

Compulsory Exhibitor Forms

As an exhibitor of Le Salon Dépanneurs, épicerie & cie, it is compulsory to complete Sections A-F below.

Please fax or email this completed document to Stagnito Business Information by April 4, 2016. You May also fill out the forms and submit the forms [online](#).

Email : ahunt@stagnitomail.ca

Fax : 888.889.9522

SECTION A : Company Information

Exhibiting Company Name : _____

Address : _____ City : _____

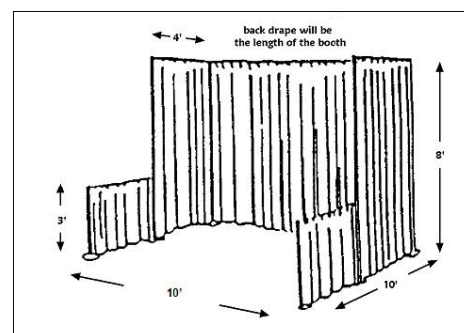
Province : _____ Code postal : _____

Date : _____ Booth # : _____

SECTION B : drape request form

Upon request, each booth space will be supplied with complimentary BLACK drapery.

Yes, I would like to receive basic drapery for my booth space.



No, I do not require drapery for my booth space as my display will cover this area.

SECTION C : Health & Safety Acknowledgment

In accordance with the Occupational Health and Safety Act (AOHS) Regulation under the jurisdiction of Quebec, Le Salon dépanneurs, épiceries & cie requires that all reasonable steps and precautions be taken to protect the health and insure the safety of all persons involved in the production of its shows. Preventing injury is a key objective : accordingly, every possible measure is taken to provide a safe, healthy work environment.

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/S_2_1/S2_1.html

In addition, be sure to read the Health and Safety Best Practice Guidelines for The Exposition Industry in Canada document in this manual. By completing Section F, you acknowledge that you have read & understand your Health & Safety responsibilities as outlined in the AOHS.

SECTION D : Exhibitor Insurance Waiver

Exhibitors must provide proof of current and in force COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE prior to participation in Le Salon Dépanneurs, épiceries & cie.

Please indicate whether you have COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE or require coverage for the event.

Please check on option below :

- YES, we declare that there is COMMERCIAL GENERAL LIABILITY INSURANCE in force, with a limit of \$2,000,000.00 (minimum) that recognizes and will respond on/our behalf for all activities at the show.

INSURANCE COMPANY (NOT BROKER) : _____

POLICY NO : _____

LIMIT OF COVERAGE : _____

EXPIRY DATE OF POLICY : _____

- NO, we currently do not have coverage and will require COMMERCIAL GENERAL LIABILITY INSURANCE for the show. Coverage will be obtained and information provided to Le Salon Dépanneurs, épiceries & cie.

SECTION E : Fire Safety Checklist

Please review the Fire Regulations for exhibitors (provided in this manual) to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit **MUST BE APPROVED** by Show Management, The Palais des congrès de Montreal and the local Fire Department.

	Exhibit Analysis	YES	NO
1.	Exhibit configuration requires approval		
2.	Exhibit configuration is 1000 sq. ft. or more		
3.	Exhibit has a roof or canopy		
4.	Exhibit has a mezzanine or second storey		
5.	Exhibit contains a raised platform		
6.	Exhibit contains a raised platform with an area of 400 sq. ft. or more		
7.	Exhibit exceeds 8 ft. in height		
8.	Exhibit material exceeds 10,000 lbs gross weight		
9.	Exhibit material exceeds 300 lbs per sq. ft.		
10.	Exhibit contains prohibited material		
11.	Material/processes/equipment require special permit		
12.	Exhibit has suspended signs/ banners/lights		
13.	Exhibit presents an obstruction		
14.	Exhibit contains a motorized vehicle/combustion engine		
15.	Exhibit contains liquid fuels/natural gas/propane		
16.	Exhibit contains cooking appliances or other equipment		
17.	Exhibit contains hazardous materials which do not comply with government regulations on material handling in the work place		
<p>(i) IF ANY QUESTIONS FROM 1-6 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS.</p> <p>(ii) IF ANY QUESTIONS FROM 7-17 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS.</p>			
<p><u>DETAILS:</u></p>			
<p>** NOTE ** Two storey booths, single level roofed booths and booths with mezzanines are not allowed at Le Palais des congrès de Montreal without approval from Show Management and the Fire Marshall.</p>			



SECTION F : Authorization

Contact Name : _____

Title : _____

Tel. : _____

Email : _____

Signature : _____

Date : _____

By signing above (or typing your full name in CAPITAL LETTERS when submitting this form electronically, you hereby acknowledge that you have carefully read and completed Sections A-E and all information provided is complete and accurate.

3 easy ways to submit these forms:

- ① Send via email to: ahunt@stagnitomail.ca
- ② Send via fax to: 888-889-9522
- ③ Submit online by following this [link](#)