



MONTREAL INTERNATIONAL GAME SUMMIT 08

MONTREAL INTERNATIONAL GAME SUMMIT (MIGS)

EXHIBITORS GUIDE

ROOM 517ABC

The Montreal International Game Summit's team wants to thank you for your interest in its 5th edition and is looking forward to welcome you in the new Exhibition area.

You will find in this document all the information you need regarding the setup and teardown schedule, the opening hours, the accreditations, the shipping and delivery info, in brief all the logistic and technical details you will require.

Should answers to your questions remain omitted from this document, please contact **Marie-Andrée Aubertin** (<mailto:maaubertin@alliancenumerique.com>), Conference Coordinator at (001) 514 848-7177 # 223.

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PALAIS DES CONGRÈS GENERAL INFORMATION

Address and Access to the Palais des congrès

The Palais des congrès de Montréal (the Montreal convention center) occupies the entire block bordered by Viger Avenue (north), Saint-Antoine Street (south), Saint-Urbain Street (east) and Place Jean-Paul-Riopelle (west), the extension of De Bleury Street.

ADDRESSES	
♦ POSTAL ADDRESS	159, Saint-Antoine Street West Montreal (Quebec) H2Z 1H2
♦ ATTENDEES MAIN ENTRANCE	201, Viger Avenue West Montreal (Quebec) H2Z 1X7
♦ INTERNET	Http://www.congresmtl.com/
♦ SHIPPING AND DELEVRY ADDRESS	163, Saint-Antoine Street West Montreal (Quebec) H2Z 1H2
♦ PARKING : (PCM) Cars	1025, Chénéville Street
♦ (Quartier International) Cars	249, Saint-Antoine Street West

Palais des congrès de Montréal Phone Numbers

Palais des congrès de Montréal	
♦ FRONT DESK	(514) 871-8122
♦ FRONT DESK (North American Toll Free)	1 800 268-8122

Emergency number

Alliance numérique	
♦ Coordination cell phone	(514) 402-7543

You will find in appendix 1 a map of the Palais des congrès surrounding, with all entries, parking lots and loading dock marked for your convenience.

The Palais des Congrès de Montreal welcome each year numerous conventions and events. Here are useful informations:

Accessing the Palais des congrès

The Palais is easily accessible whatever the mode of transport: walk outdoors or use the underground pedestrian network, take the subway to Place-d'Armes metro station or drive. For more details on driving directions, consult the [Palais](#) web site.

Parking lots

Viger Parking- Palais des congrès Cash, VISA or MASTER CARD only.	1025, Chénéville Street	400 spaces
Quartier International Parking	249, Saint-Antoine Street West	1200 spaces

Cabs companies

Taxi Diamond: (514) 273-6331
Taxi Champlain: (514) 273-2435
Taxi COOP: (514) 725-9885

Lost and Found

Demands concerning lost and found items during the Summit must be addressed to the registration area on level 5. After the Summit please contact directly Marie-Andrée Aubertin (maaubertin@alliancenumérique.com), Conference Coordinator at (001)514 848-7177# 223.

Services

Many services (Banks, ATM machines, drugstores) are available in the surrounding of the Palais des congrès; information is available at the Viger Lobby.

EXHIBITION AREA: RELEVANT INFORMATION

Booth equipment

Every booth is equipped with one table, two chairs and an electric outlet.

Hanging objects...

Hanging objects are permitted only at the designated rigging or anchoring points, it must be done exclusively by the Montreal Congress Hall and ought to be approved by the MIGS Production. Structures or other event identification elements must be **free standing**, without impacting the infrastructure.

DISPLAY

It is forbidden to:

- Glue or put posters on walls, doors, etc.
- Obstruct the corridors, elevators, escalators, foyers, halls and stairs of the building or to use them for any other purposes than passing through.

Recycling

It will be possible to recycle paper, cardboard and plastic.

Storage of merchandise

Boxes may not be stored in the rooms (City of Montreal Fire Prevention Department Regulation).

During the Summit, a storage area for the exhibition will be assigned for your packaging supplies. In order to get an easy access to your material for the turndown it is very important to put your booth number on your boxes.

Only authorized personnel of the Montreal Congress Hall and of the MIGS logistics manager will have access to the storage area during the SETUP AND TURNDOWN ONLY.

- There is no access to your stored material during the event.

Setup / Turndown schedule: Room 517 ABC – level 5

Setup - Turndown - <u>room 517 ABC</u>	
• Exhibitors setup	November 17 – from 2 PM to 8 PM
• Turndown for everyone	November 19 – From 5 PM

Opening and Closing Hours - Room 517 ABC- level 5

Opening and Closing hours	
• November 18	From 8 AM to 8 PM
• November 19	From 8 AM to 5 PM

ARRIVAL OF MERCHANDISE - DELIVERY OF MATERIAL

Delivery address	163, Saint-Antoine Street West
Regular business hours of loading dock	From 7 AM until 11 PM

The loading/unloading area includes raised docks or platforms, access ramps near the exhibition level and several spaces at ground level.

DELIVERIES

Please note that deliveries will not be accepted outside of the event dates, November 17th, 18th & 19th.

PACKAGES DELIVERIES

All deliveries or parcels for your event should be sent with the following information and should not be sent to the Palais before November the 17th and must be received by noon on November the 17th.

In brief, all the parcels, package, etc, must be delivered at the Palais on the setup day, Monday November the 17th.

A poorly identified package could result in additional time for delivery.

All packages MUST be identified:

Montreal International Game Summit

Conference coordinator – Marie-Andrée Aubertin

November 18 – 19, 2008

Company name _____

Name of the person in charge on site _____

Room/booth number: **Room 517 ABC** - _____

PALAIS DES CONGRÈS DE MONTRÉAL

Loading dock

163, Saint Antoine Street West

Montreal (Quebec) H2Z 1H2

Canada

* You will find a copy of this method of address in appendix 2.

Double face tape for carpet

Models of double face tape recommended are:

- Polyken 105c LPDE
- Scapa 274004 or DC-W002A

Cleaning charges may be applied if the right tape is not used and will be at your charge.

Other available services

Electrical outlets (supplementary), cleaning services and telecommunications services (phone lines or Internet connection) are available upon request and at your own cost.

Audio-visual Services

The Summit AV provider offers you special rates for your AV needs. You will find the price list on our web site.

AFTER THE MIGS

Shipping out merchandise

We advise exhibitors:

- 1) That no equipment, such as dollies or other transport devices may be moved via the common and public areas of the Montreal Congress Hall.
- 2) To bring material/equipment to the loading dock. Only the vehicle designated to transport the material/equipment will be admitted to the loading dock once the material is loaded on the dock.

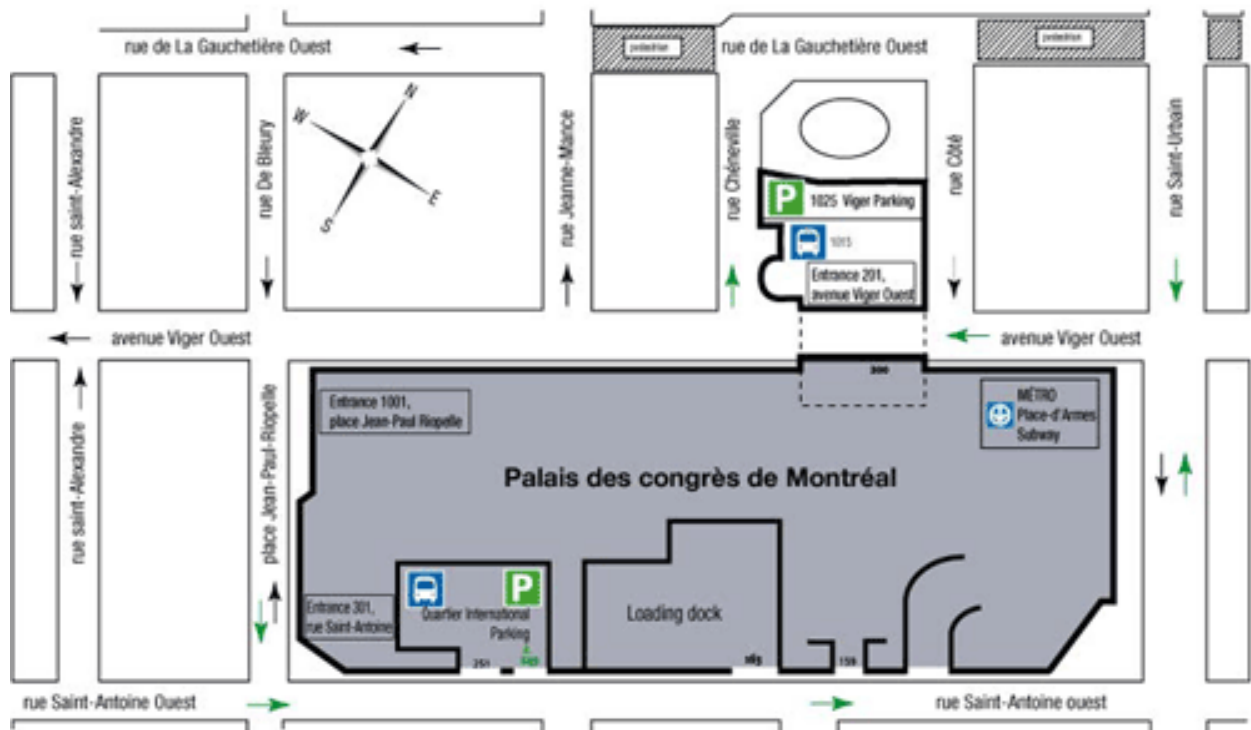
Delivery trucks do not have access to the exhibition rooms, unless a special agreement has been established with the MIGS Production team.

Hours for shipping out merchandise must be respected. A fine may be imposed for any infraction and will be at your charge.

A maximum of 15 minutes for parking is permitted on the dock level.

For questions regarding logistics before the event, please address your questions to Marie-Andrée Aubertin maaubertin@alliancenumerique.com , au 514 848-7177, extension 223.

Appendice 1 : Palais des congrès de Montréal – Access Plan



Annexe 2: Package identification

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