

Important dates

Prior to the Exhibition

Activity	Date	Contact
Send your logo	March 5, 2010	lucie.pinard@aqesss.qc.ca
Book your hotel room	March 11, 2010	Hôtel Le Dauphin : 1 888 784-3888 Holiday Inn Express : 1 866 398-7100 Le Westin : 1 877 961-8111
Submit your stand structure design if over 100 square foot	March 12, 2010	danielle.viger@aqesss.qc.ca
Send your description	March 12, 2010	lucie.pinard@aqesss.qc.ca
Reserve your gathering services	March 12, 2010	capital@congresmtl.com
Reserve your transporter	March 12, 2010	fvera@nalsi.com
Reserve your customs broker	March 12, 2010	fvera@nalsi.com
Rent your turnkey booth	March 24, 2010	dianne.lachance@dee.expo.com
Rent the furniture	March 24, 2010	dianne.lachance@dee.expo.com
Book Internet, telephone and sign installation	March 26, 2010	infotechno@congresmtl.com
Rent your computer equipment	March 26, 2010	jmartineau@vernontech.ca
Register your booth staff members	March 26, 2010	Refer to the Exhibitor's Space at www.aqesss.qc.ca
Register your guests	March 26, 2010	lucie.pinard@aqesss.qc.ca
Order your audiovisual equipment	March 26, 2010	sylvain@temoinproduction.com
Return the « Set-up / Teardown » mandatory form	March 26, 2010	Refer to the Exhibitor's Space at www.aqesss.qc.ca
Book for additional electricity needs	April 3, 2010	lucie.pinard@aqesss.qc.ca
Warehousing before April 13	April 6, 2010	fvera@nalsi.com
Deliver boxes to the Palais des congrès de Montréal	Beginning April 13, from 7:00 a.m.	Refer to the Exhibitor's Manual Delivery label

During the Exhibition

Following a set-up timetable which will be available on the Web at in the proper event under the Exhibitor's Space.

Activity	Date	Time
Set-up	April 13, 2010	7 a.m. – 17 p.m.
First Exhibition day	April 14, 2010	9 a.m. – 6:00 p.m.
A.M. coffee break	April 14, 2010	9:45 a.m. – 10:30 a.m.
Buffet Lunch	April 14, 2010	11 a.m. – 11:30 p.m.
Exhibition Hall visit	April 14, 2010	12:30 – 1:15
P.M. coffee break	April 14, 2010	3:15 p.m. – 4 p.m.
Cocktail and networking	April 14, 2010	5 p.m. – 6 p.m.
Second exhibition day	April 15, 2010	8 a.m. – 2:45 p.m.
A.M. Coffee break	April 15, 2010	9:45 a.m. – 10:30 a.m.
Buffet Lunch	April 15, 2010	11 p.m. – 11 :35 p.m.
Exhibition Hall visit	April 15, 2010	12:30 – 1:15
P.M. coffee break	April 15, 2010	2:15 – 2:45

After the Exhibition

Activity	Date	Time
Teardown	April 15, 2010	3 p.m. – 5 p.m.
Warehousing after the Show	Until April 19, 2010	North America Logistics fvera@nalsi.com