



PT Summit

Premier Tech Summit 2023

Exhibitor's guide





PT Summit

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Exhibitor's guide

Premier Tech Summit 2023

Event address

Hôtel Universel de Rivière-du-Loup
311 boul de l'Hôtel-de-Ville
Rivière-du-Loup, QC G5R 5S4

Important dates

Before October 6th

- Reservation of additional electricity
- Optional rental – Screen/television or other audiovisual equipment
- Optional rental – 10' x 6' booth frame with rigid half-walls

Starting October 19th – Delivery of the equipment at the Hotel Universel

October 23rd – Table top set up from 15:00 to 17:00

October 24th – Exhibition session from 12:00 to 14:00

October 25th

- Exhibition session from 11:00 to 13:30
- Dismantling of table top from 17:00 to 19:00

Material and technical services provided for your table top

Each exhibitor will have:

- 10' x 8' space
- 8' draped table and 2 chairs
- Identification of your space with the name of your company
- Public wireless internet access
- A 120 Volt/15 amp electrical outlet

It is also possible to bring your own table top material and have it shipped to the hotel – see p.5

Additional material for rent

We offer the possibility to rent the following at an extra fee:

- 10' x 6' booth frame with 1 metre-high rigid half-walls – \$450
- Screen/Television – \$300

Send an email to: ptsummit@premiertech.com

Some tips for setting up your table top

- Decorate your table top with the colours of your company.
- Introduce your company's new products and services to Premier Tech team members.
- Bring samples of your products and brochures in small quantities.
- The use of audiovisual equipment is allowed, but you must make sure that the sound is low enough not to disturb others.

Technical information and logistics

Display

No display will be allowed for the exhibitors outside their provided space.

Ceiling mounting

Equipment hanging over your space will unfortunately not be allowed.

Electricity

One 120 Volt/15 amp electrical outlet will be available per space. For any additional needs, exhibitors must communicate with the PT Summit team at the following address: ptsummit@premiertech.com.

A fee will be charged to the exhibitor if additional electricity is required. All electrical plugs must be three-pronged (with grounding). The official electrician can refuse any connection that does not comply with the regulations.

Exhibition maintenance

Outside of exhibition hours, only the aisles and common areas will be subject to normal maintenance and cleaning. The PT Summit team will not be responsible for cleaning the inside of table top set-up.

Dismantling – Wednesday, October 25, 17:00 to 19:00

No dismantling will be possible before the end of the exhibition unless special permission has been obtained from the PT Summit team.

Exit procedures to follow

- Exhibitors are responsible for dismantling their table top set-up, pack their material and identify their boxes.
- At the end of the scheduled dismantling, any material not recovered by the carrier or the exhibitor's courier service will be automatically taken in charge by the official carrier of the organization and all costs will be invoiced to the exhibitor.
- Any box or other unidentified items left in the aisles will be considered as waste.

Security

The PT Summit team will ensure the general security of the premises outside the hours of exhibition. For added security, please do not leave any valuable objects or equipments on site after closing hours.

Delivery service information for table top material

All material or boxes must be shipped to the following address:

Hôtel Universel de Rivière-du-Loup
311 boul de l'Hôtel-de-Ville
Rivière-du-Loup, QC G5R 5S4

Exhibitors using FedEx, UPS, Purolator or other delivery services must make sure that the custom charges, taxes, etc. are paid in advance. Otherwise, the package will not be accepted by the Hotel Universel.

It is the exhibitors' responsibility to contact the delivery services to retrieve the material after the event. Exhibitors must also apply the corresponding delivery service's bill of lading on every box to be shipped.

Delivery label

Fill in the delivery label with the Hotel Universel address.

Fragile materials must be clearly identified on the box and the delivery label.

Name of the sender
Address
Phone number
Quantity of boxes
Carrier and phone number

Hôtel Universel de Rivière-du-Loup
311 boul de l'Hôtel-de-Ville
Rivière-du-Loup, QC Canada G5R 5S4
PT Summit, Exhibiting company name
Table number
Person in charge and phone number

Storage

The Hotel Universel is equipped with storage areas near the exhibition room. Material delivered to the Hôtel Universel will be picked up and stored from October 19 only. After setting up their space, exhibitors who want to store material must identify it with the name of their company and their table top number and leave it in the aisle. Any unidentified material will be automatically discarded.

Stored material will be returned to the exhibitors according to the dismantling schedule established by the organizer.

Boxes, crates and other empty containers must be stacked in a storage area specified by the people in charge of the exhibition. None of these containers will be tolerated inside, behind or next to your space. For safety measures, only the employees of the Hotel Universel and team members of the PT Summit team will have access to the storage area.

Responsibilities of the exhibitors

- Exhibitors must have their own liability insurance. The Hotel Universel assumes no liability for personal injury or damage to products, spaces, equipment or decorations caused by fire, water or theft, in the rented premises or during transitions in the building, regardless of the cause.
- Shipment of exhibitors' goods is under their own responsibility or the transport company chosen by them.
- During exhibition opening hours, exhibitors are fully responsible for their space and must subscribe to their own fire, theft and third-party insurance, if they so wish.