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# SET-UP INFORMATION

**HELP US OFFER YOU AN IMPECCABLE SERVICE FOR YOUR EXPO-CHAMPS SET UP!**

The **signatory contact** and the on-site contact for the event have received an email from [infosalon@goxpo.ca](mailto:infosalon@goxpo.ca) in **mid-July** with the subject line :

**IMPORTANT - Entry Times and Admission Tickets - EXPO-CHAMPS**

This email contains important information such as your **delivery and move-in schedule** and **your courtesy tickets**, as well as your **discount code to be used on our online ticketing service**.

Can't find our email?

Look in your junk mail/spam folder or contact us at [infosalon@goxpo.ca](mailto:infosalon@goxpo.ca).



## SCHEDULE

Please respect your delivery and set up time slot to facilitate the on-site management of your booth.

Please note that no forklift services will be available Saturday, August 24 and Sunday, August 25.



## PRESENCE OF A REPRESENTATIVE

A representative **must be present** upon reception of your material. Note that for insurance reasons we're not allowed to unload and handle your material without the presence of a representative from your company on-site.



## CARRIER

Make sure the delivery person for your material knows **YOUR BOOTH NUMBER** and your **COMPANY NAME** otherwise, we won't be able to take charge of the vehicle upon its arrival.

## WHAT TO DO WHEN YOU ARRIVE ON-SITE:

### LOT

Validate the size of your lot by finding the 4 stakes that identify your location. Also, make sure that an additional mowing was made on your lot (if you have filled out an order form).

### TENT AND FLOOR

Make sure your tent has been positioned according to the plan you have supplied (if the order has been placed with the promoter and if you have requested its installation before your arrival).

### MARKING

With spray paint, mark on the ground where you want your equipment to be positioned. The placement of your equipment will be done in spare time during the day. Our team's priority is the unloading of material from the different carriers.

## CONTACT THE EXHIBITOR SERVICE CENTRE FOR

- An electrical problem
- A tent/floor problem
- An Internet problem
- To obtain furniture
- A problem concerning admission tickets
- Questions or problems encountered during your booth set-up.

The exhibitor service desk is located at the main entrance of the exhibition site, near the ticket stand.

Exhibitor service desk 450-768-9941

**EXPO-CHAMPS**

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### PUNCTUALITY

The entry time has been determined according to the needs you have indicated on the survey you filled out. This will help facilitate your booth set up. If you arrive at a different time than scheduled, our team may not be available to offer the required services.



### HANDLING

Our team will offer you different services and installations to facilitate your arrival/departure. An unloading dock, a 100-HP tractor with hydraulic outlets, four forklift trucks with a lifting capacity of 11,000 LB, and a truck crane can be used to handle your equipment.

You're **NOT ALLOWED** to use the adjacent location when setting up your booth.



### SUPPLIERS

If you have made an order to a supplier to obtain Internet services, audiovisual services, electricity, furniture or turnkey services, the installation will take place between Tuesday, August 20 and Monday, August 26.



### MOWING

It's **STRONGLY recommended not to** mow the grass on your site on your own. Electric cables and network wires (Internet) might be present on the ground of your site. Neither Expo-Champs, nor its electricity provider may be held liable for any incident related to the passage of a mower blade on the cables (powered or not).



### WASTE

Before leaving, make sure your site is clean and safe. Make sure all documents are stored safely so they're not carried away by the wind. When setting up your booth, dispose of your residual waste in the provided bins.



### VALUABLES

To prevent thefts, we ask you not to bring your valuables before Tuesday, August 27 (ex: computers, tablets, etc.). Note that an external security service provider will be present on site 24 hours a day, from August 20 to August 30.



### WATER

Don't forget to bring a water bottle during your booth installation. There won't be any drinkable water on the site before the end of the day, on Monday, August 26.

# THANK YOU FOR YOUR TRUST!

If you have any other questions on-site, you can go to the exhibitor service desk located near the entrance of the RBC Big tent or call 450-768-9941.