



The summit
for IT experts



THE EXHIBITOR GUIDE

OCTOBER 15TH, 2025

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1. Important Event Information

It is highly recommended to read this document in its entirety. It contains all the relevant details to help you prepare for the event. If you need any additional information, please do not hesitate to contact our team at the following address: siti@iti.ca

2. Site Access

Main entrances:

- 201 Viger Avenue West, Montreal
- 1001 Place Jean-Paul Riopelle, Montreal
- *No deliveries will be accepted at these addresses.*

Delivery dock:

[163 rue Saint-Antoine Ouest, Montréal, H2Z 1X8](#)

- Click on the address above to access the map.
- Refer to the section "Dock – Entry Procedure for Setup" for entry requirements.

3. Parking

You can use the following paid parking options for your vehicle:

- **Viger Parking – Palais des Congrès de Montréal**
1025 Chenneville Street, via Viger Avenue
Clearance height: 1.81 m (5'11")
- **Quartier International de Montréal Parking**
249 Saint-Antoine West Street
Clearance height: 2 m (6'7")

4. Public Transport

The Place-d'Armes metro station is directly connected to the Palais des congrès de Montréal.

5. Important dates

IMPORTANT DATES	HOURS	SERVICE
September 15, 2025		Deadline for submission of presentation titles and descriptions
October 6, 2025		Deadline for exhibitor registration
		Deadline for submission of presentations
October 14, 2025	Between 13h and 18h	Exhibition setup Room 517 AB
October 15, 2025	7h00 à 19h00 Ouverture des portes au public à 7h45	Event
October 15, 2025	19h15 à 21h00	Booth dismantling

6. Transporter and Delivery

Official transporter

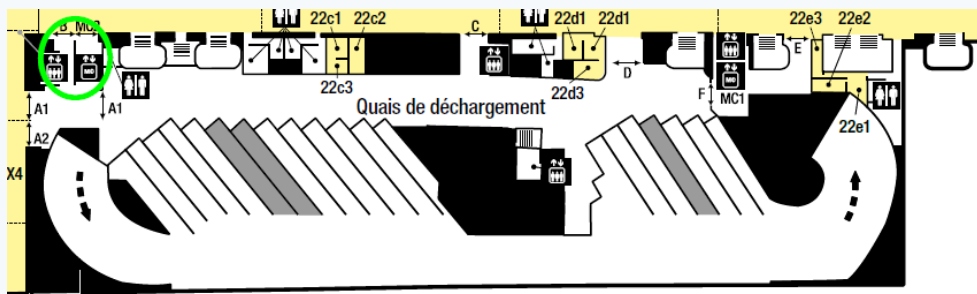
If needed, please note that the official carrier, G.E.S, can receive your material prior to the event. They will handle storage and deliver your items to your booth on the first day of setup.

[Delivery order](#)

Deliveries

Please note for any on-site delivery:

- The Palais des Congrès de Montréal will accept materials starting from the setup date only (**October 14, 2024**).
 - Any materials delivered before this date will be refused.
 - The regular opening hours of the loading dock are from 7:00 a.m. to 11:00 p.m.
- The exhibitor must be present at the time of delivery; otherwise, neither the Palais des Congrès de Montréal nor the organizers can be held responsible for materials received in the absence of the exhibitor.



Delivery slip

For direct shipments to the site, please address your packages to the loading dock (163 Saint-Antoine West, H2Z 1X8, Montreal) as follows:

Carrier:

Number of boxes:

Agency / Organization: Happening

Booth number:

To the attention of : Sommet ITI 2025

Event name: SITI 2025, SALLE 517 AB

For any questions during the reception, please contact : siti@iti.ca

Palais des Congrès de Montréal

Loading dock

163, rue Saint-Antoine Ouest, Montréal, H2Z 1X8

7. Handling and Storage

Any exhibitor arriving at the dock with their equipment can, if they wish, handle it themselves with a cart that will be made available to them. Delivery pickup of the equipment must be carried out at the dock.

Delivery and pickup of the equipment must be carried out at the dock.

Please take note of the following information:

- Please note that the handling of materials between your space and the Palais storage area, as well as the handling from the unloading dock to your space (such as unloading your truck or transporting heavy machinery, for example), **is not covered by the event organization and you will be charged for these services.**

- Packaging materials (crates and boxes) must be removed from the stands for the entire duration of the event (in accordance with the municipal regulations of the Montreal Fire Department).
- Please note that exhibitors will not have access to the Palais des Congrès de Montréal storage area once the materials are stored there. The crates will only be delivered at the end of the event, on October 15, 2025.
- At the end of the show, the empty crates will be delivered to the stands by the handlers of the Palais des Congrès de Montréal as soon as the visitors have left the room.

8. Registrations and Delegated Exhibitors

Badge

The management will allocate a limited number of accreditations for the people present at the stands for the duration of the event. These badges will be granted according to the number of registrations included in your partnership agreement. The badges must be worn at all times on the site.

Registration Procedure

Please register your team members before October 6, 2015, by accessing the portal.

Available on the Partner Portal

For any questions regarding your registration or to make an additional registration*, please contact the registration team at the following address: siti@iti.ca

**An additional fee of 200\$ will apply.*

The management reserves the right to refuse admission to the exhibition hall to any visitor, exhibitor, or employee who, in the opinion of the management, behaves inappropriately or disrupts the smooth operation of the event.

9. Food Services

On-site Food Services

Please note that the meals will be included for all participants and exhibitor at the event.

Food Services at Your Booth

Maestro Culinaire is the exclusive food service provider at the Palais des congrès de Montréal.

Exhibitors are not allowed to bring any food or beverages to the event. Any request for an **exception must be addressed to Maestro Culinaire** for evaluation.

If you wish to serve food or beverages at your booth, you must order through Maestro Culinaire.

To do so, please contact :

Noémie Pilon

Gestionnaire, Services alimentaires événementiels // Manager, Event Food Services

Maestro Culinaire Montréal Inc.

info-mtl@maestroculinaire.ca

Tél. : 514 871-3111 poste 4005

159, rue Saint-Antoine Ouest, 4e étage, Montréal (Québec), H2Z 2A7, CANADA

If you wish to distribute or sell food or beverages samples at your booth, you must obtain prior authorization from Maestro Culinaire.

10. Exhibition Space

Included

- ✓ 10' x 10' space
- ✓ Curtain partitions
- ✓ 1 table 6' and chairs (according to the number of registrations included in your package)
- ✓ One 120V (15 Amp) electrical supply

Optional (\$)

- ✓ Additional furniture

11. Aide-mémoire | Fiche contacts

Don't want to print the entire guide?

Print only this page, it will serve as a checklist and a reference for services.

Communiquez avec nous, nous sommes présents afin d'optimiser votre participation au SITI 2025.

Services	Resources	Deadline
Hotel reservation at preferential rate	Hôtel Monville 1041 Rue de Bleury (514) 379-2005 Preferential rate link	Preferential rate before September 15, 2025
Modular stand, turnkey, furniture rental, plants and accessories, labor for setup and dismantling	G.E.S. Expresso by GES	Early bird rate before September 25, 2025
Handling, hanging (with organization approval), telecommunications, security, plumbing	Exhibitor services Palais des Congrès de Montréal 514-871-5871 infotechno@confresmtl.com	Early bird rate before September 25, 2025
Exhibitor staff registration	Available on the exhibitor portal	Register before October 6, 2025
Additional sponsorship activities	siti@iti.ca	
Audiovisual equipment and information	Happening Emilie Pellier emilie.pellier@happening.ca	Order before September 22, 2025

12. Setup Period

The setup and arrangement of your booth will take place on **Tuesday, October 14, starting at 1:00 PM and ending on the same day at 6:00 PM**. This time slot may vary depending on the availability of the Palais des congrès de Montréal.

Please refer to the schedule that will be sent to you by email a few weeks before the event.

Thank you for respecting your entry time to avoid overloading the premises.

13. Entry Procedure for Setup

- Upon arrival, please **obtain a mandatory pass** from an attendant at the loading dock.
- The maximum time allowed to unload a vehicle is 15 minutes

The owner of a vehicle left at the loading dock for more than 15 minutes will be subject to parking fees or towing.

- To facilitate the transport of your goods, **blue carts will be made available** at the loading dock.
- **Parking in the reception area is strictly prohibited**, and trucks must leave the premises as soon as unloading is complete; otherwise, they will be towed at the exhibitor's expense.
- On the day of the event, October 15, 2025, exhibitors may bring materials to their booth during the hour before the opening of the show, using only light rolling equipment (4-wheel carts and hand trucks are prohibited). However, **once the doors open, this equipment will no longer be allowed in the exhibition hall**, and the transport of materials will then be done manually.

14. Dismantling Period

The dismantling period for the stads will begin on October 15 at 7:30 PM.

No exhibitor may dismantle their stand or disassemble their displays before 7:15 PM. The exhibitor must vacate the rented premises and the Palais des congrès of all merchandise by 9:00 PM on the same day, failing which they will have to reimburse the Salon management for all expenses incurred to vacate the premises (including storage fees).

To reduce the risk of theft during dismantling, it is recommended that valuable items be taken by the exhibitor as soon as the Salon closes and that the remaining materials be kept under the exhibitor's supervision.

At the end of the scheduled dismantling hours, any materials not retrieved by the exhibitor's carrier or courier service will be automatically taken over by the Palais des congrès de Montréal, and all costs will be charged to the exhibitor.

15. Exit Procedure for Dismantling

- Blue carts will be available at the docks when the doors open.
- Please ensure that all materials are ready before fetching your vehicle.
- If your materials can be transported without the help of carts, you may leave the premises through the pedestrian exit doors of the exhibition.
- Blue carts or any other heavy transport equipment are not allowed in the common and public areas of the Palais des congrès, including public elevators and escalators.

16. General Regulations

Standard and prefabricated stands, including signs, must not exceed 8 feet (2.44m) in height.

An exhibitor who plans to use or build a prefabricated wall must adhere to the following rules:

- A one-inch allowance must be left on each side of the stand partitions. For any non-compliant dimensions, you must obtain authorization from the management. The design of the stands must allow for a line of sight, meaning that the maximum height of the side walls within the first 5 feet from the aisle cannot exceed 4 feet. The maximum accepted height for any other part of the wall is 8 feet. Any exception to this rule must be approved in advance by the Salon management.
- All stand walls must be made of tastefully painted or covered materials on all surfaces exposed to public view.
- All stands must have a floor covering (carpet) with dimensions that match the rented space.
- No stand should conceal fire alarm triggers, electrical rooms, signage panels, and access to premises.
- An exhibitor with a half-moon (pop-up) stand must aesthetically close the sides with rigid material and must have a floor covering.
- Hanging banners above a stand requires the organization's approval.

Any special request regarding the appearance of a stand must be submitted for approval to the management no later than thirty (30) days before the Salon opens and must be accompanied by a plan or sketch illustrating the request. However, it is possible to distribute promotional items within the rented space.

Promotional Activities

All commercial solicitation must take place within the stands. Promotional activities are prohibited in the aisles, restaurants, and corridors.

Commercial advertisements and contests organized by exhibitors in connection with their participation in the event must not engage the promoter in any way. The exhibitor must provide the management, upon request, with the authorization from the Régie des alcools, des courses et des jeux du Québec obtained for organizing such a contest.

A draw organized by ITI will take place at the end of the day to award prizes to participants. However, if you wish to hold a draw directly at your booth, this is also possible. Please inform the organization members before September 26, 2025.

Insurance

The exhibitor must have their own "liability" insurance. The Société du Palais des congrès de Montréal or its agents assume no responsibility for bodily injury or material damage to products, stands, equipment, or decorations caused by fire, water, or theft in the rented premises or during transitions in the building, regardless of the cause.

Stickers

The distribution of stickers is prohibited. The costs incurred for removing them from the floor, walls, or other stands will be charged to the exhibitor.

Noise

The exhibitor must respect visitors and their fellow exhibitors. Any device that causes excessive noise is prohibited and will be removed at the exhibitor's expense.

Walls, Ceiling, and Floor of the Building

It is forbidden to perforate, paint, or alter the walls of the building and the concrete columns of the exhibition hall. The floor of the building must not be perforated, painted, or altered in any way. No adhesive other than gummed tape may be applied to the floor.

The exhibitor must remove the gummed tape from the floor during dismantling; otherwise, additional charges will be billed to them.

Authorized Tape

- Wall surfaces: 3M wall mounting strips, no. 7220
- Floor surfaces: Echo Tape CL-W6300 or VI-N6120 or equivalent Double Face Echo Tape DC-W188F.
- Brick walls: 3M wall mounting strips, no. 7220.
- *The use of other brands or models may incur cleaning fees.*

Pallet Jack

The use of pallet jacks is prohibited in carpeted rooms, without exception.

Fire Prevention

The exhibitor must comply with fire prevention rules. See the document "Safety Measures and Fire Prevention": http://congresmtl.com/pdf/Guide_prevention_incendie_exposition.pdf

17. Nearby

Official Event Accommodation

Rooms, in limited quantity, have been pre-reserved until September 15, 2025, at the following hotel :



Hôtel Monville

1041 rue de Bleury

514-379-2005

<https://www.hotelmonville.com/>

[Click here to book](#)

Don't forget to enter the following code to benefit from a preferential rate: **2510SITIOPEN**

Other Accommodations

Here is a list of other available accommodations nearby:



Le Westin Montréal

270 rue Saint-Antoine O

514-380-3333

<https://www.marriott.fr/hotels/travel/yulle-le-westin-montreal/>



Hôtel Place d'Armes

55 rue Saint-Jacques

514-842-1887

<https://hotelplacedarmes.com/>

18. Restaurants

Here is a list of nearby restaurants :



Tiradito \$\$\$

Peruvian Restaurant

1076 rue de Bleury, Montréal

514 866-6776

<https://www.tiraditomtl.com/>



Pizza Il Focolaio \$

1223 R. du Square-Phillips

514-879-1045

<https://ilfocolaio.ca/>



Steak Frites St-Paul \$\$

405 Rue Saint-Antoine O

514-878-3553

<https://steakfrites.ca>



Fiorellino \$\$

470 Rue De La Gauchetière O

514-878-3666

<http://www.fiorellino.ca/>