, Viger Hall and Esplanade: 4.79 kilopascals (100 lbs/square foot)
- Level 5 all rooms: 4.79 kilopascals (100 lbs/square foot)
- Level 7 Room 710 and Terrace 710: 4.79 kilopascals (100 lbs/square foot)
- Level 7 Terrace 720 and Tent: 2.39 kilopascals (50 lbs/square foot)



6. ELECTRICITY RESTRICTIONS

To assess the feasibility of an event with significant or unusual electrical needs, the Property Management Department must receive and take into consideration all electrical requirements submitted for the event. After completing its review, it may reduce or reject some requests based on the available electrical capacity.

At any time, the Palais des congrès Security and Prevention Department, Event and Client Experience Department, Property Management Department and the Montreal Fire Department may refuse any installation that does not comply with these rules and requirements.