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#201, 7710 5 St. SE
Calgary, Alberta T2H 2L9
Ph: (403) 242-0859
Toll Free: 1-800-626-1538
Fax: (403) 246-3856
www.canwestproductions.com

SHOW MANAGEMENT

The **Montreal Taboo Show** is managed and produced by Canwest Productions Inc.

- **Kevin Blackburn, Show Director** - kevin@canwestproductions.com
- **Darryl Rosengreen, Account Manager** - dr@canwestproductions.com
- **Duncan Hall, Account Manager** – duncan@canwestproductions.com

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Friday January 24
- Saturday January 25
- Sunday January 26

SHOW HOURS

- Friday 5pm – 12 Midnight
- Saturday 1pm – 12 Midnight
- Sunday 12 Noon – 6pm

MOVE-IN

Friday 8am-5pm *Show opens @ 5pm

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- A limited number of carts are available to use on a first-come, first-served basis. Security guards will be posted at move-in doors. All exhibits are to be setup by 5pm on Friday.

NOTE: All pop-up tents must be fire retardant with ticket of approval/confirmation displayed. [CLICK HERE](#) for all Fire Regulations.

LOADING DOCK PROCEDURE FOR MOVE-OUT

- Pack up your belongings BEFORE you obtain your blue coupon from a GES representative. You must have a blue coupon to use the loading dock, vehicles without a coupon will not be allowed access to the loading dock. You will have 30 mins to load your belongings. [CLICK HERE](#) for a map to the loading dock entrance, once you have your coupon you will line up on Monfort Street.

NOTE: Moving your merchandise through Place Bonaventure’s corridors is strictly prohibited.

SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- Nom de la compagnie - Company Name
- No de kiosque - Booth Number
- Nom du salon - Show Name
- Place Bonaventure Halls d'exposition
- Débarcadère coin des rues St-Jacques et Montfort
- Montréal (Québec)
- H5A 1K6 CANADA

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Place Bonaventure
Level 400 West
800 De La Gauchetière St. W.
Montreal, QC
H5A 1K6
Ph: 514-397-2222

MOVE-OUT *NEW PROCEDURES SEE LINK BELOW

Sunday @ Show Close 6pm – Midnight

- The Hall needs to be cleared out by 12 Midnight Sunday after the show closes.
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 6pm Sunday.
- [Click Here](#) for move-out procedures from Place Bonaventure.

Please find a link to the floor plan: [CLICK HERE](#)

IMPORTANT
Shipments will **ONLY** be accepted
at the time of **MOVE-IN**.
(date specific)



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CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)** **Fernando Vera**, Ph. 514-868-6650, Toll Free 877-332-8987, Email fvera@nalsi.com or **Andreas Valdes**, Ph: 514-868-6651, Email avaldes@nalsi.com.
- Exhibit booths and equipment from outside Canada may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with NALS above.

ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

SHOW FURNITURE DUE: JANUARY 10TH

- The official Show contractor is **GES Canada**. They are responsible for the following: furniture rentals (tables, chairs, etc.), draping, booth vacuuming & on-site labor. All booths will be supplied with 8' high draping at the back, and 3' high on the sides.
- For additional requirements, please order in advance using the [Show Furniture & Equipment Order Form](#).
**Charges will apply to any on-site orders*

NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

NOTE: Only the aisle carpet will be vacuumed at the end of each night. Arrangements for your own booth can be made through Place Bonaventure. Please [CLICK HERE](#) for the booth cleaning form.

BOOTH CONSTRUCTION

- Booths may reach a maximum of 8' in height and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from Canwest Productions.

SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits. Arrangements can be made through the facility to hang your banners from the ceiling (for a fee).
- All banner hanging must be done before aisle carpet is put down.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

Please note: Helium balloons, coroplast, corrugated plastic, and styrene signage are not permitted in Place Bonaventure under any circumstance.

FORKLIFT SERVICE

- Forklift Service is available on a first-come, first-served basis to offload/load shipments and stock.
- The forklift is ONLY available during move in and out.
- Unusually large or time consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact us direct.

OFFICIAL PRINTER

- The official printer appointed by Show Management:



Toll Free: 1-877-757-7468 **Ph.** 780-424-5220 **Email:** adminwest@rayacom.com
Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

FOOD & SAMPLING GUIDELINES DUE: JANUARY 3rd

- The exclusive caterers for Place Bonaventure are Agnus Dei and Soeurs Gourmandes, please contact them for approval prior to any food sampling or sales at info@bistrodelaplace.ca. Please view [attached form](#) for guidelines.



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ELECTRICAL, INTERNET, PARKING DUE: JANUARY 10TH

- Electrical - Exhibitors must make their own arrangements for directly through **GES Canada**, exclusive provider for Place Bonaventure. Please view and order online: [CLICK HERE](#) Ph. 514-367-4848 Email: montreal@ges.com.
- If Internet is required – Please [CLICK HERE](#) to order online.
- If Parking is required – Please [CLICK HERE](#) for information.

PLEASE NOTE: *The Montreal Taboo Show is a Dark Show (dim lighting)
If you require additional lighting please make your own arrangements*

VEHICLE DISPLAY REGULATIONS

- All vehicles displayed inside Place Bonaventure during the event must abide by regulations outlined in [this document](#).

EXHIBITOR BADGES

- Exhibitor badges are generic, and will only be labeled with “Exhibitor”, no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.
- They must be worn at all times and are for booth personnel ONLY.
- Six badges will be provided per Booth when you check in. If your company requires more than 6, please contact us directly.

ADMISSION PRICES

- Adults -- \$20.00, Weekend Pass--\$35
- Advance Tickets -- \$17.50, Weekend Pass--\$22.50
- Purchase your tickets online at: <https://tabooshow.tix123.com/>

SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor’s booth, but must be confined to the exhibitor’s own space.

INSURANCE

- Show Management, Montreal Taboo Show, Place Bonaventure, and the City of Montreal, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environment.

Canwest Productions recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Canwest Productions Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service.
NOTE: *This is an official request. If proof of insurance is not supplied, Canwest Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.*

SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage

SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any Canwest Productions Staff or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

ALCOHOL AND NUDITY

- Alcohol is strictly not permitted at your booth.
- Any Exhibitor caught with outside liquor will be asked to leave the premises.
- Please note nudity is prohibited by the facility.
- Please ensure models/staff are covered accordingly



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STAGE & SEMINAR PERFORMERS

- Please note the Montreal Taboo Show and Canwest Productions accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

CODE OF CONDUCT

- Canwest Productions Inc. is committed to creating a safe environment for all attendees, exhibitors, performers and staff. All cases are dealt with on a case-by-case basis. Limits can be violated deliberately, or through poor communication, misunderstandings, technical accidents, lack of knowledge, and/or lack of experience. If you experience or witness any sexual harassment, verbal/physical abuse, harassment or bullying, please contact Canwest Productions Show management.

BEWARE OF EMAIL SCAMS!

- The Taboo Show has been targeted in the past by a company claiming to have access to the attendees list.
- **THIS IS FALSE INFORMATION** – *NOTE: your information was is not and will not be sold or provided, they obtain contact information online (ie: scraping our exhibitor listings or visiting your websites)*
- If you have questions or concerns, please [Contact Us](#)

It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!