

ICEM 2025

May 25 to 27, 2025 – Exhibit Hall Open

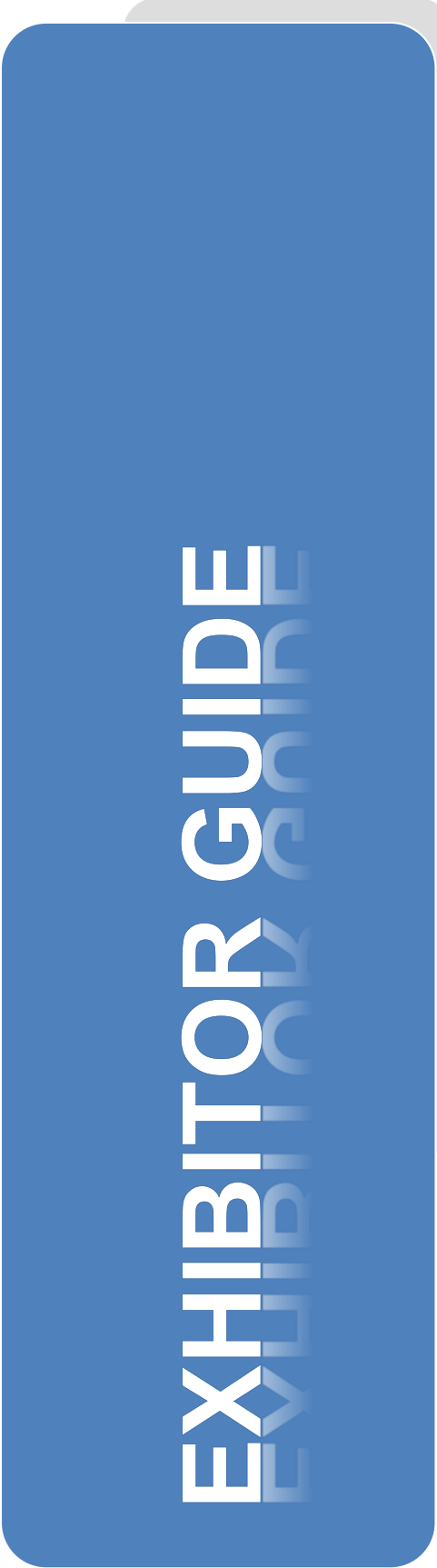


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GENERAL INFORMATION

Show management contacts:

Carrol Ann Lapierre – calapierre@caep.ca

Gabriela Lavinsky – glavinsky@caep.ca

Location of the exhibit

The exhibit will take place at the Palais des congrès de Montréal in Room **210 DH – LEVEL 2**.

The main visitors' entrance is located at:

[1001 Place Jean-Paul Riopelle, Montréal.](#)

No delivery or pick-up of materials will be accepted at this address.

The loading dock is located at [163 Saint-Antoine Street West, Montréal.](#)

Please refer to the section « Loading Dock – Entry procedure during move-in» for delivery procedures.

The following locations are available to park your car:

Viger Parking - Palais des congrès de Montréal Clearance: 1,81 m (5'11")
[1025 Chenneville Street](#)

Quartier International de Montréal Parking Clearance: 2 m (6'7")
[249 Saint-Antoine Street West](#)

Exhibit dates and times (including set-up and dismantle)

SCHEDULE								
DATE	SET-UP Exhibitors		OPENING HOURS Exhibitor access		OPENING HOURS Visitors/Participants		DISMANTLE Exhibitors	
	Saturday, May 24th	:2 :00pm	6 :00pm	:	:			:
Sunday, May 25th			:7 :30am	4 :30pm	:8 :00am	:4 :00pm	:	:
Monday, May 26th	:		:7 :30am	4 :30pm	:8 :00am	:4 :00pm	:	:
Tuesday, May 27th	:	:	:7 :30am		:8 :00am	:4:00pm	:4 :00pm	8 :00pm

No transportation equipment (flat trucks, hand trucks or trolleys) is permitted once the carpet has been installed.

Set-up of all booths must be completed by [Saturday, May 24 at 6:00pm.](#)

Accreditation

Registered Exhibit booth representatives must print off their conference badges at reception to access hall to exhibit.

Exhibit floor plan
TO BE FINALIZED

Delivery address

Palais des congrès de Montréal
Loading Dock
163, Saint-Antoine Street West
Montréal (Québec) H2Z 1X8

Delivery procedures

GES is the official carrier offering storage of advance shipments:

Advance shipments will be accepted between **April 28th and May 20th**
GES will ensure storage and delivery of materials to your booth on the set-up day.

- Contact : **GES** – <https://ordering.ges.com/CA-00068480>
- For advance shipments, please label your boxes as follows:

GES c/o TRANSKID
24TH INTERNATIONAL CONFERENCE ON EMERGENCY MEDICINE
Insert Exhibiting Company Name, Booth #
1785, 55IEME AVENUE
DORVAL, QUEBEC H9P 2W3
Canada

If you have opted not to use an official carrier and/or for any deliveries directly to the venue:

- The Palais des congrès de Montréal will accept deliveries as of **Saturday, May 24th**.
- All shipments delivered prior to this date will be refused.
- Regular opening hours of the loading dock are from 07h00 to 23h00.

For deliveries directly to the venue, please label your boxes as follows:

Event Name: ICEM 2025 – Exhibit Hall
Event Date: May 24-27

Contact information (company or organization/contact name):

_____ / _____

Room number/booth number: 210DH

The exhibitor must be present at the time of delivery. The Palais des congrès de Montréal is not responsible for any shipments received in the absence of the exhibitor.

SERVICES OFFERED TO EXHIBITORS

List of service suppliers

Supplier	Service	Contact name and contact information
GES	Exhibit set up/tear down, booth add-ons, logistics & shipping, customs services, materials handling	GES Portal for online orders: https://ordering.ges.com/CA-000684
TKNL	Audio Visual	Julien Vezina – j.vezina@tknl.com
Palais des congrès de Montréal	Electricity, plumbing, booth cleaning, telecommunications, banner installation, security, etc.	E-Commerce Portal for online service orders: https://congresmtl.com/en/services/client-portal/
TKNL	Rigging (more than 50 lbs)	servicetechniques@tknl.com
Maestro Culinaire <i>(exclusive supplier at the Palais des congrès de Montréal)</i>	Food and beverage	E-mail: info@maestroculinaire.com Banquet Manager : Melanie Khaled E-mail: melanie.khaled@maestroculinaire.ca
ConsultExpo Inc.	Customs Broker	Diane Labbé E-mail: dianel@consultexpoinc.com

Exhibit booth

Included in your booth space rental:

TABLE / 2 CHAIRS, ELECTRICAL OUTLET / GARBAGE CAN / POLL & DRAPE WALL SEPARATIONS – 8FT BACK WALL/3FT SIDE WALL/ WIFI IN EXHIBIT HALL

NOTE – THE FLOOR IS CEMENT IN THE HALL AND WILL REMAIN THAT WAY – IF YOU WISH FOR CARPET IN YOUR BOOTH PLEASE ORDER THRU GES.

STORAGE

Storage of empty boxes is mandatory and carried out by the personnel of the Palais des congrès de Montréal. Show management personnel will supply labels to place on your boxes when they are ready to be stored. Note that exhibitors will not have access to the storage area during the exhibit. Valuables should not be left inside stored boxes.

Reminder: The Montréal Fire Department (Service de sécurité d'incendie de Montréal) forbids any storage of boxes or empties inside or in back of exhibit booths.

Additional security

Show management and the Palais des congrès de Montréal will not be held responsible for theft or damage to merchandise and personal items or any injuries caused by exhibitors and their representatives during the entire duration of the event, including the set-up and dismantle.

Should you wish to order additional security for your booth, please place a service order via the E-Commerce Portal of the Palais des congrès de Montréal at <https://congresmtl.com/en/services/client-portal/>

Food and beverage services (Maestro Culinaire)

Maestro Culinaire is the exclusive supplier of food and beverage services at the Palais des congrès de Montréal. Exhibitors are not permitted to bring their own food and beverage on the premises during the event. Any exception must be approved by Maestro Culinaire.

Should you wish to serve food and beverage in your booth, all orders must be channeled through Maestro Culinaire. An order form is available via the following link: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f593862f-2f4d-4b35-9df0-15f17bc4a8a8> * please get approval from calapierre@caep.ca prior to ordering *

Should you wish to distribute or sell food and beverage samples in your booth, mandatory authorization must be received, in advance, from Maestro Culinaire. Please fill this [sampling form](#).

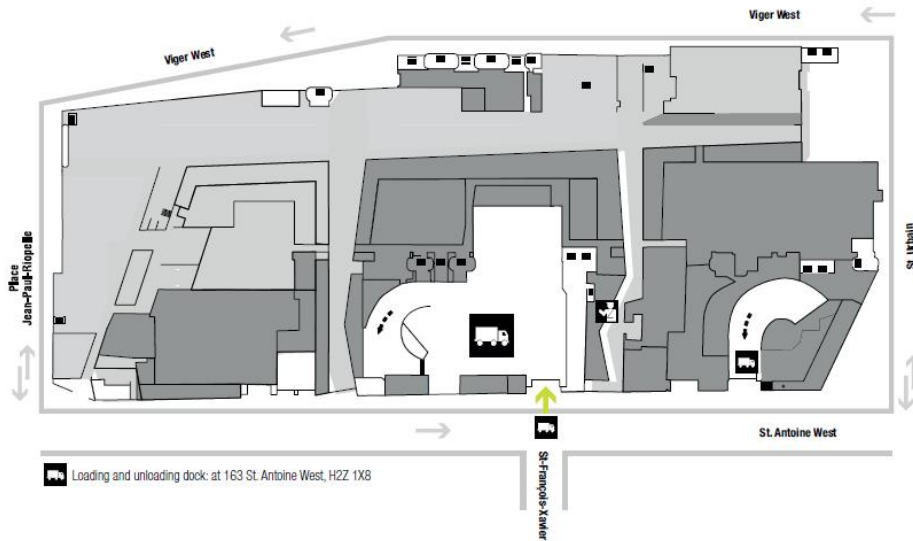
Products offered and distributed free of charge as samples must not compete with or limit the sales of Maestro Culinaire. To be recognized as a sample, these products must form part of the nature of the trade involved and therefore be distributed in order to make them known to the public.

Examples of authorized samples: a bakery that offers samples of its bread, a coffee merchant that offers a sample of its coffee.

Examples of unauthorized samples: a car parts company that distributes bottles of water, an insurance company that distributes chocolates.

Loading Dock

Entry and exit procedure to the loading dock



Entry procedure during set-up

- Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.
- A maximum of 15 minutes is permitted to unload your vehicle.
- Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.
- To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantle

- Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle. Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.
- The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.
- Blue trolleys will be available from the loading dock once the doors are opened.
- Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.
- A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.
- If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.
- Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

Nearby accommodations

Please refer to accommodations link - <https://www.icem2025.com/accommodations>

TECHNICAL INFORMATION AND GENERAL CONDITIONS

Rigging

Rigging is permitted only in designated areas and must be exclusively carried out by the Palais des congrès de Montréal personnel. In locations where no rigging points exist, structures or other event identification elements must be freestanding without impacting the infrastructure.

Animals

Only service dogs for people with reduced mobility are unconditionally authorized by the Palais des congrès de Montréal. No other animal is permitted in the building without obtaining prior written consent from the appropriate authorities of the Palais des congrès de Montréal. Approval is based on the need for the presence of the animal in the context of an exhibit, activity or during a performance. If consent is granted, it is understood that the animal must remain on a leash, or in a cage depending on the circumstances, at all times. The owner must have all health and vaccination certificates of the animal in his possession.

Cooking equipment

Exhibitors must comply with all fire safety regulations. Please refer to the following link [RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS_VF_Fi.pdf \(congresmtl.com\)](#)

Insurance

Exhibitors must possess their own liability insurance. The Palais des congrès de Montréal and its representatives assume no responsibility for any bodily harm or damage to materials, products, equipment, booths, or decorations caused by fire, water or theft, in the spaces rented or during movements within the building, whatever the cause.

Stickers

Distribution of stickers, of any kind, is strictly prohibited by the Palais des congrès de Montréal.

Balloons or confetti

The use of helium filled balloons must be pre-approved by the Palais des congrès de Montréal. Use of confetti or other similar items is forbidden. Expenses related to cleaning after the activity will be charged to the exhibitor.

Floor load capacity

For exhibits with a load capacity exceeding the limit of **1 464 kg/m² ou 300 lbs/pi²**, the feasibility and costs associated with the installation of protective measures must be evaluated and expenses paid by the promoter or exhibitor.

Compliance with fire regulations

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie de Montréal).

[RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS_VF_Fi.pdf \(congresmtl.com\)](#)

Alcohol consumption

To reduce the risk of accidents, no alcoholic beverages are permitted during set-up and dismantle.

Children

Children, under 16 years of age, are not permitted to assist their parents for security and insurance reasons.

Cleaning services

At the close of the exhibit each evening, garbage/trash cans should be placed in the aisles outside each booth. They will be emptied by the personnel of the Palais des congrès de Montréal. Any garbage/trash cans left inside the booths will not be emptied.

Language of communication

Exhibitors must follow the guidelines outlined by the "Charter of the French Language" and the "Regulation respecting the language of commerce and business" regarding the use of French and other languages on public signs and notices, on product labels and packaging and, if applicable on commercial advertising and publications distributed to the public.

[VOTRE AIDE-MÉMOIRE POUR FAIRE DES AFFAIRES EN FRANÇAIS AU QUÉBEC \(GOUV.QC.CA\)](http://www.gouv.qc.ca)

Noise restrictions

Should any equipment or device produce noise or odors which disrupt exhibitors or participants, the operation of such will be stopped at the promoter's discretion.

Obstruction of the premises

Exhibitors must not, at any time, obstruct the corridors, elevators, escalators, water fountains, hallways, nooks or recesses of dividing walls, digital signage screens, access to fire extinguishers, emergency exits or any other rooms of the Palais des congrès de Montréal.

Minimum clearance must be maintained as follows:

45 cm (18") from the following service locations:

- Trap doors leading to electrical and telecommunications connections (Rooms 210, 220 and 230)
- Storage closets (Rooms on Level 5)

5 cm (2") from the walls:

- Acoustic panels (Rooms on Level 5)

45 cm (18") from the walls:

- For all freestanding structures

A minimum clearance of 45 cm (18 inches) is required under the sprinkler heads of the building.

Protection of the premises

Exhibitors must take the necessary precautions to prevent any destruction or damage to the rented space or to property of other exhibitors for which they made be held responsible. All residual glue, paint or stains observed after the dismantle will be cleaned by the personnel of the Palais des congrès de Montréal at the exhibitors' expense.

Tobacco

The Palais des congrès de Montréal abides by the Government of Québec Tobacco and Vaping Control Act. It is strictly prohibited to smoke within the building. Smoking is permitted outside the building at a distance of 9 m (29' 5") from all access doors. In keeping with this law, any non-compliance will be subject to a fine.

Prize drawings and/or promotional activities

Any promotional activities must be done inside the booth and are prohibited in the aisles and corridors.

Publicity contests and prize drawings, organized by exhibitors, are completely independent of the promoter. Exhibitors must obtain the necessary authorization from the Régie des alcools, des courses et des jeux du Québec. For more information, please refer to the website [Tirages et autres systèmes de loterie - Régie des alcools, des courses et des jeux \(RACJ\) \(gouv.qc.ca\)](http://www.racj.gouv.qc.ca)

Forklifts

Use of forklifts is prohibited in rooms with carpeting.

Use of adhesive materials

The recommended brands and models of double-sided tape are:

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

The recommended brand and model of wall mounting adhesive is:

- Wall mounting tabs 3M, no 7220
- Use of any other brands or models may involve cleaning fees.

Motorized vehicles

Exhibitors must comply with the fire prevention regulations of the Montréal Fire Department (Service de sécurité d'incendie.de Montréal).

[RULES-AND-REQUIREMENTS-FOR-EVENT-INSTALLATIONS_VF_Fi.pdf \(congresmtl.com\)](#)

At all times, [EXHIBIT-HEALTH-SAFETY-REQUIREMENTS.PDF \(CONGRESMTL.COM\)](#) must be respected to ensure the safety of all during your event and during set-up/dismantling.