

SUPPLIER DEADLINES Checklist

Montreal Motorcycle Show

FAX TO: 514-221-372505.361.2679

Booth Space Balance Payment	Jan. 21	<input type="checkbox"/>
Exhibitor Badges	Feb. 11	<input type="checkbox"/>
Dealer Tickets	As soon as possible	<input type="checkbox"/>
V.I.P Tickets	Feb. 15	<input type="checkbox"/>
Proof of Insurance	Jan. 21	<input type="checkbox"/>

Palais des Congrès de Montréal

FAX TO: 514 868-6622

Electrical Services	Feb. 10	<input type="checkbox"/>
Telecommunication Services	Feb. 10	<input type="checkbox"/>
Material Handling Services	Feb. 10	<input type="checkbox"/>
Sign Installation Services	Feb. 10	<input type="checkbox"/>
Booth Cleaning Services	Feb. 10	<input type="checkbox"/>
Security Services	Feb. 10	<input type="checkbox"/>

Brokers Trust Insurance Group

FAX TO: 905-760-2260

Exhibitor Insurance	14 days in advance of the show	<input type="checkbox"/>
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Freeman Audio Visual

FAX TO: 514-631-6727

Technical / Audio-Visual	7 days in advance of the show	<input type="checkbox"/>
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Embassy Suites by Hilton

TEL: 514-288-8886

Hotel Reservation	As soon as possible	<input type="checkbox"/>
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GES Global Experience Specialists

FAX TO: 514-392-1577

Booth Requirements, Furniture and Carpet	Feb. 8	<input type="checkbox"/>
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Lange Transportation

FAX TO: 905-362-1285

Freight pick-up and delivery	ASAP	<input type="checkbox"/>
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Capital Traiteur Montreal

FAX TO: 514-875-1300

In-Booth Catering Requirements	ASAP	<input type="checkbox"/>
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SHOW SUPPLIERS

PALAIS DES CONGRÈS DE MONTRÉAL

ELECTRICAL, TELECOMMUNICATIONS, MATERIAL HANDLING, SIGN INSTALLATION, BOOTH CLEANING AND SECURITY:

Loading dock: 163 St. Antoine Street West, Montreal, QC H2Z 1H8

Tel: 514-871-5871 / Toll Free: 888-871-5871 / Fax: 514-868-6622

Email: infotechno@congresmtl.com / Website: www.congresmtl.com

Electrical services, telecommunications (including phone lines, credit card/debit card lines and internet lines), material handling (including forklifts, forklift operators and general labour), sign installation, booth cleaning and security services must be ordered through the Palais des Congrès de Montréal. Orders are due by **February 10th, 2019** to receive advanced pricing.

SHOW DECORATOR:

GES Global Experience Specialists / Contact: Ghislain Boucher

Tel: 514-861-9694 #219 / Fax: 514-392-1577

Email: clarkson@ges.com / Website: www.ges.com

Furniture rental, flooring, drapery, booth rental can all be rented from GES – Global Experience Specialists using the enclosed order forms. Orders are due by **February 8th, 2019** to receive advanced pricing.

TRANSPORTATION:

Lange Transportation / Contact: Kaylyn Breeze

Tel: 905-362-1290 / Toll Free: 800-668-5687 / Fax: 905-362-1285

Email: kaylynb@langeshow.com / website: www.langeshow.com

CUSTOMS BROKER:

Lange Transportation / Contact: Kaylyn Breeze

Tel: 905-362-1290 / Toll Free: 800-668-5687 / Fax: 905-362-1285

Email: kaylynb@langeshow.com / website: www.langeshow.com

AUDIO-VISUAL RENTAL:

Freeman Audio Visual / Contact: Stéphane Brunet

Tel: 514-631-1821 x 314 / Cell: 514-214-4314 / Fax: 514-631-6727

Email: stephane.brunet@freemanco.com / website : www.freemanav-ca.com

FOOD SERVICES AND IN-BOOTH CATERING:

Capital Traiteur Montreal Inc. Contact: Octavio Vieira

Tel: 514-871-3111 x 4006 / Toll Free: 800-268-8122 / Fax: 514-875-1300

Email: octavio.vieira@capitaltraiteur.com / Website: www.capitaltraiteur.com

Capital Traiteur Montreal Inc. is the exclusive food service provider of The Palais des Congrès de Montréal.

SHOW HOTEL:

Embassy Suites by Hilton / Contact: Honorine Porquet

208 St Antoine West, Montreal, QC H2Y 0A6

Tel: 514-670-2154

Email: Honorine.Porquet@Hilton.com / Website: www.montreal.embassysuites.com

Embassy Suites by Hilton Montreal is offering special room rates for The Montreal Motorcycle Show (1 king bed: \$139 per night; 1 queen bed: \$139 per night; 2 double beds: \$159 per night). Included: free wifi, full buffet breakfast, 2 complimentary drinks per night per person

INSURANCE:

Brokers Trust Insurance Group / Contact: John Argyropoulos

Tel: 905-695-2971 / Toll Free: 866-836-9066 / Fax: 905-760-2260

E-mail: johna@exhibitorinsurance.com / Website: www.exhibitorinsurance.com

All exhibitors are required to carry exhibitor insurance and provide proof of insurance to our office. Orders are due **14 days in advance of the show** to receive preferential rate.