



EXHIBITOR'S GUIDE

November 22 to 25, 2010 • www.QuebecExploration.qc.ca

AEMQ
ASSOCIATION DE
L'EXPLORATION MINIÈRE
DU QUÉBEC

*Ressources naturelles
et Faune*

Québec 

Québec Exploration is a major event that brings together stakeholders working in the mineral exploration and earth sciences sectors. The exhibition provides an ideal opportunity to meet and exchange ideas and information.

Notice

By accepting an exhibit space at Québec Exploration 2010, the exhibitor agrees to read the Exhibitor's Guide and meet all the guidelines it contains. The event organizers reserve the right to refuse exhibitors who do not conform to those rules. Some elements of this guide may be revised or modified at any time.

Space allocation rules

Exhibitors who participated in **Québec Exploration 2009** are invited to renew their rental of an exhibit space for this year's event. They will have four weeks to confirm their rental of the exhibit space and to send in their payment.

When confirming the rental of an exhibit space, a 2009 exhibitor may ask to be placed on a waiting list for a different exhibit room in case a space becomes available.

Spaces that become available will be offered to the companies who have placed their names on the waiting list and this will be done by chronological order of entry. Note however that priority will be given to exhibitors who were present at Québec Exploration 2009.

The organizing committee reserves the right to group exhibitors together by sector of activity. It also reserves the right to refuse an exhibitor if the mission, services or products of this company do not match the character of the Congress.

New exhibitors will have four weeks to send payment for their exhibit space. After this period, the allocated space will be offered to the next company on the waiting list. The time period allocated may be shortened after August 31, 2010 depending on the time remaining prior to the event.

Rental of an exhibit space includes the following:

- 1 table, 6 feet long by 30 inches deep, skirted;
- 2 chairs;
- 1 750-watt electrical outlet;
- 1 wireless Internet connection (except for the rooms, Internet connection).

Exhibition premises

(see floor plan)

Grand Ballroom

This is a large, prestigious room. Each exhibit space is **10 feet wide by 8 feet deep** and includes perimeter drapes.

RENTAL COST

\$2,100.00 per exhibit space for AEMQ corporate members; **includes 2 passes for the conference.**

\$2,400.00 per exhibit space for AEMQ non-corporate members; **includes 2 passes for the conference.**

Salon Verchères

Busy crossroads between the Ballroom and Salon Frontenac, the main conference room. Each exhibit space is **10 feet wide by 8 feet deep**.

RENTAL COST

\$3,000.00 per exhibit space for AEMQ corporate members; **includes 2 passes for the conference.**

\$3,300.00 per exhibit space for AEMQ non-corporate members; **includes 2 passes for the conference.**

Salon Bellevue

This room is no longer available for commercial exhibitors for the 2010 event.

Café de la Terrasse

Located one floor below the Bar Saint-Laurent and accessible by the Château central aisle. Each exhibit space is 10 feet wide by 5 feet deep and includes perimeter drapes.

RENTAL COST

\$1,300.00 per exhibit space for AEMQ corporate members; **includes 2 passes for the conference.**

\$1,600.00 per exhibit space for AEMQ non-corporate members; **includes 2 passes for the conference.**

Salon Place d'Armes

Located on the ground floor, near the welcome centre. Each exhibit space is **10 feet wide by 8 feet deep** and includes perimeter drapes.

RENTAL COST

\$1,500.00 per exhibit space for AEMQ corporate members; **includes 2 passes for the conference.**

\$1,800.00 per exhibit space for AEMQ non-corporate members; **includes 2 passes for the conference.**

Salon Jacques-Cartier

This room is located on the ground floor. Each exhibit space is **10 feet wide by 5 feet deep** and includes perimeter drapes.

RENTAL COST

\$1,500.00 per exhibit space for AEMQ corporate members; **includes 2 passes for the conference.**

\$1,800.00 per exhibit space for AEMQ non-corporate members; **includes 2 passes for the conference.**

Rooms 121 to 137

Rooms set aside for exhibitors. They are located on the second floor, near the other exhibit rooms.

RENTAL COST

\$1,300.00 per room (100 ft²) for AEMQ corporate members; **includes 2 passes for the conference.**

\$1,600.00 per room (100 ft²) for AEMQ non-corporate members; **includes 2 passes for the conference.**

Summary of available spaces

	Exhibit Space				Cost		Passes
	8' x 10'	5' x 10'	160 ft ²	100 ft ²	Member	Non member	
Grand Ballroom	37				\$2,100	\$2,400	2
Salon Verchères	7				\$3,000	\$3,300	2
Salon Place d'Armes	9				\$1,500	\$1,800	2
Salon Jacques-Cartier*		10			\$1,500	\$1,800	2
Room				11	\$1,300	\$1,600	2
Café de la Terrasse		18			\$1,300	\$1,600	2

* The cost of exhibit space no 114 is \$7,500 for AEMQ members and \$9,000 for non members.

If you wish to become a corporate member of the “*Association de l'exploration minière du Québec*”, please complete the attached form and send it to the AEMQ.

Services offered

Meeting and reception rooms

Rooms are available on November 23 and 24 as of 5 pm. The rental cost depends on the size of the room. The event organizers do not make arrangements for catering or audio-visual services.

Salon Québec (25 people):	\$200.00 per evening
Salon Lévis (20 people):	\$150.00 per evening
Salon Saint-Louis (40 people):	\$200.00 per evening
Salon Laval (80 people):	\$250.00 per evening

See the floor plan for the location of the rooms.

Note that some meeting rooms will also be available during daytime and free of charge.

To reserve a meeting room, please phone Mr. Christian Fortin at (toll-free) 1 866 249-0649 or (local) 418 627-6269 ext. 5207.

Booth structure and exhibit material

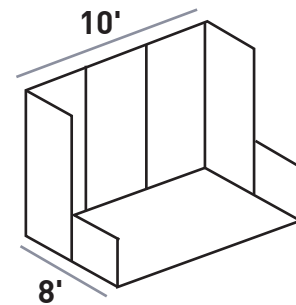
Exhibitors may provide their own booth structure or they may rent booth material by specifying their needs on the **rental contract**.

RENTAL COST

- Booth: \$350.00
- Counter: \$75.00
- Stool: \$20.00

Rental includes handling and installation. The booth will be set up on Monday, November 22 and dismantled on Thursday, November 25 after 4:00 pm.

The Maxim-type booth structure includes three 1-metre-wide panels and task lighting.



Storage service

- Exhibitors may store their exhibit material in Quebec City beginning on **November 1st, 2010**.
- Transportation costs are not included in this service.
- Material must be removed no later than **December 17, 2010**.

COST

\$200.00 per booth

This service includes:

- handling and storage of exhibit material
- storage of empty containers during the exhibit period.

Receiving address:

Guy Lachance
Ministère des Ressources naturelles et de la Faune
935, Place Fernand-Dufour
Québec City, Québec G1M 3B2

It will also be possible to use the storage service only for move-in or move-out; cost will be \$100 / booth before November 22 and \$150 after this deadline.

Notes

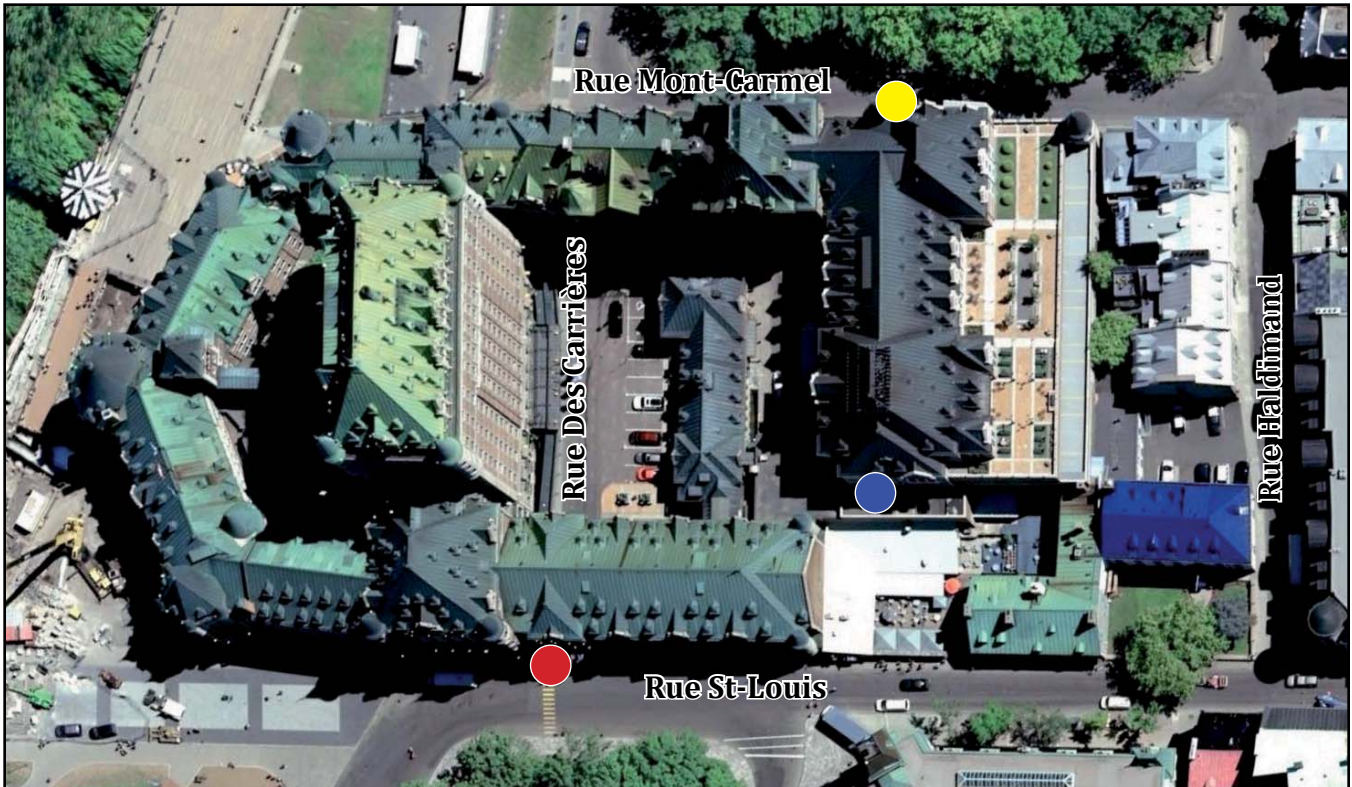
- The weight of the exhibit material may not exceed 110 kg (250 lbs).
- Booth set-up and dismantling are not included in storage service.
- **The exhibitor's name and exhibit space location** number must be clearly marked on all containers.
- No exhibit material will be delivered to the Château Frontenac before Monday, November 22.

Parking and loading / unloading area

During move-in and move-out, exhibitors using their own vehicle will have to use the hotel indoor parking to load or unload their material and to access their exhibit space. To access your booth and handle your material, please read the following instructions and access plan:

- Access the Château's main entrance by using rue St-Louis and turning right on rue Des Carrières.
- Cross the courtyard and turn right on rue Mont-Carmel then turn second right in the hotel parking.
- Continue until you reach the end of the parking aisle and use the door to the Grand Ballroom kitchen to access your booth.

Québec Exploration employees (identified with a red jacket) will be there to give you instructions, help you with your material handling and provide trolleys.



- Hotel main entrance
- Indoor parking entrance
- Loading / unloading area

Reservation and payment

Rules pertaining to the allocation of space

- Last year's exhibitors have priority over new exhibitors.
- There is a waiting list for new exhibitors from April 1st, 2010.
- Reservation requests are handled on a "first-come, first-served basis."

Reservation of exhibit space

To reserve an exhibit space:

- Complete the attached form;
- Indicate your first three choices for booth location;
- Send us the duly completed form:

by mail:

Québec Exploration 2010

Marie Dussault

Direction de l'information géologique

Géologie Québec

Ministère des Ressources naturelles et de la Faune

880, chemin Sainte-Foy, 3rd floor

Quebec City, Québec G1S 4X4

by fax: 418 643-2816

by E-mail: marie.dussault@mrnf.gouv.qc.ca

Your reservation request will be processed as quickly as possible. You will be contacted by phone to confirm the space allocation arrangements. We recommend that you have the floor plan on hand.

For more information, please contact Marie Dussault:

at the phone number: (toll-free) 1 866 249-0649 or (local) 418 627-6269 ext. 4533

or by E-mail: marie.dussault@mrnf.gouv.qc.ca

Rental contract

A rental contract will be sent to you once an exhibit space has been assigned.

Please complete, sign the contract and send it to:

Québec Exploration 2010

Marie Dussault

Direction de l'information géologique

Géologie Québec

Ministère des Ressources naturelles et de la Faune

880, chemin Sainte-Foy, 3rd floor

Quebec City, Québec G1S 4X4

Payment

Your payment can be made either by cheque payable to "Québec Exploration 2010" or by credit card by filling the "Your payment" section of contract for space rental. Do not forget to join your contract for space rental with payment.

Cancellation

Cancellation requests must be received on or before **October 29, 2010** to be eligible for a refund. An administration fee of 25% of the total amount of the rental contract will be charged. No refunds will be issued for cancellation requests received after October 29, 2010.

For more information, please contact Marie Dussault:

at the phone number: (toll-free) 1 866 249-0649 or (local) 418 627-6269 ext. 4533

or by E-mail: marie.dussault@mrnf.gouv.qc.ca

Rules and recommendations

Exhibit set-up

Booth set-up will take place on Monday, November 22 between 1:00 pm and 10:00 pm. Booths may not be set up outside this period.

Exhibitors must comply with the allocated exhibit space. No encroachment onto a neighbouring exhibit space or onto the aisles will be tolerated.

No booth structure may be taller than eight feet.

No display material may be hung from or attached to the perimeter drapes.

Containers used to transport exhibit material must be stored in a room reserved for that purpose.

The booth location number must be marked on the stored material using the stickers provided.

During the exhibit period

The exhibition premises will be open to the public as of 9:00 am. Exhibitors have access to the premises at 8:30 am.

The exhibit rooms will be monitored on an ongoing basis.

The exhibition premises will be open to visitors from 9:00 am to 5:00 pm on Tuesday and Wednesday and from 9:00 am to 4:00 pm on Thursday.

Dismantling

Dismantling of booths will begin at **4:00 pm on Thursday, November 25** and must be completed by **8:00 pm** the same day.

Dismantling of booths before 4:00 pm is prohibited.

Insurance and liability

The Château Frontenac and the event organizers assume no responsibility or liability for any losses, property damage or theft, or for any injury to persons, during the event.

Exhibitors assume liability for any damage caused to the hotel Fairmont le Château Frontenac during the delivery, set-up and handling of their exhibit material.

Exhibitors must have insurance that covers fire, theft and vandalism. Exhibitors must also have liability insurance coverage for the entire exhibit period, including set-up and dismantling.

Exhibitors must carry their certificates of insurance with them at all times.

The organizing committee can not be held responsible if the Château Frontenac is not available as scheduled due to fire, strike, unforeseeable event or act of God.

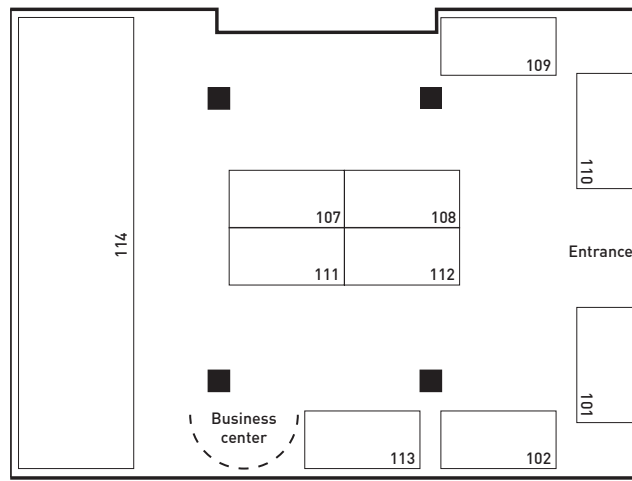
Food services

The Château Frontenac has exclusive rights to provide catering and bar services. The list of persons to contact for these services is available on demand.

Exhibitors who fail to abide by the rules may lose their priority status for exhibit space allocation at next year's conference.

Floor Plans

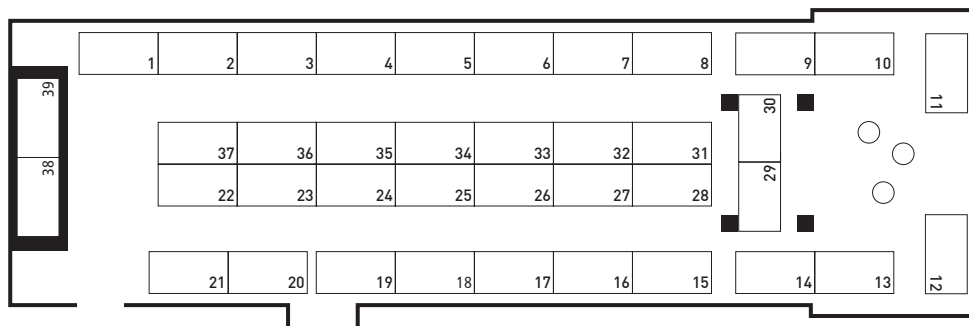
Jacques-Cartier Commercial exhibit



Place d'Armes Commercial exhibit

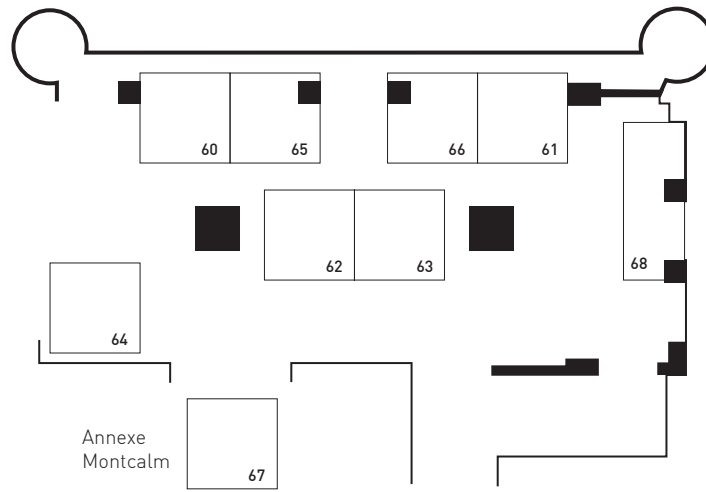


Grand Ballroom Commercial exhibit



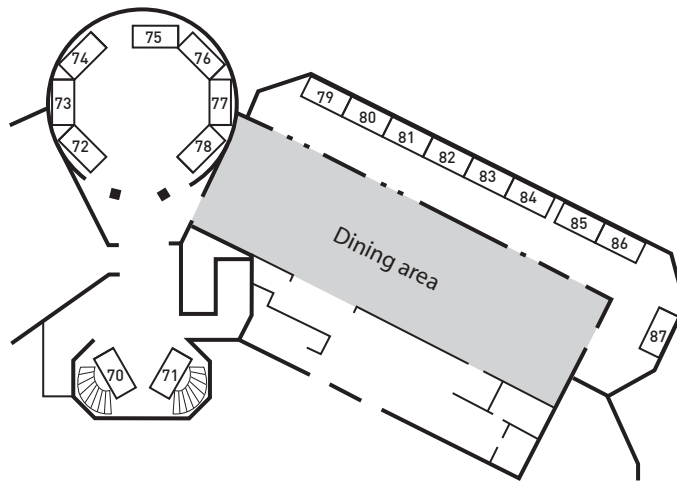
Verchères

Commercial exhibit



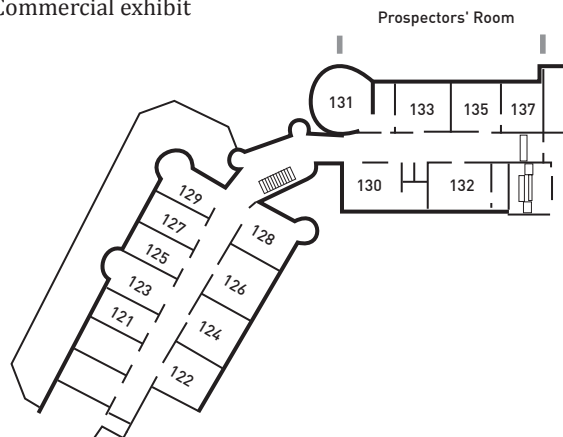
Café de la Terrasse

Commercial exhibit



Rooms

Commercial exhibit



Legend

- Welcome, registration and entrance hall
- Commercial and geoscientific exhibit
- Core shack
- Meetings and interactive
- Conferences
- Social activities
- (*) Workshops
- Washrooms
- Information
- Elevators
- Revolving doors

