

# Checklist



CENTRE  
DES CONGRÈS  
DE QUÉBEC

[www.  
convention.  
qc.ca](http://www.convention.qc.ca)

## CHECKLIST

We know that there are many details to review when organizing an event. That is why we have put together the following checklist to help you make sure everything runs smoothly.

Your event coordinator will be pleased to discuss the following points, throughout your event preparation.

### Set-up:

- Obtain the correct shipping address for all deliveries.
- Are there banners to be hung inside or outside the Convention Centre.

### Room set-up:

- Style of set-up (theatre, classroom, round table, etc.).
- Number of expected people.
- Number of speakers at the head table.
- Standard or tabletop lectern.
- Size of stage, location of steps.
- Size and width of drapes.
- Décor or props to install.
- Office equipment and furniture rental needs (copier, fax machine, etc.) You may refer to our list of suppliers.
- Internet, phone lines, walkie-talkies.
- Extra tables for document display, easels, flipcharts, water fountain, etc.

### Exhibition:

- Exhibit supplier or decorator.
- Number of exhibitors.
- Your supplier should provide you with a floor plan showing booth numbers. Your plan must get the Centre's approval.
- Set-up and teardown schedule.
- Access hours for exhibitors.
- Show schedule.
- Services included in booth rental (electricity, handling, booth cleaning, etc.).
- Public address system requirements in the exhibit hall during exhibit hours.
- Show office requirements (Internet access, telephone, etc.).
- Security requirements in the exhibit hall.
- All printed or aired advertisement must receive the Centre's approval.
- Your supplier in transportation.
- Your supplier in customs.

Customized purchase order forms are available for your exhibitors:

- |                       |                          |                     |                          |
|-----------------------|--------------------------|---------------------|--------------------------|
| • Hanging             | <input type="checkbox"/> | Plumbing            | <input type="checkbox"/> |
| • Electrical services | <input type="checkbox"/> | Security            | <input type="checkbox"/> |
| • Storage             | <input type="checkbox"/> | Telephony           | <input type="checkbox"/> |
| • Handling            | <input type="checkbox"/> | Temporary Personnel | <input type="checkbox"/> |
| • Booth cleaning      | <input type="checkbox"/> |                     |                          |

Please **allow one week** for the preparation and e-mail delivery of purchase orders.

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We strongly recommend that you prepare an **Exhibitor's Handbook**, which must be approved by your Event Coordinator prior to distribution to exhibitors. Please refer to the [Exhibitor's Handbook Reference Manual](#) on our website or ask your Event Coordinator for a list of items to include.

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**Shows and Entertainment:**

- |   |                          |
|---|--------------------------|
| • Companies involved in your event (decoration, sound, lighting...)               | <input type="checkbox"/> |
| • Set-up and teardown schedule  | <input type="checkbox"/> |
| • Specific electrical and/or telecommunications requirements for the activity     | <input type="checkbox"/> |
| • Activity schedule, program and / or script                                      | <input type="checkbox"/> |
| • Size of stage   | <input type="checkbox"/> |
| • Dance floor   | <input type="checkbox"/> |
| • Number of guests  | <input type="checkbox"/> |
| • Reserved tables for special guests, numbered tables                             | <input type="checkbox"/> |
| • Performers: dressing room requirements, performers' needs and contact person    | <input type="checkbox"/> |
| • Deliveries related to the activity (table centerpieces, decorative items, etc.) | <input type="checkbox"/> |

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Indoor pyrotechnical effects are strictly regulated. Any pyrotechnics must receive approval from both the Centre and the Québec City Fire Department, two weeks **before** the event date.

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**Food and Beverage:**

- Specify your needs, meal time, place, number of participants...
- Coffee break
- Banquet
- Snack
- Luncheon for Production team – Technicians - Entertainers
- Please refer to the “Food and Beverage” clause, if included in your contract.

For any information on food and beverage, contact Mr. Michel Walters, Director of sales **Capital HRS**, our *exclusive* supplier, at 418 649-5212.

A food and beverage service guide is also available.

**Audiovisual:**

- Name of your supplier of audiovisual services
- Technical requirements for each meeting room: projector, screen, microphone, smoke machine...

**Attention: use of the ceiling speaker network is mandatory in our breakout rooms (see our Audiovisual Services section).**

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The *official* Québec City Convention Centre In-house AV supplier is **FREEMAN Audio Visual Canada**. For more information, contact Mr. Philippe Dupont at 418 649-5226.

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**Video Signage:**

- Directional signage on our video system is provided as a basic service included in your contract.   
Video signage for each room and function is also available at **no cost**, providing you send all titles and graphic material **at least** two weeks prior to the event. A “*Video Signage Service Guide*” is available.

**Welcoming Service and Parking:**

- Access hours to the Centre. Outside business hours, only card holders will be able to access the Centre.
- Cloakroom service requirements
- The Québec City Convention Centre can provide a business centre and concierge service under certain conditions. What are your business center requirements?
- Delegates’ arrival: special requirements for large groups, buses...
- Bus parking: special daily rates available.

**In all Foyer areas, chimes can be heard to call the end of the break and the beginning of an activity.**