

EXHIBITOR GUIDE

Americana The Urgency to Innovate 2025

Grand Quay, Port of Montreal

March
12&13,
2025

Organized by



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Welcome!

Dear Exhibitors,

Thank you for participating in **Americana, the international environmental forum and technology trade show**, taking place on March 12 and 13, 2025. This special event will bring over 1,400 attendees, 110 exhibitors and 150 speakers to the Grand Quay of the Port of Montreal.

Please read the guide carefully, as it contains all the necessary information and tools for a successful event.

We look forward to welcoming you to the event and hope that you enjoy it!

The Réseau Environnement Team

GENERAL INFORMATION

The event is organized by:

Réseau Environnement

295 place d'Youville

Montreal, QC H2Y 2B5

Claire Gaouditz, Head of Strategy and Partnerships

Phone: 514-512-2934

Email: evenements@reseau-environnement.com

In collaboration with:

OPC Events

124 McGill St, Suite 200

Montreal, QC H2Y 2E5

Juliette Nielly, Project Coordinator

Phone: 450-512-4619

Email: evenements@reseau-environnement.com

Location and Entrance

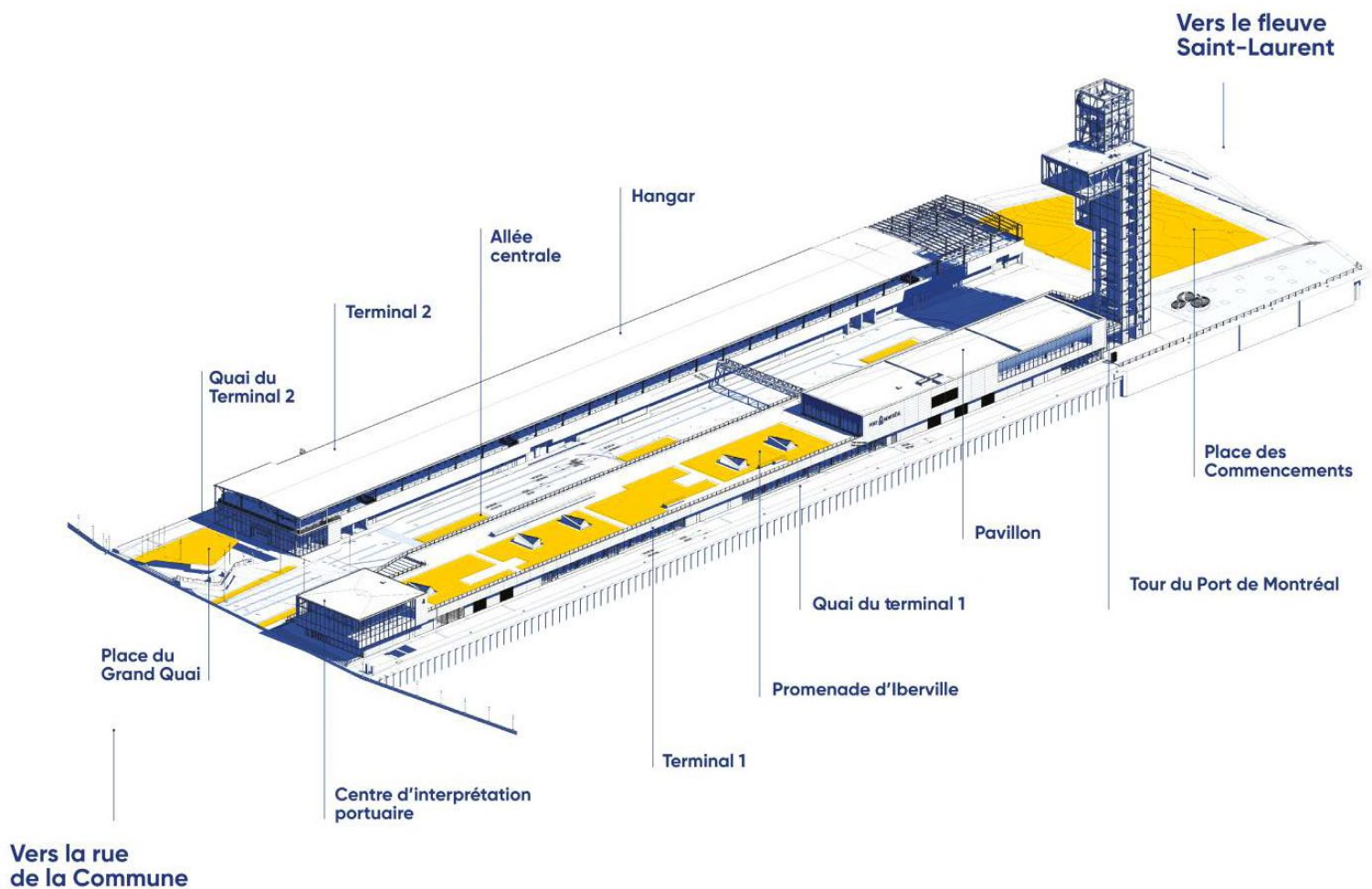
Event

The event will take place at the **Grand Quay of the Port of Montreal**, located opposite the Pointe-à-Callière Museum, at the corner of streets Callière and Commune West / Promenade du Vieux-Port.

Exhibition Hall

The exhibition will be at the **Terminal 1** level.

Site Plan



Entrance

The main visitor entrance is located at 200 Commune West St, Montreal, QC, H2Y 4B2.

When you arrive, head to the **exhibitor counter** located at the **main entrance** (see link to exhibition floor plan below).

Our team will be there to welcome you and give you your badge, which you will need to access the event.

Exhibition Floor plan

Please [click here](#) to see the exhibition floor plan.

Exhibition Dates and Times

	DATE	TIME
EXHIBITION	Wednesday, March 12, 2025	7:30 am (doors open) to 7 pm
	Thursday, March 13, 2025	8 am (doors open) to 4:30 pm

Booth Attendance

Exhibitors will have access to the Exhibition Hall 30 minutes before the event starts—7 am on day 1 and 7:30 am on day 2.

All booths must remain open with someone present during the official event opening hours (see schedule below).

To ensure that there is always someone at your booth during Exhibition Hall opening hours, we suggest rotating team members. All exhibitors must be wearing a badge with their company name at the booth at all times.

Set-Up & Tear-Down Procedures and Deliveries – Terminal 1

Overview

EXHIBITION	DATE	TIME
Booth set up	Tuesday, March 11, 2025	You will be assigned a specific time in the coming weeks.
Booth tear down	Thursday, March 13, 2025	4:30 pm-6:30 pm

Set Up

Booth set-up day has been scheduled for **Tuesday, March 11, 2025**. You will be assigned a specific time in the coming weeks.

All booths must be torn down by **Wednesday, March 12, 7:30 am**, at the very latest.

Exhibitors are not allowed to set up booths once the Exhibition Hall has been opened, or tear them down before it closes.

Tear Down

Tear down will begin **on Thursday, March 13, 2025, at 4:30 pm** and must be completed by 6:30 pm.

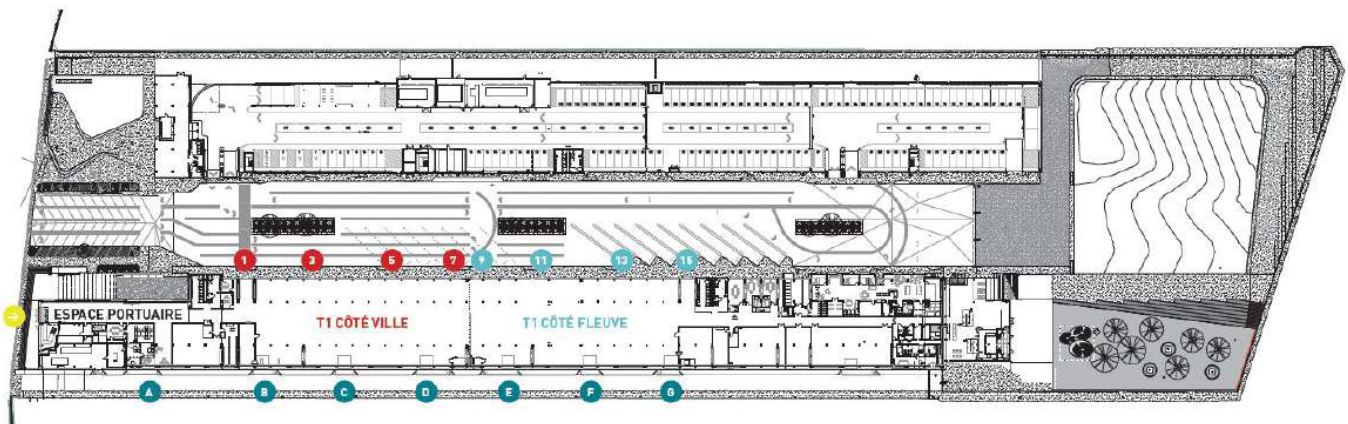
For safety reasons and out of respect for our attendees, all booths must remain open until that time.

Access and Deliveries – Terminal 1

When you arrive, please head to the **exhibitor counter** located at the **main entrance** (200 Commune West St. Montreal, QC, H2Y 4B2), so that our team can check you in and give you a badge to access the event.

Once you have checked in, deliveries may be made to the Terminal using the doors in the Allée Centrale (central lane) on the main level. Please make a note of the door numbers: #3-#5-#7-#9-#11-#13-#15.

There is no loading dock.



DELIVERY ACCESS	
CITYSIDE TERMINAL (CÔTÉ VILLE)	RIVERSIDE TERMINAL (CÔTÉ FLEUVE)
<p>Cityside Terminal Doors: Doors # 1-3-5-7</p> <p>Main door: Door 1 (This door is not for unloading. It is for visitors to check in. Please leave this area free at all times.)</p> <p>(Accessible via Allée Centrale, between Terminals 1 and 2)</p> <ul style="list-style-type: none"> • 3 double doors <p>Cityside Garage Doors: Doors B-C-D (Located at the Terminal 1 Quay)</p>	<p>Riverside Terminal doors: Doors # 9-11-13-15</p> <p>Main door: Door 15 (Accessible via Allée Centrale, between Terminals 1 and 2)</p> <ul style="list-style-type: none"> • 4 double doors <p>Riverside Garage Doors: Doors E-F-G (Located at the Terminal 1 Quay)</p>

DIMENSIONS
Double doors: 71" x 105" (180.34 cm x 266.7 cm)
Garage doors: 12' x 12'8" (3.66 m x 3.90 m)
Ventilation duct in front of garage doors: 11'5" - height (3.5 m)

For larger items, deliveries can be made through the Quay garage doors.

However, reservations must be made at least 10 days in advance to use the Quay garage doors (instead of the double doors), since the Grand Quay will have to install security fences and have a security guard on site to supervise the delivery.

Quay Access

You must obtain prior authorization to make a delivery to the Terminal 1 Quay via Promenade du Vieux-Port.

The quay safety barriers and garage doors are opened by the Grand Quay security team.

Please see the logistical agent on site.

Terminal 1 **Cityside** garage doors: B-C-D

Terminal 1 **Riverside** garage doors: E-F-G

DIMENSIONS
Available clearance on Promenade du Vieux-Port: 12' (3.65 m)
Quay dimensions (doors B to G): 25'5" x 250' (7.77 m x 76.2 m)
Garage door dimensions: 12' x 12'8" (3.66 m x 3.90 m)
Barrier access width: 15' (4.57 m)

Vehicles will not be permitted to stop and wait on Promenade du Vieux-Port.

Merchandise Handling and Storage at the Grand Quay of the Port of Montreal

Deliveries

Please do not have anything delivered before the scheduled event set-up day on Tuesday, March 11, 2025. Make sure to clearly mark all merchandise with the following information:

GRAND QUAY OF THE PORT OF MONTREAL
Receiving Merchandise
ATTN: Claudia Tremblay
200 Commune West St., Montreal, QC, H2Y 4B2

Event name: **Americana 2025 – Réseau Environnement**
Arrival date: **March 11, 2025**
Name of exhibiting company:
Booth number: ____

Exhibitors who ship their items directly to the Grand Quay of the Port of Montreal and are not on site to receive them understand that they will be automatically handled by the staff at the Grand Quay of the Port of Montreal and that fees may apply and be payable on site.

The Grand Quay of the Port of Montreal shall not be held liable in the event of broken or lost items received when the recipient is not on site.

Exhibitors may handle their own items using carts provided by the Grand Quay of the Port of Montreal, if they so desire.

The number of carts is limited, but the staff will do everything they can to get you the equipment you need in a reasonable timeframe.

Storage

For safety and organizational reasons, empty boxes, crates and cardboard must not be visible in your booth area.

Storage options:

- Store them in your vehicle.
- Hide them in your booth area, as long as they are not visible to attendees.

Please keep these things in mind to ensure a safe, professional environment.

If the boxes are broken down, they can be disposed of by the Grand Quay. However, they will not dispose of wooden pallets or other oversized containers. It is strictly prohibited to store containers beside, behind or inside your booth.

Transportation

We strongly recommend that you take public transit or shared transport to the Grand Quay of the Port of Montreal, whenever possible:

- [Bus line 715](#) (715 Vieux-Montréal / Vieux-Port direction WEST) - Get off at Musée Pointe-à-Callière (de la Commune / D'Youville), just a few minutes' walk to the Grand Quay.
- [Place d'Armes Metro Station](#) - about a 6-minute walk to the Grand Quay
- [Champs de mars Metro Station](#) - about a 15-minute walk to the Grand Quay
- [Square-Victoria-OACI Metro Station](#) - about a 12-minute walk to the Grand Quay

Parking

Cars

Public parking is available in **Terminal 2** with a maximum capacity of **160 parking spaces** on two levels. The price is \$35 per vehicle or according to the applicable hourly rate.

Payment methods: Interac, Visa and MasterCard

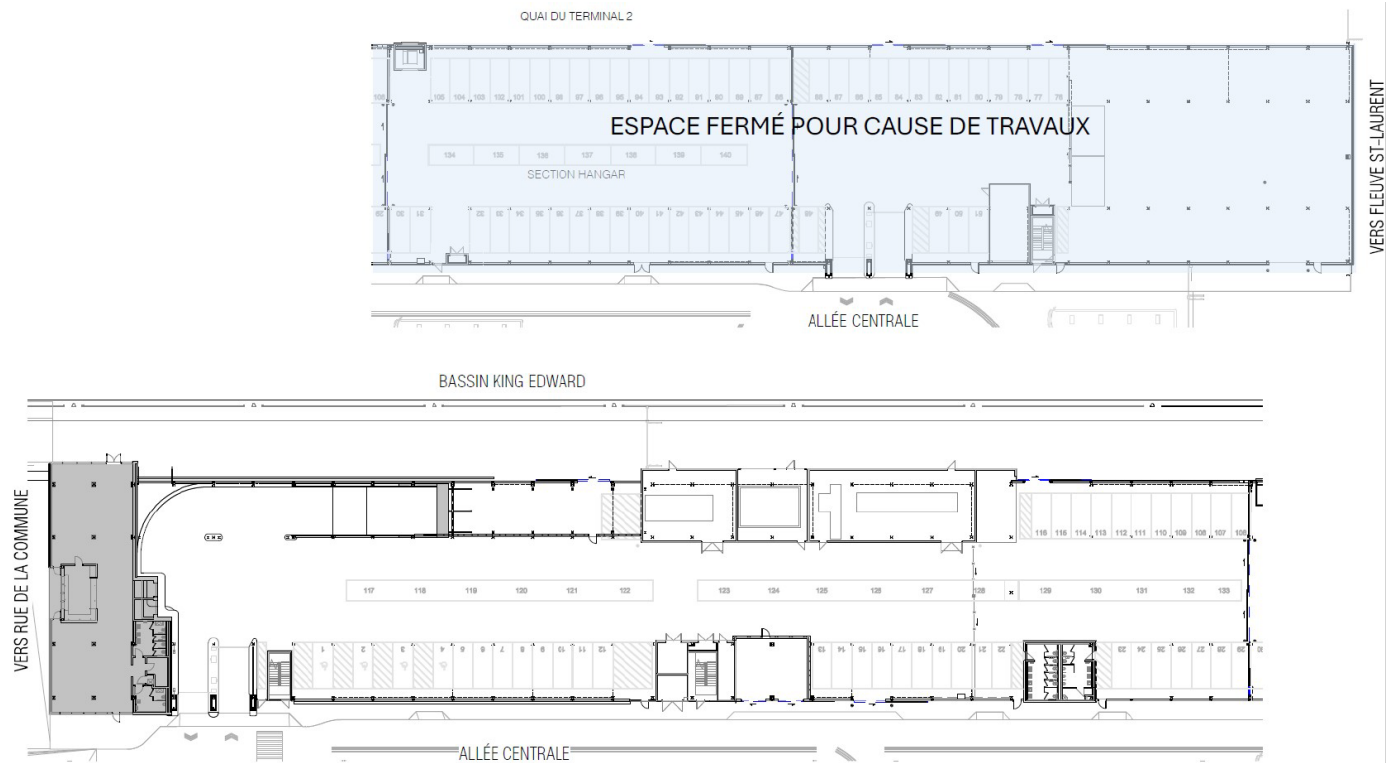
Once the Grand Quay parking lot is full, you will be directed to the parking lot on the next quay over, where the Science Centre is.

Heavy Vehicles

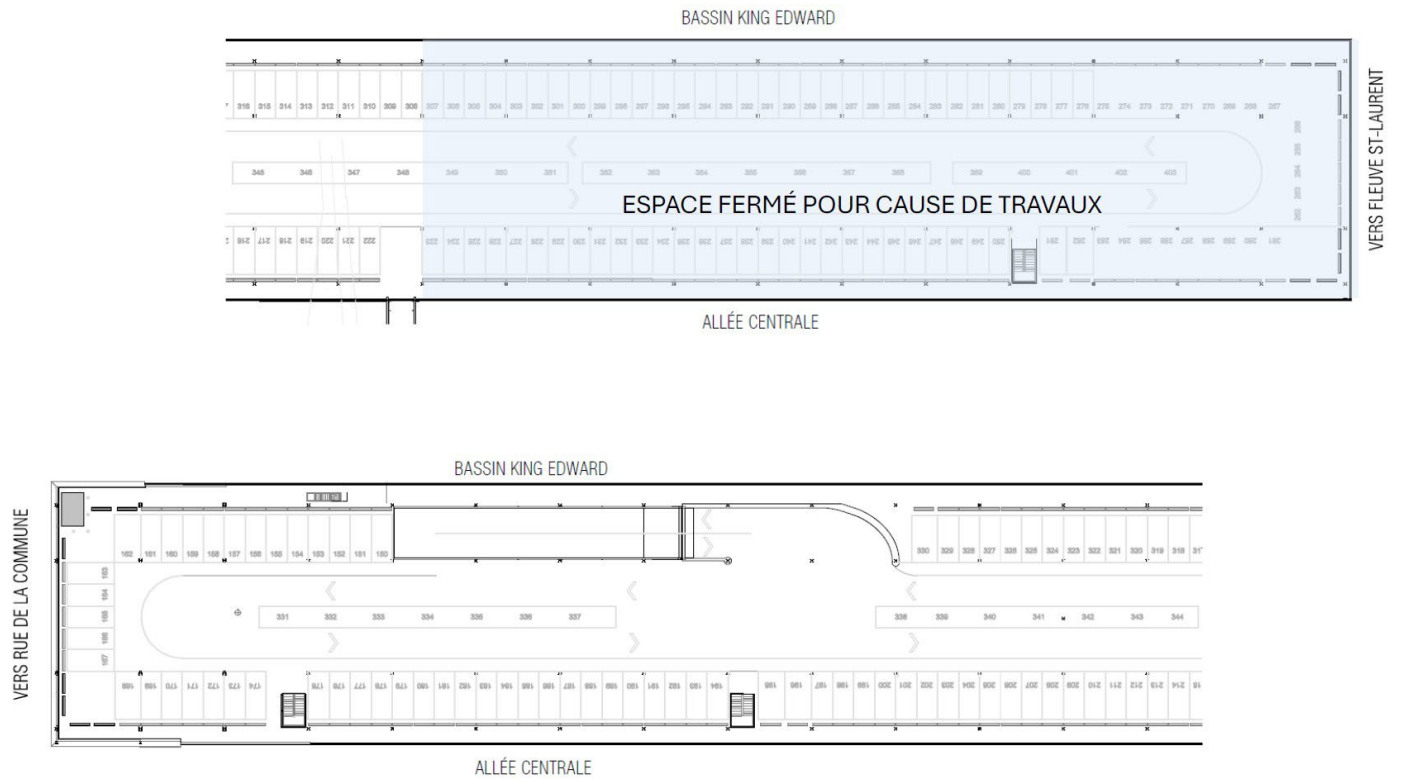
Parking lot access is limited to trucks that are 10' or less in height.

Parking spots for trucks that are 10' or more in height are available in the Allée Centrale for **\$100** per truck, per day, based on availability. If you would like to use one of these spots, please talk to the security guards at door #1.

1st Floor Parking Lot



2nd Floor Parking Lot



EXHIBITOR SERVICES

Booth Options and Inclusions

Based on which option you chose, your booth rental includes:

Booth dimensions: 10' x 10'

Maximum height: 8'

	A	B	Start-up
Base Options			
10 x 10 space	.	.	.
Total number of event passes for your representatives	3	2	1
Name displayed on exhibitor list on event website	.	.	.
Rug	.	.	.
Solid partition walls	.	.	.
Electrical supply	.	.	.
Exhibitor name displayed on the front	.		
Track lighting	.		
Counter	.		
Stool	.		
Wastebasket	.		

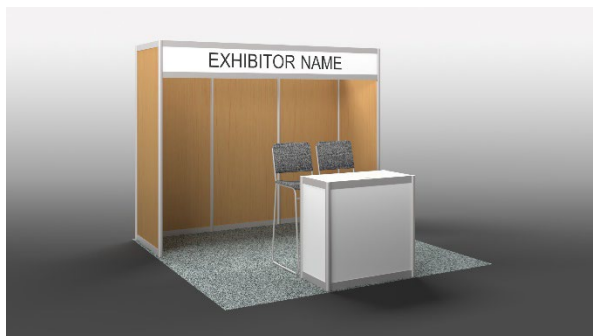
Depending on booth design

Internet (see page 14)

15-amp electrical outlet (see page 13)

***All booths must remain open with someone present during the official event opening hours (see schedule on page 5). To ensure that there is always someone at your booth during Exhibition Hall opening hours, we suggest rotating team members.*

Option A



Option B & Start-Up*



**The visual of the back of the booth for option A will be the same for option B. Please take this into account.*

Booth Design and Other Available Options

The company **GES**, a leader in event and exhibition service management, has been chosen to help with booth design and support you for all your needs. With their wide range of experience, GES offers a line of customized products and services to maximize your impact at the show.

Summary of available options:

- Signs and printing
- Additional furniture
- Plants and accessories
- Screens
- Labour
- Early shipping services
- Etc.

Online Ordering Process - Expresso

To order, please visit the GES online exhibitor ordering platform **Expresso**.

- **Accessibility:** Available 24/7.
- **Account creation:** Select the event, then create a unique secure user profile.
- **Order history and management:** With *Expresso*, you can save your orders and plan your needs for the event.
- **Deadline:** Please submit your orders by **March 10, 2025**.
- **Preferential rates:** Order by **February 24, 2025** for discounted rates.

Expresso offers secure payments and accepts all main credit cards. An order confirmation will automatically be sent to you after validation.

Signs and Printing

GES offers complete services for signs and printing, including design, production and installation, to guarantee optimal brand visibility at the show.

For more information, please visit the [Expresso](#) website.

Order by February 24, 2025, to take advantage of reduced prices.

Design files must be submitted by **March 10, 2025** at the latest.

Hanging Signage Services

GES offering services to hang your signs and posters, ensuring a safe and professional installation. However, it is strictly prohibited to hang anything from the pipes or sprinklers.

On-Site Support

A GES representative will be on site during set up to help with any last-minute requests or adjustments. Please note that same-day requests will be subject to additional fees.

Audiovisual and Electrical Services

All booth spaces include one 15-amp electrical outlet and, if applicable, track lighting. There is no audiovisual equipment included in your booth rental. If you would like to order a screen, please see the [Expresso](#) website to see the additional options offered by GES.

Reminders – Cut-Off Dates

Submit design files for booth visuals	March 10, 2025
Order booth options (preferential rate) *	February 24, 2025

**You may still place an order after these dates, up until the day before the event, March 10, 2025, but additional fees will apply.*

Early Shipping Options

GES offers fee-based delivery services:

- Delivering your items directly to your booth from the quay where they were received.
- Removing empty containers.
- Returning packed containers to the quay for loading.
- Receiving items at the GES facilities before the event (from February 10, 2025 to March 5, 2025).
- Returning packed items to the GES facilities after the event, for an additional fee.

Material Handling

GES also offers material handling services upon request, billed by item weight. You can order these services on the GES [Expresso](#) website.

Customs Services

GES, in collaboration with *ConsultExpo*, offers customs and logistics services for Americana 2025.

Please submit your request directly on the [Expresso](#) website.

Security

The Grand Quay will have 6 security guards to monitor site access and orient attendees on site. In the event of lost or stolen equipment, please inform the security team. A Montreal Port Safety Patrol Officer will be called to file an incident report with the Montreal Port Administration. In the event of an emergency, the Grand Quay security guards will contact the Harbour Master's Office for medical, fire or safety assistance. Please note that there are no medications available on site (e.g. Epipen, Tylenol, etc.).

Internet

The Grand Quay site has a public Wi-Fi network provided by Telus, who is the exclusive provider of public Wi-Fi at the Grand Quay. Up to 800 users can connect to the network at a time (10 Mb/s shared).

How to connect to the #Telus network:

You do not need special software or a password to connect. You just need a device with Wi-Fi capabilities. Please follow these steps:

- Select the #TELUS network in your device's Wi-Fi settings.
- Open a new tab in your browser. You will be automatically redirected to the TELUS Wi-Fi registration page.
- Please note: If your browser is already open, you will have to open a new tab. If the login page still doesn't open, you can try opening your browser and visiting <http://www.exemple.com>
- Enter your name and email address, and accept the TELUS Wi-Fi Terms and Conditions.
- TELUS will send you an email confirmation to the address provided.
- You will have 10 minutes of internet access. Open the email with the same device and confirm your email address by clicking on the link in the message.
- If you don't receive the TELUS activation email after several minutes, check in your spam folder.

Once you are registered, you will be able to easily connect at any of the TELUS Wi-Fi access points for 30 days. After 30 days, you will have to register again. The #TELUS Wi-Fi network is accessible to everyone, whether you are a TELUS customer or not.

Food

When you purchase a booth rental, you get a certain number of meals per day, corresponding to the number of passes included in your contract:

- **Option A:** 3 meals per booth per day
- **Option B:** 2 meals per booth per day
- **Option C:** 1 meal per booth per day

You will also have access to all of the event food vendors, for breakfast, coffee breaks and the cocktail party on Wednesday, March 12, 2025.

Food for exhibitors: If you would like to purchase food for your booth, you may place an order by credit card over the phone or email, indicating your booth number for delivery. Order deadline: March 7, 2025

By phone

514-272-1511, select option 1 for customer service

By email

info@avecplaisirs.com

Important information to provide when ordering:

Exhibitors must specify that the order is for Americana 2025 for free delivery.

Exhibitors must provide their booth number so that the order can be delivered during the event.

Deliveries will be made at the beginning of the day. The specific time will be confirmed.

Credit card number for the payment.

Snack list:

1. Platter of 10 assorted gourmet cookies (5 chocolate chip, 5 macadamia nut) for \$19.99
2. Platter of 10 vegan, gluten-free, chocolate-coconut squares for \$22.50
3. Small platter of 15 mini homemade muffins (5 maple pecan, 5 blueberry, 5 chocolate) for \$12.95
4. Large platter of 30 mini homemade muffins (10 maple pecan, 10 blueberry, 10 chocolate) for \$24.95

TECHNICAL INFORMATION, TERMS AND CONDITIONS

Eco-Friendly Guidelines

In line with Réseau Environnement's principles of sustainable development, Americana is committed to green initiatives that promote an eco-friendly event.

As exhibitors, we are counting on your precious collaboration to make this happen.

Therefore, we encourage you to:

- Reduce the number of brochures you have, or don't use them at all.
- Opt for marketing materials (brochures, signs, etc.) that can be reused at other events (rather than single use) to avoid unnecessary waste.
- When creating documents, keep the layout to a minimum number of pages and amount of ink needed for printing.
- If possible, opt for digital solutions (e.g. screen) rather than printed materials (e.g. signage).
- For signage, opt for cardboard or 100% recyclable signs, rather than plastic or stickers.
- Make sure that you sort and properly manage your waste.
- Bring a reusable water bottle. Consider whether it's truly necessary to hand out promotional items to attendees. If you choose to do so, check out Équiterre's guide to sustainable promotional products: [**HERE**](#).

- Use local vendors.

Photos and Videos

Any photos or videos from the event may be posted online or printed by Réseau Environnement.

By participating in this event, you are authorizing Réseau Environnement to take and publish content where you could be identified. Please inform the photographers and videographers if you would not like your picture taken.

Obligations

Insurance

Exhibitors must have their own liability insurance. The Grand Quay of the Port of Montreal and Réseau Environnement shall not be held liable for any body or material damage to products, stands, equipment or decorations, caused by a fire, water or theft, in the rented spaces or within the building, regardless of the cause.

Recycling and Waste Collection

Exhibitors are responsible for sorting any waste generated at the event: organic matter, compostable materials, recyclable items and household waste. Different bins will be provided for disposing of the 4 types of materials. Please note that if waste items are not sorted properly, additional fees may apply to help cover the cost of proper waste management.

Wastebaskets must be placed outside the booth area in the aisle at the end of each day upon event closing. They will be emptied by the staff at the Grand Quay of the Port of Montreal, at no charge. Any wastebaskets left inside the booth will not be emptied.

Restrictions

Security

Booths and items on display must be placed in such a way that they do not restrict:

- Access and visibility of all exits
- The width of an exit
- Visibility of exit signs
- Access to fire extinguishers

Common Areas

Exhibitors may not, at any time, block the aisles, elevators, meeting halls, exhibition halls, signage displays, plasma screens, emergency exits or any other rooms in the Grand Quay.

Animals

Except for service dogs, animals on site must be approved by the fire department, depending on the nature of the event.

Balloons and Confetti

Helium balloons are prohibited, as are confetti and glitter.

Tape and Stickers

Paint tape and camera tape are allowed on the floor as long as they are completely removed after the event. All other types of stickers are prohibited throughout the entire building. If visuals are not taken down, have left a residue or damaged the building after the event, certain fees may apply.

Smoking

It is strictly prohibited to smoke cigarettes or cannabis or to vape inside the Grand Quay (Pavilion, Port Interpretation Centre, Terminal 1) or on the green roof (Promenade d'Iberville), including all outdoor staircases and walkways, in the parking lot (Terminal 2) and on the quays outside. If caught, you will be responsible for paying the fines applicable by law.** To accommodate all attendees, a safe space will be set up for smokers in the parking lot (Terminal 2), near the walkway.

Other Prohibited Items:

- Resinous wooden branches or hay
- Peat moss
- Acetate fabrics
- Loose straw
- Packing chips
- Jute
- Sonotubes
- Coroplast (polypropylene) (+10% of total surface)
- Flares

**Thank you so much for exhibiting at Americana! We
look forward to seeing you in March!**

With the support of



Canada Economic
Development
for Quebec Regions

Développement
économique Canada
pour les régions du Québec



Québec 

