



General information guide

45th Conference of the Ordre professionnel des inhalothérapeutes du Québec

Hashtag: #CongresOPIQ2019



**Hotel Lac-Leamy
Montreal
October 4 and 5, 2019**

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Information for the exhibitors

Conference dates

October 4 and 5, 2019

Conference venue

Hotel Hilton Lac-Leamy
3 Casino Boulevard
Gatineau, Quebec J8Y 6X4
Telephone: 819-790-6471
Fax: 819-790-6450

Reservations: 1 866-488-7888 Code: RLF

or

https://secure3.hilton.com/en_US/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=YOWOVHF&spec_plan=RLF&arrival=20191003&departure=20191006&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT

Exhibition hall

Mozart and Beethoven rooms

Contact person at the OPIQ

Mrs. Anie Gratton

Telephone: 514-931-2900, Ext: 33

Fax: 514-931-3621

Adjointe.juridique@opiq.qc.ca

2019 Conference Organizing Committee
Ordre professionnel des inhalothérapeutes du Québec
1440 St.-Catherine Street West
Suite 721
Montreal, Quebec H3G 1R8

Contact person at the Hotel Lac-Leamy

Mrs. Danielle Barrette
Convention Services Manager

Telephone: 819-790 6477

Room reservation

Room rates are as follows, plus tax:

Classic guest room	\$224.00
Deluxe room	\$234.00
Executive room	\$284.00
Junior suite	\$354.00
Junior suite and Murphy (whirlpool)	\$374.00
Junior suite, executive floors	\$394.00
Junior suite, executive floors, whirlpool	\$414.00

We ask representatives to reserve the room themselves by contacting the hotel's reservation desk directly at 1 866 488-7888 or on the hotel's secured site at: CLL-Reservationsgroupes2@hiltonlacleamy.com. We also recommend mentioning code "RFL" in order to take advantage of these fees and to make your reservation prior to September 3, 2019.

Stands: installation and specifications

Installation of stands

Thursday, October 3, 2019

From 1 PM to 7 PM

Dismantling of stands

Saturday, October 5, 2019

Starting at 2:15 PM

Please note that it will be strictly forbidden to begin dismantling your stand before 2:15 PM.

Stands opening hours

Friday, October 4, 2019

From 9 PM to 4:45 PM

From 5:30 PM to 7 PM

Saturday, October 5, 2019

From 9 AM to 2:15 PM

Please note that exhibition hall doors will be unlocked from 8 AM, for exhibitors only.

IMPORTANT

The **fee includes:** • installation of stands;

- A 6' x 30" white vinyl-covered table, wrapped around on three sides with blue fireproof material, two grey fabric chairs, an 8" x 48" identification poster, a waste-paper basket, an 8' high back wall curtain and two 3' high side wall curtains as well as an electrical socket.

Stands are 8' deep by 10' wide. They are delimited by curtains. The exhibition hall floor is carpet-covered. At its lowest point, ceiling height is 10 feet.

As usual, coffee breaks as well as Friday and Saturday lunches will be held in the exhibitors' hall.

PLEASE NOTE that each stand comes with **2 EXHIBITORS' ACCESS PASSES** (coffee break and lunches). Additional access passes may be purchased at the cost of **\$114.98** (plus tax) per person by filling out the order form to this effect in the Quick Reference Guide that you will receive by e-mail.

PLEASE ALSO NOTE that the cost of the stand **does not include**, since 2015, **TICKETS FOR THE BANQUET** held on Saturday evening. Tickets may be purchased in advance at the cost of \$115 each (tax included) by filling out the order form to this effect in the Quick Reference Guide that you will receive by e-mail.

Go, je m'active! C'est *poumon* bien!

Everyone is invited to take part in a 2.5 km walk Lake Leamy which will take place **on Friday**, October 4, at 5 PM. Information concerning the meeting point will be given during the conference. **The activity will end at**

5:30 PM, and will be followed by a cocktail in the exhibitors' hall!

Electricity Service

Please note that electricity fees are **included** in the cost of stand location. These fees include **a 15 ampere, 120 volts** electrical socket. **Any additional request** will be added to the exhibitor's fees and notification will have to be done **in advance**. You will find an order form to this effect, attached to this document.

Exhibition services

The company will provide you with prices for leasing furniture, carpets, signs, and decoration.

GES Inc.

Telephone: 514-367-4848

E-mail: Montreal@ges.com

Place Bonaventure
800 de la Gauchetiere Street West
Suite 1165
Montreal, Quebec H5A 1K6

You may contact them for additional information.

Shipping and return of material

It is the responsibility of each company to make the necessary arrangements for delivery of material to be exhibited in the stand.

In order to facilitate the reception of material at the hotel, we invite you to properly identify your parcels as indicated on the **label provided in the annex** which contains the following information:

- Congrès de l'ORDRE PROFESSIONNEL DES INHALOTHÉRAPEUTES DU QUÉBEC
- Name and complete address of the hotel
- Your company name and allocated stand number(s)
- Quantity of parcels (e.g. box 1 of 5)

No delivery is allowed at the hotel prior to the scheduled day of the stand installation.

The Hotel Bonaventure Montreal is not responsible for fees due to rejected delivery. Find out about delivery times to ensure parcels arrive on time.

****** For any deliveries prior to October 3, 2019, exhibitors may obtain storage/material services from the official provider GES Inc.**

It is the responsibility of each exhibitor to make the required prior arrangements for **the return** of the material exhibited in the stand. *Any additional charges for equipment still remaining at the hotel on Sunday, October 6 will be added to the exhibitor's expenses.*

Miscellaneous

Signage

- No sign or any other articles can be fixed to walls or electrical installations. The use of thumb tacks, double-sided adhesive tape, adhesive tape, nails, screws or any other tool or material that could damage the floor or walls is **forbidden** by the hotel. Only masking tape or any other material that can easily be removed without damaging walls or surfaces may be used to install signs, banners, etc.
- Installation of signs must be approved by a hotel representative.
- Please do not use self-adhesive stickers on equipment/property that is not yours (Hotel or GES).
- Signage that could obstruct emergency exit signs or doors is not allowed.
- Signage is not allowed in the hotel lobby.

Security

A security agent will ensure the surveillance of the exhibitors' hall from 7:30 PM to 9 AM on Thursday, October 3, and from 7:30 PM to 9 AM on Friday, October 4.

Labour

Any labour provided by the hotel will be subject to availability and will be charged at the hourly rate in effect at the exhibition.

Complaints

Any complaints that may arise will need to be submitted to the conference organizing committee through one of the exhibitor officials. Exhibitors will have to abide by the committee's decision.

Insurance

Exhibitors will see to insure their goods, by their own insurance policy, and at their own cost, for the duration of the exhibition.

OPIQ will not be held responsible for theft, loss or any damages to delivered material before, during, and after the Conference.

Annex

Exhibitors commit themselves to abide by the following clauses:

1. Non-respect of one of the clauses of the present contract will lead to, without any other notice or formal demand, its termination and extinction of all its ensuing rights.
2. The exhibitor hereby agrees to respect and conform to every federal, provincial and municipal laws and regulations.
3. In case of contract termination, the exhibitor remains responsible for payment of the entire amount due, which will be retained by the conference organizing committee (hereafter “the management”) to cover damages and interests. The management reserves the right to re-lease the leased space rendered vacant by the termination.
4. The exhibitor will not sublet, assign nor transfer use of the leased space without the written consent of a management’s representative.
5. The exhibitor releases the management of any criminal or quasi-criminal responsibility that may come from injury to a person, death or property damages resulting from or during the exhibitor’s occupation of the leased space or any other area located on the site of the Conference, if prejudice is imputable to the exhibitor.
6. The exhibitor agrees to indemnify the management and to keep the latter covered from any claim for damages of any kind for which the exhibitor might be held responsible following the terms of the previous paragraph and agrees to defend the management at his own cost or to reimburse the management for costs or expenses incurred by the exhibitor to defend any claim, action suit or request to this effect.
The management is not responsible for damages caused by any accident that may happen following the misuse, faultiness or latent defect of material and accessories provided to the exhibitor.
7. The management reserves the right, at any time, to demand that an exhibitor removes part or the entire material displayed in the stand when this material (equipment, prints, various articles, etc.) is deemed unacceptable particularly for public order or security reasons.
8. The management also reserves the right, at any time, to demand that an exhibitor or one of its representatives or employees whose conduct should be deemed prejudicial to the smooth running of the conference, leaves the site.
9. All material shipped to the Conference venue must be clearly identified at its arrival to: Congrès de l’Ordre professionnel des inhalothérapeutes du Québec, with the exhibitor’s name and its allocated space number.
10. The exhibitor assumes the handling charges for his material.
11. The material cannot be shipped COD (payment on delivery) since the management will decline, without exception, to pay these fees.

12. The exhibitor will have to leave his allocated space with his material and effects, on the date and time set by the management. Failing that, the exhibitor agrees to indemnify the management for any additional leasing costs that could be claimed by the site's owner for the period during which the exhibitor's material remained on site after the set deadline.
13. It is forbidden to install decorations that may impede or disturb adjoining stands.
14. Any advertisement, whatever form it takes, can only be distributed inside the stand.
15. The exhibitor must inform his insurance company about the present contract in order to insure movable and personal properties during the conference.
16. If the space leased by the exhibitor is damaged beyond usability, the exhibitor has to pay the space's leasing fees only for the period the space was used or could have been used. The management reserves the right to determine, at its discretion, the length of this period.
17. The exhibitor releases the management of any damages, loss, risks incurred by defaulting on the conditions of the present agreement in its entirety or in parts, if such default results from strike, lockouts, picket lines, riot, public unrest, fortuitous cases or in case of *force majeure*, or any other act from a public authority be it federal, provincial or municipal or for any other reason that is out of the management's direct or immediate control. In such cases, the present contract is rightfully terminated, and the management will not be held liable by the exhibitor for not issuing the space and for any other obligation than to reimburse down payments already perceived in accordance with the obligation of the present document.
18. The management reserves the right to change the dates when the conference will be held. The exhibitor releases the management of any responsibility for damages or loss caused by such a change or for any other risk incurred for the same reason.
19. The management reserves the right to cancel the conference within a 7-day notice period and to reimburse in part or in totality the exhibitor, who agrees to release the management of any responsibility for damages and losses caused by such cancellation or any other risk incurred for the same reason.
20. The management reserves the right, before or during the conference, to adopt any additional measure to make sure the conference runs smoothly.
21. The exhibitor or his appointed representative commits jointly and severally to respect each clause of the present contract.