

SITI 2025

Exhibitor Guide



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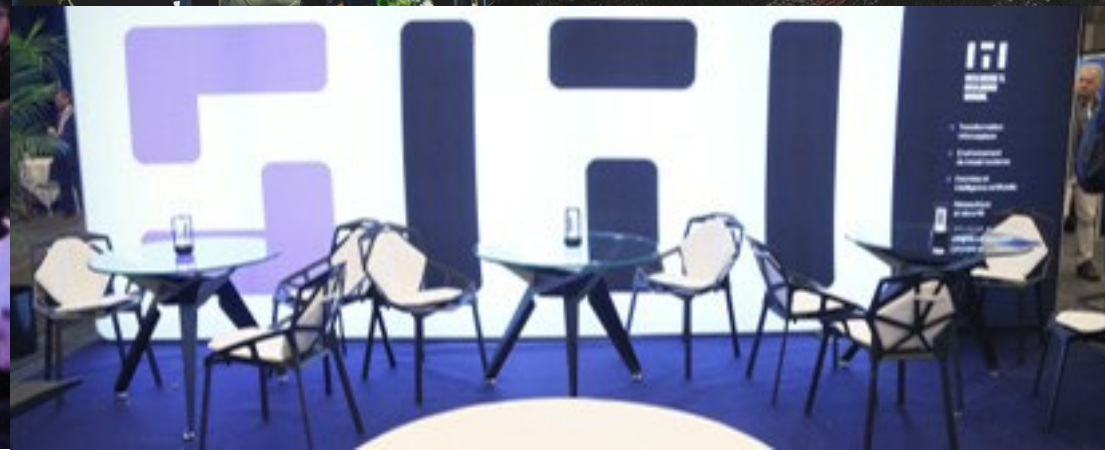


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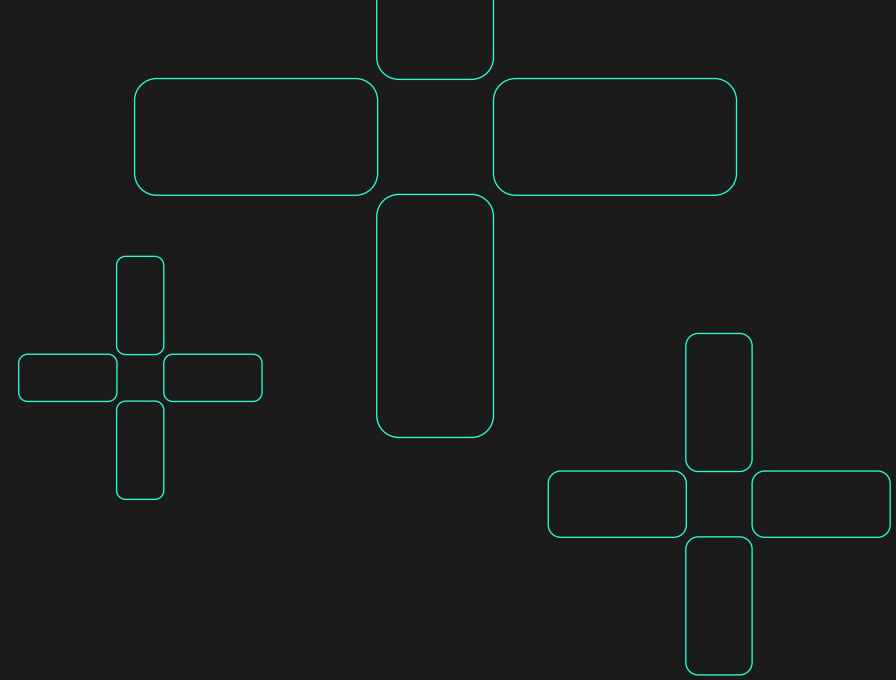
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ACCESS TO THE SITE



PALAIS DES CONGRES DE MONTREAL

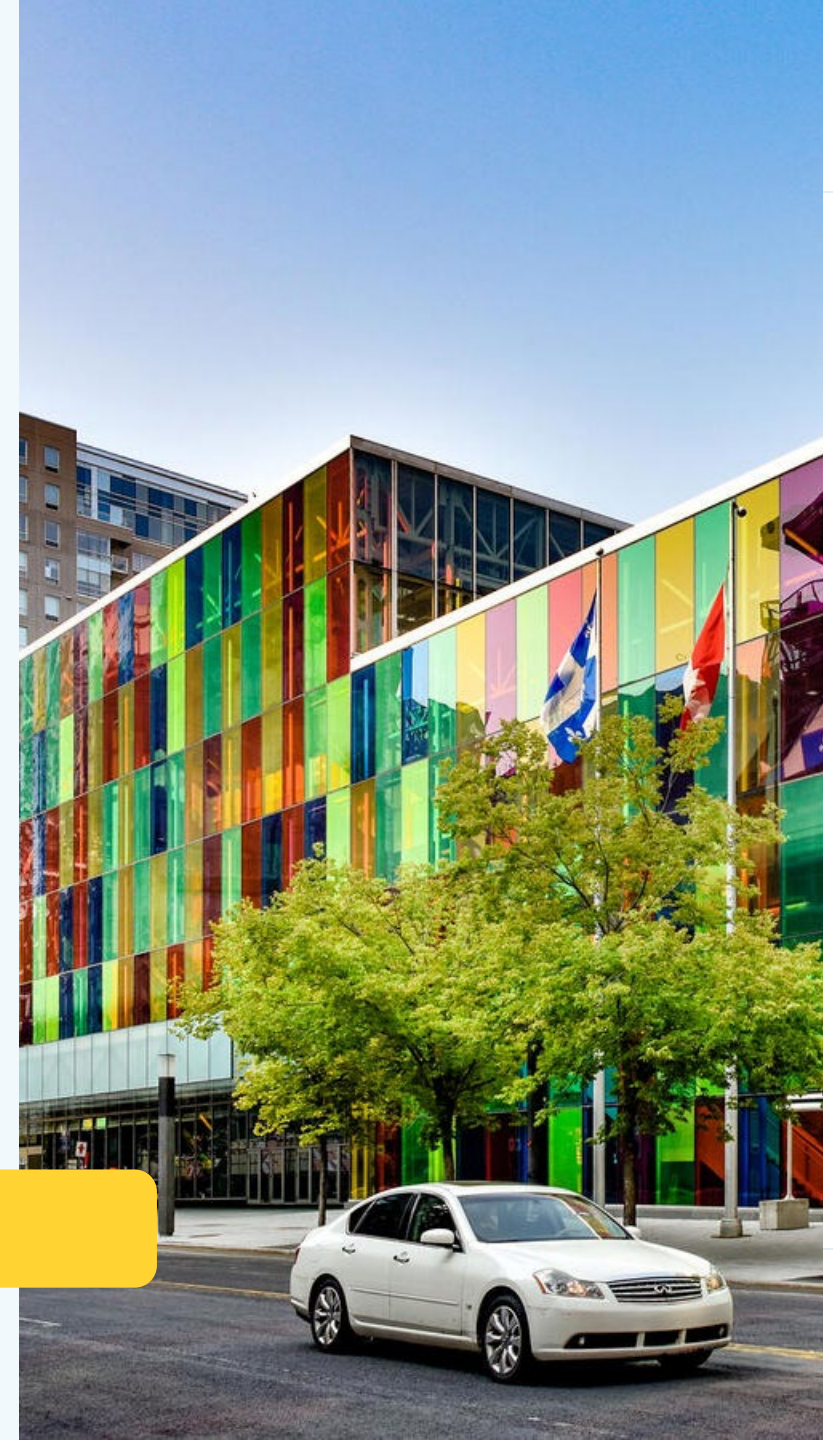
Main entrances

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

Parking

You can use the following paid parking lots to park your vehicle:

- ✓ **Stationnement Viger**
 - 1025 Chenneville Street, via Viger Avenue
- ✓ **Stationnement Quartier International de Montréal**
 - 249 Saint-Antoine Street West



ACCESS TO THE SITE

LOADING DOCK



DELIVERY DOCK

163 Saint-Antoine Street West, Montreal, H2Z 1X8

- ✓ *Click on the address above to access the map.*
- ✓ *Refer to the section "Dock – Assembly entry procedure" for entry procedures.*



[GOOGLE MAP](#)

DATES TO REMEMBER

IMPORTANT DATES	HOURS	SERVICE
September 15 th 2025		Deadline for the submission of presentation's titles and descriptions
October 6 th 2025		Deadline for Exhibitors Registration
		Deadline for presentations submission
October 14 th 2025	1p.m. to 6 p.m.	Exhibition set up Room 517 AB
November 15 th 2025	07:00 am to 7:00 pm	Event Doors open to the public at 7:45 a.m.
November 15 th 2025	7:15 pm to 9:00 pm	Tearing down your kiosks

OFFICIAL TRANSPORTER

G.E.S has been mandated as the customs broker and official carrier for SITl 2025 to be held at the Palais des congrès. For a quote, two options are available to you :

Scan the QR code now and follow the steps :



OR

Go to page 4 of your exhibitor guide accessible via partner area and click on the [Delivery Order Link](#).

If necessary, please note that the official carrier may receive your equipment before the event. He will ensure the storage and delivery of the equipment to your stand on the first day of assembly.

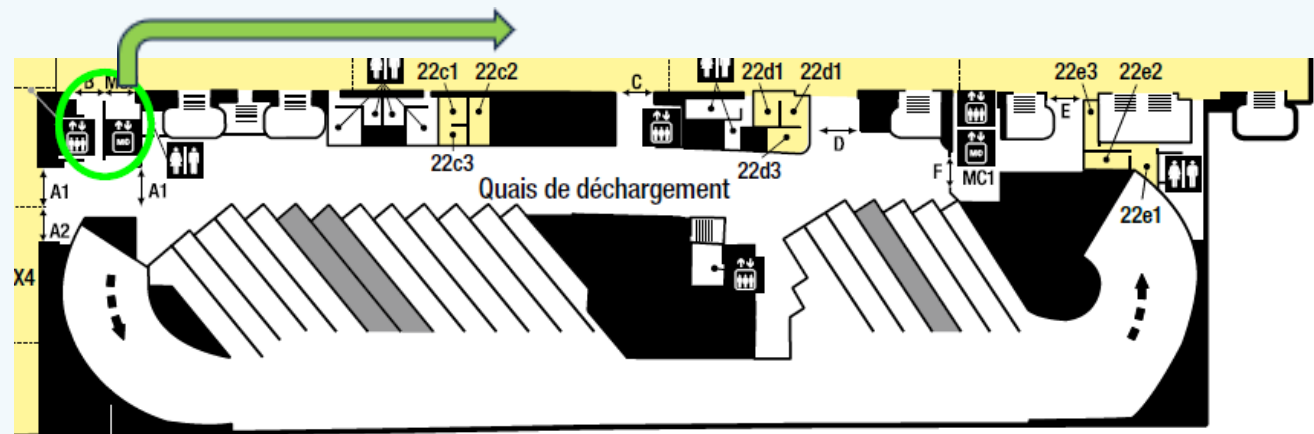
DELIVERIES

Please note if you have decided not to use the official carrier and/or for any deliveries on the site:

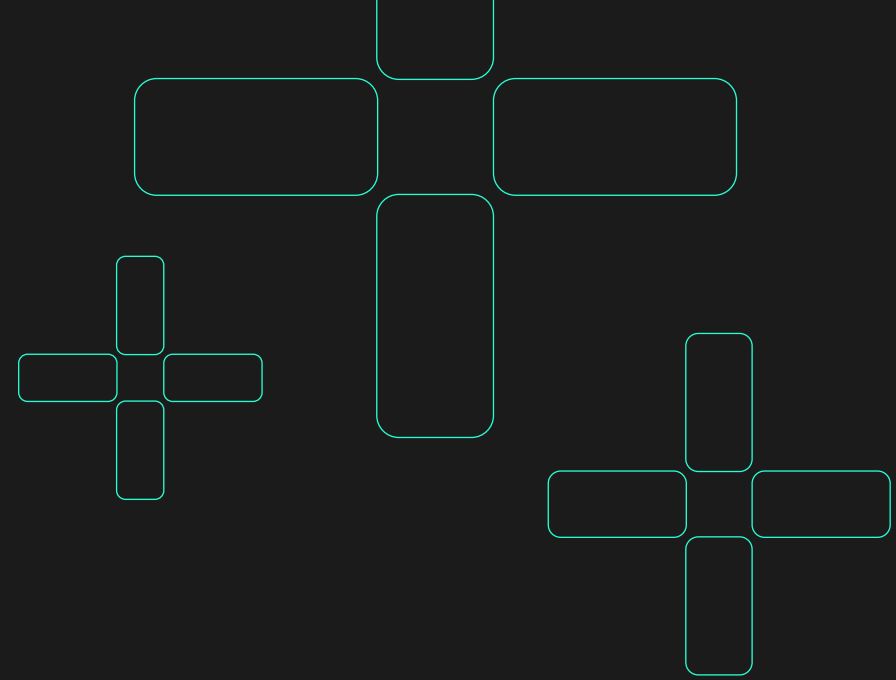
The Palais des congrès de Montréal will accept materials from the date of installation only (October 14, 2025).

- ➔ Any equipment delivered before this date will be refused.
- ➔ The regular opening hours of the wharf are from 7:00 a.m. to 6:00 p.m.

The exhibitor must be present at the time of delivery, otherwise under no circumstances can the Palais des congrès de Montréal or the organization be held responsible for the equipment received in the exhibitor's absence.



[02] HANDLING AND STORAGE



HANDLING AND STORAGE OF YOUR EQUIPMENT

Any exhibitor who arrives at the landing stage with his equipment **can, if he wishes, handle himself with a trolley that will be made available to him.**

The delivery and collection of equipment must absolutely be done through the drop-off area.

HANDLING AND STORAGE

PLEASE READ THE FOLLOWING INFORMATION

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

Packing material (boxes and boxes) must be removed from the stands for the duration of the event (in accordance with the municipal by-law of the City of Montreal Fire Department).

Please note that exhibitors will not have access to the Palais des Congrès de Montréal's storage once the equipment is stored there. The boxes will only be sent at the end of the event, on October 15, 2025.

At the end of the show, the empty boxes will be transported to the booths by the Palais des congrès de Montréal's handlers as soon as possible, once visitors have left the room.

[03]

REGISTRATIONS AND DELEGATE EXHIBITORS

BADGE MANAGEMENT

Management will allocate a limited number of accreditations for those present in the stands for the duration of the event. These badges will be awarded based on the number of registrations included in your partnership agreement. **Badges must be worn at all times on the site.**

You will have the opportunity to pick up your badges on October 14, 2025, between 2 PM and 5 PM.

Note : We will not allow partners to register as participants.

REGISTRATION PROCEDURE

Please register your team members before October 6, 2025 by accessing the portal.

Available on your partner portal

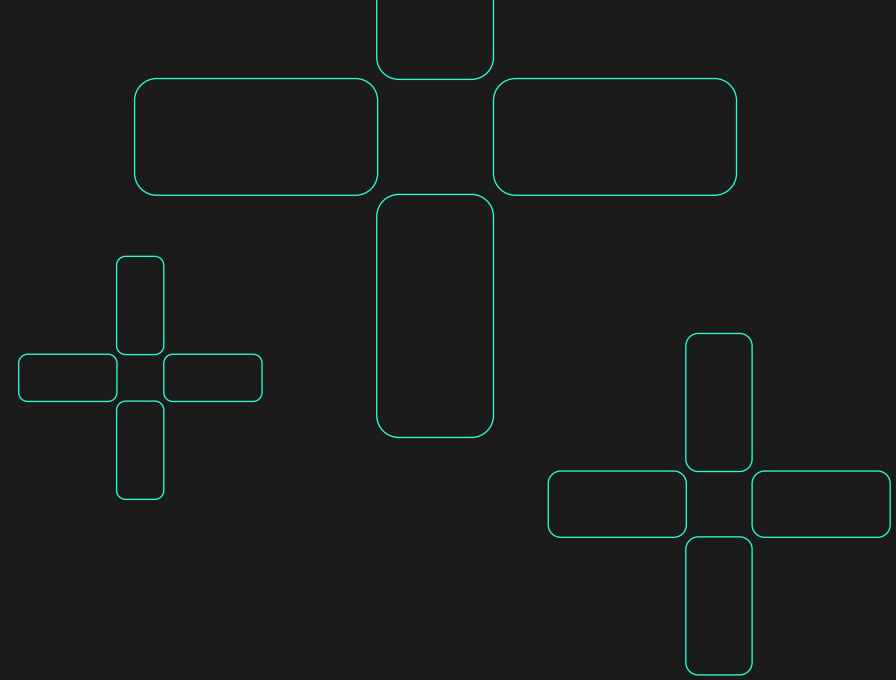
If you have any questions about your registration or would like to make an additional registration*, please contact the registration team at: siti@iti.ca

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

Management reserves the right to refuse admission to the Exhibit Hall to any visitor, exhibitor or employee who, in the opinion of management, engages in inappropriate behavior or disrupts the smooth running of operations.

[04]

FOOD SERVICES



FOOD SERVICES

→ ON SITE

Please note that meals will be included for all participants and exhibitors of the event.

Note: Meals are included for the number specified in your partnership agreement. Additional fees apply for extra partners at your booth.

→ AT YOUR BOOTH

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

Exhibitors will not be able to bring any food or drink to the event venue. **Any request for exemption must be sent to Maestro Culinaire for evaluation.**

FOOD SERVICES

MAESTRO CULINAIRE

- If you wish to serve food or drink at your stand, you must order through Maestro Culinaire.
- To do so, please send your request to:
- 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 Saint-Antoine Street West, 4th Floor, Montreal, Quebec H2Z 2A7 CANADA
- If you wish to distribute or sell food or drink samples at your stand, you must obtain prior authorisation from Maestro Culinaire.

LUNCH BOX SERVICE FOR EXHIBITORS

In order to reduce the queues, one lunch box per registered partner will be provided directly at your booth.

On the morning of the event, you will find an order form on the table of your booth.

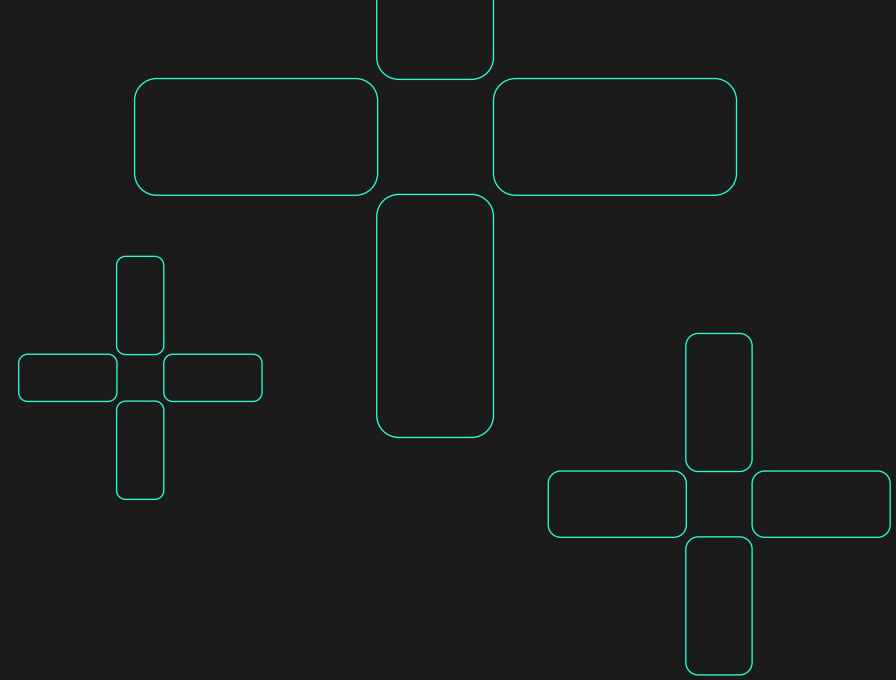
Please complete it quickly

A member of our team will pick up the vouchers at 9am

Lunch boxes will be served directly at your kiosk

[05]

EXHIBITION SPACES



EXHIBITION SPACES

➔ INCLUSIVE

- Space 10' x 10'
- Curtain partitions
- 1 6' table and chairs (depending on the number of registrations included in your package)
- 120 V (15 Amp) power supply (1)

➔ OPTIONAL (\$)

- Additional furniture

[05]

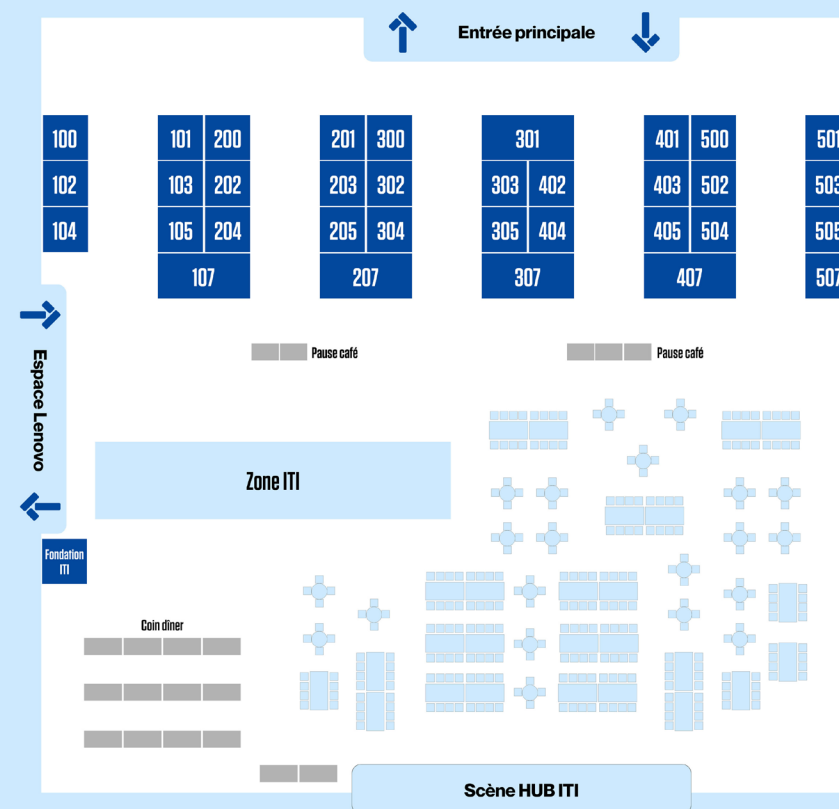
FLOOR PLAN

FLOOR PLAN

SITI2025 Plan de salle Floor plan

Partenaires | Partners

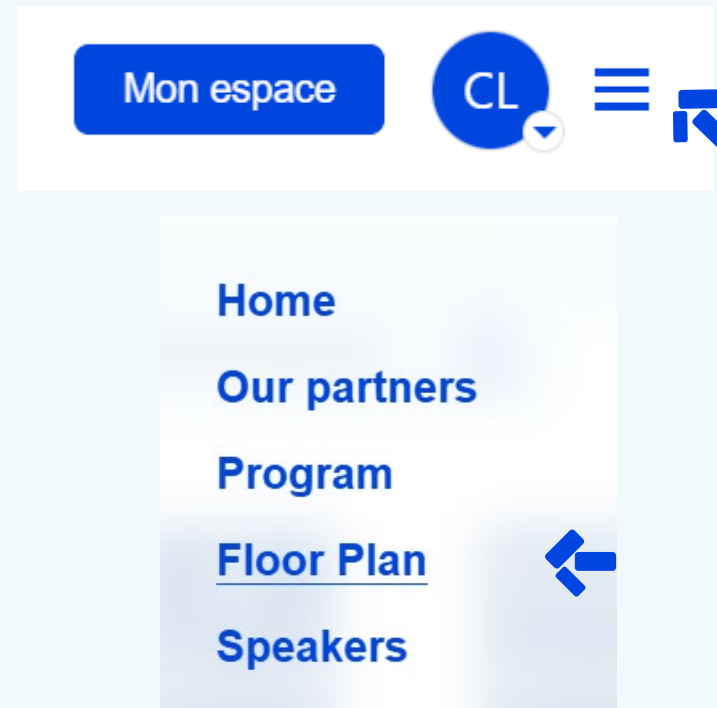
AI LENOVO / NVIDIA	207	LOGITEC	304
ARCTIC WOLF	102	MICROSOFT	307
ARISTA	504	NETAPP	402
CISCO	301	NUTANIX	103
COMMVAULT	104	PALO ALTO	507
DELL TECHNOLOGIES	407	PANASONIC	101
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FORTINET	404	VAST DATA	401
HEWLETT PACKARD ENTERPRISE	204	VEEAM	201
HITACHI VANTARA	105	VERTIV	303
HP INC.	205	WIZ.io	202
IGEL	500	ZSCALER	501
LEASEWEB	403	ZONE ITI	
LENOVO	107	ZONE ITI FONDATION	



HOW TO GET THERE THROUGH YOUR PARTNER SPACE

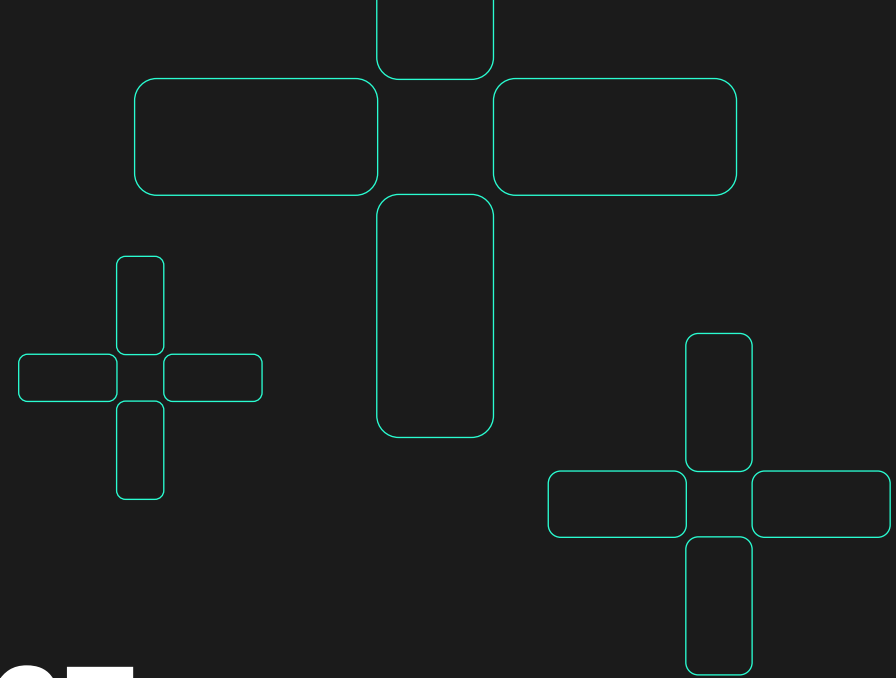
LINK :

<https://siti.iti.ca/en/plan-de-salle>



[06]

CHECKLIST | CONTACT SHEET

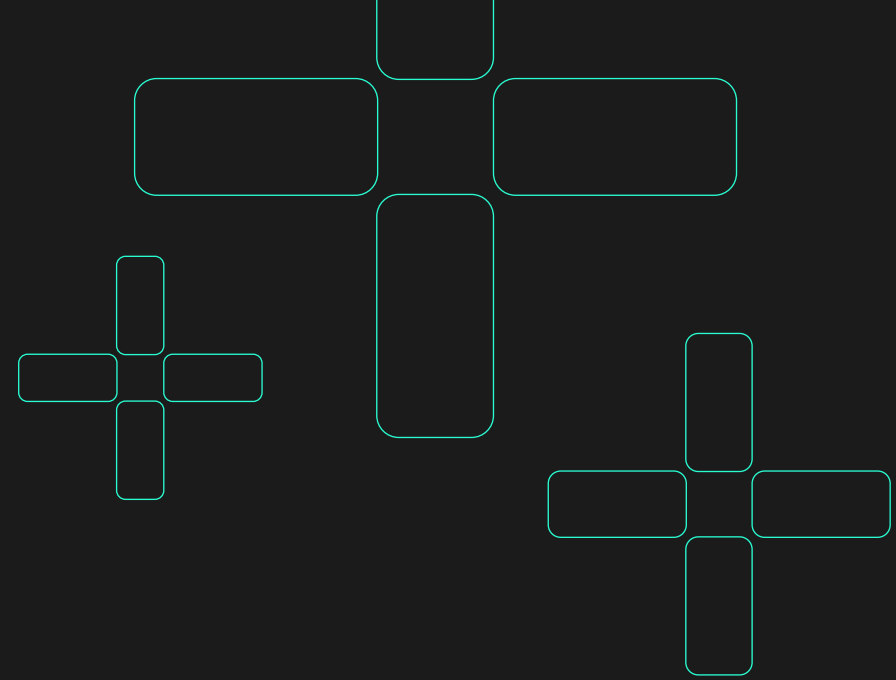


LIST OF SERVICES AND CONTACTS

SERVICES	RESOURCES	DEADLINE
Reservation of accommodation at a preferential rate	Hôtel Monville 1041 de Bleury Street, Montreal Link to the preferential rate	Preferential rate while availabilities last
Modular stand, turnkey, rental of furniture, plants and accessories, labour for assembly and dismantling	G.E.S Link to place an order	Early Bird Rate September 29, 2025
Handling, hanging (with organizational approval), telecommunications, security, plumbing.	Exhibitor Services Palais des congrès de Montréal 514-871-5871 Infotechno@congresmtl.com	Early Bird Rate September 29, 2025
Exhibitor Staff Registration	Available in the exhibitor portal	Registration before October 6, 2025
Additional Sponsorship Activity	Organisation team siti@iti.ca	
Audiovisual and computer equipment	Happening Émilie Pellier emilie.pellier@happening.ca	Order before September 22, 2025

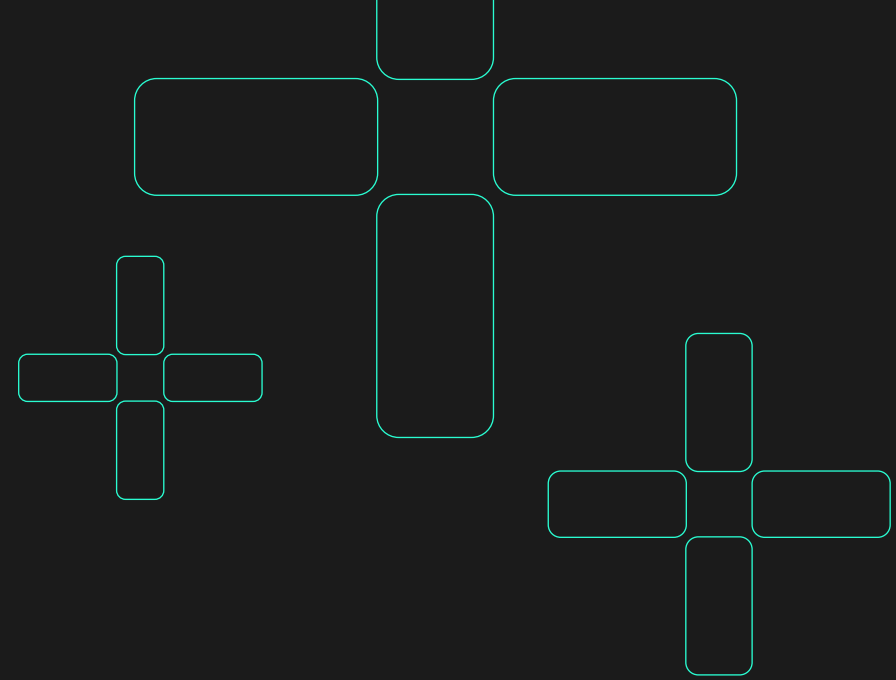
[07]

When you arrive on site



WHEN YOU ARRIVE ON SITE

- If you wish to participate in the full day, you should know **that the doors will open at 7:45 am.** If you simply wish to show up for your workshop, we ask that you arrive **at least 45 minutes before the start of the session.**
- The speakers of each session are invited simultaneously in the lounge area **(room 514A)** for the sake of efficiency regarding **the briefing 45 minutes before the start of their conference.**
- **Conference:** Please go to the control room of your conference room of your conference so that a technician can install your **10 minutes before the start headset.** For speeches at the lectern, a fixed microphone will be installed.



[08]

Simultaneous traduction

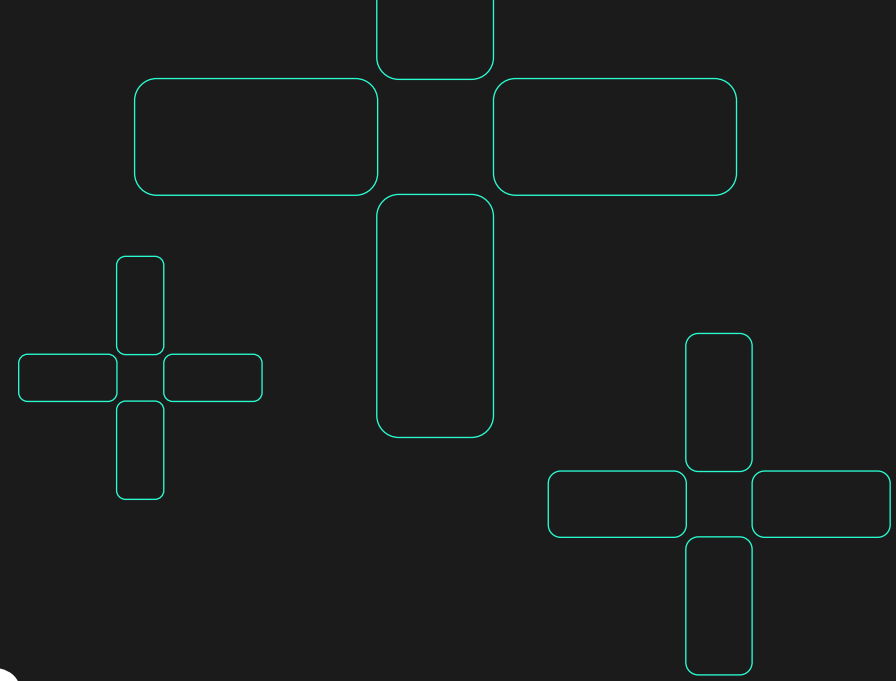
SIMULTANEOUS INTERPRETING



IDENTIFICATION

It is important to specify the language in which your session is shared.

Conferences will be translated through simultaneous interpretation in all conference and workshop rooms. Thus, speakers, as well as participants, will have access to **an audio translation only**, if needed. Headphones will be available on site to access this service.



[09] EVENT MAKER USER GUIDE

KEEP TRACK

We are pleased to introduce you to the EventMaker Keeptrack app, configured in "*Scan only*" mode to specifically meet your needs during this edition.

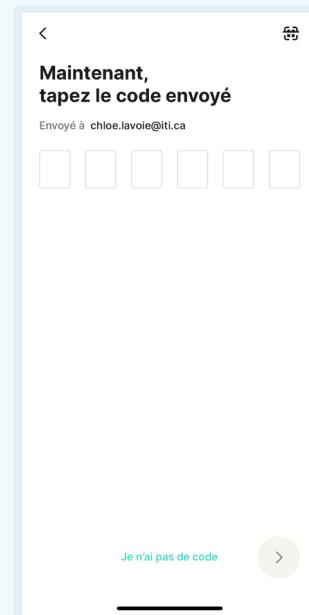
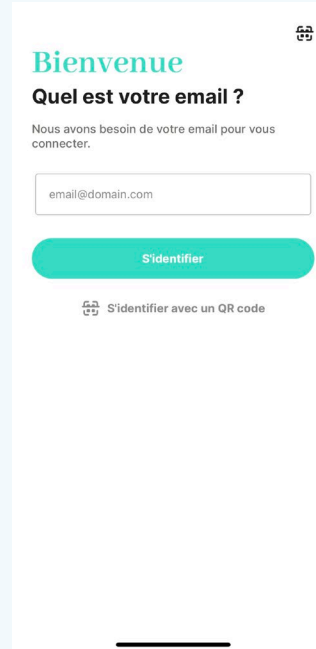
With EventMaker Keeptrack in *scan-only* mode, you can easily record the contact information of the attendees you interact with during the event. You will also have the possibility to export the complete list of scanned contacts afterwards, thus simplifying the management of your leads.

Note that only collaborating partners will have the full list of scans from their team.

We invite you to check out this document to learn more about all the features of EventMaker Keeptrack. This tool is designed to optimize your exchanges and facilitate effective follow-up after the event.



KEEP TRACK



1

Registration

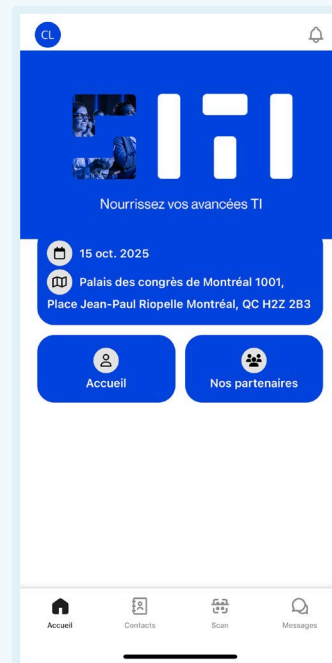
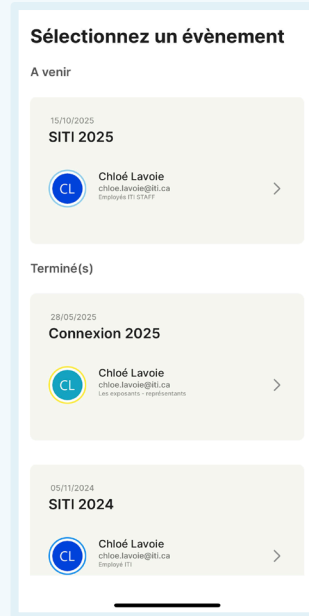
- Open the Event Maker KeepTrack application.
- Start by entering the email address used to create your Event Maker account.
- A verification email with a code will be sent to you.

2

Account verification

- Go to your inbox and enter the verification code you received.
- Once the code has been verified, you can move on to the next step

KEEP TRACK



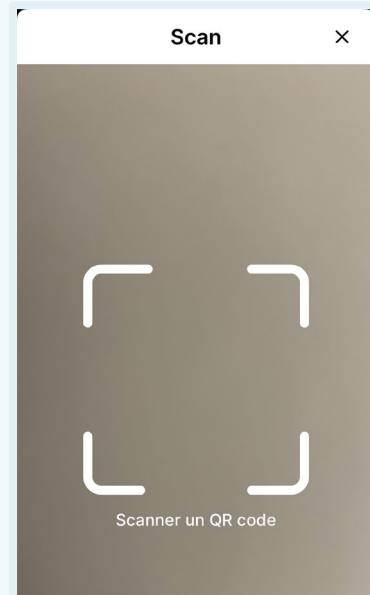
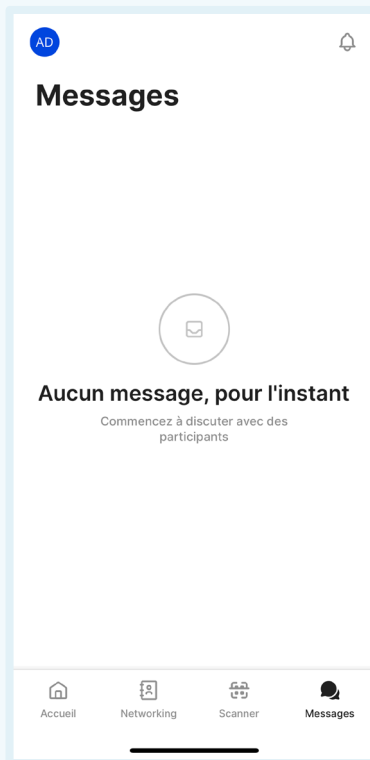
3 Event Selection

- Once logged in, select the desired event, named "SITI" and dated 15/10/2025.

4 Home

- You will be taken to the app's homepage, where you will have the link to the event website, the detailed program and the dedicated partner page at your fingertips. You will also find several tabs, such as the contact/networking section, the QR Code scan tool, and messaging.

KEEP TRACK



5 Messaging

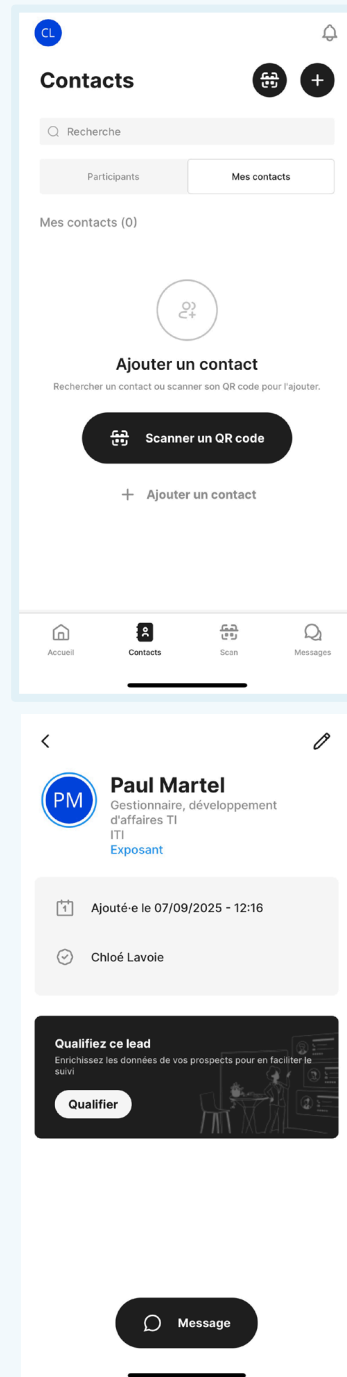
- This new feature will allow you to stay connected and maximize your interactions throughout the event. You will only need to scan a participant to access the messaging feature with them.
- Please note that you will be able to chat with your (scanned) contact list only.

6 Scan a QR code

To add a contact, simply scan the QR code on the participants' badge.

- Tap on the "QR code" icon that is located at the bottom of the main page.

KEEP TRACK



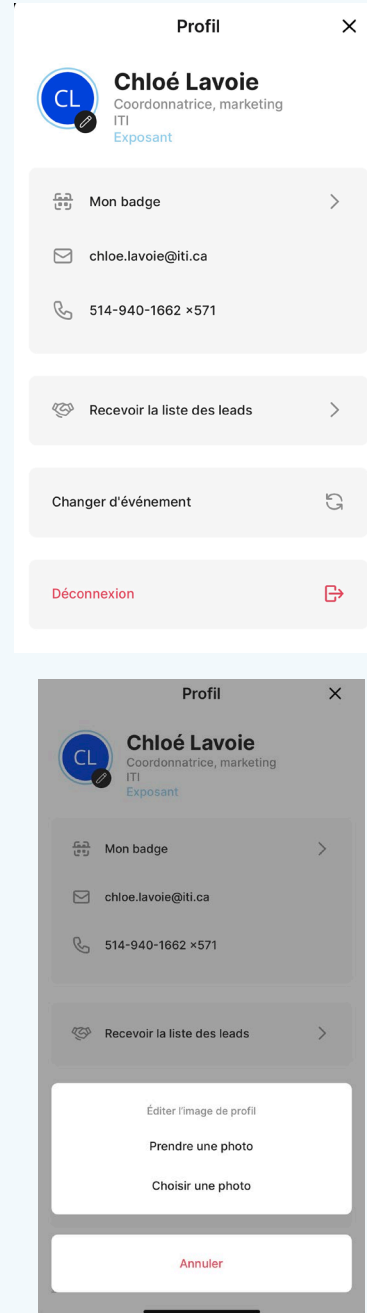
7 Networking

- The scanned person will be automatically added to your contact list.
- You can access the contact list by tapping on the "networking" tab on the main page

8 Access to contact information

- Once the QR code has been successfully scanned, you will be taken to the person's information sheet.
- The card contains the name, title, email address, phone number, and date the contact was added.

KEEP TRACK



9

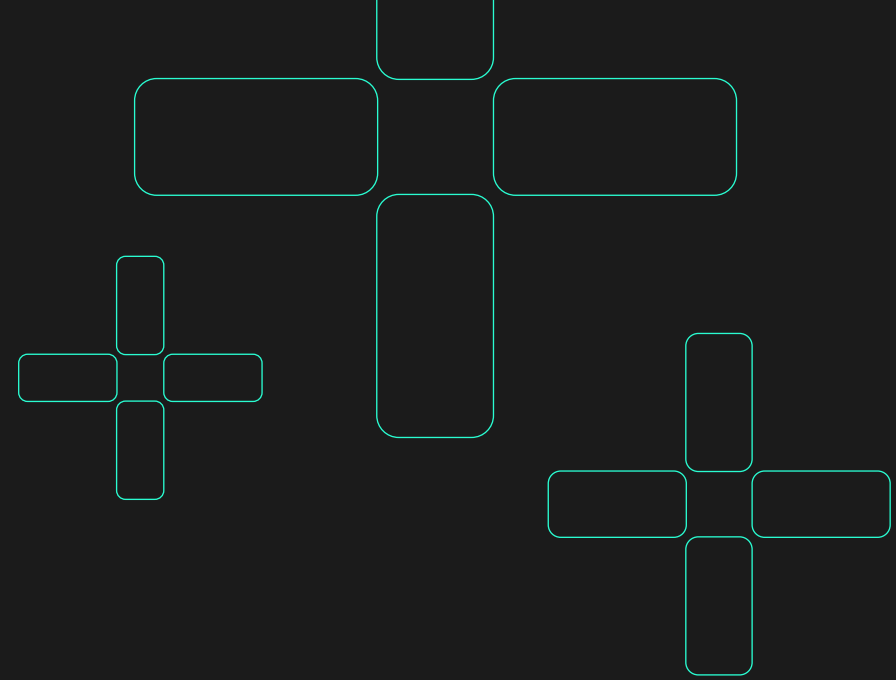
Your profile

- You can access your profile by clicking on the small icon with your initials at the top left of the home page.

10

Change your profile picture

- Once on your profile page, access the modification of your profile picture by clicking on the small pencil next to your initials.
- All you have to do is take a new photo or choose one from your photo gallery.



[10]

ASSEMBLY AND DISMANTLING PERIOD

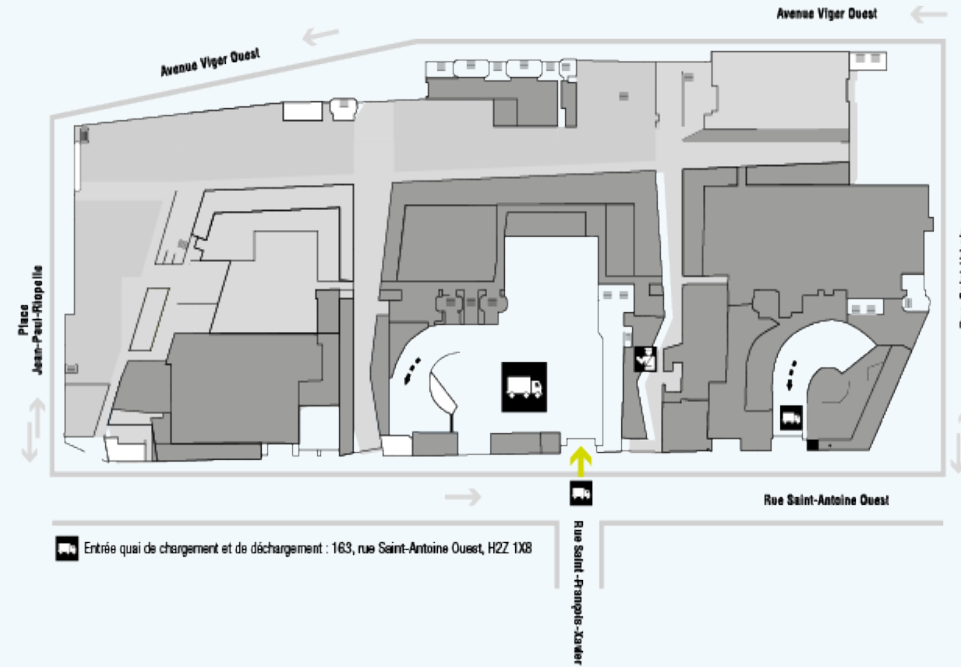
ASSEMBLY PERIOD

The period of assembly and set-up of your stand will take place on October 14 2025 from 1 p.m. and will end the same day at 6 p.m. This time slot may vary depending on the availability of the Palais des congrès de Montréal.

Refer to the schedule that will be sent to you by email a few weeks before the event. Please respect your entry time to avoid overloading the premises.

ASSEMBLY AND DISMANTLING PERIOD

ASSEMBLY ENTRY PROCEDURE



Upon arrival, please **pick up 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 is subject to parking and/or towing fees.

DISMANTLING PERIOD

The pit dismantling period will start on October 15, 2025 at 7:15 p.m.

No exhibitor will be able to dismantle his stand, or disassemble his displays before 7:15 p.m. The exhibitor must release the rented premises and the Palais of all merchandise no later than 9:00 p.m. on the same day, failing which he must reimburse the management of the Show for all expenses incurred in vacating the said premises (including storage costs).

In order to reduce the risk of theft at the time of dismantling, it is recommended that valuable items be taken away by the exhibitor as soon as the Show closes and that the rest of the equipment be kept under the supervision of the exhibitor.

At the end of the hours scheduled for the dismantling of the exhibition, any material not picked up by the exhibitor's carrier or courier service will be automatically taken care of by the Palais des congrès de Montréal and all fees will be invoiced to the exhibitor.

ASSEMBLY AND DISMANTLING PERIOD

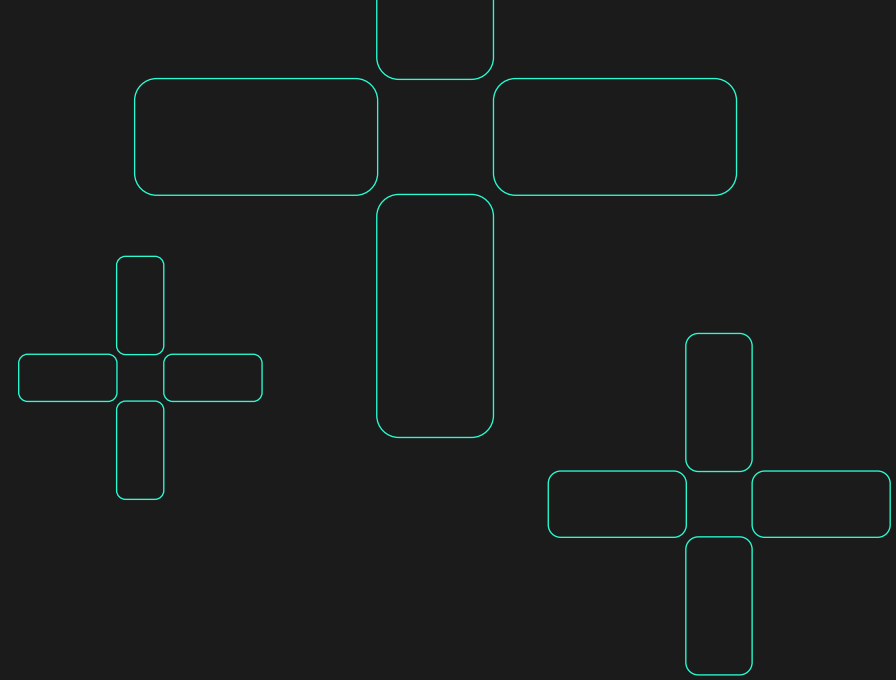
PROCEDURE FROM EXIT TO DISASSEMBLY

The blue carts will be available at the docks when the doors open.

Please make sure you have all your equipment ready before picking up your vehicle.

If your equipment can be transported without the help of trolleys, you will be able to leave the premises through the pedestrian exit doors of the exhibition.

Blue carts or any other heavy transportation equipment are not permitted in the common and public areas of the Palais des congrès, including public elevators and mobile stairs.



[11]

GENERAL REGULATIONS

GENERAL REGULATIONS

GENERAL REGULATIONS

- Standard and prefabricated booths, including signs, should not exceed 8 feet (2.44m) in height.
- An exhibitor who intends to use or construct a prefabricated wall must comply with the following rules:
 - A one-inch allowance should be left on each side of the pit partitions. For any non-compliant dimensions, you must obtain authorization from management. The design of the stands must allow for a line of sight, i.e., the maximum height of the side walls, within the first 5 feet from the aisle, cannot exceed 4 feet. The maximum height accepted for any other part of the wall is 8 feet. Any exceptions to these rules must be approved in advance by the management of the Show.
- All booth walls must be made of materials that are tastefully painted or covered on all surfaces exposed to public view.
- All stands must have flooring (carpets) with a maximum size of the rented space.
- No stand must conceal alarm triggers, electrical rooms, road signs and access to the premises.
- The exhibitor who has a half-moon (pop-up) stand must close the sides in an aesthetic way and with a rigid material and must have a floor covering.
- Hanging aerial banners above a booth: Approval from the organization is required.
- Any special request for the appearance of a booth must be submitted to management for approval no later than thirty (30) days prior to the opening of the Show and be accompanied by a plan or sketch illustrating the request. However, it is possible to distribute promotional items inside the rented space.

PROMOTIONAL ACTIVITIES

- Any commercial solicitation must be made inside the stands. Promotional activities are prohibited in aisles, restaurants and corridors.
- Commercial advertisements and competitions organised by exhibitors in connection with their participation in the event shall not be binding on the promoter in any way. The exhibitor must provide the management, upon request, with the authorization of the Régie des alcools, des courses et des jeux du Québec obtained for the organization of such a contest.
- A draw organized by ITI will take place at the end of the day to win prizes for participants. However, if you wish to make a draw directly at your booth, this is also possible. Please notify the members of the organization before October 6, 2025.

INSURANCE

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

STICKERS AND NOISE

- STICKERS
- The distribution of stickers is prohibited. The costs incurred to remove them from the floor, walls or other stands will be borne by the exhibitor.
- NOISE
- The exhibitor must respect the visitors and his fellow exhibitors. Any device that causes noise in an abusive way is prohibited and will be removed at the expense of the exhibitor.

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 whatsoever. 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 fees will be charged.
- TAPE ALLOWED
- Wall Surfaces: 3M Wall Mounting Tabs, no. 7220
- Floor Surfaces: Echo Tape CL-W6300 or VI-N6120 or equivalent Double-Sided Echo Tape DC-W188F
- Brick Walls: 3M Wall Mounting Tabs, no. 7220
- Use of other brands or designs may incur a cleaning fee

PALLET TRUCK AND FIRE PREVENTION

PALLET TRUCK

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

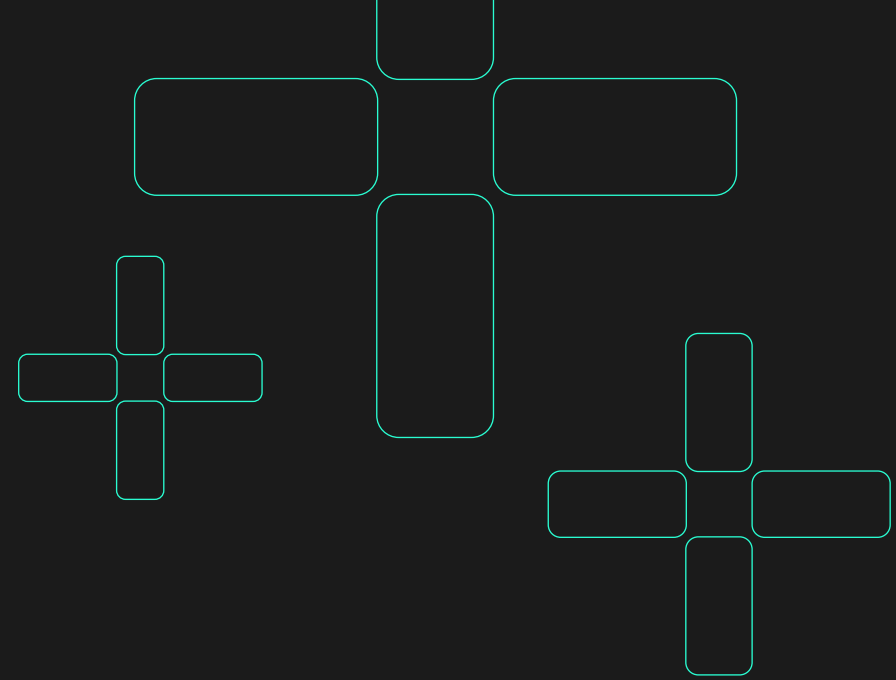
FIRE PREVENTION

The exhibitor must comply with fire prevention rules. See the document "Safety and fire prevention":

http://congresmtl.com/pdf/Guide_prevention_incendie_exposition.pdf

[12]

DOOR PRIZES



D R A U G H T

DOOR PRIZES

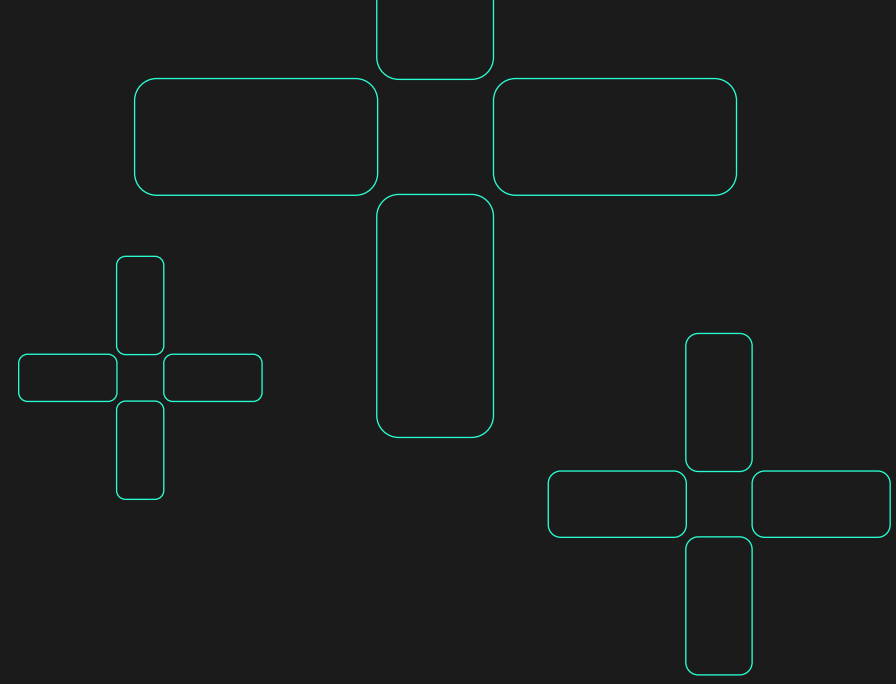
As every year, a draw for door prizes will take place to offer you a last opportunity for visibility on site.

If your organization wishes to present a prize to participants, please notify the organization by email siti@iti.ca.

A member of the team will pick up the gifts directly from the booths on the day of the event.



[11] NEARBY



ACCOMMODATION

OFFICIAL EVENT HOSTING

Here is a list of accommodation establishments also available nearby:

A limited number of rooms
have been reserved at the
following hotel until
September 15, 2025:



Hôtel Monville

1041 de Bleury Street

(514) 379-2005

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

Don't forget to enter the following code to
take advantage of a preferential rate:

SITI25



Le Westin Montréal

270 Saint-Antoine O Street,
Montreal

(514) 380-3333

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



Hôtel Place d'Armes

55 Saint-Jacques Street,
Montreal

(514) 842-1887

<https://hotelplacedarmes.com/>

RESTAURANTS

Here is a list of restaurants nearby:



Kyo Bar Japonais \$\$

711, Cote de la Place d'Armes

514-282-2711

<https://kyobar.com/>



Tiradito \$\$\$

1076 rue de Bleury, Montréal

514 866-6776

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



Steak Frites St-Paul \$\$

405 Saint-Antoine O Street, Montreal

514-878-3553

<https://steakfrites.ca>



Fiorellino \$\$

470 De La Gauchetière O Street, Montreal

514-878-3666

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



THANK YOU!

CONTACT US WITH ANY QUESTIONS!

siti@iti.ca