

BANNER HANGING

1. **Orders placed after the beginning of set-up will be subject to approval and additional fees.**
2. Banner hanging services are provided during set-up and dismantling days.
3. All installations are subject to approval by the Palais des congrès de Montréal. Our technical advisors will recommend changes according to the weight and/or dimension of the sign to install, additional fees may apply.
4. Banner Hanging services are available in rooms [210](#), [220](#), [230](#) and [517](#). Depending on the booth location, extra fees may be applied.
5. Please provide us with a design or picture of the banner.
6. If you would like GES to assemble the banner for you, please complete the [Booth Labor Form](#) available in this kit or online via [Expresso](#).
7. Please provide us with a [Booth Layout Plan](#). If no plan is provided, additional labour may apply.

RIGGING SERVICES

1. The Regulation regarding the use of premises and equipment for all audiovisual installations at the Palais des congrès de Montréal (RÉG 52-01) serves to ensure a safe environment for our clients, prevent any damage to the building and equipment during audiovisual set-up and dismantling operations and to standardize the execution of rigging points for stage and audiovisual installations.
2. All anchor points will be installed exclusively by Palais technicians or one of its representatives (includes lifting equipment).
3. Orders placed after the beginning of set-up and during the event will be subject to approval and an increase of 20% over the regular price and may incur additional fees.
4. **MANDATORY PLAN VALIDATION**
 - All installations are conditional upon validation of plans. Non-compliance with this regulation could result in delays and extra charges, or even interrupt a set-up. GES advisors will provide you with expert assistance in validating rigging plans. Any plan that does not comply with building specifications is subject to change.
 - Validation is free if the plan is received at least **ten (10) calendar days** before the start of the event. Afterward, charges of \$133/ hour will apply. The validated plan will be returned to you within five (5) working days.
 - For compatibility purposes, use « Autocad » format (.dwg or .dxf). Otherwise, please provide us with measurements to scale. Building master plans are available on demand at no charge.

Information that must appear on the plan:

- Rigging points in the room (reflective ceiling)
- Positions of motors and chain hoists
- Positions of trusses and all suspended structures
- Note : no truss section shall have unsupported ends*
- Types of equipments used (sound, lighting, etc.)
- The total load of the suspended structure
- The load by rigging point in lbs or kg
- A notice if the structural load is not evenly distributed
- Rigging point required for cable pick for cables over 22,7 kg (50 lbs)
- Note : concentrated loads must be positioned*

CANCELLATION POLICY & CLAIMS

1. No fees or penalties shall be charged by GES to the customer if the service is cancelled by the customer prior to the setup period.
2. All items cancelled after move-in begins, will be charged at 100% of the original price.
3. All claims on services charges must be filed prior to the closing of the show to be considered.