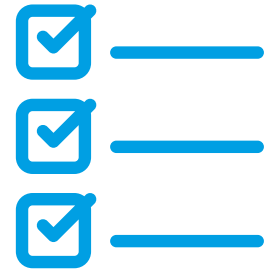


Checklist

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.

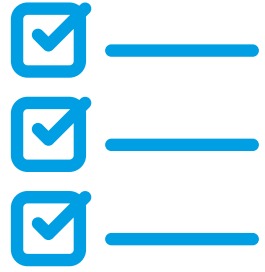


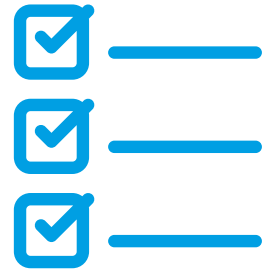
SETUP

- ☐ Deliveries: make sure you have the right address, label your packages carefully, and let us know about all deliveries.
- ☐ Are there banners to be hung inside or outside the Convention Centre?
- ☐ Style of setup (theatre, classroom, round table, etc.)
- ☐ Number of people vs what was initially indicated in the contract
- ☐ Stage (size, stair rental, drapes for the back of the stage, etc.)
- ☐ Stage layout (head table, lectern, decor, etc.)
- ☐ Office equipment (printer, photocopier, etc.)
- ☐ Needs for easels, flipcharts, extra tables for documents, water fountains, etc. (see price list)
- ☐ Internet, phone lines, walkie-talkies

EXHIBITIONS

- ☐ Exhibition supplier or decorator
- ☐ Number of exhibitors
- ☐ Floor plan provided by exhibition supplier with booth numbers
(get Convention Centre approval)
- ☐ Setup and teardown schedule
- ☐ Access hours for exhibitors
(including access to the loading dock and room)
- ☐ Show schedule
- ☐ Services included in the booth rental
(electricity, handling, booth cleaning, etc.)
- ☐ Advertising spots you would like
(get approval from Convention Centre beforehand)
- ☐ Show office requirements *(Internet access, telephone, etc.)* and ticketing/registration desks
- ☐ Security requirements in the exhibition hall
- ☐ Your official carrier and customs broker
- ☐ Hanging of directional or themed signage in aisles
- ☐ The presence of standard or heavy vehicles in the hall
- ☐ Delivery of badges for exhibitors
- ☐ Delivery and assembly of bags for visitors
(exhibition or exhibition program, flyers and promotional items)
- ☐ Rest and eating areas within the exhibition or exhibition
- ☐ Food functions during the exhibition or lounge
(buffet, cocktail, barista or other)





In order to respond to all exhibitor requests, we will produce customized purchase orders on behalf of the event for services that will **not** be included in the cost of their space rental.

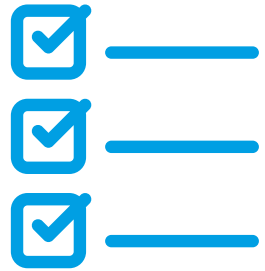
What services will your exhibitors require?

- ☐ Hanging
- ☐ Electricity
- ☐ Handling and storage (mandatory)
- ☐ Booth cleaning

Also available, upon request only: electricity other than 120 V 15 A, temporary staff, plumbing, security and telephony and any other related services.

We strongly recommend that you prepare an Exhibitor's Manual, which must be approved by our 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.

A delay of one week should be expected for the preparation of customized purchase orders and their uploading on our website.



SHOWS AND ENTERTAINMENT

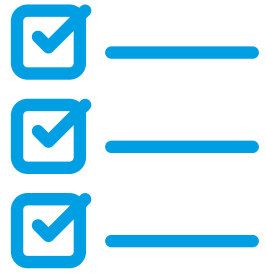
- ☐ Companies involved in your event (*decoration, sound, lighting, etc.*)
- ☐ Setup and teardown schedule
- ☐ Specific electrical and/or telecommunications requirements for the event
- ☐ Activity schedule, program and/or script
- ☐ Size of stage
- ☐ Do you need a dance floor?
- ☐ Number of guests
- ☐ Reserved tables for special guests, do you need numbered tables?
- ☐ Performers: dressing room requirements, performers' needs and contact person
- ☐ Deliveries related to the event (*table centerpieces, decorative items, etc.*)

Indoor pyrotechnical effects are strictly regulated. Any pyrotechnics must receive approval from both the Convention Centre and the Service des incendies de la Ville de Québec, at least two weeks before the event date.

FOOD AND BEVERAGE

- ☐ Specify your needs, meal time, place, number of participants, etc.
- ☐ Coffee break
- ☐ Banquet
- ☐ Snack
- ☐ Meals for production team, technicians, performers
- ☐ Please refer to the Food and Beverage clause, if included in your contract

For more **information** on food and beverage, please contact a member of the Capital HRS Inc.' team, our exclusive partner, at
418 649-5226 or at 1 888 679-4000
A food and beverage service guide is also available.



AUDIOVISUAL SERVICES

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

The official Québec City Convention Centre in-house audiovisual service provider is Encore Canada. For more information, contact the team at AV-CCQ-ca@encoreglobal.com.

DIGITAL SIGNAGE SERVICE

- ☐ Digital directional signage is provided as a basic service in your contract. Digital signage includes directional signage and basic signage for meeting rooms. If you want to customize the workshops' titles and add your logo, certain fees apply.

GREETING SERVICE AND PARKING

- ☐ Access hours to the Centre for your attendees. Outside business hours, only card holders will be able to access the Centre.
- ☐ Cloakroom service requirements and payment policy for users.
- ☐ Do you need a concierge service?
- ☐ Do you have special requirements for the arrival of large groups?
- ☐ Do you need busses?
(parking and special rates are available)

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

Important

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