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IMPORTANT CONTACT INFORMATION

Exhibition Hall
General Inquiries
Programming
Sponsorship

expo@lavalcomiccon.com
info@lavalcomiccon.com
cliff@lavalcomiccon.com
liz@lavalcomiccon.com

EXHIBITORS PAGE

<https://www.lavalcomiccon.com/en/exhibitors/>

SHOW LOCATION

Place Bell
1950 Rue Claude-Gagné
Laval, QC
H7N 0E4

CUSTOMS BROKERAGE & CARRIER

Beyond Borders
Rob Parr
Director of Operations
416-771-4065
rob@beyond-borderslc.com

ELECTRICITY, AUDIOVISUAL EQUIPMENT & SERVICES

Spectre Entertainment: <https://spectre-comiccon.vercel.app/>

SHOW DECORATION

ABP: (TBD)

EXHIBITION HALL SHOW HOURS

	FRIDAY	SATURDAY	SUNDAY
Dock availability	1:00PM to 8:30PM	8:00AM to 9:30AM	10:00AM to 10:30AM 5:00PM to 10:00PM
Setup	1:00PM to 9:00PM	8:00AM to 9:30AM	-
Restock AM	-	-	10:00AM to 11:00AM
Show hours		10:00AM to 6:00PM	11:00AM to 5:00PM
Restock PM		6:00PM to 6:30PM	-
Teardown	-	-	5:00PM to 9:00PM

VENUE INFORMATION

There are no loading docks at this venue. Exhibitors can enter with their dollies through garage door 14 on Boul. Le Corbusier.



To avoid having too many vehicles arriving at garage door 14 and creating a huge queue, all "regular" cars (sedan, SUV, without trailer) can unload their equipment at the loading dock and enter through the main entrance. Only the largest trucks will be able to arrive at door 14.



You can find more information [here](#).

BOOTH DETAILS

ARTIST SPACE

Each artist booth is a 6' by 6' space and comes with:

- One (1) 6' table that is 30" high by either 24" wide or 30" wide
- Two (2) chairs
- Two (2) exhibitor badges*

EXHIBITOR SPACE

Each exhibitor booth is an 8' by 8' space and comes with:

- One (1) 8' table that is 30" high by either 24" wide or 30" wide
- Two (2) chairs
- Two (2) exhibitor badges*

CORPORATE/PARTNER/SPONSOR SPACE

Each space will have a contract with specific details. For more information, questions, or concerns, please contact liz@lavalcomiccon.com

To obtain items that are not included with the space, please refer to our supplier's section for more information.

*To purchase additional exhibitor badges please email expo@lavalcomiccon.com

MOVE-IN PROCEDURE

MOVE-IN HOURS

FRIDAY	1:00PM to 9:00PM
SATURDAY	8:00AM to 9:30AM

DELIVERIES AND SHIPMENTS

All pallets, crates and loose boxes must be properly labeled with the exhibitor's name, booth number, contact person's name, and name of the event (*see example of shipment label, Appendix A*). All shipments must be made during the hours and days that setup is scheduled and a representative from the booth must be present to receive the shipment. **We do not accept shipments for exhibitors.**

If a representative is not present at the time of delivery or the delivery arrives before or after our posted setup hours, or the shipment is improperly labeled, the shipment will be turned away.

Exhibitors must ensure that their pallets are properly wrapped and stacked. If an improperly wrapped pallet is shipped and the pallet falls apart, crushes/damages merchandise and/or injures any persons, the owner of the pallet will be fully responsible for the losses and damages. Additionally, if a pallet falls apart and the exhibitor is not in the building at the time of the incident, the exhibitor will be fully responsible for the cost of restacking and moving the pallet.

CUSTOMS BROKERAGE AND CARRIER

If an exhibitor needs to import merchandise from outside Canada, Beyond Borders offers both transportation and customs services:

Beyond Borders
Rob Parr
Director of Operations
416-771-4065
rob@beyond-borderslc.com

EXHIBITOR/ARTIST ENTRANCE

The exhibitor/artist entrance is the doors “Glaces Communautaires” found on Boul. Le Corbusier. Exhibitors can enter with their dollies through garage door 14 on Boul. Le Corbusier, to the left of the exhibitor entrance. There will be a lane reserved on the street for exhibitors to park while unloading their material.

BADGE PICK-UP & CHECK-IN

Exhibitors are required to pick up their badges before the opening of the hall to the public. Exhibitors check in will be inside the exhibitor’s entrance.

If an exhibitor requires additional badges, they may also be purchased at the check-in desk. **If a person loses their badges during the convention, they can inquire at the exhibitor services office about purchasing a replacement.**

Please note that the badges cannot and will not be personalized.

Please note that neither Laval Comiccon nor Place Bell are responsible for getting exhibitor employees and/or exterior staff/personnel into the event. We will also **not** hold badges for exhibitor staff at special badge pickup. Exhibitors are responsible for making sure they have adequate staffing at their booth, getting them in and out of the event and making sure they have their always badges on their person.

DOLLIES, HAND CARTS & PALLET JACKS

Exhibitors are encouraged to bring their own equipment. Please note that this type of equipment must only be used in the exhibition hall and in the loading dock area. There are dollies available in the convention centre, but they are in limited number, and we will function on a “first come, first serve” basis.

Please note that dollies, carts, buggies, or pallet jacks will be **NOT** allowed in the hall starting from half an hour before opening until closing.

CHILDREN INSIDE THE EXHIBITION HALL DURING EXHIBITOR HOURS

Due to Quebec CNESST regulations, children under the age of 16 are not allowed in the exhibition hall during set-up and tear-down hours.

Children affiliated with an exhibitor can be in the exhibition hall once the hall is open if they are under the direct care and supervision of the exhibitor at all times.

If an exhibitor comes to the venue during set-up and/or tear-down hours with a child, they will be not allowed to enter the exhibition hall.

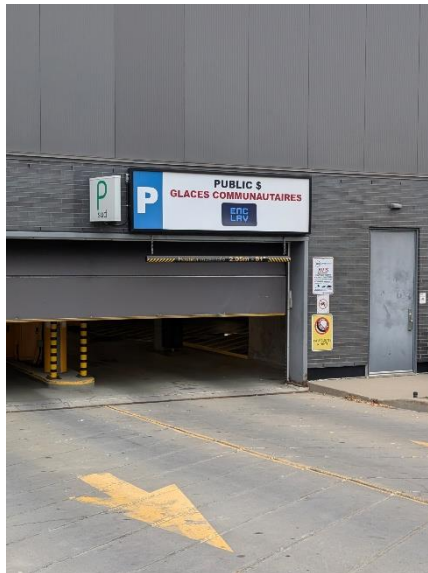
STORAGE

You can request storage with exhibitor's services during check-in.

PARKING

Parking is **NOT** included for exhibitors.

Underground- access from Boul. De la Concorde O.



Outdoor- access at Quartier Laval:



For more information, please view this document: <https://www.lavalcomiccon.com/wp-content/uploads/2025/03/Acces-a-Enclav-et-Stationnement.pdf>

BOOTH REGULATIONS

GENERAL

During the event, all tables and aisles are to remain clear of boxes, debris, and displays.

All exhibitors must be careful not to damage the show floor with tables or displays; Nothing is to be taped to the walls of the convention center.

It is up to exhibitors to maintain the safety (must make sure that any rigging and/or signage will not fall at anything time) and cleanliness of their booth. The exhibition hall staff can ask for the booth rigging to be made stronger if they feel the booth is unsafe. Unsafe rigging and/or signage will be removed.

Strongly scented Items are prohibited, whether in sale or on displays, including bath salts, potpourri, incense, candles, air fresheners, etc. Scented items must be wrapped.

HEIGHT & SIGNAGE

All banners & signage within a booth must be single sided.

Booths' height must not exceed the 8 feet. Exceptions may be made on a case-by-case basis, and in the sponsor/corporate area. This is to allow for all exhibitors to have an equal chance of having their booth seen by attendees. Any exhibitor who does not comply with the height rules will be asked to take down the segments that exceed the 8' pole and drape.

ALLOCATED SPACE

Exhibitors can use the space as they wish but cannot go outside of the limits of the space they are assigned. The spaces are marked on the floor with the delimitation of each individual space. All aspects of the display, tables included, must be within the space allotted.

Exhibitors who are found to be encroaching on the booth spaces of a neighbor or an aisle, will be directed by a Comiccon staff member to move their display so it respects the space limits of their booth.

BOOTLEGGING & PLAGIARISM

Laval Comiccon and Major Comics do not condone the sale of unauthorized or bootlegged materials. The sale and or display of licensed materials should only be allowed if merchandise is approved by license holder and doesn't infringe on copyrights and licencing laws. Violation will result in removal from the event without refund and possible ban from future events. Any exhibitor caught selling such items may be subject to prosecution.

Please note the sale of AI produced art is strictly prohibited.

FIRE REGULATION

Booths must meet City of Montreal fire code and are subject to inspection by the City of Laval fire marshal. No portion of a booth and/or display can block or cover aisles, doorways, fire extinguishers, fire hose cabinets, fire exits, fire alarms, or related items.

For fire safety, it is prohibited to use fire/flame/heat sources in the exhibition hall. This includes but is not limited to candles, tea lights, flame throwers, space heaters, torches, lighters, rockets, fireworks, sparklers, Tiki torches, flint & steel, etc. All decoration must be fireproof.

SMOKING AND CANNABIS

All smoking and the use of E-cigarettes are prohibited within Place Bell. It is also forbidden to consume Cannabis.

Exhibitors desiring to smoke must go outside the building.

MEDICAL EMERGENCIES

Exhibitors are required to report all accidents and injuries to exhibitor services as soon as possible.

If medical services are required and it is not possible to go to the exhibitor services office, exhibitors will need to find a Comiccon staff member to call for assistance. Exhibitor services will dispatch the Laval Comiccon medical team to the location of the emergency. This medical team is equipped to manage all types of medical emergencies.

The Laval Comiccon medical team will assess the situation and call 911, if required. Exhibitors should NOT call 9-1-1 on their own due to building requirements when emergency services are dispatched.

CLEANLINESS

Exhibitors are required to maintain the cleanliness of their booth AT ALL TIMES during the show and during tear-down.

The exhibition hall will be cleaned every night after the hall has closed for the evening. Any empty boxes that are left in the aisles (even during setup) will be cleaned up and discarded.

Exhibitors are responsible for any damage done to the property of the Palais de congrès de Montréal and/or Laval Comiccon property and will be billed for the cost of repair and/or replacement.

ADULT (18+) MERCHANDISE

Exhibitors CANNOT distribute or sell any adult material to anyone under the age of 18. Any “adult only” material should be behind the counter and any nudity and/or sexual content must not be displayed openly.

DRONES

The operations of drones at the Laval Comiccon are strictly forbidden. Exhibitors caught flying a drone during the event will be asked to put the drone away. If the exhibitor persists, the drone will be removed from the event and may result in the exhibitor also being removed.

If exhibitors sell drones, attendees must be informed not to fly them within the event premises. Any attendees found flying a drone during the event will have them confiscated.

PROMOTIONAL MATERIAL

The distribution of flyers, cards, pamphlets, or any other promotional material is only permitted within an exhibitor’s booth space. Such material cannot be distributed anywhere else on the premises of the convention without the prior authorization of Laval Comiccon.

If you would like to promote exclusives at our event, please contact Elizabeth Jutras at liz@lavalcomiccon.com.

MEDIA RELATIONS

Exhibitors must ensure that all media interactions during Laval Comiccon, including all forms of interviews and interactions, go through the Laval Comiccon media department. To contact the media department, please contact Leeja Murphy at leeja@agencepink.com or inquire at it at the exhibitor services desk.

WEAPONS POLICY

If an exhibitor intends to display and sell weapons, armor, or props at the convention, they must receive approval from exhibitor services. There are policies and procedures that provide direction and guidance on which items are permitted to be displayed and/or sold, the procedures for selling these items, weapons sales conditions and restrictions. We will also require exhibitor to post a sign, supplied by Laval Comiccon, in an easily visible area of the booth; it will also show the sale of an inadmissible weapon (e.g., metal swords, knives) to anyone under 18 years of age is strictly prohibited.

Exhibitors must sign an agreement and respect all convention policies, guidelines, and all Canadian laws **prior** to the event.

Any exhibitor selling weapons without a signed agreement, or a sign not clearly posted will be asked to remove the merchandise from their booth and further non-compliance will result in the expulsion of the exhibitor and/or booth from the event.

FOOD SERVICES

Please send requests for food and beverage sale to expo@lavalcomiccon.com

Exhibitors will be required to post a sign (supplied by Laval Comiccon) in an easily visible area of their booth.

SERVICE PROVIDERS

TEMPORARY ELECTRICAL POWER, AUDIO/VISUAL EQUIPMENT & SERVICES

Spectre Entertainment: <https://spectre-comiccon.vercel.app/>

FURNITURE AND SHOW DECORATION

If you require additional tables, chairs, carpeting, or other types of furniture which are not provided by the convention, please contact ABP:

(TBD)

Take advantage of early booking price by ordering online before (TBD)

MOVE-OUT PROCEDURE

MOVE-OUT HOURS

SUNDAY	5:00PM to 9:00PM
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MOVE-OUT PROCEDURE

Please note children under the age of **16** are not allowed in the exhibition hall during tear-down hours.

If an exhibitor doesn't need dock space and can carry their merchandise by hand, we recommend using the front entrance and walk to where their vehicle is parked.

The tear-down of booths in the exhibition hall cannot be started by exhibitors before 5:00PM on Sunday.

If an emergency arises that requires an exhibitor to tear down their booth before the scheduled teardown time, they must seek approval from the exhibition hall director and, if approved, special instructions.

The garage door will remain closed until all attendees have left the exhibition hall.

The exhibit hall team will provide exhibitors with a ticket to obtain a cart. Exhibit hall staff can be identified by orange visibility vests.

All exhibitors must have their booth torn down and everything moved out by 10:00PM on Sunday or additional fees will be incurred.

APPENDIX A

Sample Label

	Pallet _____ of _____
Sender's name Address	
Telephone # Number of boxes Carrier Customs broker's name and Telephone #	
NAME OF EXHIBITOR:	
C/O Laval Comiccon	_____
Booth(s) number:	
SEND TO Place Bell 1950 Rue Claude-Gagné Laval, QC H7N 0E4	_____