

# GEOQUEBEC 2026

79TH CANADIAN GEOTECHNICAL CONFERENCE

## EXHIBITOR'S MANUAL



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# INTRODUCTION

The Local Organizing Committee and the Canadian Geotechnical Society are pleased to have you with us and wish you an enriching and inspiring experience throughout the event.

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Please note that the GeoQuébec 2026 organization does not accept any claims for loss resulting from fire, theft, or damage to exhibitors, and will not be held liable for any personal injury caused by or to an exhibitor. Use of the facilities is conditional upon the exhibitor accepting full responsibility for any damage caused to the premises by the exhibit and/or exhibitors.

We require each exhibitor to have comprehensive commercial liability insurance for the entire duration of the event.

The GeoQuébec 2026 organization will not be held liable for hidden damage to or loss of goods after delivery to the booth, before or during the setup period, or at the end of the event before they are handed over to the carrier.

Shipments must be insured by the exhibitor to cover the goods once they are no longer under the care, responsibility, or control of the Convention Centre.

The condition, quantity and contents of the equipment noted at the booth at the time of dismantling will be considered final and binding.

## REGISTRATION OF REPRESENTATIVES AT THE BOOTH

It is your responsibility to register your booth representatives via the following link. : [inscription](#)

A promotional code will be sent to you by email to complete your registration.

Responsible parties will also have access, at the appropriate time, to the Pairconnex event platform to personalize their online showcase.

Booth staff registration grants exhibitors **two full-access** passes to the conference.

Exhibitors can pick up their badges **on-site** at the registration desk, after a brief identity check, during the exhibition setup period.

## GENERAL INFORMATION

Official name of the exhibition hall: Hall 200AB

### EXHIBITION HOURS

Setup: Sunday, **September 13**, from 1:00 PM to 5:00 PM

Exhibition Hall opening hours:

- Sunday, September 13 (Icebreaker and Exhibitor Check-in), from 5:30 PM to 7:30 PM
- Monday, September 14, from 8:00 AM to 5:15 PM and from 6:00 PM to 7:00 PM
- Tuesday, September 15, from 8:00 AM to 3:45 PM

Teardown: Tuesday, September 15, from 3:45 PM to 6:00 PM



### IMPORTANT

Exhibitors must be set up in time for the welcome reception (Icebreaker) starting at 5:30 PM.

## SEATING PLAN

Booth assignments are made via email communication, respecting a reservation order.

## EXHIBITION SPACE

Each booth measures 8 feet deep by 10 feet wide.

Please note that the floor is fully carpeted in the exhibitors' area.

### Inclusions:

- Divider curtains
- 1 six-foot table
- 1 tablecloth
- 2 chairs
- 1 wastebasket
- 1 15-amp outlet per booth



### Exclusions:

The following services or products are not included in the cost of renting of your booth space:

- Identification signage
- Handling and storage
- Hanging
- Daily booth cleaning (vacuuming and dusting)
- Other furniture

## BOOTH LAYOUT RESTRICTIONS

Booth structures must not exceed 8 feet (2.43 m) in height, unless the exhibitor has obtained prior authorization from the trade show organizers.

Exhibitor Manager : [partenariat@geoquebec2026.ca](mailto:partenariat@geoquebec2026.ca)

## IMPORTANT DATES

August 28, 2026	Booking: handling and storage, hanging, booth cleaning	Preferential rates available until the August 14th deadline	Québec City Convention Centre : <a href="#">Purchase order</a>
August 24, 2026	Booking: setup of your booth, furniture rental, carpet, signage, etc.	Preferential rates available until the August 24th deadline	ABP : exposition@groupeabp.com
September 3, 2026	Booking: official carrier, customs clearance and pre-event storage	Deadline for delivery of equipment to pre-event storage	
September 7, 2026	Booking: rental of audiovisual, computer and internet equipment	Order before this date	Encore : <a href="#">Purchase order</a>
September 7, 2026	Booking: food services	Order before this date	Maestro : <a href="#">Purchase order</a>
September 11, 2026, 8:00 AM	Delivery of equipment directly to the Québec City Convention Centre	Date which deliveries are accepted	Débarcadère 4 855, Jean-Jacques-Bertrand Québec (Québec) G1R 5V3
September 13, 2026, 1:00 PM to 5:00 PM	Exhibitor setup	Setup	
September 15, 2026, from 3:45 PM to 18:00 PM	Dismantling of exhibitors	Dismantling	
September 15, 2026, 18:00 PM	Deadline for retrieving stored equipment		Débarcadère 4 855, Jean-Jacques-Bertrand Québec (Québec) G1R 5V3

# SETUP

**SCHEDULE:** September 13, 1:00 PM to 5:00 PM

All booths must be set up by 5:00 PM on September 13.

Exhibitors may not set up a booth after the exhibition hall's opening hours or dismantle it before the exhibition closes. On exhibition days, exhibitors have access to the hall one hour before opening time.

# DISMANTLING

**SCHEDULE:** September 5, from 3:45 PM to 18:00 PM

Out of respect for visitors, exhibitors are not permitted to dismantle their booths before the official closing time of the exhibition.

At the end of the designated dismantling time, any equipment not collected by the exhibitor or their designated carrier will be collected by the event's official carrier, and all associated costs will be charged to the exhibitor.



**IMPORTANT :** It is forbidden to use four-wheeled carts in the common areas of the Québec City Convention Centre. All transport of equipment must be done via the loading dock.

To view the detailed exit procedure for the exhibition, [click here](#).

# DELIVERY AND PICKUP OF EXHIBITION MATERIALS

## LANDING STATION

For the delivery and pickup of their equipment, exhibitors are invited to use the loading dock located at the following address: Débarcadère 4, 855, Jean-Jacques-Bertrand, Québec (Québec) G1R 5V3

For directions, [click here](#)

## DELIVERY AND PICKUP OF EQUIPMENT

The Québec City Convention Centre will accept equipment deliveries starting September 11, 2026.

Fees apply to any equipment received before this date.



**IMPORTANT:** Any exhibitor who has their equipment delivered directly to the Québec City Convention Centre understands that their equipment will automatically be handled by Centre staff upon delivery by the carrier and that handling fees, payable on site by the exhibitor during setup, will apply.

Equipment Collection: Materials shipped in advance to the Centre will be automatically received and handled by Centre staff. Handling fees may apply. Exhibitors who ship materials in advance will not be permitted to retrieve their packages themselves on site.

We strongly recommend that exhibitors complete the online handling order form and pay for this service in advance. This ensures that materials shipped in advance and received by the Centre will be delivered directly to the booth upon the exhibitor's arrival on move-in day, greatly facilitating setup. Exhibitors transporting their own materials by vehicle during the move-in period may use the loading dock for unloading, subject to the time limits authorized by the Centre. In this case, they may handle their own materials and avoid the applicable handling fees.

Parking is not permitted at the loading area. Any vehicle in violation may be towed at the owner's expense.

Exhibitors using a courier service (FedEx, UPS, Purolator or other) must ensure that all shipping charges, customs clearance fees, and taxes are prepaid. Any shipment sent freight collect will not be accepted.

# OFFICIAL CARRIER AND CUSTOMS BROKER

Exhibitors are strongly encouraged to use the event's official carrier to facilitate the delivery and collection of their exhibition materials.

## ConsultExpo

 514 482-8886

 daniel@consultexpoinc.com

The carriers listed are accredited by the Quebec City Convention Centre. Please contact them to make arrangements and choose only one.



**IMPORTANT :** At the end of the time allotted for dismantling, any equipment not collected by the exhibitor or their designated carrier will be taken over by the event's official carrier and all costs related to this operation will be charged to the exhibitor.

## SHIPPING LABELS

All shipments destined for the Québec City Convention Centre must be labeled as follows\*:

Event Name: GéoQuébec2026

Event Number: #11548-01

Exhibitor Name:

Booth Number:

*Centre des congrès de Québec  
Débarcadère 4  
855, Jean-Jacques-Bertrand  
Québec (Québec) G1R 5V3*

\*Label template available at the end of the document.

## CARS

The Québec City Convention Centre is located near several underground parking lots (fees apply). To view the list, [click here](#)

## SMALL TRUCKS

Paid outdoor parking (limited spaces) is available near the Centre, behind the Delta Hotel. To view the location, [click here](#)

# QUÉBEC CONVENTION CENTRE SERVICES

## SERVICES OFFERED

The following services are **not** included in the rental cost of your event space and can be ordered on the Québec City Convention Centre website:

- Electricity (other than the standard provided)
- Handling and storage
- Hanging
- Booth cleaning



**IMPORTANT :** An electrical outlet is included in your exhibition space. Please contact the Québec City Convention Centre for any additional electrical needs.

## ORDER FORM

The services offered by the Centre can be ordered online on the Québec City Convention Centre website. To access the order forms, [click here](#)

The Québec City Convention Centre is offering a **20% discount** to exhibitors who order their services before the deadline of 28/08/2026, 16:00PM



**IMPORTANT :** Online order forms are available until August 28, 2026. A service desk will be available on-site during setup to accommodate last-minute requests. Please note, however, that the price of these services will be higher and some services may not be available.

## INFORMATION

Exhibitor services  
418 649-7711, poste 4030 ou 1 888 679-4000  
[services@convention.qc.ca](mailto:services@convention.qc.ca)

# ELECTRICITY

The Québec City Convention Centre does not provide electrical service inside booths. The service will be installed at the back of the booth or in the most suitable location. Exhibitors or their designated suppliers are authorized to bring their own extension cords and install electrical service within their booth.

Electricity other than 120V 15A (standard 1500W outlet) is available upon request. Exhibitors must contact Exhibitor Services to request it.



Prise électrique 120 V 15 A

## HANDLING AND STORAGE

[Purchase order](#)



The handling service includes unloading equipment at the loading dock, transporting it to the booth upon exhibitor arrival, moving empty containers to the storage area after setup and returning them to the hall during dismantling, and then transporting the equipment back to the loading dock and loading it.

Exhibitors arriving at the loading dock with their own vehicles can handle their equipment themselves using the four-wheeled carts provided by the Centre. If handling the equipment requires the use of a forklift, the exhibitor can request one from the dock supervisor for a fee.



**IMPORTANT :** Even if the exhibitor handles their own equipment upon delivery and pickup, handling fees apply for moving empty containers to the storage area.

## STORAGE OF EMPTY CONTAINERS DURING THE EVENT

[Purchase order](#)



Storage of empty containers during the event is mandatory. No empty cardboard boxes or shipping crates will be permitted inside or behind the booth. The Québec City Convention Centre has exclusive management of the storage areas. Exhibitors are not authorized to access them.

Storage services are included with handling services. This service includes labels for identifying empty containers. These labels are available at the Centre's service desk during setup. Exhibitors can reserve handling and storage services by completing the order form in advance and **receive a 20% discount**.

Exhibitors who do not wish to pay for the storage of their empty containers are responsible for handling them themselves, storing them outside the Centre, and returning them during dismantling.



All requests to hang signs or structures require prior approval from the exhibition organizer and must be accompanied by the following information: type of structure, dimensions, weight, type of anchors, and clearance from the floor (height between the floor and the lowest point of the structure).



The ceiling height in Room 200AB is 23 ft 10 in (7 m).

## FOOD SERVICES

No outside food may be consumed at the Québec City Convention Centre. Maestro Culinaire has exclusive rights to sell and distribute food and beverages at the Québec City Convention Centre. Exhibitors must obtain prior authorization to distribute any food products.



**IMPORTANT :** Any alcohol brought in from outside, whether held for personal use, as a gift, for a draw or otherwise, is strictly prohibited under the current liquor permit.

### Maestro Culinaire

Phone : 418 649-5212

[info-qc@maestroculinaire.ca](mailto:info-qc@maestroculinaire.ca)

## AUDIOVISUAL SERVICES AND COMPUTER EQUIPMENT RENTAL

Encore is the official supplier for audiovisual services and computer equipment rental at the Québec City Convention Centre.



### Encore

Event Technologies / Audiovisual

[exposants-CCQ-ca@encoreglobal.com](mailto:exposants-CCQ-ca@encoreglobal.com)

## INTERNET SERVICE

High-speed wireless internet service (individual speeds up to 15 Mbps with unlimited data transfer) is offered free of charge throughout the Centre. Encore is the exclusive internet service provider for the Québec City Convention Centre.

### Encore

Event Technologies / Audiovisual

[exposants-CCQ-ca@encoreglobal.com](mailto:exposants-CCQ-ca@encoreglobal.com)

# OFFICIAL EXHIBITION SERVICES PROVIDER

If you wish to enhance your booth space, you can with the help of our official supplier, ABP. Their team offers a range of tailored solutions to showcase your booth and attract visitors' attention, while respecting the event's image and standards. Do not hesitate to call upon their expertise for a professional and effective setup.

## ABP - Expo

Phone : 418 659-2520

exposition@groupeabp.com

Web site : www.groupeabp.com

## Services offered:

- - Custom booth rental
- - Furniture, accessory, and plant rental
- - Poster and banner production
- - Assembly and dismantling labor



# SHOW YOUR BADGE PROGRAM

As an exhibitor, you can take advantage of exclusive offers and discounts at a wide range of shops and restaurants by presenting your badge. For details and a list of participating businesses, [click here](#)



## ACCESS TO THE EVENT APPLICATION

Details regarding how the event app works will be sent by email to registered booth managers.

It is possible to add someone who will not be present on-site (e.g., marketing manager or other) to create and manage your online presence. To do so, you must submit a request by email to [partenariat@geoquebec2026.ca](mailto:partenariat@geoquebec2026.ca)

Access to the app for customizing your storefront will be available at the beginning of August. The app will be accessible to participants at the beginning of September, giving you ample time to optimize and make your storefront more appealing.

This new app will also allow you to collect leads and maximize your visibility among participants.

# CONDITIONS AND LIMITATIONS

*Clarification required by the event organizers*

## BOOTH

The organizing committee and its official supplier will be responsible for the basic setup included in your package for all exhibition booths. Exhibitors must ensure that all valuables are removed when the booth is unattended.

The exhibitor and their partners are responsible for any damage caused to the building, floors, walls, columns, and standard exhibition equipment. The application of labels, tape, paint, varnish, glue, or any other coating to columns, floors, walls, or standard exhibition equipment is strictly prohibited.

Any damage caused by an exhibitor or their booth must be compensated by the exhibitor to restore the facilities to their original condition.

All booths must comply with all safety regulations established by the authorities. All materials used for decoration must be fire-retardant. Cardboard boxes and crates may not be stored under tables, behind displays, or in any other area of the exhibition space.

## MAINTENANCE

The Convention Centre is responsible only for the collection of waste placed in the aisles, provided it is contained in sealed bags, as well as for maintaining the cleanliness of common areas. Exhibitors are responsible for keeping their booth clean at all times.

The following obligations and restrictions apply to exhibitors and the staff of the exhibition service provider retained by the organizer or exhibitor during the setup and teardown of the show.

## **Insurance**

Exhibitors must have their own liability insurance (minimum 200 000\$). The Québec City Convention Centre and its agents assume no responsibility for bodily injury or property damage to products, equipment, or decorations caused by fire, water, or theft, whether in rented spaces or during transitions within the building, regardless of the cause.

## **Recycling and Waste Collection**

Exhibitors must use the various recycling facilities provided (paper, cardboard, glass, plastic) during setup, teardown, and throughout the exhibition. Additional recycling programs may be added to those listed above. Bins for general waste and recycling must be placed outside the booth in the aisle each evening after the exhibition closes. They will be emptied by Centre staff free of charge. Bins left inside the booth will not be emptied

## **Common Areas**

Exhibitors must not obstruct corridors, elevators, escalators, lobbies, monitors, building emergency exits, or any other rooms in the Convention Centre at any time.

## **Animals**

Animals must be approved by the Centre. Only service dogs for people with disabilities are permitted without restriction.

## **Cooking Appliances**

Exhibitors must comply with fire prevention regulations. Refer to the [Safety and Fire Prevention Measures](#) document available on the Centre's website.

## **Stickers**

The use of any stickers must be pre-approved by the Centre.

## **Balloons and Confetti**

The use of helium-filled balloons must be pre-authorized by the event coordinator. Exhibitors will be charged a fee if balloons need to be retrieved from the ceiling after the exhibition. The use of confetti and glitter is prohibited.

## **Alcohol consumption during setup and teardown**

To reduce the risk of accidents, no alcoholic beverages are permitted during setup and teardown.

## **Children**

For safety reasons, children are not allowed in the loading dock or the exhibition hall during setup and teardown.

## **Fire**

Exhibitors must comply with fire prevention regulations. Consult the [Fire Safety and Prevention Measures](#) document available on the Centre's website.

## **Noise limits**

If any equipment produces noise or odor that disturbs exhibitors or visitors, the exhibitor must stop operating it. The noise level must not exceed 70 decibels at 4 feet from the noise source. The Centre is the sole judge in this matter.

SENDER'S NAME:

SENDER'S ADDRESS:

TELEPHONE:

NUMBER OF PACKAGES:

CARRIER AND CUSTOMS BROKER:

EVENT NAME: GÉOQUÉBEC 2026

EVENT NUMBER: 11548-01

EXHIBITOR NAME:

BOOTH NUMBER:

Québec City Convention Centre,  
Débarcadère 4  
855, Jean-Jacques-Bertrand  
Québec (Québec) G1R 5V3