CENTRE DE FOIRES







EXHIBITOR MANUAL



ExpoCité | Ville de Québec

Version: September 2026

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1.
General event information

1.1 Event presentation and description

1.2 Event promoter

1.3 Team and contact information

1.4 Event schedule

1.5 Admission

2.
Getting to the site

2.1 Event location and access to exhibitor parking

Centre de foires d'ExpoCité
2005, rue de l'Exposition
Québec City (Québec) G1L 0B7

- Head north-west on Autoroute 40 E/Autoroute 73 N
- Take Exit 313 onto Autoroute 973 S/QC-175 S towards Québec City/Downtown
- Take Exit 5 onto rue Soumande
- Take rue Soumande towards rue de l'Exposition at La Cité-Limoilou
- Continue along rue Hubert
- Turn right onto rue Soumande
- Turn right onto rue de l'Exposition
- Turn right at the first entrance "Exhibitor Entrance"
  (for oversized vehicles, use the second entrance, specifically Door #4)

2.2 Parking

Cost per day :

- $17 per car
- $30 for buses

Parking lots P9 and P10 are reserved for exhibitors and are not accessible to the general public.

See the floor plan section of the show to locate these spaces.

Procedure for trailers:
To ensure smooth traffic flow around the Centre de foires, trailers are not permitted to remain in the parking lot around the building during event opening hours (see section 4.2 for your trailer storage needs, if any).

2.3 Offloading ramp arrival schedule

2.4 Accreditation information

3.

Set up and teardown periods

All exhibitors must comply with and respect the scheduled periods for booth set up and teardown. All exhibitors who ship materials to the venue without permission outside the confirmed hours are exposed to a denial of access to the site, to be expelled, or to be charged for storage and labour.

3.1 Assembly schedule

_____

_____

_____

_____

_____

Available doors and offloading ramps:

_____

_____

_____

3.2 Dismantling schedule

_____

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_____

_____

_____

Available doors and offloading ramps:

_____

_____

_____

! Using the lobby or doors other than those specifically designated for set up and teardown is prohibited.

3.3 Assembly

Each exhibitor is responsible for planning the handling of their equipment (including transport to the booth site if transport is provided by an external carrier) and/or for completing any necessary order form. All materials left on the offloading ramp will be stored at the exhibitor's expense.

If lifting equipment is necessary to transport the material, these services must be arranged with the exclusive supplier for the Centre de foires. At all times, exhibitors and handlers must comply with the handling rules.

Refer to the 4.1 Handling section for more details.

3.4 Delivery

ExpoCité cannot accept shipments or items for storage prior to the set up dates unless a prior agreement is reached.

Exhibitors are responsible for the materials shipped to the Centre de foires.

Important information to include on your shipment:

Shipper

Name of sender
Address
Telephone
Number of boxes
Carrier and phone no.

Recipient

Centre de foires - ExpoCité
2005, rue de l'Exposition
Québec City, Québec G1L 0B7

Rear entrance (offloading ramp)
Name of exhibiting company
Name of event - Booth No.
Person in charge and phone no.

Any exhibitor who ships materials directly to the Centre de foires de Québec via a carrier or messenger service must understand that the materials will be automatically handled by ExpoCité's personnel, and that applicable charges will apply.

3.5 Access for heavy or oversized materials

Vehicles are not authorized to circulate inside the building. Nonetheless, the Centre de foires has two large doors (doors 7 and 22) that are located at either end of the building that measure 22 ft. wide by 16 ft. high. If you anticipate needing these accesses, please make prior arrangements because special logistics apply (charges may apply).

Parking is prohibited in these zones. Only unloading and loading are permitted, and anyone in violation will be towed.

3.6 Regulations

- For security reasons, alcoholic beverages will not be tolerated during assembly and dismantling operations.
- For safety and comfort, the corridors, elevators, lobbies, halls, stairs and emergency exits must not be obstructed or used for purposes other than those indicated by the Centre de foires and by the authorities overseeing the building's security. If you are planning special projects, please consult us to find the best possible solution in response to your needs.

3.7 Dismantling

Exhibitors are responsible for the teardown of their entire booths, including packaging and marking materials and boxes and planning their handling, and for completing any necessary order form. At the end of the scheduled exhibition dismantling period, any material not retrieved by an exhibitor will be automatically handled by the official event carrier or ExpoCité, and all incurred costs will be invoiced to the exhibitor with no advance warning.

Refer to the 4.1 Handling section for additional details



4.
Centre de foires – exclusive services

Experts at your service

TRAITEUR ÉVÉNEMENTIEL LA CAGE

SOLOTECH

Exhibitors agree to uphold the rights granted to different people or companies with respect to select services exclusively offered at the establishment.

4.1 Handling

Only the personnel of ExpoCité can handle materials with respect to receiving, shipping and storage inside the Centre de foires. Only the forklifts and lifting equipment belonging to ExpoCité are authorized and must be operated only by its personnel.

Exhibitors who arrive at the offloading dock with their equipment may handle the equipment on their own using the manual forklift provided by ExpoCité.

These services are offered on our online ordering platform

4.2 Storage spaces

Storage spaces (limited) can be provided according to availability to accommodate packaging and the temporary storage of merchandise during the rental period.

These services are offered on our online ordering platform

4.3 Handling on wall and ceiling

Only the personnel of Solotech, exclusive supplier of the Centre de foires de Québec, is authorized to execute any rigging maneuvers in the building ceiling structures. All rigging methods and loads must be previously approved by ExpoCité.

These services are offered on Solotech website

4.4 Electricity

Only the personnel of Solotech, the exclusive supplier of the Centre de foires de Québec, may perform electrical connections, disconnections or links inside the Centre de foires.

These services are offered on Solotech website

4.5 Water supply, drainage and natural gas

Rooms A-B-C-D-E are serviced by a conduit system for water, drainage and natural gas. Connections, disconnections and interconnections are charged and billed to the exhibitor.

These services are offered on Solotech website

4.6 International alliance of theatre and stage technicians (IATSE)

Please note that ExpoCité and its event facilities are governed by the accreditation in effect. Thus, this collective agreement applies to all employees who perform the tasks of editing, rehearsal, performance and dismounting of a show, installation and operation of tracking lamps and sound systems, representation cinematographic and video, cinematographic and video recording with artists or comedians and other tasks of the same nature.

In the case of a planned activity whose main purpose is outside the scope of the show, rental equipment can be assembled and disassembled by a maximum of two (2) persons employed by the lessors and operated by a person employed by lessors regardless of the number of subcontracting companies present. Every person required for the assembly, disassembly or operation of the equipment must be an employee provided by the Union.

You are planning this type of activity for your event, please contact your event technician to make sure you follow the rules.

View the convention

4.7 Food services

La Cage traiteur événementiel, the ExpoCité food services partner, **has exclusive jurisdiction over the sale and distribution of food and beverages** in the Centre de foires and the pavillon Guy-Lafleur.

All food service requests can be made by contacting them at 418 691-7110, extension 2403, or at expocite@cage.ca.

Refer to the menu for additional details

4.8 Telecommunications and Internet

The general ExpoCité telephone number must not be published as the official number for your event.

For basic telecommunications and Internet services, please visit our online ordering platform.

ZAP Québec :
We offer basic coverage in public spaces of the Centre de foires and the pavillon Guy-Lafleur to accommodate the personal needs of your visitors thanks to ZAP Québec.

Custom Internet services and IT equipment rental
Would you like to make the most of wireless or wired high-speed Internet connections or create internal private networks? We offer custom Internet services.

Please note that the use of external Wifi routers is strictly prohibited.

These services are offered on our online ordering platform

5.
Security

All forms of security in addition to general security for the establishment, must be arranged by the applicant or the promotor.

Exhibitors agree that under no circumstances will the establishment supervise the exhibited items or other items that the exhibitor, its personnel, or its sponsors may leave on the premises. Exhibitors must fully assume this responsibility at all times and at their own expense.

6.
First aid

To be properly prepared for any eventuality, the Centre de foires relies on an infirmary equipped with all the necessary equipment and accessories. It is located in Sector E. A stretcher and two cardiac defibrillators are strategically located for access during events.

The security and operations personnel of ExpoCité have received first aid training.

If you would like the services of a first responder to be available during your event, you must contact a reputable supplier.

7.
Insurance

Exhibitors must have their own liability insurance coverage. Proof of insurance must be given to the promotor when the lease contract is signed.

8.
Important information and regulations

8.1 Fire prevention service

All booths must be compliant with the Fire prevention requirements applicable to events at the ExpoCité site and all exhibitors are responsible for applying these rules. An inspection tour will be conducted before the event opens, and any exhibitor who violates the rules may have their booth closed down, or cause a delay in the event's opening.

8.2 Housekeeping

Housekeeping inside the booth is ensured by the company contracted by the promoter. For any request, here are the contact details of the supplier:

_____

_____

_____

8.3 Adhesives authorized

To preserve the quality of our facilities for your use, only the following adhesives are accepted at the Centre de foires.

- Wall surfaces (concrete and other):
  - 3M: Command™ Picture Hanging Strips 17209-EF (preferably white)
  - SCOTCH: Scotch® Removable Mounting Putty 860S-ESF, White, 2 oz
- Floor surfaces:
  - ECHOtape CL-W6033
  - 3M 6910
  - Uline S-21257

When deemed necessary, cleaning fees may apply if traces of adhesive remain or if surfaces are damaged during dismantling.

8.4 Motor vehicles on demonstration

Inside the Centre de foires, the vehicles and equipment with an internal combustion engine must comply with the Fire prevention requirements applicable to events at the ExpoCité site.

8.5 Balloons and confetti

The use of helium balloons is restricted in the exhibition rooms and must receive prior approval. If balloons must be retrieved from the ceiling following your activity, fees will be charged. The same applies for confetti and paillettes, whose use may result in significant cleaning costs. Please advise the promotor of your plans.

8.6 Pyrotechnics – presence of smoke

Indoor pyrotechnics are subject to strict regulations. Prior approval must be obtained for the use of a smoke machine. Following analysis, a smoke squad may be deployed at your expense. ExpoCité's Security Department must be alerted before the device is turned on to avoid the fire alarm from being triggered.

8.7 Food samples

No food or beverages may be distributed, sold or given away as samples without prior written authorization from ExpoCité. Please address your request to your promoter. If sampling is authorized, the exhibitor must comply with all laws and orders, and with municipal, provincial and federal regulations.

Refer to the Sample authorization form - exhibitor and the Sampling and distribution of food and beverages policy for additional details.

8.8 Alcohol – permit

ExpoCité and its food concessionary hold all the necessary alcohol permits. They alone are authorized to serve alcoholic beverages inside the Centre de foires and the pavillon Guy-Lafleur. Any unstamped alcohol will automatically be confiscated. Refusal to obey will result in expulsion form the premises.

8.9 Distribution of stickers

It is strictly prohibited for exhibitors to distribute stickers.

8.10 Sponsorships, promotions and media

The presence of sponsors that are liable to be in competition with the ExpoCité sponsors must be disclosed to ExpoCité and subjected to approval. For all activation, sampling and media presence projects, check the terms and options with your promoter.

8.11 Contests

Exhibitors are responsible for obtaining the necessary permits for holding promotional contests at their booths. Under no circumstances may contests engage ExpoCité or the promoter.

8.12 Tobacco and vaping

ExpoCité is pleased to offer a smoke-free environment. Accordingly, smoking and vaping are prohibited inside the Centre de foires and the pavillon Guy-Lafleur, with no exceptions.

8.13 Children

Note that for their safety, it is forbidden for children under 16 years to circulate in the Centre de foires and the pavillon Guy-Lafleur during set up and tear down periods.

8.14 Animals

Only service dogs for persons with disabilities are authorized in the Centre de foires and the pavillon Guy-Lafleur. The presence of other animals must receive prior approval from ExpoCité representatives.

8.15 Proper conduct

Exhibitors must not engage in any conduct that could hamper, or violate the rights of ExpoCité, the promoter, the other tenants or exhibitors. The promoter and ExpoCité reserve the right to refuse or expel any person who is deemed to be undesirable or who, in one way or another, impedes the smooth rollout of the event.

9.
General information

9.1 Restaurant services

Visitors to the Centre de foires can find food for breakfast, lunch and supper.
The hours may vary and are intended to accommodate events and activities.

- Le Comptoir: a permanent snack bar, is located in the Centre de foires main lobby.
- Café Vittoria: a coffee counter, is located in the Centre de foires main lobby.
- La petite brasserie: a full 150-seat restaurant with a relaxing atmosphere conducive to networking, is located in the Centre de foires main lobby. Clients can privatise this space for an evening or lunch activity.

CENTRE DE FOIRES

ExpoCité | Ville de Québec