



# EXHIBITOR'S GUIDE

November 21 to 24, 2011 • [www.QuebecExploration.qc.ca](http://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 2011, 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 2010** are invited to renew rental of their 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 2010 exhibitor may ask to be placed on a waiting list for a different exhibit room in case a space becomes available (see the included form).

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 2010.

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 for payment may be shortened after August 31, 2011 and adjusted with regard to 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 where only wired Internet connection is included).

# 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.**

## Le Champlain

Located on the left of the Saint-Laurent Bar and accessible by the Château central aisle or by the Salon Jacques-Cartier. 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 ft<sup>2</sup>) for AEMQ corporate members; **includes 2 passes for the conference.**

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

## Summary of available spaces

	Exhibit Space					
	8' x 10'	5' x 10'	100 ft <sup>2</sup>	Cost		Passes
				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
Rooms			11	\$1,300	\$1,600	2
Le Champlain		15		\$1,300	\$1,600	2

\* The cost of exhibit space no 104 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*”(AEMQ), please take a look at the attached invitation.

# Services offered

## Meeting and reception rooms

Rooms are available on November 21, 22 and 23 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

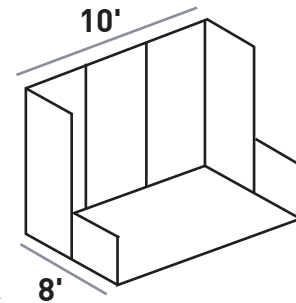
Exhibitors may provide their own booth structure or they may rent booth material by specifying their needs on the **rental contract**.

### RENTAL COST

- Booth: \$350.00
- Counter: \$75.00
- Stool: \$30.00

Rental includes handling and installation. The booth will be set up on Monday, November 21 and dismantled on Thursday, November 24 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 1<sup>st</sup>, 2011**.
- Transportation costs are not included in this service.
- Material must be removed no later than **December 16, 2011**.

### 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 (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 21 and \$150 after this deadline.

### Notes

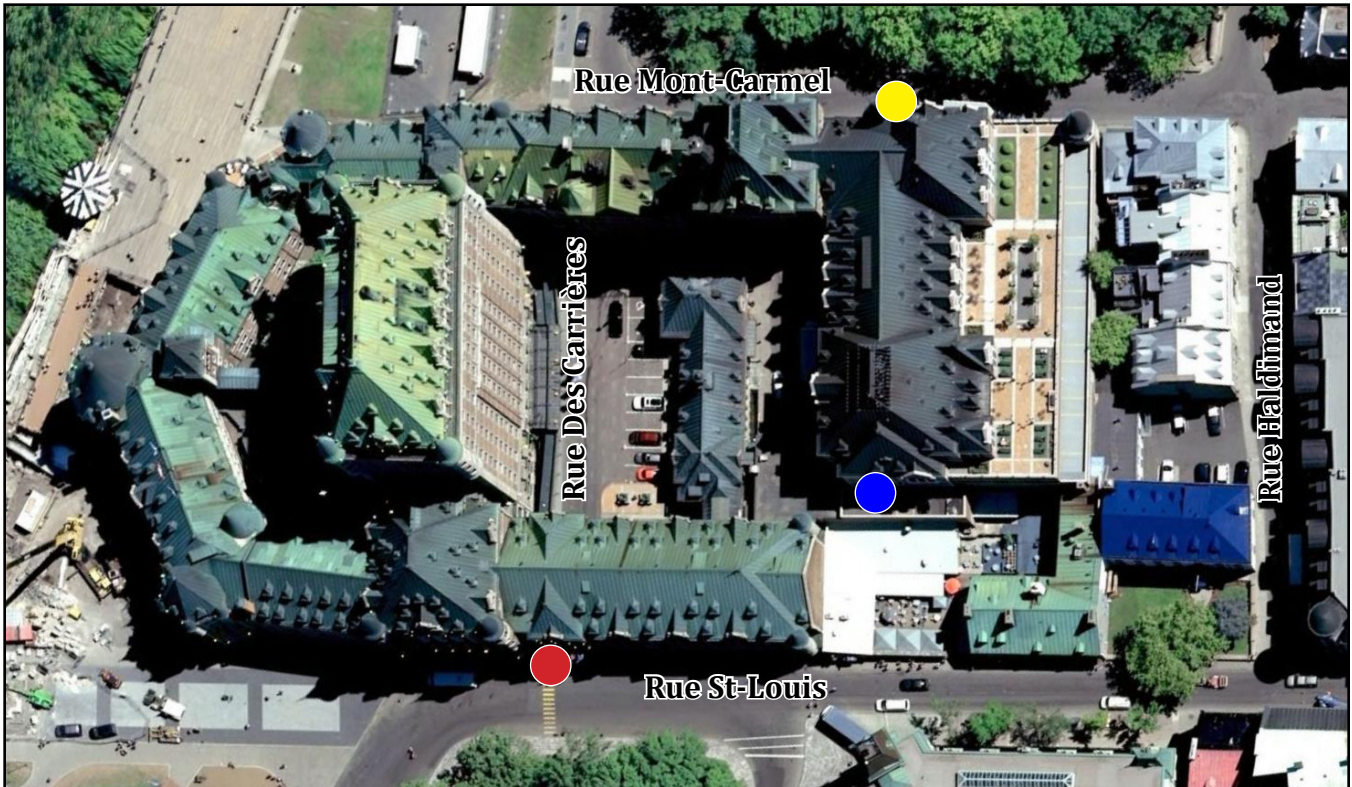
- The weight of the exhibit material may not exceed 110 kg (250 lbs).
- Booth set-up and dismantling are not included in storage service.
- **The exhibitor's name and exhibit space location number** must be clearly marked on all containers.
- No exhibit material will be delivered to the Château Frontenac before Monday, November 21.

## 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 1<sup>st</sup>, 2011.
- 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 2011

**Marie Dussault**

Direction de l'information géologique  
Géologie Québec  
Ministère des Ressources naturelles et de la Faune  
880, chemin Sainte-Foy, 3<sup>e</sup> étage  
Québec (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 2011

**Marie Dussault**

Direction de l'information géologique  
Géologie Québec  
Ministère des Ressources naturelles et de la Faune  
880, chemin Sainte-Foy, 3<sup>e</sup> étage  
Québec (Québec) G1S 4X4

## Payment

Your payment can be made either by cheque payable to "Québec Exploration 2011" 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 13, 2011** 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 13, 2011.

**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 21 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.

## 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 24** 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.

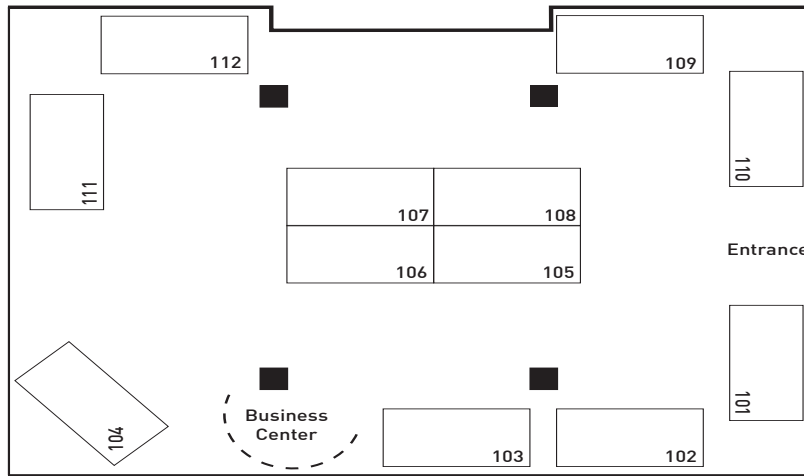
## Food services

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.

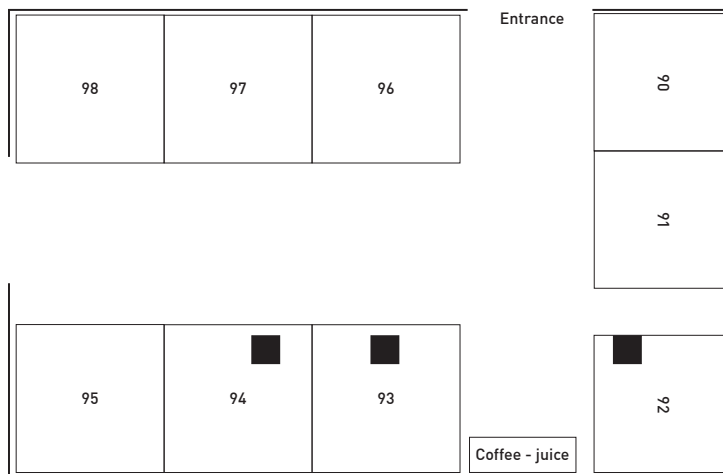
**Exhibitors who fail to abide by the rules may lose their priority status for exhibit space allocation at next year's conference.**

# Floor Plans

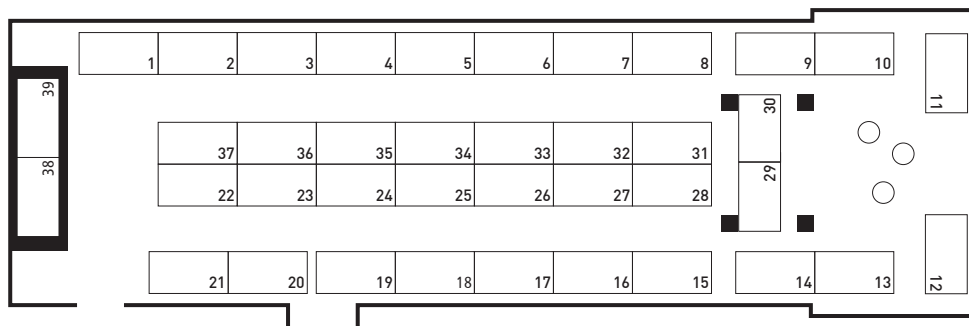
## Jacques-Cartier Commercial exhibit



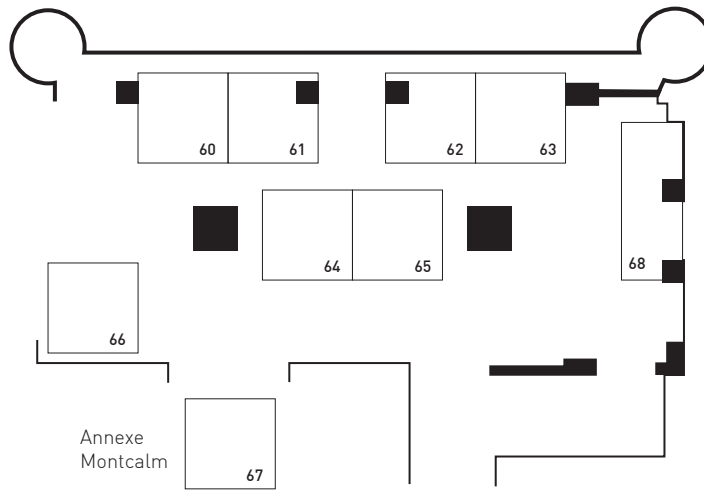
## Place d'Armes Commercial exhibit



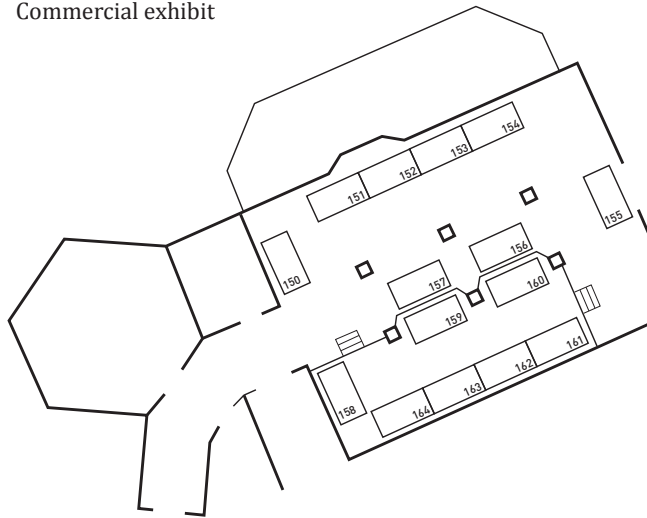
## Grand Ballroom Commercial exhibit



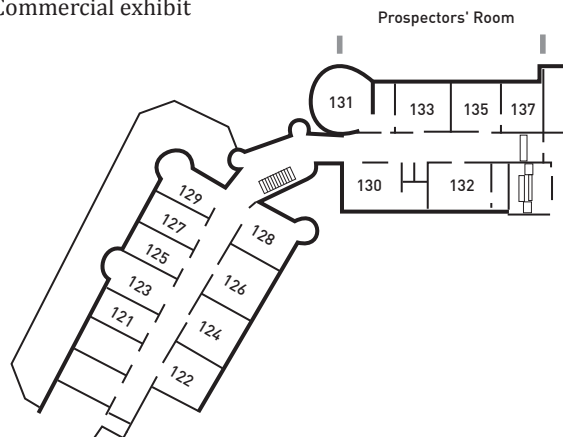
**Verchères**  
Commercial exhibit



**Le Champlain**  
Commercial exhibit



**Rooms**  
Commercial exhibit







## Reservation request for exhibit space (waiting list)

Company: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Title of representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Exhibitor profile

- |   |   |
|---|---|
| <input type="checkbox"/> Exploration company                          | <input type="checkbox"/> Research institute or laboratory |
| <input type="checkbox"/> Mining company                               | <input type="checkbox"/> Education                        |
| <input type="checkbox"/> Technical and geoscientific services company | <input type="checkbox"/> Association                      |
| <input type="checkbox"/> Consultant                                   | <input type="checkbox"/> Prospector                       |
| <input type="checkbox"/> Government organization                      | <input type="checkbox"/> Other                            |

- I am a corporate member of the Association de l'exploration minière du Québec.  
 I am a first time exhibitor at Québec Exploration.

I have read the reservation terms and conditions. My booth location choices are listed below:

### Exhibit space

Please indicate your exhibit room preferences (1, 2 and 3) below:

#### Location desired

Grand Ballroom	choice _____	Salon Verchères	choice _____
Le Champlain	choice _____	Salon Place d'Armes	choice _____
Salon Jacques-Cartier	choice _____	Rooms	choice _____

Representative's signature

Date

\_\_\_\_\_

\_\_\_\_\_

To reserve a space, clearly indicate your choice of room and send the completed form:

#### by mail:

Québec Exploration 2011  
**Marie Dussault**  
Direction de l'information géologique  
Géologie Québec  
Ministère des Ressources naturelles et de la Faune  
880, chemin Sainte-Foy, 3<sup>e</sup> étage  
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The Quebec Mineral Exploration Association represents all the parties involved in the field of mineral exploration in Quebec.

The AEMQ's mission is to promote and defend the collective interests of its members by supporting the planning, implementation and promotion of forerunning practices. We believe in Quebec's mineral potential and endeavour to highlight and develop this potential. The AEMQ takes action for its members, but also for the collective good of the Quebec society as a whole who benefits from the economic spin-offs generated by the mineral industry.

The AEMQ has an important role in the Quebec mineral exploration through its long-term and responsible contribution to the social and economic development of the industry.

Corporate membership will give you access to different privileges:

- Preferential prices at the time of our activities;
- Low prices for advertisement in the newsletter, distributed to over 1450 members;
- Free release of the coordinates of your company in the "Membership directory" (depending on the date of your membership);
- Free release of the coordinates of your company on our Web site;
- Access to a powerful network of well informed business people;
- Above all, the privilege to express your views through your association.

Moreover, it is through the active participation of all its members that the AEMQ has become "THE" reference in mining exploration in Quebec.

To become a corporate member of the AEMQ,  
contact Marie-Pier Loiselle by email at : [adj@aemq.org](mailto:adj@aemq.org).

We thank you in advance for your support and we urge you to accept our greetings best.

