

ChauCASE

Shoes and Accessories Trade Fair

Jan 31st – Feb 2nd, 2023

Fall - Winter Collections

Exhibitors Guide



CENTRE COGECO

DRUMMONDVILLE

Groupe CHAUCASE Inc.

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Information

CENTREXPO COGECO

Address

550, Saint-Amant street, Drummondville (Québec) J2C 6E3

Parking

1 200 free parking spaces available for visitors and exhibitors

Directions

From highway 20

- In Drummondville, take exit 177 in the direction of the Boulevard Saint-Joseph/QC-143 S
- From Montreal, turn right on St-Joseph Blvd.
- From Quebec City, turn left on St-Joseph Blvd.
- Turn left onto René-Lévesque boulevard
- Turn right onto boulevard of the pines
- Take the 2^e entrance for access to the main parking lot

From highway 55 north

- Follow Highway 55 N
- Take the exit 128 for Highway 20 E / highway 55 N in the direction of Quebec
- Follow Highway 20 E
- At Drummondville, take the exit 177 in the direction of the Boulevard Saint-Joseph/QC-143 S
- Turn right on St-Joseph Blvd.
- Turn left on René-Lévesque boulevard
- Turn right onto boulevard of the pines
- Take the 2^e entrance for access to the main parking lot

From highway 55 south

- Follow Hwy 55 S
- Take the exit 145 to join Hwy 20 W in the direction of Drummondville/Montréal
- Follow Hwy 20 W
- At Drummondville, take the exit 177 in the direction of the Boulevard Saint-Joseph/QC-143 S
- Turn left on St-Joseph Blvd.
- Turn left on René-Lévesque boulevard
- Turn right onto boulevard of the pines; Take 2nd entrance to access the main parking lot

Food and relaxation area

- Restaurant with 250 places adjacent to the lobby
- Bars in the Lobby signature and in the exhibition halls
- Snack bar located in the exhibition halls

Coat room

Coat room service is available and operating hours vary with each event.

Other commodities offered

- Elevator in the center of the lobby to access the 2nd floor boardrooms as well as the Grand Times Hotel.
- Baby feeding room of 100 square feet
- First-Aid room

CHAUCASE Event

Warehousing needs for the show

After the set-up, any exhibitor who wish to warehouse some material, must identify the merchandise and leave it at the area of the loading dock reserved for the show.

By respect for your colleagues and visitors still on the floor, it is not permitted to begin dismantling of a booth before 16:00, the official closure of the show. As soon as the carpets in the isles have been removed, the loading dock doors will be opened to give access to you warehoused merchandise.

All material left behind will be handled and shipped to the owner of the material by the official carrier of CENTREXPO COGECO Drummondville and all the costs associated with this situation will be invoiced to the owner of the material.

Internet Wi-Fi

Included in the cost of the booth space rental. The connection information will be given out at the show or published in the show guide.

Booth clean-up

Please note that you are responsible for the clean-up of your booth. Should you wish to outsource a service, enquire with CENTREXPO COGECO.

Registration / Badges

Every representative or assistant must be registered and have paid the registration fees to be admitted at the show.

- Badges must be worn at all times by all participants during the show.
- The show is not opened to the public and it is your entry pass to the show.

Official supplier / show services

A 3-year agreement is in place between Groupe CHAUCASE and Media Systems thus ensuring price stability. Media Systems is the official supplier (not exclusive) for booth accessory rental. It is possible to fill last minute needs such as tables, chairs, etc., but late request prices may apply. Contact: H  l  ne Brosseau Tel: 514 862-2634 – hbrosseau@mediasystems.ca or St  phanie Perrault 514 862-0311

Merchandise delivery

Contact CENTREXPO COGECO

Daniel Lagueux
1-819-477-5880
d.lagueux@centrepocogeco.ca

General information

Every day between 8:00 am and 6:00 pm

No merchandise will be accepted the day before the set-up day unless pre-approved by CENTREXPO COGECO.

Deliveries outside confirmed hours: The Centrexpo Cogeco reserves the right, at its sole discretion, to accept or refuse deliveries outside confirmed hours. Following an agreement with the Centrexpo Cogeco, the material will be handled and warehoused subject to related fees to the sender. These fees will be as follows: \$10 per day per palette delivered for warehousing plus a handling hourly rate of \$95 (minimum one hour).

Material left behind: All material left behind in the show or on the loading dock, after an event, will be warehoused and/or handled. All related handling fees will be charged to the owner of the material as per an agreement with the Centrexpo Cogeco.

Parking in the loading dock area is not permitted and can result in the vehicle being towed. Only vehicles with the purpose of delivery or pick up of merchandise are allowed

Trucks and trailers must not exceed 10' high and 8'6' wide.

Merchandise identification

- Contact: Person responsible and telephone number.
- Address for delivery :
CENTREXPO COGECO Drummondville, 550 rue Saint-Amant, Drummondville
(Qu  bec) J2C 6E3
- Rear entrance (loading dock)
- Name of the exhibiting company, Booth #

Delivery and access to the loading dock

- Off Pins street
- Take 1st entrance to access loading dock

New procedure:

The show history indicates the need for the introduction of new procedures to ensure an orderly process of assembly and dismantling period.

Arrival day - Set-up of the show

Monday January 30th , 2022 from 7:30 am and ending at 7:00 pm

While a special permission for a special situation may be granted, booths set-up must be finalized by 7 p.m.

Set-up day:

The loading dock is the only authorized entrance for any equipment intended for the installation of booths or display.

Exhibitors who must erect a booth that requires assembly, either by them or by a supplier other than Media System, will be assigned an appointment for access to the loading dock on the day of installation.

Forklift or lift platform: if needed, for equipment handling, please contact Denis Dion, 514 913-5198 of Décor Experts Expo (exclusive loading dock handling of equipment)

Exhibitors who have only suitcases or sample boxes will be able to arrive at the loading dock from 08:00 and will be assisted by 2 people mandated by Groupe Chaucase to unpack the vehicle and bring the equipment at the appropriate booth.

Storage:

In a situation where there is a lack of storage space, trucks will be rented for the storage of suitcases, or any other containers used for products displayed in booths. Pallets will be stored on the loading dock.

In both cases, no access to stored material will be allowed before the show closes on Thursday at 4:00 p.m.

IMPORTANT: Fire regulations prohibit the storage of suitcases or other containers behind curtains or other locations on the floor of the show. An inspection will be carried out once the set-up process is completed and any violation of this important regulation will result in these items being moved to storage as described above.

Departure - Dismantling of the show

Thursday, Thursday February 2nd 2023: 4 p.m. to 24:00 p.m.

Media System Staff will coordinate the distribution of suitcases, boxes, etc., to exhibitors as the areas are clear of carpeting.

Out of respect for the other Exhibitors and for the customers who are still working with some of them, it is strictly forbidden to proceed with the dismantling of the booth before the official closing of the show, i.e. 4:00 p.m.

Violations of the dismantling time regulation may have consequences for future shows participation.

New procedure:

In the past, trucks were positioned in front of the loading dock doors awaiting dismantling of their booth, blocking the access to others who were ready to load up.

Access to the loading dock will be coordinated by Media System staff (mandated by Groupe Chaucase)

Exhibitors who require a team and/or truck for dismantling their booth will be allowed to access the loading dock with their truck only following proof to Media System staff that their booth is dismantled and products ready to be put in the truck.

Exhibitors who only have suitcases etc., will be required to prove to The Media System staff that their booth is dismantled and the suitcases ready to bring to the loading dock. Media System staff will bring their suitcases etc. to the loading dock while the exhibitor picks up his vehicle.

Any material left at the loading dock site will be stored. Handling fees will be charged to the owner of the material unless there is a special agreement with CENTREXPO COGECO Drummondville.

Show operating times:

			Official hours	Hours by appointment only
Tuesday	January 31 st	2023:	9 am to 6 pm	7 am - 9 am 6 pm – 7 pm
Wednesday	February 1 st	2023:	9 am to 6 pm	7 am - 9 am 6 pm – 7 pm
Thursday	February 2 nd	2023:	8 am to 4 pm	

Rules

Participation

All Company representatives, regardless of title, can participate as an exhibitor at the CHAUCASE trade shows. The published cost of participation must be paid by all exhibitor participants. **Covid 19 sanitary guidelines, if any in effect, must be respected.**

Late order

Any order submitted after the published deadline will be accepted but must be paid immediately by credit card or bank transfer.

Refund policy

For financial contractual and administrative reasons, a refund will not apply for an exhibitor cancellation 45 days or less prior to the show - (Except due to circumstances assessed as being out of anyone's control by CHAUCASE Group Inc. thus resulting in a refund less an administration fee of \$200)

Booths

The size and price of booths are for multiples of 10' X 10'

Space assignment

The assignment will be determined primarily based on the planning needs of the exhibition floor. The Exhibitor's access to the Exhibition's participation under the terms and conditions of this contract is not guaranteed from one year to the next.

Sublet

The Exhibitor may not sublet the space or booth allocated to him or share it with one or other persons, physical or moral, without the consent of Groupe Chaucase Inc.

Right to refuse

CHAUCASE Group Inc reserves the right to refuse or not accept certain goods or persons, whose presence or behaviour may be considered prejudicial to the operation of the show.

Set-up Day

Set-up day will take place the day before the opening day of the show. The hours dedicated to this purpose will be as published but may vary from one show to another.

Delivery during the show:

Permitted, but no cart can be used on the aisle carpets.

Show hours

The first two days are from 9am to 6pm and the last day is from 9am to 4pm. The period from 7 a.m. - 09:00 and from 6 p.m. to 7 p.m. is to accommodate appointments only and the presence of exhibitors is on a voluntary basis.

Entrance passes

*The show is not open to the public so entrance **passes must be shown** to enter the show at all times for the purpose of identifying and logging in a participant.*

Accessories and booth furniture

*Any order given to the official supplier designated for the show (but not exclusive) before the deadline published by the show qualifies for a specified discount. **Any booth must be separated from other booths by a curtain or a rigid wall.***

Music

Is allowed in a booth but can not inconvenience other exhibitors.

Food, beverage:

As a contractual obligation with the exclusive caterer, any food or beverage to be consumed on the site must come from the caterer contracted for the show or the snack bar of centrexpo COGECO. Centrexpo Cogeco cannot tolerate a breach of this contractual obligation which may result in legal proceedings between it and the caterer. Inspections will take place during the show in this regard.

Liquor:

Centrexpo Cogeco must comply with the conditions imposed by the SAAQ which stipulate that any alcoholic beverage consumed on the site must come strictly from the Centrexpo Cogeco or its snack bar or risk suspension of the permit. Centrexpo Cogeco cannot tolerate a breach of this condition by the show participants and inspections will take place during the show in this regard.

Signs

All signs must be printed professionally.

Solicitation

Solicitation is not permitted at the entrance or in the aisles of the show or food court

Dismantling - IMPORTANT Reminder

***It is not permitted to dismantle** its exhibition site before the published closing time of 4 p.m. (We count on your professionalism and respect for customers and other exhibitors). Permission may be granted at the time of registration to participate in the show for very special cases but would affect the booth location.*

Fire Department Regulations

Accessories, advertising materials, etc., must not exceed the interior space of the booth. Obstructing traffic in the aisles of the show is prohibited. All canvases or curtains must be fireproof.

IMPORTANT: Fire regulations prohibit the storage of suitcases or other containers behind curtains or other locations on the floor of the show. An inspection will take place once the set-up process is completed and any violation of this important regulation will result in the relocation of these articles.

Security

Although reasonable security measures are in place, CHAUCASE Group Inc. cannot guarantee Exhibitors against any loss whatsoever. Exhibitors must assume sole responsibility for the security of the content of their exhibition site during the event. The Exhibitor is responsible to ensuring that there is a member of his staff in his booth at all times throughout the Exhibition.

Civil responsibilities

The tenant, designated as a participant and/or exhibitor, frees the directors of the Centrexpo Cogeco where the show is held and the CHAUCASE Group Inc. from liability for physical or material damage that may be the result of the occupancy of the space rented for the exhibition, its representatives or employees or any other person under its jurisdiction. The tenant also accepts liability for any physical or material damage that may have been caused to Centrexpo Cogeco, its employees, administrators or subcontractors due to an act of negligence on its part or its staff under its jurisdiction. The owner and/or promoter of the show (CHAUCASE Group Inc) will not be held responsible for any deterioration, loss, theft or destruction of property, or the death or injury of persons in the rented space in the building regardless of the cause.

Advertising - Salon Guide - Technical Quote

Width: 5"

Height: 8"

4 colors

JPEG or PDF format

High-definition.

Deadline: December 20th, 2022

Terms

An applicant and signatory to the registration form acting as an unauthorized representative of a company or corporation will be held personally liable for any outstanding amount.

Any order submitted to CHAUCASE Group for participation, kiosk space, advertising, electrical connection, etc., will be confirmed following receipt of payment of the order. If the payment has not been received 30 days before the show, the Application will be notified of the cancellation of the order or orders.

The applicant and any other representative of the company or corporation confirms that they have read, understood and accepted the terms of the exposure regulations published in the exhibitor's manual available on the site www.chaucase.com

The act of completing an application to participate in a CHAUCASE trade show confirms that the exhibition regulations published above have been read, understood and accepted by the applicant and any partner involved in the application.

Lodging options (4)

Hôtel Grand Times Code: **CHAU 310123**



ONLY ONE PRICE (SUBJECT TO AVAILABILITY)

Individual reservation and payment

ROOM - Grand comfort: \$167

ROOM - Grand comfort plus: \$167

SUITE - Vertige king: \$167

- \$15 per additional person
- No charge for children 12 yrs old or -
- Single or double occupation
- Continental breakfast included
- Taxes as per government applicable

All reservations will be made on an individual basis unless otherwise indicated. These must be received by the reservation department at 1-819-474-5555 or by

email at reservationdrummond@timeshotel.ca A credit card number will be required as a guarantee.

You can make your reservation directly online at the following address :

<https://www.luxuryres.com/BookingEngines/V16/index.asp?h=7846&a=01/28/2019&d=01/29/2019&p=CHAUCS>

Arrival time: 3:00 pm

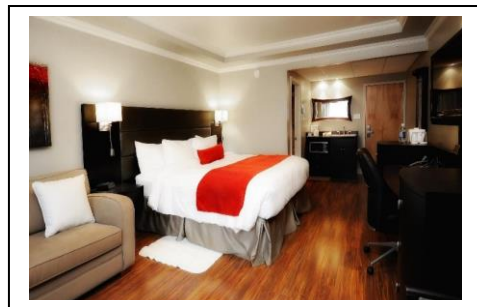
Departure time: 12 Noon

Reservation procedure . . . CONT'D . .

Hôtel le Dauphin . . CODE: **CHAU 300123**

600 Boulevard Saint-Joseph, Drummondville, QC J2C 2C1
1-800-567-0995 ou 819-478-4141

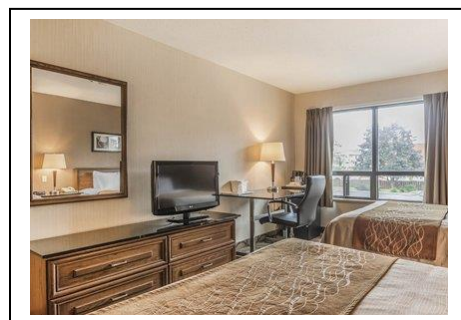
- **\$139 per night : individual reservation and payment**
- \$10 additional for a 3rd or 4th occupant – 17 yrs old +
- **Deadline : December 30, 2022**
- **Arrival : 4 pm – Departure 11 am**
- **Cancellation: before 4pm the day of arrival**
- **Breakfast : \$15 per person**
- **Restaurant Globe Trotter 6h30 – 10h30**



Hotel Comfort Inn . . code: **Chaucase**

1055, Rue Hains, Drummondville, QC J2C 6G6
1 - 819-477-4000

- **\$135 per night : Individual reservation and payment**
- **Breakfast included – Hot buffet**
- **Arrival : 4 pm – departure : 11 am**



Best Western Plus Hôtel Universel

(no agreement)

915, Hains st., Drummondville, QC J2C 3A1 . . .

Tel: 819-478-4971

