



SHERATON  
Laval Hotel

## **EXHIBITOR'S GUIDE 2021-2022**

We would like to thank you for choosing the Sheraton Laval Hotel as the location for your exhibition and look forward to your visit to our hotel.

We are pleased to provide you with the following information to help you plan your exhibition.

### **DELIVERY OF ACCESSORY EQUIPMENT FOR YOUR EVENT**

Due to limited storage space, we ask that you do not ship anything before the scheduled installation day.

Please address your shipment as follows:

HÔTEL SHERATON LAVAL  
**RECEIVING- CONVENTION & BANQUET SERVICES**  
2440 aut. Des Laurentides  
Laval, Québec,  
H7T 1X5

Name of event :  
Date of arrival:  
Catering service manager name:

Name of your company  
Kiosk number  
Name of the person in charge

No merchandise will be accepted prior to the scheduled set-up date. Merchandise will only be accepted at the receiving dock (banquet landing) located at the rear of the multi-level parking lot on the north side of the hotel. Any merchandise not properly identified will be refused by the hotel. The hotel is not responsible for transfer fees, customs, insurance or any other fees that may be incurred by packages and/or merchandise. Delivery hours are from 6am to 6pm.

### **SIGNS AND DISPLAYS**

No signs, banners or advertisements will be displayed anywhere in the hotel or outside the hotel without prior approval from the Convention/Banquet Department. The hotel will provide easels for this purpose.

## **AUDIOVISUAL**

The Hotel has an agreement for full service, on-site with audio-visual company SYNC PRODUCTIONS. The hotel recognizes that your Group may instead elect to use a third party supplier for audio-visual services. The group must agree to inform the hotel of any decision made to bring in a Third-Party Supplier a minimum of thirty (30) days prior to your event to ensure that such Third-Party Suppliers have a full copy of the Hotel's Audiovisual Service Standards, Hotel Regulations and Costs associated with both, prior to the planning process.

Please note that SYNC PRODUCTIONS retains exclusive rights for use of the hydraulic lift and will therefore accompany your audio-visual supplier for all rigging purposes if need be. Audiovisual Service Standards and Hold Harmless Agreement must be signed by Third-Party Supplier a minimum of fifteen (15) days prior to Group's event.

Contact Joël Bertrand at 514-543-7962 x505 or by email: [sheraton@sync-productions.com](mailto:sheraton@sync-productions.com). Website: [sync-productions.com](http://sync-productions.com)

## **ELECTRICAL**

Electrical requirements are available exclusively with St-Martin Électrique. Please contact them directly to discuss your needs and note that all fees related to this service will be billed to you directly.

CONTACT INFO: Nancy Sarrazin (450) 687-8012

## **INTERNET**

The Sheraton Laval offers a high speed Internet service tailored to your needs. The cost is assumed by the show organizer or the exhibitor.

Packages are available upon request.

## **KIOSK SET UP AND CLEANING**

A fee applies for this service. Please request this service from the show organizer.

Your needs must be specified in advance

## **TEAR DOWN**

The merchandise must be removed immediately at the end of the exhibition/convention. Any deviation from this rule must be specially requested and agreed upon with us at the Sheraton Laval.

Boxes and/or other unidentified items left in the space will be considered as garbage.

## **STORAGE**

No storage, unless authorized by special agreement with the Sheraton Laval, will be tolerated after the dismantling date. Failure to comply with this measure will result in a fee of \$1000.00/day. Sheraton Laval is not responsible for the loss or theft of any materials.

## **MERCHANDISE HANDLING**

You must provide your own carts to transport your merchandise from the loading dock to your booth. The hotel staff is not responsible for transporting any materials. If you require additional assistance, please contact the show organizer. The Hotel can provide, upon request, labor to assist in the transportation of your merchandise. Charges will apply.

The user is responsible for protecting our carpets at all times during the loading and unloading of your merchandise (setup and tear down). The hotel reserves the right to charge for any damages to hotel property.

## **FIRE PREVENTION**

The Laval city Fire Department requires that all objects, materials and fabrics used in the booths (including tents and canopies) be made of fireproof materials with supporting certification.

All emergency exits must be kept clear. The hotel reserves the right to request the removal of a booth that obstructs access to an exit. The plan of the booths must be approved by the hotel and will be provided by the event organizer.

## **SÉCURITÉ**

The Sheraton Laval is not responsible for any loss, damages, injury or theft. Sheraton Laval can reserve the right for the need of a security guard at any booth, at the expense of the exhibitor or the show organizer.

## **ALCOOL**

In accordance with the law of the Régie des Alcools des Courses et des Jeux du Québec, no alcohol other than that sold by the Hotel may be permitted in the showrooms (as well as in the booths) or public areas. The Sheraton Laval has an exclusive license.

## **FOOD**

All outside food and beverages are prohibited in the exhibition rooms or public areas of the hotel.