

Journée carrière FMRQ

OCTOBER 8, 2021

Exhibitor's Handbook

We invite you to consult this Handbook to prepare your participation in FMRQ Career Day on October 8, 2021.

Please note that on the day of the event, our staff will be on hand to meet all your needs.

We wish you a successful recruitment day!

Important dates

Registration period

Special rate:
July 1 to August 27

Registration deadline
September 10

Resource-persons

Vicki Portelance
514 640-0077

Sylvain Schetagne
514 924-7102

[jqc@fmrq.qc.ca](mailto:jcq@fmrq.qc.ca)

IMPORTANT DATES:

July 1 to September 10: Registration period

September 17: *(after this date, no changes will be allowed)*

- ✓ Deadline for sending us a list of your physician resource needs.
- ✓ Deadline for sending us the names of your two representatives by space.

SCHEDULE FOR THE DAY

08:00 to 11:00 am	Booth setup
1:00 to 5:00 pm	FMRQ Career Day
5:00 to 8:00 pm	Dismantling of booths

REGISTRATION

In view of the health measures currently in effect, we have had to revise the exhibition hall layout. We will retain the arrangement of the hall by administrative region. If, however, you wish to rent more than one space, you will have to have your layout plan authorized by emailing [jqc@fmrq.qc.ca](mailto:jcq@fmrq.qc.ca) prior to registering.

Fee for reserving a 10' x 10' space

Registration **up to August 27, 2021:** \$1,500 plus tax = \$1,724.63

Registration **between August 28 and September 10, 2021:** \$1,800 plus tax = \$2,069.55

You will be sent an invoice once your online registration has been confirmed, and will be able to pay by cheque, by Interac money transfer or by EFT.

Cancellation policy

The FMRQ undertakes to refund space rental fees in line with the following cancellation policy:

- Until August 27, 2021: 100% refund
- Between August 28 and September 10: 50% refund
- After September 10: No refund

Equipment included in the fee

- ✓ 1 10' X 10' space per booth
- ✓ 1 6' X 30" table
- ✓ 2 chairs
- ✓ 1 electrical outlet

Exhibitors are asked to bring their own personalized identification badges for each representative. Nametags with metal clips are preferred.

Health measures

- ✓ Government authorities allow us to host a maximum of 230 resident doctors at a time in the exhibition hall. In order to comply with this rule, resident doctors will be invited to choose a time slot, so we will be able to host up to 1,000 residents during the event. Normally, we have 700-800 participants.
- ✓ We may be forced to open the exhibition hall doors 1-2 hours earlier than scheduled, depending on the number of registrations. **You will have to be ready from 11:00 am onward.** We will notify you as soon as possible.
- ✓ For the moment, surgical masks will have to be worn by everyone, both exhibitors and resident doctors. **Each participant will be given a surgical mask before entering the exhibition hall.**
- ✓ We will be installing hydroalcoholic gel distributors on the way into the hall.
- ✓ To comply with the 2-metre rule, the authorities allow us to have only two representatives in a 10' X 10' rental space. So each space can accommodate two representatives, two spaces, four representatives, and so on.
- ✓ For the moment, no documents or promotional items may be distributed.
- ✓ Ideally, resident doctors' personal information will have to be taken down electronically by booth employees, to avoid multiple contacts.
- ✓ You may consult the [health measures](#) being implemented by the Montreal Convention Centre (*Palais des congrès*).

The health measures listed above reflect government standards in effect when this Exhibitor's Handbook went to press. These measures could therefore change by the time the event is held, depending on how the current pandemic evolves. Should that be the case, you will be sent official notification of any new measures to be followed.

Representatives

A maximum of 2 representatives per reserved space is permitted.

For meals, snacks, and coffee, there is a commercial mall on Level I of the Convention Centre.

ACCOMMODATION

Exhibitors who want accommodation for their stay have to make their own reservations. Please click on [this link](#) to find out about hotels located near the Convention Centre.

TURNKEY BOOTH RENTAL

If you want a personalized booth, you can find out about them from the following firms:

Jean-Marc Côté
Expo-Côté Design
450-444-2551

Laika Perreault
Présentation Design
450-682-4612

If you need furniture, please email us as early as possible. Also, if you want to have a specific layout or draw up a new concept, **you must discuss it at the start of the project in order to have it approved** by the *Fédération des médecins résidents du Québec*. To do so, you must send it to Vicki Portelance at [jqc@fmrq.qc.ca](mailto:jcq@fmrq.qc.ca).

AUDIO-VISUAL

Exhibitors looking for audiovisual equipment to enhance their booth can get in touch with:

Benoît Durocher of Specvision
Office: 514-507-9717 / Cell: 514-503-2333

You must also notify the *Fédération des médecins résidents du Québec*.

ELECTRICITY

As stated on the registration form, a 1500W, 120V power base is provided free of charge with your booth rental. If you are planning to rent more than one space, don't forget to include the desired arrangement of electrical outlets in your layout plan and to email it to us at [jqc@fmrq.qc.ca](mailto:jcq@fmrq.qc.ca). Please plan to bring your own extension cords.

INTERNET CONNECTION

Exhibitors who would like Internet access (cost: \$75) will have to request it **no later than September 24, 2021** by emailing [jqc@fmrq.qc.ca](mailto:jcq@fmrq.qc.ca). You will be emailed the access code a few days prior to the event.

OTHER SERVICES

For any other services, you may at any time get in touch with us or contact the Convention Centre via the [Palais des congrès client portal](#).

FIREPROOFING RULES

City of Montreal Fire Department regulations require all items used for decoration to be fireproofed. See the regulations by clicking [here](#).

PROMOTIONAL ACTIVITIES

No distribution of promotional material, draws, or any other solicitation are allowed. *If you wish to hold a draw, please get in touch with us for further information.*

INSTALLATION AND DISMANTLING OF BOOTHS

Booths must be assembled and installed between 8:00 and 10:45 am on the day of the event. For more complex installations, or for a series of booths assembled by the same installer which requires a considerable amount of time to set up, installation may begin on October 7, 2021 from 3:00 pm onward. In that case, you will have to notify the FMRQ ahead of time, specifying the time of arrival at the Convention Centre, along with the name of the person responsible on site.

For dismantling your booth, it is important to note that no departures will be allowed before 5:00 pm. Furthermore, dismantling must be completed by 8:00 pm.

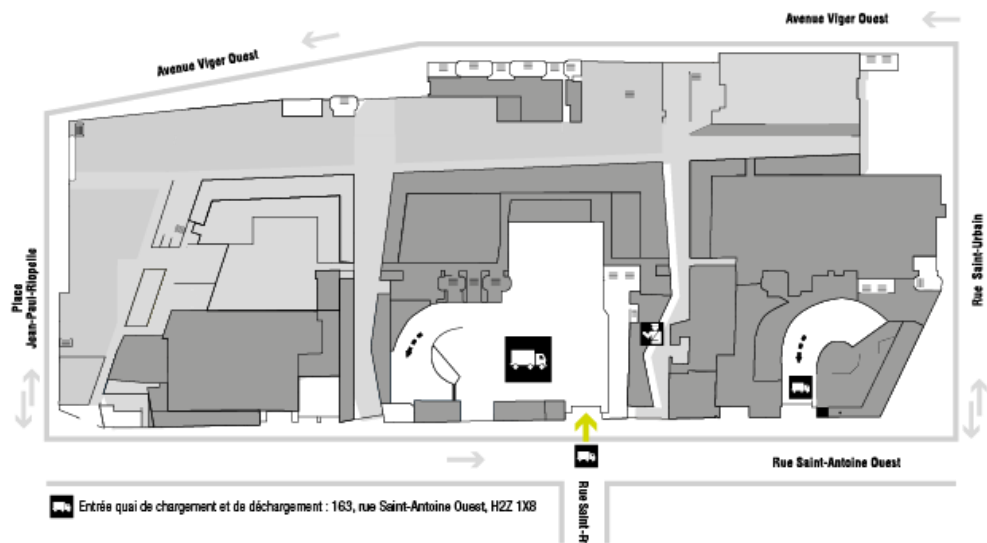
N.B.: Since the Convention Centre cannot keep equipment after that time, please ensure that you call a courier ahead of time.

SHIPPING YOUR BOOTH AND/OR EQUIPMENT

We recommend that you bring your equipment yourself on the morning of the installation, to avoid any risk of loss or delayed delivery. If, however, you do ship equipment to the Convention Centre, each box or container must be clearly identified with the following information:

Fédération des médecins résidents du Québec
FMRQ Career Day – October 8, 2021
Montreal Convention Centre (*Palais des congrès*)
163 Saint-Antoine Street W – Room 210, Booth No.
Montreal, Quebec H2Z 1X8
Exhibitor and name of person responsible

ACCESS TO CONVENTION CENTRE



LOADING DOCK

The loading dock is located at 163 Saint-Antoine Street West, at the corner of St-François-Xavier Street (see plan above). Once your equipment has been unloaded, you can move it to Room 210, on the same level.

All equipment must be delivered via the loading dock at 163 Saint-Antoine Street West, Montreal, QC H2Z 1X8.