



# **2025 FALL CONFERENCE AND TRANSIT SHOW MONTRÉAL**

## **EXHIBITOR MANUAL**

**CANADIAN URBAN TRANSIT ASSOCIATION**

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# Introduction

The exhibit will take place at the **Palais des congrès de Montréal** in Exhibit Hall **210-230**, on Tuesday, **November 4<sup>th</sup>, 2025**.

**The main visitors' entrance is located at:**

201 Viger Avenue West, Montréal OR 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

Floorplan



## Québec's Bill 96

In June 2022, Bill 96 was officially passed by Québec's National Assembly and became law. The act, officially known as "An Act respecting French, the official and common language of Québec" recognizes French as the common language of Québec, Canada.

Businesses based outside Québec but operating with customers in the province will also be required to provide French translation of the same quality as any English-language content and communications they produce.

Primarily, the new requirements mean that businesses must service customers in both French and English, without favoring one over the other, and new powers will mean fines will be given out if the regulation isn't followed. This means that on any signs, banners, brochures, etc, French must be prominent.

## Move in – Move out

### Installation

November 2, 2025 10:00 AM to 2:00 PM

Novembre 3, 2025 12:00 PM to 9:00 PM

Novembre 4, 2025 7:00 AM to 9:00 AM

### Show Hours

November 4 2025 9:00 AM To 4:00 PM

### Dismantle

November 4 2025 4:00 PM To 10:00 PM

## Advance Shipment to Warehouse

### GES c/o TRANSKID

2025 CUTA Annual Conference and Transit Show

Exhibiting Company Name, Booth # \_\_\_\_\_

1785, 55E AVENUE

DORVAL, QUEBEC H9P 2W3

Canada

Shipments should arrive on or between business days:

- Monday, October 6, 2025 - Monday, October 27, 2025

Warehouse receiving hours are:

- Monday - Friday, 9:00 AM to 4:00 PM; Closed Holidays.

**Please Note:** Shipments arriving before Monday, October 6, 2025 will incur a storage fee, and shipments arriving after Monday, October 27, 2025 will incur a Late to Warehouse Fee.

## Direct Shipment to Exhibit Site

<p><b><u>Palais des congrès de Montréal</u></b></p> <p>2025 CUTA Annual Conference and Transit Show</p> <p>Exhibiting Company Name, Booth # _____</p> <p>Palais des Congrès de Montréal</p> <p>Loading Dock</p> <p>163 St-Antoine O.</p> <p>Montréal, QC H2Z 1X8</p> <p>Canada</p>
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Shipments should arrive on or between:

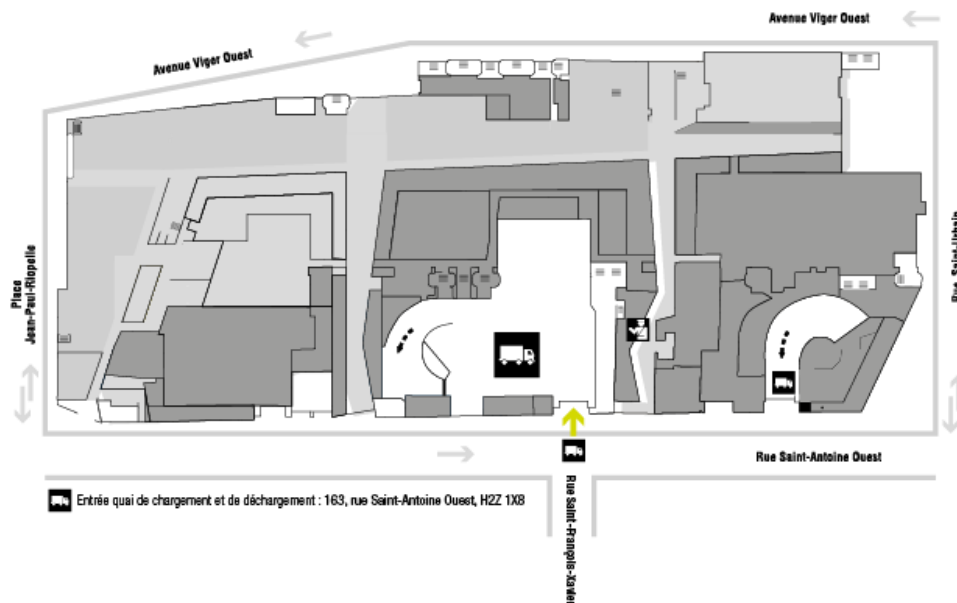
- Monday, November 3, 2025 - Tuesday, November 4, 2025, from 07h00 to 23h00.

**Please Note:**

*Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.*

*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.*

## 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.

## Booth Furnishing

Booth furnishings will be supplied by GES. Please visit the page below if you wish to order booth furnishings.

[Order Here](#)

## Booth Package

What's Included In Your Booth or Bus Space:

- ✓ 1 - 6' skirted table (3 sides)
- ✓ 2 - Side chairs (Grey)
- ✓ 1 - Wastebasket
- ✓ 1- ID Sign 8" x 48"

## Material Handling

- ✓ Please note that this is a closed dock event. Material Handling Services will be **exclusively** managed by GES Canada Ltd. Please notify your official carrier and exhibit house.
- ✓ If you are shipping material to the advance warehouse or to the show site, please make sure to pre-order your [GES material handling services](#) before the event.
- ✓ Exhibitors coming to the loading dock with their vehicle during move-in will be allowed one hand-carry trip to the exhibit hall at no charge. For more than one hand-carry trip, the exhibitor will have to pay standard material handling fees.

## Service Order

Palais des congrès de Montréal	Electricity, plumbing, booth cleaning, telecommunications, banner installation, security	E-Commerce Portal for online service orders: <a href="https://congresmtl.com/en/services/client-portal/">https://congresmtl.com/en/services/client-portal/</a>
TKNL	Rigging (more than 50 lbs)	<a href="mailto:servicestechniques@tknl.com">servicestechniques@tknl.com</a>
Maestro Culinaire <i>(exclusive supplier at the Palais des congrès de Montréal)</i>	Food and beverage	<a href="mailto:info@maestroculinaire.com">info@maestroculinaire.com</a>

## 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 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 on the E-Commerce Portal of the Palais des congrès de Montréal <https://congresmtl.com/en/services/client-portal/>

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.

# Booth Staff

## Staff List

Each exhibitor booth includes **two (2) staff registrations**. These two individuals will each receive:

- Access to the **Tradeshow Breakfast**
- A Lunch box
- An invitation to the **Business Members Evening**

Exhibitors are welcome to have **additional booth staff** beyond the two included registrations. However, please note that:

- Additional staff will **not have access to the Tradeshow Breakfast**
- Additional staff will **not receive a lunch box**, however, there are many meal options available in the Palais.
- Additional staff will **not have access to the Business Members Evening** but can purchase Business Members Evening Tickets on our event website.

All booth staff—both included and additional—will receive official **event badges**. We will contact you closer to the event to collect a **complete list of your booth staff names** for badge preparation.

## Exhibitor App

### Lead Retrieval through the Event App

All exhibitors will have access to their **own version of the event app**, which allows you to **scan leads directly from your booth** and **access them later for follow-up**.

The **main booth contact** will receive a **login and PIN/password** closer to the event. This login can be **shared with all booth staff**, allowing multiple team members to scan and collect leads using the same account.

Please ensure the app is downloaded in advance:

- **Apple users:** [Download here](#)
- **Android users:** [Download here](#)

Instructions for login and lead access will be provided when credentials are sent.

# Travel and Accommodation

## Travel

### Air Canada

Promotion Code: **AWUMCQE1**

<https://www.aircanada.com/home/ca/en/aco/flights>

### West Jet

Promotion Code: **7Q0S6UQ**

<https://www.westjet.com/en-ca/flights/conventions?p=1&discount=enter.code>

### Porter

Promotion Code: **FCTS25**

<https://www.flyporter.com/en-ca/?promocode=CUTA25>

## Accommodation

### Humaniti

**[340 Rue De la Gauchetière O O, Montreal, Quebec H2Z 0C3](#)**

Attendees can make a reservation at the Humaniti Hotel Montréal, Starting from \$255.00 CAD per night by using the link below:

**Last Day to book: October 1st, 2025**

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1726081650194&key=GRP&guestreslink2=true>

### Westin

**[270, Saint-Antoine Ouest, Montréal, QC, H2Y 0A3](#)**

Attendees can make a reservation at the Westin Hotel Montréal, Starting from \$285.00 CAD per night by using the link below:

**Last Day to book: October 1st, 2025**

**[Book your group rate for CUTA Annual Fall Conference & Transit Show Oct 2025](#)**

# 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.

## 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

If the exhibit is taking place on Level 2

For exhibits with a load capacity exceeding the limit of 1 464 kg/m<sup>2</sup> ou 300 lbs/pi<sup>2</sup>, 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).

## 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.

## 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.

## 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.

## 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.

## 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://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.

# Contact us

## CUTA

- Event Website: <https://cutaactu.eventsair.com/2025-cuta-annual-fall-conference-transit-show-montreal/>
- Event Email: [Conferences@cutaactu.ca](mailto:Conferences@cutaactu.ca)
- CUTA Website: <https://cutaactu.ca/>
- Newsletter Sign up: <https://mailchi.mp/cutaactu/expressions-signup>
- Telephone: [\(416\) 365 9800](tel:(416)3659800)

## GES

- GES Website: <https://ordering.ges.com/CA-00068892#>
- Exhibitor Services Department email : [serviceinfo@ges.com](mailto:serviceinfo@ges.com)
- Telephone : (514) 367-4848
- Toll-free in Canada: 1-877-399-3976

*Monday - Friday 08:00 - 16:00 EST.*

## PALAIS DES CONGRÈS

### Exhibitor Service Centre

- Telephone: [514 871-5871](tel:5148715871)
- Toll-free in Canada: [1 888 871-5871](tel:18888715871)
- Email: [cse@congresmtl.com](mailto:cse@congresmtl.com)