



WINDOOR

WINDOOR 2024 Exhibitor Kit

NOVEMBER 13-14

Palais des Congres, Montreal, QC - Room 210

Please contact Show Manager, Laine Atkins, if you have any questions.

Phone: 873-665-1982 email: laine@fenestrationcanada.ca

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ADDRESS

The WinDoor 2024 Trade Show will take place at the Palais des congrès de Montréal on level 200 in Room 210.

The main visitors' entrance is located at:

201 Viger Avenue West, Montréal OR 1001 Place Jean-Paul Riopelle, Montréal.
No delivery or pick-up of materials will be accepted at this address.

The loading dock is located at 163 Saint-Antoine Street West, Montréal.

AGENDA

The official agenda for the WinDoor 2024 Trade Show will be available on our website www.windoorshow.ca.

Monday, November 11, 2024

1:00 pm - 7:00 pm	Large Exhibitor Move-In (Schedule sent directly to exhibitors)* <i>Only approved exhibitors allowed to move-in</i>
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Tuesday, November 12, 2024

9:00 am - 5:00 pm	Exhibitor Move-in (Open to ALL Exhibitors) * <i>Hand carry after 5pm</i>
10:00 am - 2:00 pm	Badge Pickup

Wednesday, November 13, 2024

8:00 am - 3:30 pm	Registration Open
9:00 am - 4:00 pm	WinDoor 2024 Trade Show
6:00 pm - late	VP's Auction on the AML Cruise Line Live Auction, Dinner, Dancing and cruise around the Montreal harbour 6:00pm Boarding Time / 7:00pm Departure Grand Quay Ticket Office - 200 de la Commune Street W. Montreal Return: 10:30pm but the party continues until Midnight (onboard).

Thursday, November 14, 2024

9:00 am - 2:30 pm	Registration Open
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10:00 am - 3:00 pm	WinDoor 2024 Trade Show
3:00 pm - 10:00 pm	Exhibitor Move-out

AISLE SPACE

Aisle space may not be used for exhibit purposes or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit booth area.

All exhibitor materials (including individual floor graphics, printers and their output) and interactions must be limited to the confines of your booth space.

ALCOHOL

To reduce the risk of accidents, no alcoholic beverages are permitted during set-up and dismantle.

ALTERATION / CANCELLATION OF EXHIBIT SPACE

Exhibitors should refer to the cancellation policy outlined in their exhibitor contract. Cancellations or requests to downsize booth space must be sent in writing to Show Management at laine@fenestrationcanada.ca.

Cancellations received before July 31, 2024 will be subject to a cancellation fee of 30% of the total contracted amount. There are no refunds for cancellation after July 31, 2024. Show Management retains the right to relocate an exhibitor after downsizing.

ANIMALS

Only service dogs for people with reduced mobility are unconditionally authorized by the Palais des congrès de Montréal. No other animal is permitted in the building without obtaining prior written consent from the appropriate authorities of the Palais des congrès de Montréal. Approval is based on the need for the presence of the animal in the context of an exhibit, activity or during a performance. If consent is granted, it is understood that the animal must remain on a leash, or in a cage depending on the circumstances, at all times. The owner must have all health and vaccination certificates of the animal in his possession.

ATTENDANCE

Nearly 1,500 attendees from the Window and Door Industry are expected at the Trade Show. Show Management reserves the right to refuse admission to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption to the show. All persons on the show floor must have proper registration credentials.

COVID-19: All attendees, exhibitors, staff and other personnel are required to abide by government regulations and follow the direction of Show Management. All attendees and exhibitors agree that by attending the show, it is at their own risk.

BRANDING

WinDoor 2024 Trade Show is an annual gathering of suppliers, retailers, manufacturers, distributors and other industry professionals hosted by Fenestration Canada. It is an entity owned by Fenestration Canada. If you plan to include the WinDoor 2024 and/or the Fenestration Canada logo in your booth materials, Show Management

must supply the logos and assets. Exhibitors can email Laine Atkins at laine@fenestrationcanada.ca to procure these logos and approval on creative *prior* to printing.

BALLOONS/CONFETTI

The use of helium filled balloons must be pre-approved by the Palais des congrès de Montréal. Use of confetti or other similar items is forbidden. Expenses related to cleaning after the activity will be charged to the exhibitor.

CHILDREN

Children, under 16 years of age, are not permitted to assist their parents for security and insurance reasons.

CONTESTS AND GIFTS

Exhibitors may run contests with prizes/gifts at their booth during the show and the exhibitors will be responsible for communicating rules/guidelines and winners to attendees. Any promotional activities must be done inside the booth and are prohibited in the aisles and corridors. There won't be any formal announcements of individual exhibitor booth contest winners by Fenestration Canada or WinDoor 2024 Show Management team.

CUSTOMS BROKER

Exhibitor shipments arriving from outside Canada that require Customs Clearance Services, will need to be arranged through Stronco Logistics Services. Exhibitors can find out more information in Stronco's online ordering system here: www.stroncoonline.com. The show code for this event is: **522925705**.

Shipments for the Trade Show must be delivered and accepted by the vendor/Stronco during move-in dates/times. If exhibitors need to send deliveries prior to the Trade Show dates, please contact Stronco to arrange such deliveries to their warehouse. Stronco's Exhibitor Services Team can be reached at 800-665-2621 or via email at exhibitorservices@stronco.com.

DELIVERY PROCEDURES

Advance shipments (between November 11-14, 2024) are secured through Stronco *see Shipping. They will ensure storage and delivery of materials to your booth on the set-up day if you have arranged your delivery with them.

If you decide to ship items directly to the venue, the Palais des congrès de Montréal will accept deliveries *as of November 11, 2024 only*. All shipments delivered prior to this date will be refused.

Regular opening hours of the loading dock are from 07h00 to 23h00.

For deliveries directly to the venue, please label your boxes as follows:

- Event Name: WinDoor 2024
- Event Date: November 13-14, 2024
- Contact information (your company name/contact name)
- Room number (210)/Your booth number

Delivery address

Palais des congrès de Montréal

Loading Dock

163, Saint-Antoine Street West Montréal (Québec) H2Z 1X8

The exhibitor must be present at the time of delivery. The Palais des congrès de Montréal is not responsible for any shipments received in the absence of the exhibitor.

EXHIBITOR BOOTH FURNISHINGS

A wide selection of furniture is available from STRONCO. To order booth furnishings, please visit their online portal.

- Go to www.stroncoonline.com to place and order or view our selection of products and services.
- The show code for this event is: **522925705**

The Stronco team is here to make your exhibiting experience as easy and seamless as possible. Leading up to the show they may periodically touch base with you to make sure all your exhibiting needs are taken care of.

Stronco's Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm at 800-665-2621 or via email at exhibitorservices@stronco.com.

EXHIBITOR SPACE GUIDELINES

For any questions or concerns regarding booth design and/or construction please contact Show Management before beginning construction.

Exhibitors are required to exercise care so that their displays do not obstruct the visibility of adjacent exhibits. All exhibitors are entitled to reasonable sight lines from the aisle, regardless of the size of exhibit. All exhibitors must comply with the booth guidelines presented.

Displays must be confined to the exhibitor's contracted booth space and must not obstruct the clear view and accessibility of nearby exhibitors, fire apparatus, exits or service corridors. Portable signs exceeding four feet in height must be placed at least five feet back from the front of the booth. All display racks, printers and their output must be confined to the booth space and not spill out into the aisle.

Show Management must be informed of any heavy or large equipment or vehicles being brought in.

Exhibitors must provide us with a layout and weight list of heavy or large equipment or vehicles. It is the responsibility of the exhibitor to inform Show Management; otherwise, the exhibitor may be denied access to the show floor.

Standard or Linear Booth

Standard or linear booths are arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Standard or linear booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. The maximum back wall height is 8ft (2.44m), including signage.

Corner Booth

A linear booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for linear booths apply.

End-cap Booth

An end-cap booth that is exposed to aisles on three sides and is comprised of two booths. End-cap booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

Perimeter Booth

A perimeter booth is a linear booth that backs onto an outside wall of the exhibit facility rather than onto another exhibit. All guidelines for linear booths apply to perimeter booths except that the maximum back wall height is 8ft, including signage.

Peninsula Booth

A peninsula booth is exposed to aisles on three sides and consists of a minimum of four booths. There are two types of peninsula booths: (a) one which backs to linear booths, and (b) one which backs to another peninsula booth. A peninsula booth is usually 20ft by 20ft (6.10m by 6.10m) or larger.

(a) When a peninsula booth backs up to two linear booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining linear booths.

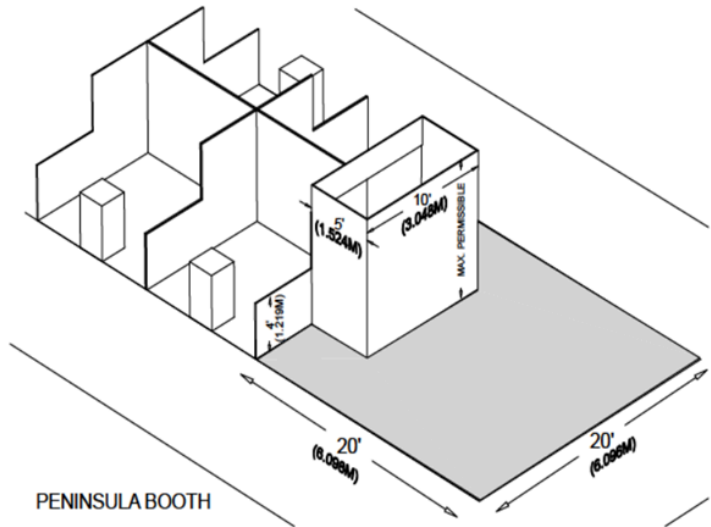
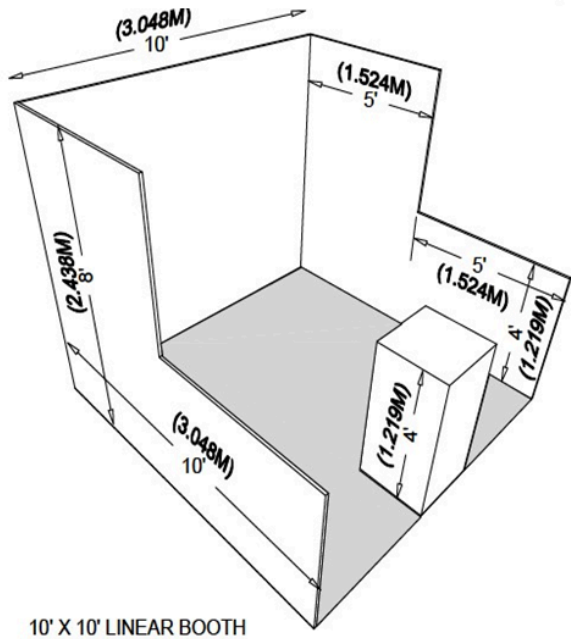
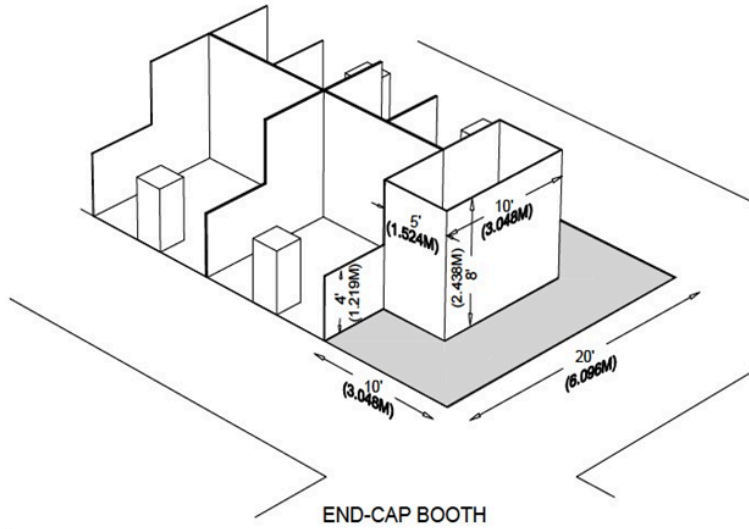
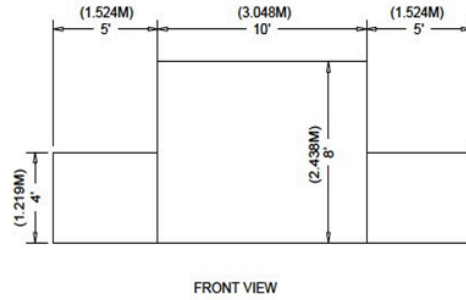
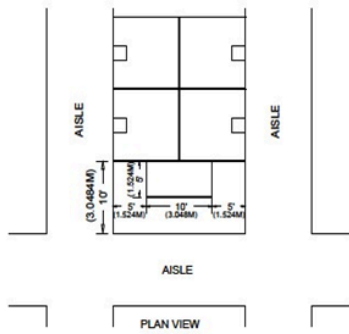
(b) The entire cubic content of this booth may be used, up to the maximum allowable height of 16ft (4.88m), including signage.

Island Booths

An island booth is any sized booth exposed to aisles on all four sides. It is typically 20ft by 20ft (6.10m by 6.10m) or larger. The entire cubic content of the space may be used up to the maximum allowable height of 16ft (4.88m), including signage.

These regulations will be enforced, so please review this information thoroughly as you will be required to modify your exhibit space if it does not comply with the regulations.

It is the responsibility of the exhibitor to remove any flooring adhesive and residue. It is not recommended to use packing tape, duct tape, general-purpose carpet tape or double sided foam tape on any flooring. Failure to remove residue properly will result in an expense directly to the exhibitor upon move out.



EXHIBITOR ORDER FORMS

Each booth will be set with 8' high back black drape and 3' high black drape side dividers provided by Stronco as part of the exhibitor contract.

Standard Booth:

- One (1) 10' x 10' exhibit space with black perimeter pipe and drape. Carpet is not included but not required.

Exhibit fees **INCLUDE** the following:

- Assigned floor space within Trade Show floor at the Palais des congrès with general house lighting
- Janitorial service for maintenance of aisles and public areas
- 24-hour uniformed security guards during move-in, show dates and move-out
- Complimentary exhibitor badges
- Drayage (maximum 4,000 lbs per lift)
- Onsite storage of materials outside of Trade Show floor – logistics provided by Stronco

Exhibit fees **EXCLUDE** the following:

- [Audio Visual Components](#) (Supplied by TKNL)
- [Carpet, Tables, Drapery, Counters, Storage & Display Units, Accessories & Office Furnishings, Chairs & Stools, Sofas & Chairs, Plants, Signs, Banners, In-Booth Forklift, Labour](#) (Supplied by Stronco)
- [Transportation Services, Customs Brokerage Services](#) (See Customs Broker)
- [Food and Beverage options](#) (Supplied by Maestro Culinare)

[Access the Exhibitor Portal to order the following:](#)

Create a login account

Use your booth number to sign in

- In-booth Cleaning
- Telecommunications
- Electricity, Lighting, Mechanical Services, Sign & Banner Hanging
- In Booth Security

To Order Stronco Services - Use the online portal below:

Go to www.stroncoonline.com to place and order or view our selection of products and services.

The show code for this event is: **522925705**

The Stronco team is here to make your exhibiting experience as easy and seamless as possible. Leading up to the show they may periodically touch base with you to make sure all your exhibiting needs are taken care of.

Stronco's Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm at 800-665-2621 or via email at exhibitorservices@stronco.com.

FIRE REGULATIONS

Exhibitors must comply with all fire safety regulations. [Please refer to the rules and requirements here.](#)

Fire hose cabinets, exit signs and exit doors must be left accessible and in full view at all times.

It is of paramount importance that, at no time, a fire exit or accompanying corridor be blocked/obstructed. Hold open devices (i.e. door wedges) are not allowed as this breaches fire regulations.

FIRST AID

In the event of any emergency, contact Show Management at the Fenestration Canada booth, or any security or venue personnel in the vicinity. If you require immediate medical attention by way of EMS, please notify Show Management and/or venue security/personnel about a 911 call in order for us to direct them accordingly to your location.

FLOOR LOAD CAPACITY

For exhibits with a load capacity exceeding the limit of 1 464 kg/m² or 300 lbs/pi², the feasibility and costs associated with the installation of protective measures must be evaluated and expenses paid by the exhibitor.

FORKLIFTS & DOLLIES

Use of forklifts & dollies is prohibited in rooms with carpeting. Under no circumstances will forklifts or dollies of any size be allowed on the show floor once the carpet has been laid. *Upon move out, exhibitors are required to wait until the carpet is removed before using dollies. Any exhibitor violating this will be in violation of their exhibitor contract.*

HOTEL ACCOMMODATION

Hotel Monville is the host hotel of the WinDoor show. A special rate of \$229 is available. [Secure your room](#). The hotel is a 3 minute walk from the Palais des Congres located at 1041 Rue de Bleury, Montréal.

A second hotel block has also been secured at the Humaniti Hotel Montreal Autograph Collection. The hotel is located at 340 Rue De la Gauchetière O O, Montréal, across the street from the Hotel Monville.

A special rate of \$249 is available. [Secure your room here](#).

Note: WinDoor does not use an agent to book hotel rooms, and we will not contact exhibitors to solicit bookings. If someone is contacting you to book a hotel room, please notify Show Management immediately.

INSURANCE

Insurance requirements: General liability limit should be at least minimum \$2M & add Fenestration Canada as an Additional Insured to your certificate provided.

Exhibitors must possess their own liability insurance. Neither Fenestration Canada (WinDoor), The Palais des congrès de Montréal and its representatives assume no responsibility for any bodily harm or damage to materials, products, equipment, booths, or decorations caused by fire, water or theft, in the spaces rented or during movements within the building, whatever the cause.

Insurance is required before move in and exhibitors without a certificate will be turned away. Insurance certificates must be sent to info@fenestrationcanada.ca before November 10, 2024.

LANGUAGE OF COMMUNICATION

Exhibitors must follow the guidelines outlined by the "Charter of the French Language" and the "Regulation respecting the language of commerce and business" regarding the use of French and other languages on public signs and notices, on product labels and packaging and, if applicable on commercial advertising and publications distributed to the public.

Votre aide-mémoire pour faire des affaires en français au Québec (gouv.qc.ca):
https://www.oqlf.gouv.qc.ca/francisation/entreprises/Aide_memoire_FaireDesAffaires.pdf

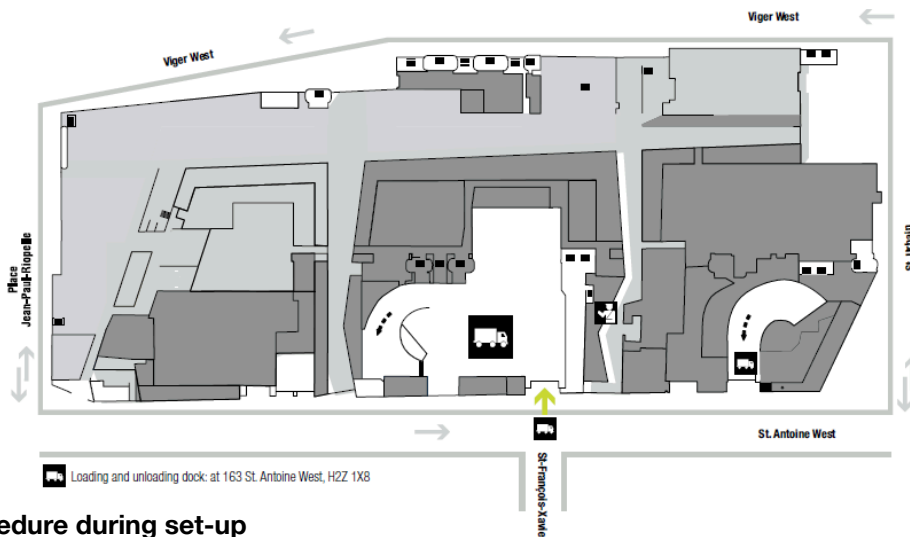
LEAD GENERATION

We have made lead generation free to all exhibitors. Exhibitors will receive a link to connect to the system. You will be able to use your mobile device onsite to scan attendee QR codes on badges and can pull a list from the system once the show is complete.

Links will be to the main contact for your booth. If you require alternate people to receive lead scanning access, [please email Laine Atkins](#) with contact information.

LOADING DOCK

Entry and exit procedure to the loading dock
163 St. Antoine West



Entry procedure during set-up

- Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.
- A maximum of 15 minutes is permitted to unload your vehicle.
- Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.
- To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantle

- Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle. Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.
- The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.
- Blue trolleys will be available from the loading dock once the doors are opened.

- Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible, once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.
- A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.
- If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.
- Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

Material Handling for Oversized and Heavy Lift Shipments

Show management provided material handling is limited to shipments under 5,000 lbs per lift. Heavy lift and oversized shipments (eg. shipments over 5,000 lbs per lift) must be arranged through Stronco and paid directly by the exhibitor. **Please contact Stronco at 800.665.2621 for a quote.**

MOVE-IN AND MOVE-OUT

Exhibitors must be 'Show Ready' by **08.30am on Wednesday, November 13th**. A detailed move-in schedule will be provided to exhibitors closer to the show date.

Move-in Procedures

1. Parking personnel will direct exhibitors where to park in the loading dock area. If the loading docks are full, exhibitors will be queued in a waiting area
2. Unload the vehicle as quickly as possible during your turn at the loading dock, and move vehicles from the dock to the parking area in a timely fashion. Please be considerate of others waiting to use loading doors. Vehicles left unattended in the loading docks will be towed at the exhibitor's expense
3. A limited number of dollies will be available for exhibitor use during move-in hours. Please return dollies once you have finished using them
4. Labour for booth setup and dismantling is the responsibility of the individual exhibitor. If outside personnel are installing your booth, please make sure they are advised of the move-in schedule
5. Ensure that the staff setting up the booth have a copy of all service orders (electrical, telephone, internet, etc.)
6. Due to safety regulations, vehicles will not be permitted in the building without prior consent from Show Management
7. **ALL exhibit setup must be completed by 5:00pm on Tuesday, November 12th. The planned large exhibitor move-in schedule will start at 1:00pm on Monday, November 11th and an open move in for all exhibitors on Tuesday, November 12th – 9:00am to 5:00pm.** A formal exhibitor schedule will be emailed closer to the show. Forklifts, dollies and other equipment will not be allowed on the show floor once move-in has been completed and carpet laid.

No dollies, forklifts or other equipment will be allowed on Wednesday.

Move-Out Procedures

Move-out shall not commence before 3:00 PM on Thursday, November 14th. NEW THIS YEAR: All exhibitors have been charged a security deposit. Any exhibitor moving out before 3:00pm on November 14th will be in violation of your exhibitor contract. Empty storage crates will be returned once the aisle carpet has been removed. A penalty may be applied to any exhibitor dismantling or removing material prior to that time. Exhibitors are encouraged to remove small cartons and open cases of products from the building immediately after show close. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss or damage.

All exhibits must be dismantled and removed from the Palais des congrès on Thursday, November 14th no later than 10:00 pm. Any exhibitor leaving materials in the exhibit area after the deadline will be charged for labour and storage fees by the official show decorator, Stronco Exhibition Services.

NOISE RESTRICTIONS

Should any equipment or device produce noise or odors which disrupt exhibitors or participants, the operation of such will be stopped at the promoter's discretion.

OBSTRUCTION OF THE PREMISES

Exhibitors must not, at any time, obstruct the corridors, elevators, escalators, water fountains, hallways, nooks or recesses of dividing walls, digital signage screens, access to fire extinguishers, emergency exits or any other rooms of the Palais des congrès de Montréal.

Minimum clearance must be maintained as follows

- 45 cm (18") from the following service locations: Trap doors leading to electrical and telecommunications connections (Rooms 210, 220 and 230)
- 5 cm (2") from the walls
- 45 cm (18") from the walls for all freestanding structures
- A minimum clearance of 45 cm (18 inches) is required under the sprinkler heads of the building.

PARKING

The following locations are available to park your car (pay parking):

- Viger Parking - Palais des congrès de Montréal *Clearance: 1,81 m (5'11")*
- 1025 Chenneville Street
- Quartier International de Montréal Parking *Clearance: 2 m (6'7")*
- 249 Saint-Antoine Street West

PAYMENT

Exhibit booth payment is due in full after September 30th. All payments must be received prior to on-site move-in. Failure to pay your booth in full before move-in may result in being denied set up at the show. Contact Laine Atkins with any questions or for assistance at laine@fenestrationcanada.ca.

PROTECTION OF THE PREMISES

Exhibitors must take the necessary precautions to prevent any destruction or damage to the rented space or to property of other exhibitors for which they may be held responsible. All residual glue, paint or stains observed

after move-out will be cleaned by the personnel of the Palais des congrès de Montréal at the exhibitors' expense.

REGISTRATION

Everyone who attends the Trade Show must register to gain access to the trade show floor. Any exhibitor manning a booth must be registered for an exhibitor pass. Exhibitors require a code to access the complimentary pass and only staff who will man the booth may be registered as an exhibitor.

For Exhibitor Booth Staff Registration only:

- Complete this form to submit information for staff badges:
https://docs.google.com/forms/d/e/1FAIpQLSesnjRLHO3gKNaSm4C2uTBIZ3K50xD_TOIgQLufM2JuAMNi6g/viewform?usp=sf_link

RIGGING

Rigging is permitted only in designated areas and must be exclusively carried out by the Palais des Congrès de Montréal personnel. In locations where no rigging points exist, structures or other event identificational elements must be freestanding without impacting the infrastructure.

SAFETY

While every precaution is taken to safeguard exhibits, Show Management and Palais des congrès do not assume responsibility for the safety of exhibits against robbery, fire, damage, accidents or any cause whatsoever, either during move-in, show hours or move-out. In all cases, exhibitors must insure their goods and exhibits against such losses. Please report all incidents of theft to Show Management immediately. We suggest you take anything valuable with you when leaving or arrange for in-booth security.

Exhibitors are required to maintain staff in their exhibit at all times during show hours. This will reduce the likelihood of any losses in your booth during the show.

Uniformed security personnel will be on duty 24-hours a day from move-in through to move-out.

SHIPPING

NOTE: The exhibitor is responsible for return shipping. WinDoor does not have an onsite provider such as fedex to produce shipping labels or arrange for pickups. It is up to the exhibitor to arrange for this in advance.

You may ship items in advance to Stronco Directly. After this time, see "Delivery Procedure" in this manual.

Shipments to the advance warehouse will be accepted Tuesday to Thursday between October 8-November 5, 2024. The warehouse will accept shipments on Mondays and Fridays by appointment only. **Please contact them at 800.665.2621 to schedule a time slot.**

Please note our warehouse does not accept shipments requiring specialized equipment for handling or shipments over 5,000 lbs per lift. These shipments should be shipped direct to show site.

Once you have booked an appointment, you may ship to:

STRONCO Logistics

379-B Corduroy Road, Unit 13 – 14, 2024, Vars, ON, K0A 3H0

SPONSORSHIPS

In order to maximize exhibitor investment and exposure at the WinDoor 2024 Trade Show, a variety of sponsorships are available to increase your marketing efforts. Sponsorship opportunities are listed here: <https://www.fenestrationcanada.ca/sponsor>. If you do not find anything of interest, a package can be tailored to your needs and budget. Please contact Laine Atkins, Event Manager at 873-665-1982 or email at laine@fenestrationcanada.ca.

STICKERS

Distribution of stickers, of any kind, is strictly prohibited by the Palais des congrès de Montréal.

TOBACCO

The Palais des congrès de Montréal abides by the Government of Québec Tobacco and Vaping Control Act. It is strictly prohibited to smoke within the building. Smoking is permitted outside the building at a distance of 9 m (29' 5") from all access doors. In keeping with this law, any non-compliance will be subject to a fine.

USE OF ADHESIVE MATERIALS

The recommended brands and models of double sided tape are:

- Polyken 105c LPDE
- Scapa 274004 or DC-W002A

Use of any other brands or models may involve cleaning fees

The recommended brand and model of wall mounting adhesive is:

- Wall mounting tabs 3M, no 7220

Use of any other brands or models may involve cleaning fees.

VP'S AUCTION - WINDOOR'S SOCIAL EVENT

Every other year at WinDoor in Montreal, we host the VP's Auction - an evening to raise funds for the Fenestration Canada Scholarship Fund. This year's event will be held on November 13th on the AML Cruise Line. Live Auction, Dinner, Dancing and a cruise of the Montreal Harbour. 6:00pm Boarding Time / 7:00pm Departure. Grand Quay Ticket Office - 200 de la Commune Street W. Montreal. Return: 10:30pm but the party continues until Midnight (onboard). Tables and tickets are available and seating is limited. More information can be found at www.windoorshow.ca.

WINDOOR 2024 MANAGEMENT

Please call 873-665-1982 or email laine@fenestrationcanada.ca for any assistance. During the show hours, you can visit the Fenestration Canada booth on the show floor or call, text or email Laine Atkins.

Exhibitor Checklist

Upon completing exhibitor contract

- Sign up for Sponsorship Options
- Register booth staff
- Purchase Tickets/Table for VP's Auction Event

Before September 30, 2024

- Send final payment for your WinDoor booth

Before October 27, 2024

- Order in booth elements such as carpet, furniture, electricity, internet, etc.

Before November 10, 2024

- Send Exhibitor Insurance Certificate to info@fenestrationcanada.ca
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