

RULES AND REQUIREMENTS FOR EVENT INSTALLATIONS PALAIS DES CONGRÈS DE MONTRÉAL

2024



Palais
des congrès
de Montréal

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1. SUBJECT

This document lays out 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, promoters, exhibitors, and suppliers. It must be read and applied by all Palais staff. At any time, the Palais des congrès Security and Prevention Department, the Palais des congrès 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, promoters, 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:

- 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 Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec.

4. REQUIREMENTS

A. ROOM LAYOUT

1. Booths, exhibits and other installations must not limit or obstruct:
 - Access to exits and their visibility
 - The width of 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 for temporary sprinklers (present on Level 2 only)
 - Access to the premises, fire hose cabinets, service hatches and dry standpipes
 - Movement behind the booths
 - Exit doors: must never be obstructed or blocked off (even during setup and dismantling) without prior approval from the Palais des congrès Security and Prevention Department.
2. Tenants, promoters, exhibitors and suppliers must note the location of firehose stations, portable extinguishers, emergency exits, emergency signs, 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.
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 **events open to the general public**, the minimum width of aisles serving booths, vehicles, equipment and exhibit displays must be 3 meters (10 feet). All exit doors must be served by an aisle that provides access to at least one other exit. At every point on the aisle, it must provide a choice of 2 opposite directions by which to reach an exit door. The travel 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 before each entry or exit door.
6. For **events open exclusively to vendors (salespersons)**, the minimum width of aisles serving booths, vehicles, equipment, and exhibit displays must be 2.4 meters (8 feet). All exit doors must be served by an aisle that provides access to at least one other exit. At every point on the aisle, it must provide a choice of 2 opposite directions by which to reach an exit door. The travel 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 before 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 (4.6 feet).
- One group of round tables may not contain more than 6 tables arranged in one direction.
- A central aisle with a width of 4.5 meters (15 feet) must be provided.
- In the case of a meeting without food service, the space between tables of the central 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.

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 0.9 meters (3 feet).

B. ROOM CAPACITY

1. 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 occupancy), or the capacity of means of egress. 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 at overcapacity.

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 fire-retardant 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 pasted to the wall.
2. **Decoration** - The following materials must be fire-resistant if they are intended for decoration:
 - Artificial plants and flowers.
 - Curtains, fabric, hangings, carpets and other decorations must be non-combustible or fire-resistant 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
 - jute, straw, hay, packing nuts, mulch, wood chips, peat moss, sphagnum moss
 - decorations made 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 Ordre professionnel des ingénieurs du Québec. All plans signed and sealed by the engineer must be provided upon request.

5. **Flooring and walls:**

- Paint, lacquer, or any other adhesive coating may not be applied to the floors or walls of the building.
- No items may be nailed, screwed, stapled, or otherwise punctured into 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. Here is a list of authorised tape products: Polyken 105c LDPE, Scapa 274004, DC-W002A.
- Only 3M Scotch wall mounting tabs may be used on walls.
- 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 closed booths must be fitted 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 maximum clearance widths near an exit.

D. **STORAGE**

1. Items may not be stored in or around the booths or 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. Merchandise for sale or distribution are permitted in the exhibition halls, as long as they can be distributed in a single day.

5. Flammable liquids, gases or fuels may not be stored without written approval from the Montreal Fire Department.
6. Storage of propane tanks must be requested from 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 28 m² (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 impede access and prevent the escape of vapours.
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 ceilings larger than 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. If requested 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 demand round-the-clock supervision outside of operating hours depending on overflow risk.
2. A seamless pool cover must be installed on each pool. Pools must be kept in a containment tray that exceeds 30 centimeters (12 inches) on all sides. This containment tray must be at least 30 centimeters (12 inches) in height and fitted with a seamless pool cover. 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 gutter. 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 take care not to spill water on the floors.

I. FIRE, PYROTECHNICS AND SMOKE MACHINES

1. Use of **candles and kerosene lamps** must be approved by the Palais des congrès Security and Prevention Department. This approval will only be given in exceptional situations and under certain conditions, including:
 - Devices must be securely supported 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, which 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 before reviewing a request.
3. **Pyrotechnic performances featuring flames or fireworks** are prohibited without the approval of the Montreal Fire Department, which 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 before reviewing a request.
4. For the rules regarding fires in tents, see article F3.
5. Flaming meals or drinks may be ignited only at the location where they are served. The surrounding surfaces must be non-combustible and kept away from mats 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 APPLIANCES

1. **Cooking appliances:**
 - Only electrical cooking appliances and sterno heating devices 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. **Flaming meals and drinks:** see article I5.
3. **Portable cooking equipment:** no portable cooking equipment using charcoal, or another combustible fuel may be used.
4. **Fryers:** open fryers are not permitted. 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 may not be used.

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 cylinder 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 an earth connection are permitted.
4. Converters and electrical ballasts must be placed on an insulation pad if the floor is carpeted.
5. A clearance of 1 meter (3 feet and 3 inches) is required in front of electrical rooms.
6. A clearance of 1 meter (3 feet and 3 inches) is required in front of transformers.
7. All electrical connections and installations are subject to inspection and approval by the Chief 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 drains, including floor drains.
2. Portable toilets may not be connected to floor or gutter drains.
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 will be required for certain installations: see articles C4 and E.
3. Not items of any kind may be hung from sprinkler heads or sprinkler piping.
4. Ladders and other items may not be leaned against sprinkler piping.
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. If requested 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. The request must be made in writing. If the approval is accepted, the person who made the request 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 a safety officer and an extinguisher to be present on site throughout the duration of the work.

P. SALES OF MERCHANDISE

1. Fabric, paper, and other combustible merchandise for sale do not need to be flameproofed, but only one sample of each product may be exhibited. Each sample must have a different colour, dimension, texture, or weave. However, if the merchandise is used 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. GUN SHOWS

Gun shows are subject to the Firearms Act (S.C. 1995, c. 39). The requirements associated with these shows 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 given 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 aircraft. A valid drone pilot certificate is a print 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 Place Riopelle Hall: 4.79 kilopascals (100 lb/sq. ft)
- Level 2 – Exhibition halls: 14.36 kilopascals (300 lb/sq. ft)
- Level 2 – Prefunction rooms, Viger Hall and Esplanade: 4.79 kilopascals (100 lb/sq. ft)
- Level 5 – all rooms: 4.79 kilopascals (100 lb/sq. ft)
- Level 7 – Room 710 and Terrace 710: 4.79 kilopascals (100 lb/sq. ft)
- Level 7 – Terrace 720 and big top: 2.39 kilopascals (50 lb/sq. ft)

6. ELECTRICITY RESTRICTIONS

To assess the feasibility of an event with significant or unusual electrical needs, the Property Management Department must receive and consider all electrical requests 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, the Events and Guest Experience department, the Palais des congrès Property Management Department and the Montreal Fire Department may refuse any installation that does not comply with these rules and requirements.