



IMPORTANT INFORMATION ON EXHIBIT CAPACITIES AT THE Hotel Bonaventure Montreal

The trade show at The Canadian 2024 Golf Course Management Conference will be at the Hotel Bonaventure in the St-Laurent Room.

Here are some details you should know:

- The address for the hotel is 900 Rue de la Gauchetière O. The entry for the hotel loading dock is located at the corner of St-Jacques and Montford Streets
- You must contact the Banquet Manager on Duty to off load, identify the Canadian Golf Course Management Conference in St-Laurent Room – GES staff will be there to assist
- There are two receiving docks, Dock 1 & 2 bays, specifications are noted below
- The freight elevator: if your shipment exceed 7000 lbs or is longer than 10' long x 5' wide x 8'high please notify GES
- **Dimensions- Freight Elevator: Dimensions 5' (68") wide x 10' (126") long x 8' (96") high**
- **Large Equipment Freight Elevator Dimensions: 9' (126") wide x 20' (240") long x 10' (115") high**
- **Doors behind registration: 4.5' (55") wide, 6.9' (83") high**
- **Doors from elevator – 1st door after the elevator: 7.75' (93") high, 5.4' (65") wide**
- **Door – 2nd: 6.5' (79") high, x 4.8' (58") wide**
- **St. Laurent Room Door: 6.10' (83") wide x 6.10' (83") high**
- **Doors from Place Bonaventure to St-Laurent room: 8' wide x 6'11**
- **Ceiling Height on Trade Show Floor: 8'2" at its lowest point**
- A 5-tonne truck is the maximum size that can be accommodated at the loading dock.
- You will need an appointment if moving a vehicle in
- Parking in the loading dock area is NOT PERMITTED and vehicles may not be left unattended. Please arrive prepared to unload and move your vehicle as soon as you have unloaded.
- It is your responsibility to notify GES, of any shipments requiring material handling services, forklift and/or special handling. If sending shipments by courier direct to the show site, please confirm your delivery date and all tracking numbers available on site, during move in.
- There is no forklift available

WHO HANDLES WHICH SERVICES

All further details and contact information will be provided in the Exhibitor Kit

- Exclusive Material Handling -GES
- Exclusive Electrical – GES
- Exclusive Internet Services – Hotel Bonaventure
- Exclusive Rigging – GES
- Banner/Signage Hanging via ladder – GES
- Booth Cleaning – Individual Exhibitors – GES
- Exclusive Food & Beverage Services – Hotel Bonaventure Montreal





MATERIAL HANDLING / DRAYAGE INFO

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

GES Show Service will be our official Material Handling supplier and show decorator. Exhibitors are encouraged to use advance warehousing and benefit from a discounted CWT rate. Any pallets or other freight is to go through the advanced warehouse at the special rates.

All information on the pricing of such will be contained within the Order Form document.

VEHICLE DISPLAYS ON THE CONFERENCE FLOOR OF THE HOTEL BONAVENTURE RULES

Fuel Vehicles: The City of Montreal does not permit the operation of any vehicle with fuel inside a building. This means you can not drive your equipment from the loading dock to your booth. If possible, the vehicle can be pushed in. We can also discuss skidding the vehicle and moving in with a jigger and moving in that way. Fuel in the tank must not exceed $\frac{1}{4}$ tank and fuel caps and the vehicle must be locked.

1. If you are showing a vehicle with fuel, you need to order poly protective covering for your booth (available from GES). Once the vehicle has been placed within the designated area, the engine cannot be operated in the building
2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapours. Draining of the tank shall not occur onsite.
3. Adding or removing fuel on site is prohibited (must be done outdoors).
4. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
5. Refueling must be done off property.





MOVE IN / MOVE OUT INFO

Move in for large equipment will be on Monday, February 26 from 12:00 – 5:00 pm by appointment and Tuesday, February 27 from 8:00 am – 5:00 pm. Move out will begin after the show closes on Wednesday, February 28, 3:00 pm – 10:00 pm. All vehicle movements and dock time will be arranged and directed by GES Show Service.

Carry-in Exhibits – If your exhibit space includes items that can be carried in with one trip from your vehicle, you can use the main entrance to the hotel. Note: it is a significant walk from that entrance on the 1st floor to the conference level on the 9th floor. You can use the loading dock to unload and then park your car. There will be dollies and GES staff there to assist.

Parking Options:

Hotel Bonaventure – Underground parking garage – under 6' \$26/day

Hotel Bonaventure – Outdoor parking plaza – over 6' - \$55/day

Alternative option – Safeway Parking – 900 St-Antone W Public Parking lot, vehicle \$20/day. Vehicle and trailer - \$100/day (estimate based on truck and 10' trailer)

Security

The trade show doors will be locked at night. There is a security guard on the conference floor with cameras. The escalators and elevators will also be locked in the evening.

Please review the official GES Exhibitor Kit and Forms for further information.

