



2024

Price List Service, Labour and Equipment Rates

January 1st to December 31st, 2024

Introduction

The Palais des congrès de Montréal provides a full array of supplementary services and equipment to answer the varied event requirements of its clientele.

This list consists of the services and equipment most in demand. Should you require services that are not listed, have special requests or need additional information, your Event Manager will be pleased to assist you.

All prices are in Canadian dollars.

Prices are in effect from January 1st to December 31st, 2024.

Unless otherwise indicated, prices provided are for the duration of the event.

Prices, terms and taxes subject to change without notice.

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Electrical Services

| STANDARD OUTLETS | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|--|--|----------------------|---------------------------|
| 15 amps / 120 volts / 1,500 watts | \$215 | \$269 | \$319 |
| 20 amps / 120 volts / single-phase | \$310 | \$387 | \$466 |
| Ceiling Outlet – 15 amps / 120 volts / 1,500 watts | \$487 | \$607 | \$726 |
| 15 amps / 208 volts / single-phase | \$421 | \$524 | \$627 |
| 15 amps / 208 volts / 3-phase | \$421 | \$524 | \$627 |
| 20 amps / 208 volts / single-phase | \$569 | \$712 | \$852 |
| 30 amps / 208 volts / single-phase | \$661 | \$823 | \$988 |
| 30 amps / 208 volts / 3-phase | \$661 | \$823 | \$988 |
| 40 amps / 208 volts / 3-phase | \$661 | \$823 | \$988 |
| 50 amps / 208 volts / 3-phase | \$661 | \$823 | \$988 |
| 6 outlet power bar | \$27 | \$35 | \$42 |
| Extension cord 10 feet (3 meters) | \$35 | \$44 | \$54 |
| Extension cord 30 feet (9.14 meters) | \$454 | \$57 | \$67 |

- Voltages are 120, 208 and 600 V (60 Hz). Other voltages are available upon request. To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage. Please inform us if you are using European equipment and supply technical sheets.
- Connections from outlets to equipment must be performed by Palais personnel and may incur labour and equipment fees.
- The Palais Master Electrician may refuse any connection not in compliance with Palais standards.

ADDITIONAL EXHIBITION SERVICES (Camlock or Hubbell lock)

| | | | |
|--------------------------------|---------|---------|---------|
| 60 amps / 208 volts / 3-phase | \$822 | \$1,028 | \$1,232 |
| 100 amps / 208 volts / 3-phase | \$1,173 | \$1,465 | \$1,760 |
| 200 amps / 208 volts / 3-phase | \$1,592 | \$1,989 | \$2,389 |
| 400 amps / 208 volts / 3-phase | \$2,209 | \$2,759 | \$3,312 |

- If a special configuration is required or for any booth 20 x 20 ft (6.10 x 6.10 m) or greater, final positioning plan of electrical outlet configuration is required.
- Labour fees will apply to reconfigure electrical outlets and to meet special requirements.

Electrical Services

CONVENTION AND SHOW SERVICES

The electrical outputs are Camlock, E-1016 Series.

Early booking price
15 days before first
reservation date

Regular price

Late booking price

Rooms 510 abcd, 511 abcdef, 520 abcdef
(other rooms: price and feasibility upon request)

| | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|----------|---|---------------|--------------------|
| 60 amps | \$666 | \$835 | \$1,002 |
| 100 amps | \$887 | \$1,106 | \$1,328 |
| 200 amps | \$1,103 | \$1,378 | \$1,655 |

Room 517 abcd

| | | | |
|--------------------|---------|---------|---------|
| 60 amps | \$500 | \$625 | \$750 |
| 100 amps | \$718 | \$895 | \$1,075 |
| 200 amps (walkway) | \$928 | \$1,161 | \$1,391 |
| 400 amps (walkway) | \$1,766 | \$2,209 | \$2,648 |

Room 710 ab (electrical room)

| | | | |
|----------|---------|---------|---------|
| 60 amps | \$500 | \$625 | \$750 |
| 100 amps | \$718 | \$895 | \$1,075 |
| 200 amps | \$928 | \$1,161 | \$1,391 |
| 400 amps | \$1,766 | \$2,209 | \$2,648 |

Rooms 210, 220 and 230

| | | | |
|-----------------|---------|---------|---------|
| 60 amps | \$500 | \$625 | \$750 |
| 100 amps | \$718 | \$895 | \$1,075 |
| 200 amps (wall) | \$928 | \$1,161 | \$1,391 |
| 400 amps (wall) | \$1,766 | \$2,209 | \$2,648 |

Electrical Panels

| | | | |
|--------------------------------|-------|---------|---------|
| Panel(s) 30A (4 outlets 15A) | \$446 | \$559 | \$667 |
| Panel(s) 60A (12 outlets 15A) | \$625 | \$781 | \$937 |
| Panel(s) 100A (24 outlets 15A) | \$982 | \$1,226 | \$1,471 |

- All dimmers must be three-phased.
- The cost does not include wiring required for hook-up, which must be supplied and installed by the client in a safe manner.
- Any electrical connection to the ceiling will be subject to a 20% surcharge and approval by the Palais' Master Electrician.

Telecommunication Services

| WIRED INTERNET HIGH SPEED | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|--|--|----------------------|---------------------------|
| 1 st Wired access per day | \$780 | \$935 | \$1,123 |
| 1 st Wired access for the duration of the event | \$1,903 | \$2,182 | \$2,616 |
| Additional access to the same location | \$312 | \$374 | \$449 |

- One device per access
- Shared bandwidth, 20 Mbps minimum

| WI-FI INTERNET HIGH SPEED | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|--|--|----------------------|---------------------------|
| 1 st Wi-Fi access per day | \$165 | \$196 | \$209 |
| 1 st Wi-Fi access for the duration of the event | \$422 | \$510 | \$608 |
| Additional device | \$62 | \$77 | \$93 |

- Not transferable
- Shared bandwidth, 20 Mbps minimum

WI-FI INTERNET FOR DELEGATES AND VISITORS, 5 Mbps

| | |
|--|---------------------------|
| Simultaneous Wi-Fi access - 100 accesses minimum | \$4.60 per access per day |
| Customized homepage | \$515 |

| TELEPHONE LINES | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|---|--|----------------------|---------------------------|
| Telephone line - device included (unlimited North American long distance and 100 minutes overseas long distance)* | \$405 | \$504 | \$606 |
| Addition of a conference phone set (Polycom) | \$77 | \$98 | \$118 |

*Additional long distance fees will be billed after the event.

- All telecom services include on-site technical support during installation and throughout the event.
- Internet access is provided exclusively by the Palais des congrès de Montréal. The use of any third party Wi-Fi broadcasting device, such as Wired or Wireless Routers, DHCP Servers, VPN Servers, Adhoc devices or Access Points, is prohibited without prior written authorization by the Palais. Installation and broadcasting of such devices will result in the immediate termination of services ordered without refund.
- All connections will be installed at an appropriate location unless a configuration plan is received in advance. If the location is deemed unsuitable on-site, labour charges will apply to reroute the cables.
- All static IP addresses required will be assigned by the Palais des congrès de Montréal at no additional charge.
- Only Palais des congrès de Montréal personnel is authorized to modify system wiring or cabling connected to the network infrastructure
- Any damage to cables or equipment will be billed to the client.

Audiovisual Installation and Banner Hanging Services

| MANDATORY SERVICES | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|--|---|----------------------|---------------------------|
| Plan changes and validation | \$107 / hour | \$150 / hour | — |
| Supervision during audio-visual set-up and dismantling | \$96 / hour | \$119 / hour | — |

SERVICE UPON REQUEST

| | | | |
|-------------|--------------|--------------|---|
| Plan design | \$107 / hour | \$150 / hour | — |
|-------------|--------------|--------------|---|

The Regulations Governing the Installation of Audiovisual and Scenic Equipment (RÉG 52-01) serves to ensure a safe environment for our clients, to prevent any damage to the building and equipment during audiovisual set-up and dismantling operations and to standardize the positioning of rigging points for stage and audiovisual installations.

In summary, this Regulation includes the following:

- Mandatory approval of plans by Palais technical advisors as a prerequisite to all installations;
- Rigging executed exclusively by Palais personnel or one of its representatives;
- The supervision of audiovisual set-up and dismantling operations by Palais personnel or one of its representatives;
- The mandatory use of the house sound system for the delivery of a speech in all meeting rooms.

Non-compliance with this Regulation could result in delays and extra charges.

| HOUSE SOUND SYSTEM | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|--|---|----------------------|---------------------------|
| Per connection per day (max. 3 days billing) | | | |
| Meeting rooms and function space | \$185 | \$229 | — |
| Exhibit Halls - Level 2 | \$375 | \$468 | — |

Audiovisual Installation and Banner Hanging Services

RIGGING POINTS

Includes lifting equipment with operator, during set-up and dismantling

| | Early booking price 15 days before first reservation date | Regular price | Late booking price |
|---|---|---------------|--------------------|
| Rigging points – minimum charge of 4 points | \$615 | \$763 | \$917 |
| From 5 to 24 points | \$159 / unit | \$198 / unit | \$237 / unit |
| From 25 to 50 points | \$151 / unit | \$188 / unit | \$226 / unit |
| 51 points or more | \$142 / unit | \$177 / unit | \$213 / unit |

RIGGING EQUIPMENT

| | | | |
|--|-------------|-------------|-------------|
| Chain hoist 450 kg (1,000 lbs) | \$72 / day | \$90 / day | \$108 / day |
| Motorized chain hoist 450 kg (1,000 lbs) | \$255 / day | \$319 / day | \$383 / day |

LIFTING EQUIPMENT

For any installation other than rigging

| | | | |
|--|--------------|--------------|---|
| Lifting equipment with operator Monday to Friday 7:00 a.m. to 11:00 p.m. Minimum charge of one (1) hour for installation and one (1) hour to dismantle. | \$231 / hour | \$288 / hour | — |
| Lifting equipment with operator after hours, weekends and holidays. Minimum charge of four (4) hours, per order, is applicable outside of regular operational hours and on holidays.* | \$280 / hour | \$347 / hour | — |

* Special conditions apply, please consult your Event Manager.

BANNER HANGING

| | Early booking price 15 days before first reservation date | Regular price |
|--|---|---------------|
| Lifting equipment with operator – Monday to Friday 7:00 a.m. to 11:00 p.m. Minimum charge of one (1) hour for installation and one (1) hour to dismantle. | \$231 / hour | \$288 / hour |
| Minimum charge of four (4) hours, per order, is applicable outside of regular operational hours and on holidays.* | \$280 / hour | \$347 / hour |

* Special conditions apply, please consult your Event Manager.

- Banner hanging services supplied by the Palais are available during set-up and dismantling days. No shipments will be accepted prior to the date reserved by the promoter/event organizer.
- All installations are subject to approval by the Palais. Suggestions or modifications will be recommended by our Operations Manager based on the weight and/or dimensions of the signs to be installed. Additional fees may apply.

Labour and Services

| FIRST AND LAST CLEANING (EXHIBIT) | Early booking price | Regular price | Late booking price |
|-----------------------------------|---------------------------------------|---------------|--------------------|
| | 15 days before first reservation date | | |
| Labour | \$87 / hour | \$107 / hour | — |
| Half (½) waste container | \$523 | \$654 | — |
| Waste container | \$1,044 | \$1,306 | — |
| Floor sweeper with operator | \$231 / hour | \$288 / hour | — |

BOOTH CLEANING AND PROMOTER / EVENT ORGANIZER AREAS

Carpet vacuuming / emptying garbage cans

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Booth – 0 to 300 ft ² (0 to 27.87 m ²) | \$69 / day | \$85 / day | \$103 / day |
| Booth – 301 to 600 ft ² (27.96 to 55.74 m ²) | \$0.26 / ft ² | \$0.30 / ft ² | \$0.35 / ft ² |
| Booth – 601 to 1000 ft ² (55.83 to 92.90 m ²) | \$0.24 / ft ² | \$0.27 / ft ² | \$0.33 / ft ² |
| Booth – 1,001 ft ² and more (93 m ² and more) | \$0.22 / ft ² | \$0.25 / ft ² | \$0.31 / ft ² |
| Booth cleaning package | \$0.14 / ft ² | \$0.16 / ft ² | \$0.18 / ft ² |

- Cleaning takes place prior to the opening of the exhibition on the corresponding dates. Additional fees may apply for carpet, wood flooring or any other cleaning needs. A price will be confirmed on-site.

| MATERIALS HANDLING | Early booking price | Regular price |
|--|---------------------------------------|---------------|
| | 15 days before first reservation date | |
| Labour – Monday to Friday from 7:00 a.m. to 11:00 p.m. Minimum charge of one (1) hour for installation and one (1) hour to dismantle. | \$87 / hour | \$107 / hour |
| Labour – after hours, weekends and holidays. Minimum charge of four (4) hours, per order, is applicable outside of regular operational hours and on holidays.* | \$119 / hour | \$149 / hour |
| Lifting equipment with operator – Monday to Friday 7:00 a.m. to 11:00 p.m. Minimum charge of one (1) hour for installation and one (1) hour to dismantle. | \$231 / hour | \$288 / hour |
| Lifting equipment with operator – after hours, weekends and holidays. Minimum charge of four (4) hours, per order, is applicable outside of regular operational hours and on holidays.* | \$280 / hour | \$347 / hour |

* Special conditions apply, please consult your Event Manager.

- No shipments will be accepted prior to the date reserved by the promoter / event organizer.

Labour and Services

The following labour charges apply in the event of modification to the original order and for special orders.

PLUMBING

Minimum charge of one (1) hour

| | Early booking price 15 days before first reservation date | Regular price |
|---|---|---------------|
| Labour (Monday to Friday from 7:00 a.m. to 11:00 p.m.) | \$106 / hour | \$133 / hour |
| Labour (Monday to Friday from 11:01 p.m. to 6:59 a.m.) | \$161 / hour | \$200 / hour |
| Labour (weekends and holidays) | \$213 / hour | \$266 / hour |

ELECTRICITY

Minimum charge of one (1) hour

| | | |
|--|--------------|--------------|
| Labour (Monday to Friday from 7:00 a.m. to 11:00 p.m.) | \$106 / hour | \$133 / hour |
| Labour (Monday to Friday from 11:01 p.m. to 6:59 a.m.) | \$161 / hour | \$200 / hour |
| Labour (weekends and holidays) | \$213 / hour | \$266 / hour |

TELECOMMUNICATION

Minimum charge of one (1) hour

| | | |
|--|--------------|--------------|
| Labour (Monday to Friday from 7:00 a.m. to 11:00 p.m.) | \$106 / hour | \$133 / hour |
| Labour (Monday to Friday from 11:01 p.m. to 6:59 a.m.) | \$161 / hour | \$200 / hour |
| Labour (weekends and holidays) | \$213 / hour | \$266 / hour |

AUDIOVISUAL

Minimum charge of one (1) hour

| | | |
|---|--------------|--------------|
| Technician (Monday to Friday from 7:00 a.m. to 11:00 p.m.) | \$77 / hour | \$105 / hour |
| Technician (Monday to Friday from 11:01 p.m. to 6:59 a.m.) | \$116 / hour | \$159 / hour |
| Technician (weekends and holidays) | \$155 / hour | \$210 / hour |
| Supervision (Monday to Friday from 7:00 a.m. to 11:00 p.m.) | \$96 / hour | \$119 / hour |
| Supervision (Monday to Friday from 11:01 p.m. to 6:59 a.m.) | \$144 / hour | \$180 / hour |
| Supervision (weekends and holidays) | \$192 / hour | \$239 / hour |

GRAPHIC DESIGN

Minimum charge of one (1) hour

| | |
|---|--------------|
| Graphic design (creation, modification and content programming) | \$102 / hour |
|---|--------------|

Hospitality Attendant, Security and First Aid Services

HOSPITALITY / CLOAKROOM SERVICES

Minimum charge of four (4) hours per shift.
50% increase of hourly rate on holidays.

Early booking price
15 days before first
reservation date

Regular price

| | Early booking price 15 days before first reservation date | Regular price |
|-------------------------------------|---|---------------|
| Hospitality / cloakroom attendant | \$39 / hour | \$51 / hour |
| Hospitality / cloakroom team leader | \$47 / hour | \$61 / hour |
| Cost per article | — | \$4 / day |

- Additional costs for supervision may apply.

SECURITY SERVICES

Minimum charge of four (4) hours per shift.
50% increase of hourly rate on holidays.

| | | |
|--------------------------|-------------|-------------|
| Security guard | \$39 / hour | \$51 / hour |
| Supervisor | \$47 / hour | \$61 / hour |
| EQUIPMENT – Extinguisher | \$69 / day | \$85 / day |

- Please indicate the location of the security guards on a plan of the facility. Our Security Manager will make suggestions or changes if needed.
- All security staff members have received training in first aid, fire prevention and the use of cardiac defibrillators.
- The Palais des congrès de Montréal has three (3) defibrillators.
- A 4-hour fee per attendant is applicable for cancellations within 24 hours or less prior to the working shift. For orders of two (2) guards or more, a supervisor is required. A cost estimate will be provided based on your overall requirements.

FIRST AID SERVICES

Minimum charge of four (4) hours per shift.
50% increase of hourly rate on holidays.

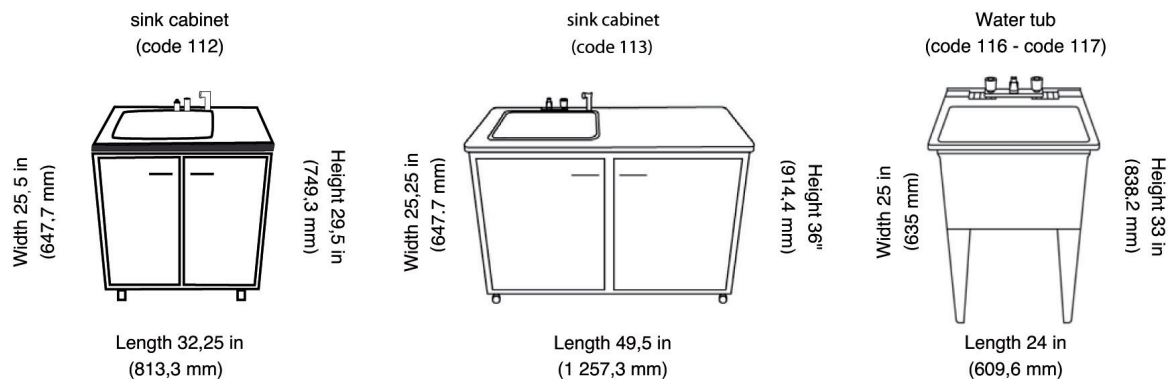
| | | |
|---------------------|-------------|-------------|
| First aid attendant | \$55 / hour | \$65 / hour |
|---------------------|-------------|-------------|

- A liaison between Security and First Aid Services is guaranteed during the hours requested.
- The First Aid Centre is located on Level 3, adjacent to Viger Hall.

Plumbing Services

| PLUMBING | Early booking price | Regular price | Late booking price |
|---|---------------------------------------|---------------|--------------------|
| | 15 days before first reservation date | | |
| Compressed air line ¼ in | \$341 | \$424 | \$510 |
| Compressed air line ½ in | \$659 | \$822 | \$987 |
| Rental of compressed air regulator | \$95 | \$117 | \$140 |
| Water / cold water supply ½ in | \$261 | \$324 | \$390 |
| Water / hot water supply ½ in | \$261 | \$324 | \$390 |
| Drain / line (each exit) | \$202 | \$252 | \$304 |
| Pool filling and emptying, cold water, 30,000 L (30 m ³ or 6,599 imperial gallons) | \$510 | \$637 | \$764 |
| Bathtub filling / emptying | \$296 | \$370 | \$444 |
| Sink cabinet with drainage (cold water + drain) | \$441 | \$548 | \$661 |
| Sink cabinet with drainage (hot and cold water + drain) | \$542 | \$677 | \$812 |
| Tub with drainage (cold water + drain) | \$406 | \$507 | \$609 |
| Tub with drainage (hot and cold water + drain) | \$510 | \$637 | \$764 |

- Plumbing services are only available in rooms 210, 220 and 230.
- Prices include necessary labour and material for connections.
- A final plumbing service configuration plan is required.
- Labour charges are applicable in case of configuration changes during the assembly period and for special orders.
- All connections must be performed by Palais des congrès de Montréal personnel.
- Labour fees may apply if you provide your own sink or tub.
- Sink cabinets are available in limited quantity.



Greeting Displays

Plans with designated screen locations are available upon request from your Event Manager.

COMPLIMENTARY GREETING SERVICE

Greet and guide your participants to your event location.

- Static visual content inserted into a video
 - HD format static visual (1920 x 1080 pixels)
 - Main location of your event
- Streamed across 25 to 33 screens throughout the Palais
- Free service if content is supplied by client at least 15 days prior to the first reservation date (otherwise, labour charges apply)
- Additional visual: \$200 per visual
 - Multiple visuals are possible within the greeting service loop.



OUTDOOR GREETING DISPLAY

A large marquee* (1001, Place Jean-Paul Riopelle), entrance doors or exterior windows are available to you. Certain conditions apply.

- Flat rate for the duration of the event:
 - \$550 per location (subject to availability)

* Production, installation and removal costs are the client's responsibility.



COMMERCIAL ADVERTISING AND SPONSORSHIP PROGRAMS

Signs and banners are permitted within the Palais in a multitude of common and public areas: shopping promenade, corridors, escalators, pre-function space, registration areas, halls and lobbies, food concessions, glass windows, triangular information towers. Fees apply when businesses and organizations are given the opportunity to advertise in these areas for commercial purposes (promoting a brand or product).

Indoor advertising: \$450 per location.
Outdoor advertising: Price upon request.



Greeting Displays

DIGITAL ADVERTISING SERVICE

Lease the screens or the video wall and resell the space to your sponsors to generate more revenues. Our affordable rates guarantee you an attractive profit margin!

- Rates provided include 1 static message or animated clip per day, per screen. Labour charges will apply for any additional content.
- The content must be provided at least 15 days prior to the first reservation date. Otherwise, labour charges may apply.
- An evaluation of screen sharing is done for events to be promoted on the same week or day.
- All display content must be approved in advance by the Palais.



SCREENS

- Exclusive advertising of your content (static or animated content).
- Choice of number of screens, up to a total of 38 stationary and 20 mobile screens.

| STATIONARY SCREENS | Cost per screen | Total cost for the event |
|-----------------------------|-----------------|--------------------------|
| All (38 screens) | | \$11,845 |
| 10 screens and more | \$304 | |
| 5 screens and more (5 to 9) | \$355 | |
| 1 screen | \$407 | \$407 |

| MOBILE SCREENS | Cost per screen | Total cost for the event |
|--------------------|-----------------|--------------------------|
| All (20 screens) | | \$6,798 |
| 5 screens and more | \$355 | |
| 1 screen | \$510 | \$510 |

TECHNICAL SPECS

| Static display | | Compression / Codec |
|--|---|---------------------|
| Size | 1920 x 1080 pixels | PNG, JPG |
| Video | | |
| Video | 1920 x 1080 pixels | MP4 (H.264) |
| | Frame per second : (FPS/IPS) 29.97 Bitrate: VBR, 1pass : Target 12Mbps | |
| Computer graphics design services and content adjustments: \$102/hr. | | |

VIDEO WALLS


We have two video walls, strategically located in the nerve centre of the Palais



“Exclusive advertiser” mode:

Allows you to present your own broadcast loop together with the welcome message from the Palais.

| | Price per day |
|---------------------|---------------|
| One (1) video wall | \$1,515 |
| Two (2) video walls | \$2,575 |

The background features a white central area with blue geometric shapes. Two large blue triangles point towards each other from the top corners, meeting at a point in the center. A large blue shape at the bottom consists of a wide base and a pointed top, mirroring the triangles above.

Goods and Services Ordering Terms and Conditions

Goods and Services Ordering Terms and Conditions

1- TERMS AND CONDITIONS

Orders will be processed the moment the Société du Palais des congrès de Montréal (Société) receives all the appropriate information and on a "first come, first served" basis when quantities are limited or when services are offered on an exclusive basis.

To benefit from early booking pricing, orders must be received a minimum of 15 days prior to the first reservation date and accompanied by all required information, including installation plans as needed.

Orders received after this date and up to 48 hours prior to the first reservation date will be billed at the regular price.

Orders received within 48 hours of the first reservation date as well as on site are subject to approval and billed at the late booking price corresponding to a surcharge of at least 20% of the regular rate.

Orders for labour services must be received at least 48 hours prior to the time the service is required to guarantee availability.

Hourly rates are subject to 50% increase on holidays.

Holidays in 2024 are on the following dates: January 1st, April 1st, May 20th, June 24th, July 1st, September 2nd, October 14th and December 25th 2024.

2 - CANCELLATIONS

In the event of a service order cancellation, the following terms apply:

- No charge will be billed if the order is cancelled up to 48 hours prior to the first reservation date;
- 50% of the price will be billed if the order is cancelled within 48 hours of the first reservation date;
- No refund will be made if the order is cancelled on site;
- No refund will be issued for services installed but not used.

To be taken into consideration, any claims or requests for refunds must be made prior to the closing of the event.

3 - PLANS

Upon request, plans of the Palais des congrès de Montréal are provided at no charge.

The client acknowledges that, for installations requiring a configuration plan, failure to provide such a plan in the requested format and within the required timeframe shall automatically entitle the personnel of the Société to set up the equipment as deemed appropriate.

Labour charges apply for the reconfiguration of equipment and services after the set-up begins.

3.1 PLAN FORMATS FOR AUDIOVISUAL INSTALLATIONS

For compatibility purposes, audiovisual plans should be provided in "Autocad" (.dwg or .dxf) format. Charges may apply if other formats provided. If paper plans are the only alternative available, measurements to scale should be added or the order will not be processed.

Approval of audiovisual plans by the Société's technical personnel is mandatory. Any plan not corresponding to the Société's regulations will require modification. Non-compliance could result in delays and extra charges and even lead to the suspension of set-up activities.

Any changes to previously approved plans requested the day of the event must be resubmitted for approval and may be subject to additional fees based on the rates in effect.

Goods and Services Ordering Terms and Conditions

For additional information or to request a copy of the Regulations Governing the Installation of Audiovisual and Scenic Equipment (Reg 52-01), call our technical advisors at 514 871-8122 or toll-free 1 800 871-8122.

4 - DISCLAIMER

The client is responsible for protecting and safeguarding all the equipment, technical installations, booths and any other material the client shall supply, own, have in its charge and under his/her control, or rent from the Société (hereafter the "Equipment"). The client shall release the Société from all liability for damaged or lost Equipment resulting from breakage, fire, theft or any other cause.

At the end of the event, the client is responsible for collecting, recovering, returning or otherwise disposing of the Equipment. Failure to do so may result in extra charges.

5 - RIGHTS OF THE SOCIÉTÉ DU PALAIS DES CONGRÈS DE MONTRÉAL

The Société reserves the right to refuse to install equipment that violates the standards and rules in effect.

The Société reserves the right, at all times and at its entire discretion, to modify the invoice to reflect the services actually rendered.

6 - APPLICABLE LAWS

The terms outlined herein and transactions stemming from services purchased/ordered are governed by and construed in accordance with the laws of Québec. Any and all disputes, disagreements or claims arising from or in connection with said terms or transactions shall be submitted to and be subject to the jurisdiction of the courts of Québec. As a result, the courts of Québec shall have exclusive jurisdiction over any suits, actions or proceedings arising from or in connection with said terms or transactions.

7 - TERMS RELATED TO SERVICES INTENDED FOR SETTING UP AUDIOVISUAL EQUIPMENT

All staging and audiovisual installations must comply with the requirements found in the Société's Regulation 52-01.

8 - TERMS RELATED TO ELECTRICAL SERVICES

It is prohibited to share power with or redistribute power to any third party, including other exhibitors. The client will be billed for all costs directly and indirectly incurred while having supplied electrical power to a third party, in addition to the electrical services originally ordered.

9 - TERMS RELATED TO TELECOMMUNICATION SERVICES

The client is responsible for configuring its own equipment so as to enable it to connect to the Société's telecommunications network.

Any equipment that is found to be causing disruptions to any part of the Palais infrastructure will be disconnected.

The client is prohibited from sharing the internet service purchased with any third party, or redistributing it. The client shall be billed for all costs directly and indirectly incurred while having supplied telecom services to a third party, in addition to the telecom services originally ordered.

The client releases the Société from all liability for damages to computer software or equipment the client supplies, owns, has in its charge and under its control, or rents from the Société, including any damages resulting from lost or destroyed data, lost business opportunities, lost revenues or profits caused by, among other things, changes to software configuration, computer viruses, internet network failure, services provided by us or one of our suppliers, or due to any other reason.

Goods and Services Ordering Terms and Conditions

10 - TERMS RELATED TO HANDLING SERVICES

Handling services shall be provided during the event on the days scheduled for set-up and dismantling. All shipping and receiving must be done on the dates indicated at the time of booking.

The Société reserves the right to refuse any and all shipments received before or after the aforementioned dates, and the client shall be responsible for all charges incurred as a result of improperly scheduled deliveries.

The Société will transport merchandise from the loading dock to the location indicated at the time of booking. Any additional transportation or handling services are billable.

11 - TERMS RELATED TO BANNER HANGING SERVICES

Banner hanging requires the prior approval of the Société.