



Exhibitor's manual

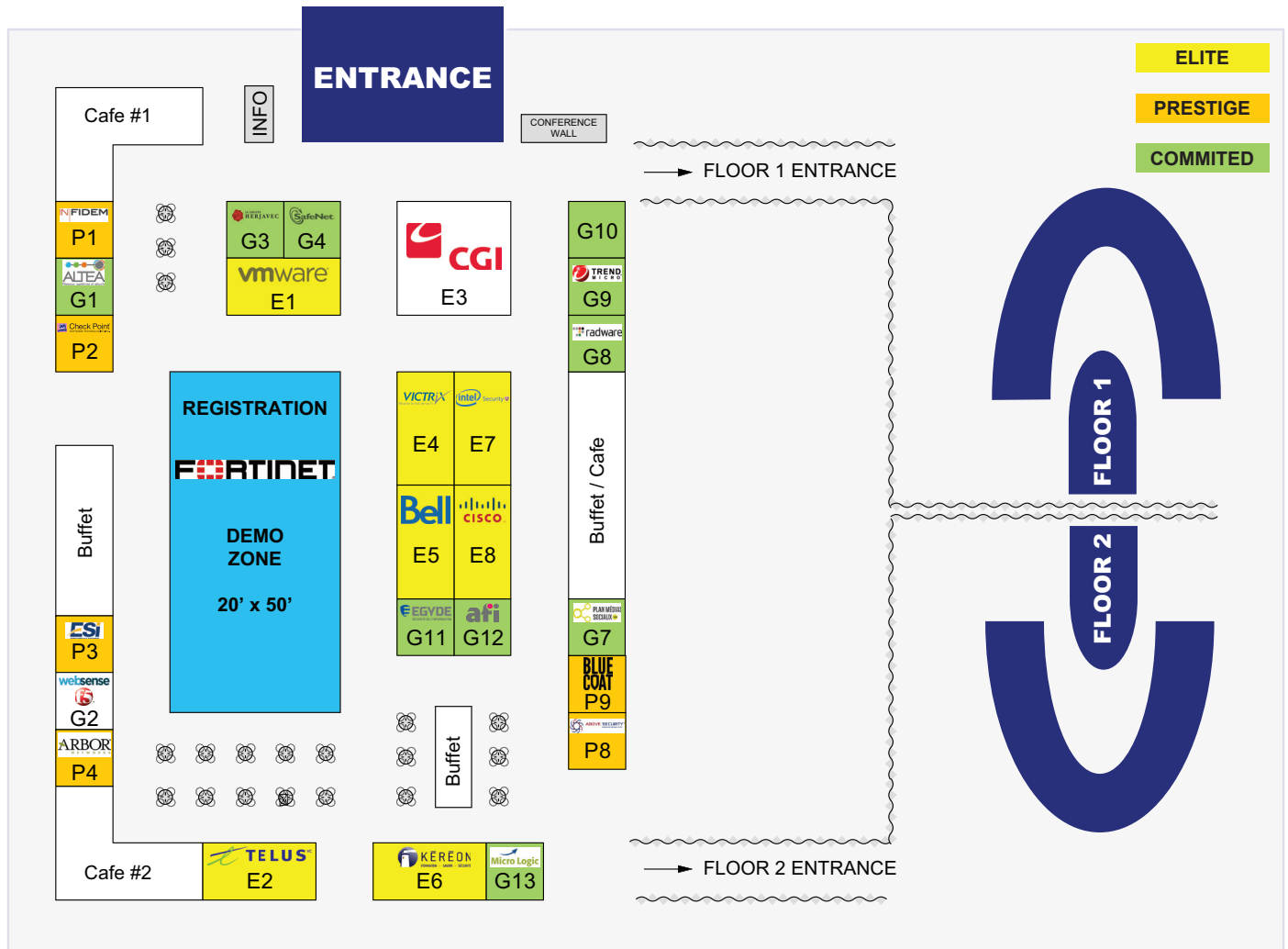


November 17, 18 and 19, 2014
Québec City Convention Centre

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Exhibitors' Map - Room 200C



Sponsor	Type	Booth	Sponsor	Type	Booth	Sponsor	Type	Booth
Fortinet	Evenement	20'50	Arbor	Prestige	P4	Radware	Committed	G8
CGI	Partenaire ASIQ/CQSI	E3	Above Security	Prestige	P8	NCI + WebSense	Committed	G2
Bell	Elite	E5	Check Point	Prestige	P2	Trend micro	Committed	G9
Victrix	Elite	E4	ESI	Prestige	P3	SafeNet	Committed	G4
Telus	Elite	E2	In Fidem	Prestige	P1	MicroLogic	Committed	G13
McAfee	Elite	E7	BlueCoat	Prestige	P9	Egyde	Committed	G11
Vmware	Elite	E1	Le Groupe Herjavec	Committed	G3	AFI	Committed	G12
Cisco	Elite	E8	PMS	Committed	G7	Telus	Service	-
Kéréon	Elite	E6	Altea	Committed	G1	UdeS	Service	-
						F5	Service	G2

Thanks to all of our partners!

This event, which over time has become the most important information-security event in Quebec, could not take place without your participation. Because we want to build a lasting relationship with you, our partners, here is something you can do to get the most from your investment. Please let us know of any suggestions or comments you have, so that we can make next year's event even better!

Conference and exhibition days

ROOM 200C

Day	Date	Time
Tuesday	November 18	from 8 a.m. to 5 p.m.
Wednesday	November 19	from 8 a.m. to 5 p.m.

Assembling

Day	Date	Time
Monday	November 17	from noon to 9 p.m.

Assembling of exhibition booths is only permitted during the hours indicated above.

Dismantling

In past years, we have seen that some exhibitors hurry to begin dismantling their booths before the event's activities are over. Out of respect for the other participants and the event organizers, please respect the dismantling schedule shown below.

Day	Date	Time
Wednesday	19 November	from 4:30 p.m. to 8 p.m.

Dismantling of exhibition booths is only permitted during the hours indicated above.

Access to the loading dock

Jour	Date	Time
Monday	November 17	from noon to 9 p.m.
Wednesday	November 19	from 4 p.m. to 8 p.m.

The Québec City Convention Centre will only accept material as of Friday, November 14, 2014. Pre-event storage fees will apply for any exhibition material received before this date.

Loading dock

LOADING DOCK level 1
875, rue Saint-Joachim
Québec (Québec) G1R 5V4

Trucks must not exceed 13'3" in height or 48' in length.

Parking is not permitted on the loading dock. Only loading and unloading is allowed in this area. Offending vehicles will be towed at owner's expense.

The access door to Room 200 ABC measures 94" wide x 92" tall. Exhibitors are responsible for planning the handling of oversized containers.

Parking

Many underground parking spaces are available near the Centre, at the Place Québec (accessible by rue Saint-Joachim), Place Haute-ville (under the Delta Hotel), and D'Youville Parking (at the Place D'Youville). For your convenience, all of these parking areas are joined by indoor passageways. These parking areas operate 24 hours a day; seven (7) days a week (see the map in the *Parking* section of the *Clients' guide*).

As of autumn 2014 and for the indefinite future - In weekdays (during the day), we strongly recommend that you use alternative means of transportation (such as car pool, public transit, Park-O-Bus) because of the level of activity in this part of the city, as well as street repairs. For more information, see our [website](#).

Parking is forbidden at all times on the Promenade Desjardins.

Services available at the Convention centre

CQSI 2014 offers you a new updated plan so that you can enjoy your meals and breaks right in the exhibitors' lounge! They also offer great ways for you to personalize your booth to make it more appealing to participants. You will find order forms for their various service providers in this document. These services provide you with creative ways to make your booth unique. For example, you could create a place for people to sit and even offer some tasty snacks. It's up to you!

Québec City Convention Centre order forms, customized for this event, are available on our website:

<http://convention.qc.ca/fr/jorganise-un-evenement/organisez-et-exposez/bons-de-commandes-exhibitors>.

- In order to facilitate the processing of these forms and avoid errors, exhibitors are required to fill out the forms directly on the screen of their computer, print, sign and return them by email at services@convention.qc.ca or by fax at 418-649-5266. **The cut-off date is Friday, October 31, 2014, at 4:30 p.m. Additional fees of 25% will be added after this date.**
- We offer an on-site service counter for your last-minute needs. A 25% surcharge will be added. It is possible that certain services cannot be offered.

The Centre offers the following services:

- Material hanging, extra electricity, storage, handling, cleaning of your booth, temporary staff, security, and a telephone connection. All services are exclusive except for the cleaning of your booth, security, and temporary staff.
- Exhibitors are welcome to contact our Exhibitors service, if needed, at 418-649-7711, ext. 4066 or 1 888-679-4000, or by email at services@convention.qc.ca. Contact: Line Laliberté

NOTE : All hanging material must be approved beforehand by the CQSI.

Exhibition booths

The CQSI is pleased to supply you with a six-foot-long table, two chairs, the structure for your booth including black curtains, a wastebasket, and a 110 V • 15 A electrical outlet, for each 10' x 10' space. We also supply the wireless Internet network.

Exhibition services

We have chosen this company for the CQSI 2014 exhibition services:

GES Global Experience Specialists
(GES Global Experience Specialists)

Amélie Paquet
Telephone: 418 877-2727 ext. 222
Website: www.gesexpo.ca
Email: ampaquet@ges.com

Handling and storage of material

All exhibitors who send material directly to the Québec City Convention Centre and who are not present to receive it accept that their material will automatically be handled by the Convention Centre staff and that **additional fees will apply that must be paid on site**. All exhibitors arriving at the loading dock with material are free to move their own material using carts, which are made available by the Convention Centre.

The Québec City Convention Centre offers storage areas near the exhibition halls and assume the management of these spaces. Storage is required during the event and every exhibitor must confirm his or her presence either by filling out the appropriate order form, or in person at the service counter during the assembling of the exhibition. Fees only include the labelling of material and the storage space. **Handling fees will apply** for moving any empty boxes or containers from the exhibition hall to the storage areas and for returning them to the exhibition hall at the end of the event.

For security reasons, exhibitors are not authorized to place material in storage, themselves.
No cardboard boxes or transportation containers are allowed in or behind booths.

Important information:

The official carrier for this event, GES, will automatically take charge of any material left behind by the exhibitors' carrier or courier service at the end of the time allotted for dismantling the exhibition. All extra costs will be billed to the exhibitor. See document Move-out procedures at the closing of an event.

Customs brokers

The official supplier for the event:

Mendelssohn Commerce

Diane Labbé

Telephone: 514 987-2700, ext. 23

Fax: 514 849-3446

Direct line: 1 800 665-4628

Email: dlabbe@mend.com

Important: Exhibitors using courier services such as FedEx, UPS, DHL, or others, must make sure that duties, taxes, etc. are paid in advance. Any merchandise sent "COD" will not be accepted by the Centre.

Courier companies do not always declare that the charges are payable by the consignee, in which case, the Québec City Convention Centre might receive an invoice 30 to 90 days after the event. In this situation, the exhibitor will receive a new invoice with additional administration fees.

Official carrier

Official carrier for the event:

GES Global Experience Specialists (GES Global Experience Specialists)

Amélie Paquet

Telephone: 418 877-2727 ext. 222

Website: www.gesexpo.ca

Cell: 418 808-1573

Email: ampaquet@ges.com

Audiovisual services

Official supplier of all audiovisual equipment for the Centre:

Freeman

André Cauchon

Telephone: 418 649-5225

Fax: 418 649-5224

Email: Andre.Cauchon@freemanco.com

Internet and computer rental services

Exclusive supplier of all Internet services and computer rental for the Centre:

Miro Informatique

Telephone: 418 649-5219

Fax: 418 780-3358

Email: miroinformatique.com

Obligations and restrictions

The following obligations and restrictions apply to exhibitors and their staff during the assembling and the dismantling of the exhibition.

Obligations

Insurance

Exhibitors must have their own liability insurance. The Company and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building, whether caused by fire, water, theft, or any other cause.

Recycling and waste management

Exhibitors must use the equipment provided for recycling (paper, cardboard, glass, plastic) during assembling/dismantling and during the exhibition. Other selective collections of waste may be added to those listed above.

Wastebaskets must be placed outside your booth, in the aisle, every evening after the exhibition is closed. They will be emptied by Convention Centre staff at no extra charge. Wastebaskets left inside the booth will not be emptied.

Restrictions

Common areas	Exhibitors must keep aisles, elevators, escalators, entrance halls, signage screens, plasma screens, building emergency exits and any other rooms in the Centre free from obstruction at all times.
Animals	The presence of any animals must receive prior approval by the Québec City Convention Centre authorities. Only recognised assistance dogs are accepted without restriction.
Cooking appliances	Exhibitors must respect all fire-prevention rules. See document Security measures and fire prevention available at www.convention.qc.ca .
Stickers	All forms of stickers are strictly prohibited by the Centre.
Balloons and confetti	The use of helium balloons must be authorized by your Event Coordinator. Charges apply for taking balloons down from the ceiling after the event.
Consuming alcohol during the assembling and dismantling	To minimize the risk of accidents, and unless otherwise authorized by the Convention Centre, alcohol will not be tolerated during assembling and dismantling.
Children	For safety reasons, we recommend that children not be present on the loading dock or in the exhibition hall during the assembling and dismantling of the exhibition.
Fire prevention	Exhibitors must respect all fire-prevention rules. See document Security measures and fire prevention available at www.convention.qc.ca .
Sound limits	Equipment or devices that produce noise or odours that inconvenience other exhibitors or their guests will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Centre has sole authority in this matter.
Adhesive tape	Only the adhesives listed below are approved for use in the Centre and may be purchased on site. Brick walls: 3M wall mounting tabs, no. 7220 Other walls: 3M wall mounting tabs, no. 7220 Floors: Tuck Tape 85 or Tuck Tape 99 Double Face Echo Tape WC-188F
Security	The Centre ensures the general security of the building 24 hours a day. However, the Centre is not responsible for goods and property belonging to the exhibitors in rented spaces. If you wish to have additional security, you must use the order form to make this request.
Food services	Capital HRS Inc. has the exclusive rights to sell and distribute food and beverages inside the Centre. It is forbidden to distribute, sell or give away any food or drink without written authorisation by Centre's administration or from Capital HRS.
Smoking	The Québec City Convention Centre offers a smoke-free environment. In respect to the Tobacco Act, since May 31, 2006, it is strictly prohibited to smoke inside the Centre and on the loading docks, with no exceptions.
Motor vehicles	Exhibitors must respect all fire-prevention rules. See document Security measures and fire prevention available at www.convention.qc.ca .

Example of address labels

Sender's name
Address

Telephone
Fax
Number of boxes
Carrier
Customs broker contact information

Exhibitor's company name

C/o: (Colloque québécois de la sécurité de
l'information CQSI 2014 # 9544-01)

Booth number: _____

Québec City Convention Centre
875, St-Joachim
Québec (Québec) G1R 5V4

Move-out procedures at the closing of an event

After dismantling, you must use the loading dock to remove your materials.

For information:
418-644-4000

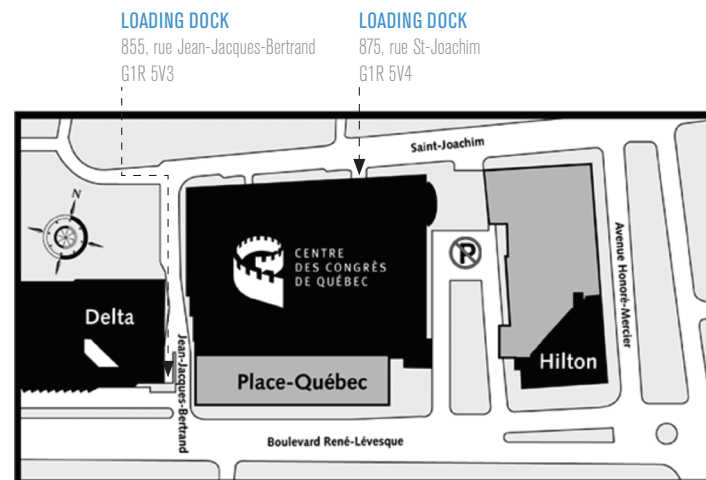
Parking is prohibited on the Promenade Desjardins.



Transportation carts are prohibited in the Centre's entrance halls.

Any exhibitor wishing to use courier services (FedEx, UPS, Purolator, DHL, etc.) must personally fill out the waybill with the account number and contact the courier service in order to organize the pick-up of his or her material.

ACCESS TO THE QUÉBEC CITY CONVENTION CENTRE LOADING DOCKS



CLOSING OF THE EXHIBITION - The decorator removes carpets from the aisles as needed.

Distribution of stored material and packaging by Exhibitors

REMOVAL OF MATERIAL - RECEPTION

BY THE CENTRE

Handling will be done by Congress Centre staff

BY THE EXHIBITOR

The exhibitor will bring his or her own material to the loading dock.
OR
The exhibitor assumes the fees for the handling service and accompanies the service to the loading dock

The exhibitor gets an **exit voucher** from the loading dock clerk

The exhibitor arrives at the loading dock with his or her vehicle and gives the exit voucher to the traffic agent who authorises the exhibitor to enter the loading dock area to collect his or her material/matériel.

REMOVAL OF MATERIAL BY THE OFFICIAL CARRIER

When the material is ready and properly labelled, the exhibitor alerts a handling agent, who notifies the loading dock manager

At the end of the time allotted for dismantling the exhibition (name of the event), GES, the official carrier for the event, will automatically take charge of any material that is left behind. The company representative, Amélie Paquet, can be reached by phone at 418-808-1573
Exhibitors will be billed for all additional costs.



Recycling bins are located at the entrance to the hall, in the service corridor

THANK YOU for your collaboration.