



42nd Congress of the  
Société Internationale  
d'Urologie  
**November 9-13**

Featuring the  
**7th SIU Global Nurses'  
Educational Symposium**

# **2022 SIU EXHIBITOR MANUAL**

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Palais des congrès de Montréal  
November 9-13

In conjunction with the  
**4th B2B Uro-Oncology:  
GU Cancers Triad Meeting**



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# SECTION 1

## IMPORTANT DEADLINES

### AUGUST

Monday, August 29 Last Day for Early Bird Discount Registration

### SEPTEMBER

Thursday, September 17 Exhibitor Registration Submission form for SIU Partner Activity Guide and

Thursday, September 17 App Exhibit Stand Plans Submitted to SIU for Approval

Friday, September 30 Hotel Accommodations Preferred Rate Deadline

### OCTOBER

Monday, October 17 Advance Shipments May Begin Arriving at advanced warehouse

Wednesday, October 26 Early Bird Deadline for GES orders (furniture, carpet, graphic printing, lighting, material handling, banner installation, rigging, electrical and booth cleaning)

Friday, October 21 Early Bird Deadline for Palais service orders (telecommunications, additional security)

### NOVEMBER

Tuesday, November 1 Last day for placing catering orders with Capital Traiteur

Friday, November 4 Last day freight accepted at advance warehouse

# SECTION 2

## CONTACT INFORMATION

### CONTACT INFORMATION

Société Internationale d'Urologie Central Office  
1155 Boulevard Robert-Bourassa, Suite 1012,  
Montreal, Quebec H3B 3A7, Canada  
Tel: +1 (514) 875-5665  
Fax: +1 (514) 875-0205  
[www.siu-urology.org](http://www.siu-urology.org)

#### Exhibitor contact:

Mikaela Tierney  
Tel: +1 (514) 875-5665 ext. 33  
[Mikaela.tierney@siu-urology.org](mailto:Mikaela.tierney@siu-urology.org)

#### Sponsorship contact:

Lillian Petrusa  
Tel: +1 (514) 875-5665 ext. 21  
[lillian.petrusa@siu-urology.org](mailto:lillian.petrusa@siu-urology.org)

### VENUE

#### *Exhibit location*

#### Palais des congrès de Montréal

1001 Jean Paul Riopelle Pl,  
Montréal, Quebec, Canada H2Z 1M2  
Tel: +1 (514) 871-8122  
[Montreal Convention Centre \(congresmtl.com\)](http://congresmtl.com)

### CATERING/INTERNET

#### *Catering*

#### Capital Traiteur

Capital Traiteur is the exclusive supplier of food and beverage to all exhibitors at the Venue.

#### For inquiries contact:

Pascal Maisonneuve  
[Pascal.maisonneuve@capitaltraiteur.com](mailto:Pascal.maisonneuve@capitaltraiteur.com)

### DECORATOR & MATERIAL HANDLING PROVIDER

#### GES

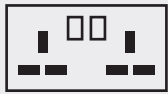
Booth Rental, Electricity, Rigging, Booth Cleaning, Furniture, Stand Extras, Carpeting, Material Handling Services, Drayage and Warehousing

#### For inquiries contact:

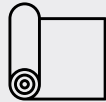
#### Exhibitor Services

[serviceinfo@ges.com](mailto:serviceinfo@ges.com)  
Tel: +1 (514) 367-4848  
Toll-free: 1-877-399-3976  
Online ordering: <https://ordering.ges.com/CA-00060912>

### ORDER GES SERVICES



Electrical



Flooring



Furniture



Stand Extras



Graphics

**OFFICIAL FREIGHT  
FORWARDER & CUSTOMS  
BROKER**  
*ConsultExpo*

**Freight Forwarding & Customs Clearance**

304B-16 Ave., Westminster N, Montreal-Ouest, Québec H4X1Z1

For inquiries contact:

John Santini  
johns@consultexpoinc.com  
Tel: +1 (514) 482-8886 ext. 1  
Fax: 888-629-9008  
www.consultexpoinc.com

**AUDIO-VISUAL SERVICES**  
*TKNL*

**Audio-visual Equipment and Services**

For inquiries contact:

Stephane Benoit  
congresmtl@tknl.com  
Tel: +1 (514) 816-4031

**HOSTESS/STAFFING**  
*MCI*

**Hostess and Staffing Services**

For inquiries contact:

info@vsevents.ca  
Tel: +1 (514) 692-8446 \*Reference SIU2022 when calling



# SECTION 3

## SIU 2022 EXHIBIT INFORMATION

### RULES AND REGULATIONS

Here after, the 42nd Congress of the Société Internationale d'Urologie will be referred to as SIU 2022; detailed information on the 42nd Congress of the Société Internationale d'Urologie is available on the SIU website.

[www.siu-urology.org](http://www.siu-urology.org)

### ADMISSION TO THE SIU 2022 EXHIBIT

The SIU 2022 Exhibit Office reserves the right to refuse admission to the exhibit to any visitor, exhibitor, or employee of an exhibitor who, in their opinion, is disagreeable or likely to disrupt the smooth functioning of the event.

*N.B. Children less than 15 years of age are not permitted in the Exhibit Hall during move-in or move-out.*

### ADVANCE WAREHOUSING & HANDLING

GES has been appointed as the official advance warehousing and handling provider for SIU 2022. They will receive and store your shipments prior to the show and deliver them to your booth at the Palais.

*See Section 2 - Contact Information*

### AISLES

Must remain free from obstruction and will be a 3 meters width. Exhibits must be displayed in such a way as not to obstruct the view of neighboring stands and must remain within the confines of the contracted stand area. The use of monitors or monitor walls at the booth is permitted as long as the distance to the aisles is at least one meter. See the exhibit floorplan for complete aisle dimensions.

Should any item or structure be placed outside the designated area of an exhibitor's booth into the aisle space, the SIU 2022 Exhibit Office and the Palais reserve the right to request the removal thereof or remove said item without any liability for loss or damage.

### ALLOCATION OF SPACE

SIU reserves the right to alter or change the space assigned to the Exhibitor for the over- all benefit of the exhibit.

### ANCILLARY MEETINGS

The SIU does not allow any activities to be hosted outside its Congress. Educational events cannot be held 48 hours prior to, or 48 hours following the official Congress dates, unless the event is arranged through the SIU and/or approval has been granted by the SIU Congress Office.

### AUDIO-VISUAL

The TKNL is fully equipped to handle your AV needs. Please fill in the form or contact Stephane Benoit directly for a customized quote.

*See Section 2 - Contact Information*

### BOOTH HEIGHT

Stands must respect a general height of 3 metres or 10' maximum. Please send duly marked blueprints, vertical projections, and sectional drawings to [mikaela.tierney@siu-urology.org](mailto:mikaela.tierney@siu-urology.org) by September 17th.

Please refer to the Line-of-Sight specifications in this document for further details.

**BOOTH SPACE**

See Section 2 – Contact Information

The exhibit space rental is for bare space: there are no prefabricated walls, installations, furniture, electricity, carpeting or furnishings, or any other technical supplies or facilities included in the rental fee. You must bring your own booth display or order a custom-built booth from the official decorator (GES).

**BOOTH STAFFING/HOSTESSES**

MCI is the exclusive supplier should any staffing/ hostesses be needed.

**For inquiries contact:**

**Tel: +1 (514) 692-8446**

**info@vsevents.ca**

**BUILDING YOUR OWN BOOTH**

Any booth built by an exhibitor or rented from a firm other than GES, the official decorator, must be approved by the SIU 2022 Exhibit Office. Please submit your drawings to [mikaela.tierney@siu-urolgy.org](mailto:mikaela.tierney@siu-urolgy.org) by **September 17th**. Please note that pipe & drape-type booths are not permitted at the SIU Congress.

We highly recommend using official the decorator, GES for the ease of exhibitors.

**HELP DESK**

**Palais des congrès de Montréal**

08:00 to 16:00 (Monday to Friday)

**Tel: +1 (514) 871-5871**

**portalclient@congresmtl.com**

**CARE OF RENTED SPACE**

Exhibitors must make sure that the space rented for their booth remains in good condition. Exhibitors will be liable for any damage they may cause to floors, walls, columns, shell scheme equipment, or to any of venue's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

It is forbidden to apply paint, lacquer, adhesives, or coating to the walls, columns and/or shell scheme, or to drill holes into the shell scheme, the Palais' floor, walls and columns.

The SIU 2022 Exhibit Office will inspect the leased areas with a representative of the Palais following

move-in and move-out; damages will be charged directly to the Exhibitor.

**CARPETING**

The Palais has existing carpet in the venue. Exhibitors who have purchased booth rental space only and desire alternative carpeting must order carpet through the official stand builder GES.

**CATERING**

**Catering:** Capital Traiteur is the exclusive supplier of food and beverage to all exhibitors at the Venue. As per the Palais' policy and Québec's Municipality's Hygiene and Food Safety regulations, any food or beverages from external sources are not permitted in the premises during build-up, event days and tear-down

**Catering:** Capital Traiteur can prepare custom-made menus to accommodate your special requirements.

For orders, please reach out to Catering – Capital Traiteur on:

See Section 2 – Contact Information

**CLEANING**

More than ever, the Palais des congrès de Montréal is putting the health and well-being of its visitors first by surpassing public health recommendations for housekeeping.

- Regular cleaning of meeting and public spaces
- Regularly maintained ventilation and filtration systems
- Use of an AHP® approved disinfectant (accelerated hydrogen peroxide)



**Cleaning:** Exhibitors will be responsible for sanitization of all their booth surfaces between each use throughout the day and providing hand sanitizers/hygiene kits within the exhibition stands. It is recommended tables and chairs be sanitized between every meeting. All materials must be safely disposed of, including special receptacles for used PPE.

Additional Cleaning for exhibitor stands can be ordered directly from the GES. Orders for products and services provided by GES can be found on:

**Online: Expresso by GES**  
**Tel: +1 (514) 367-4848**  
**Toll Free: 1-877-399-3976**  
**Email: [serviceinfo@ges.com](mailto:serviceinfo@ges.com)**

## CONDITIONS OF PARTICIPATION

The Exhibitor agrees to comply with and accept the terms and conditions on the exhibitor contract and the exhibitor manual issued by the SIU 2022 Exhibit Office, and such other rules and regulations or operating procedures as the Office may reasonably require for the orderly construction of the exhibition from move-in to move-out.



## 42 SIU - 2022 COVID-19 HEALTH AND SAFETY GUIDELINES

The health and safety of SIU 2022 attendees, faculty, partners, and staff remains the top priority for the SIU. The most up-to-date guidelines and recommendations will be observed and always maintained. The following information is for exhibitors, additional covid safety guidelines for individual attendees can be found **HERE**.



The Palais des congrès de Montréal adheres to all rules and regulations set out by Government authorities to ensure the health and safety of everyone on the premises in the post COVID world. The Palais has obtained the GBAC Star certification. The GBAC Star, conferred by the Global Biorisk Advisory Council, is "the cleaning industry's only outbreak prevention, response and recovery accreditation for facilities" relative to the outbreak of infectious disease.



**Symptoms:** Self-monitor and report if you experience any symptoms or exposure. Isolation first-aid areas have been designated at the venue.



**PPE:** Masks are recommended in line with Canadian Health Authority recommendations for public indoor group settings.



**Hygiene:** Practice safe hand hygiene, sanitizer is provided throughout the venue. Exhibitors are required to provide hygiene kits at their booth for their own teams.



**Aisles:** Maintain social distance whenever possible.



**Cleaning:** It is recommended that exhibitors sanitize their booth surfaces between each use throughout the day.



**Waste:** All materials must be safely disposed of, including special receptacles for used PPE.



**Food:** Consume food and beverages in designated areas that are cleaned regularly and between each use.

***We continue to closely monitor the COVID-19 situation and will be constantly updating our safety standards based on the latest guidelines issued by the local authorities. Check back for updates.***

### CURRENCY AND BANKING

The official currency in Canada is the Canadian Dollar (\$).

### DELIVERIES, HANDLING AND CUSTOMS CLEARANCE

GES has been appointed the official service supplier for material handling. Consult Expo is the official service supplier for shipping and customs broker.

See Section 2 – Contact Information

#### *Shipments:*

Deliveries must not be made or sent to the Palais des congrès de Montréal prior to exhibitor move-in as they will be refused. Neither the venue, nor freight forwarder, nor the SIU 2022 Exhibit Office can accept consignments forwarded by courier services. If such services are used, a representative of the exhibitor must be available to accept and sign for them. We strongly recommend that shipping be done through the official suppliers appointed by the SIU; Consult Expo.

#### *Advance/pre-show shipments:*

Please complete shipping forms or contact GES for additional instructions on shipping to the advance warehouse.

#### *Freight deadlines:*

**Monday, October 17 – 09:00-16:00** – Advance Shipments May Begin Arriving at the Warehouse

**Friday, November 4 – 07:00-17:00** – Last Day for Advance Shipments to Arrive at the Warehouse

**Wednesday, November 9 – 07:00-17:00** – Direct to Show Site Shipping Schedule

See Section 1 – Important Deadlines for shipping deadlines to warehouse

### DELIVERY INFORMATION LOADING DOCK/CARGO

The Palais loading docks are accessible via scheduled appointment provided by SIU.

### PERSONS WITH DISABILITY

All exhibit stands must be made easily accessible to wheelchairs. The Palais is committed to supporting People of Determination and ensuring the venue is accessible. For information or to find the nearest accessible entrance for the event you are attending, please contact the Palais' directly:

**Tel: +1 (514) 871-8122**

**Toll Free: 1-800-268-8122**

**ventes@congresmtl.com or**

**visit the website: congresmtl.com**

**Wheelchairs:** Wheelchairs may be borrowed for consumer shows. They are available for loan free of charge and must be reserved in advance. A \$25 deposit and ID will be required, both of which will be returned to you once you bring back the wheelchair. To reserve a wheelchair please submit the reservation request form (congresmtl.com).

If the event is already in progress, it might be possible, subject to availability, to borrow a wheelchair without a reservation at the coat check located in Hall Viger.

All public entrances allow for access by wheelchair via access ramps, and an automatic door. Elevators can be found on every level of the Palais. Washrooms are accessible. Designated seating is also available throughout the venue. The Palais offers FM assisted listening for the hearing impaired, teletypewriter services, visual and audible emergency signals.

### ELECTRICAL SERVICES

GES is the exclusive electrical services provider. Standard electrical voltage is 120 V and the standard frequency is 60 Hz.

See Section 2 – Contact Information

### EMBARGO POLICY

This embargo policy applies to all abstracts that have been accepted for the 42nd Congress of the Société Internationale d'Urologie. Abstracts presented at the meeting, and published as ePosters on SIU Academy, the eLearning platform of the Société Internationale d'Urologie, and the Société Internationale d'Urologie Journal are embargoed until **November 9, 2022**. Abstracts should not have been published as manuscripts elsewhere.

Embargoed material is restricted to all public fora, including Internet, print, television, and radio until the official start of the Meeting.

## EVACUATION PLAN

The Palais des congrès Security Department works in close and constant cooperation with the Service de police de la Ville de Montréal (SPVM). To ensure public safety, the various police forces and Palais des congrès administration team make every effort to share useful information and provide continuous, high-level service. Annexed to the same building on Saint-Urbain St., the Montréal fire department's Fire station 20 provides a rapid first-responder service and can take quick action in situations such as gas leaks, fires or medical problems. Armed with its procedures, qualified personnel, resources and external partners, the Palais des congrès de Montréal is able to provide a very safe and secure environment for all occupants.

In the event of a major incident, a response team consisting of Palais des congrès employees is deployed. These employees work different shifts, including evenings and weekends, and are trained to assist the Security team. In addition, in the event of an incident, an emergency cell is mobilized to activate and implement the Emergency Measures Plan in order to resolve the situation as quickly as possible so that normal business can be resumed.

For the Congress and Venue's full Emergency Procedures and Evacuation Plan, please email: [mikaela.tierney@siu-urology.org](mailto:mikaela.tierney@siu-urology.org).

## EXHIBIT AND SYMPOSIA ORGANIZERS BADGE ENTITLEMENT

Each exhibiting organization is entitled to: Three (3) full exhibitor registrations to access the scientific sessions, exhibit hall, sponsored symposia, and opening ceremony (not transferable to a physician or employee with the exhibiting company) per 9 m<sup>2</sup>.

Additional exhibit badges above the company allowance will be subject to a €200EURO or \$250CAD per badge service charge. **Pre-Registration prior to arrival at the Palais is required.**

**Symposia Organizers:** Symposia organizers will be given an exhibitor badge free of charge; please contact: **Lillian Petrusa** at [lillian.petrusa@siu-urology.org](mailto:lillian.petrusa@siu-urology.org).

## EXHIBIT REGISTRATION AND BADGE PICK-UP

Exhibit registration will be available online. Details on how to register will be sent to each Exhibitor separately. All exhibit personnel attending in person must be pre-registered. Exhibitor badges may be picked up at the SIU main registration area at the Palais throughout the official registration hours.

**Wednesday, November 9 – 07:00-17:00**  
**Thursday, November 10 – 08:00-17:00**

It is forbidden to pick up an exhibitor badge for any other person, unless prearranged. A company business card is required at the time of pick up. Should you like to arrange for group pick up, please e-mail [mikaela.tierney@siu-urology.org](mailto:mikaela.tierney@siu-urology.org).

## EXHIBIT HOURS

Exhibitor booth installation times are scheduled for **Wednesday, November 9th and final hand carry only on Thursday, November 10th**. Installation of all exhibits, except hand carry in only, must be completed by **Wednesday, November 9 by 22:00 pm** for inspection by the Exhibit Manager.

### Move-in hours:

**Wednesday, November 9 (regular move-in) – 07:00-23:59**

**Thursday, November 10 (hand carry-in only) – 07:00-12:00**

*\*Light installing within booth area only – hand carried material only, trolley not permitted.\**

In order to clean the aisles and set up for the opening reception, all crates and boxes must be removed, and the aisles must be cleared by **23:59 pm on Wednesday, November 9** to allow for cleaning requirements. Please have all cartons unpacked rapidly so they may be brought to storage to keep aisles clear.

All exhibits must be fully in place by **12:00 noon on Thursday, November 10**.

If the booth space is not occupied by this time, the SIU Exhibit Office reserves the right to use such space as it deems appropriate. No refund will be made.

The entrance of the Palais exhibit area, during move-in or move-out, will be controlled by security agents.





## EXHIBITOR HOURS

**Thursday, November 10 – 18:15-19:45**

- Exhibit Opening and Networking Event

**Friday, November 11 – 09:30-17:00**

- Coffee Break: 10:30-11:00
- Networking Lunch: 12:30-14:00
- Coffee Break: 15:30-16:00

**Saturday, November 12 – 09:30-17:00**

- Coffee Break: 10:30-11:00
- Networking Lunch: 12:30-14:00
- Coffee Break 15:30-16:00

*\*Exhibit Hours are subject to change.*

Exhibitors will be allowed in the exhibit hall 60 minutes prior to opening and may also leave up to 30 minutes after closing. Please check with the SIU Exhibit Office if additional time is required.

### ***Dismantle Date:***

**Saturday, November 12 – 17:30-22:00**

Dismantling and packing of exhibits will not be permitted before **17:30 on Saturday, November 12.**

It is the exhibitor's responsibility to arrange for exhibit material shipment, installation and return shipment. All display material to be shipped must be cleared from the exhibit hall by **22:00 on Saturday, November 12.** Should an Exhibitor fail to remove their exhibit, the SIU Exhibit Office reserves the right to remove such exhibit at the exhibitor's expense.

## EXHIBIT LISTING

All SIU 2022 exhibiting companies are entitled to a listing in the Partner Activity Guide, on the event app and in the virtual exhibitor listing. In order to be included in the SIU 2022 exhibitor directories, please provide a 150-word description of your product(s) or service(s), company full color logo, representative name, rep. contact information, and company website via the Exhibitor Registration Form by **September 17th.**

The purpose of this listing is for exhibitors to provide delegates with additional information on their organization.

The information must be provided by **September 17th.** Late submissions will not be accepted due to print deadlines. For further information; please email: **mikaela.tierney@siu-urolgy.org.**

## EXHIBITOR BADGE RULES

Exhibitor badges must be worn throughout duration of the Congress. It is prohibited to replace a meeting badge with a business card or any other unofficial badge. It is permitted to surrender an Exhibitor badge for replacement due to a correction. Exhibitor badges will allow access to the congress (Scientific Sessions, Exhibit Hall, Sponsored Symposia, Opening Ceremonies). Exhibitors will be allowed in the Exhibit Hall 60 minutes before and 30 minutes after the official exhibit hours. Please check with the SIU Exhibit Office if additional time is required. All exhibits must be open and staffed during official opening hours.

### FAILURE TO HOLD SIU 2022 EXHIBIT

Should any unforeseen event prevent the SIU 2022 from holding the exhibit trade show, the SIU Exhibit Office may retain part of the exhibitor's rental fee to compensate for expenses incurred up to the time of such contingency, as stipulated in the application form.

### FIRST AID

First aid kits can be found on several building floors and at the main public access points. Wheelchairs may be obtained at the coat check, and an infirmary in a closed room is available in the event of an incident requiring medical care or whenever these services are required for an event. Patrol officers are trained to use defibrillators (AEDs), provide oxygen, and administer first aid.

In case of an emergency or injury, dial Emergency number:

**Outside line: +1 (514) 871-3141 or 911**

**Inside line: 555**

### FLOOR LOADING

The floor loading maximum weight in the exhibit hall is 100lbs /ft<sup>2</sup>.

### FLOORPLAN

The floorplan, which shows the actual booth locations in the exhibit area, can be found on the SIU website. The SIU Exhibit Office may modify general layout and booth allocations for the overall benefit of the exhibition.

### FLORIST

For inquiries, please contact GES.

*See Section 2 - Contact Information*

### GENERAL LIGHTING

General lighting is evenly distributed throughout the hall.

### GRAPHIC HOUSE, LOCAL PRINT SHOP

For inquiries, please contact GES.

*See Section 2 - Contact Information*

### HAND OUTS/COLLATERAL

Event giveaways are permitted. If physically handed out, we recommend individually wrapping and sanitizing beforehand. It is recommended that touch screen product displays be sanitized after each use.

It is recommended that an usher or staff member be assigned to sanitize all touchscreen and product displays.

**Simulators or VAR equipment needs to be sanitized after each use.** It is recommended that an usher or staff member be assigned to sanitize all simulators or VAR equipment. It is recommended not to exchange business cards.

### HOUSING

Rooms in various hotels in Montreal are being held for SIU Congress participants at special rates. Make sure to book your hotel early to ensure accommodations according to your preferences. Please note that no entities are authorized to sell housing on our behalf.

The deadline to secure the rooms at the confirmed rates is **September 30, 2022**. After this date, rates and availability are subject to change. To make your reservation click **HERE**.

Hotel Name	Room Type	Rate CDN
Westin Montreal	Traditional Room	279
Embassy Suites	Standard Suite	279
Holiday Inn Centre	Standard Room	169
Hotel Monville	Standard Room	259
InterContinental	Classic Guestroom	259

Rates are quoted per room, per night in Canadian Dollar (CAD).

*\*For a group reservation of over 3 rooms, please send your request to [congress@siu-urology.org](mailto:congress@siu-urology.org).*



**INSPECTIONS OF LEASED PREMISES**

The SIU 2022 Exhibit Office will inspect the leased areas with a representative of the Palais.

**INSURANCE RESTRICTIONS**

The SIU Secretariat and the Palais will not be responsible for the safety of articles of any kind brought onto the premises by delegates, exhibitors, their agents, contractors, visitors and/or any other persons.

The SIU Secretariat and the Palais strongly encourage Exhibitors to be covered with Public Liability Insurance.

The SIU 2022 Organizing Committee, Congress Secretariat and SIU Exhibit Office, or its agents assume no responsibility for loss of, or damage to, products, booths, equipment, or decorations, due to fire, water, accident, theft, or any other cause.

**INTERNET**

The Palais is the exclusive internet connections provider. Complimentary WIFI will be limited throughout the Congress Venue. If strong, or high-speed internet connection is needed, WIFI can be ordered from the Palais for exhibitor booth via the E-Commerce Portal. Please click **HERE** for portal.

All contractors and exhibitors will be prohibited from using any wireless signal broadcasting devices at the Palais, including:

- Wireless Routers
- Any other short- or long-range wireless devices that may interfere with the Palais wireless signals

**LEAD RETRIEVAL**

Lead retrieval units can be rented online via the SIU Congress website. Please click **HERE** for lead retrieval rental.

**LIABILITY**

The SIU, the Palais, any suppliers, their employees or representatives, or any member of the SIU 2022 Congress Organizing Committee is not responsible for any injury that may occur to the Exhibitor or the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The Exhibitor expressly releases and holds harmless the above entities, associations, employees, and members thereof from any and all claims arising from any cause whatsoever. Exhibitors are strongly advised to pack and remove from the exhibit hall all valuable items at the end of each day.

The period of liability shall be deemed to run from the time the exhibitor or any of his agents, contractors first enter the exhibition site, and to continue until all his exhibits and property have been removed.

**LINE OF SIGHT SPECIFICATIONS**

Display materials should be arranged in such a manner so as not to obstruct sightlines of neighboring exhibitors. The maximum height for in-line booths is 2.5m (8'). Stands should be fully accessible on all "open" sides. This also applies to the open sides of peninsula, corner and inline booths. At least 70% of the sides facing the aisles must be open. In addition, booths should have "transparency" and the openness of sight lines around and through the design, so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. Please note that all other items in the booth that obstruct the view through the booth, like graphic panels, etc. must be calculated.

**LIVE ENTERTAINMENT**

Live Entertainment is not permitted during the exhibit without the express permission of the SIU following all venue guidelines.

**LOST AND FOUND**

**Tel.: +1 (514) 871-3141**

**Email: securite@congresmtl.com**

In the case that items are lost or found, security can be contacted 24 hours/7 days a week via Security Operations Centre using the contact information above. Items will be returned to the rightful owner upon presentation of reasonable proof of ownership.

The Palais and SIU assume no responsibility for the care and/or protection of any personal belongings left unattended on the Palais property or for the loss, under any circumstance including theft, vandalism, or malicious mischief of any such belonging.

Any lost property should report the details to security as soon as they become aware of the loss. Losses may be reported by phone or email to security or in person and must be followed up with an official report of loss, theft, or disappearance.

**MEETING ROOMS**

Rooms at the Palais are available for meetings. Please contact Mikaela Tierney to make arrangements: **mikaela.tierney@siu-urolgy.org**.

## PARKING FACILITIES

The following car parks are available for organisers, exhibitors, sponsors and visitors and operate on a first come, first-served basis:

*\*Accepted methods of payment: cash, VISA, Mastercard. Includes all applicable taxes.*

- **Indoor Parking Palais des congrès:**  
1025 Rue Chenneville, accessible by Avenue Viger, 400 spots. CLEARANCE HEIGHT: 1,9 M (6 PI 2 PO) \$25.00/day (subject to change)
- **Quartier international de Montréal Indoor Parking:**  
249 Rue Saint-Antoine Ouest, 1,200 spots. CLEARANCE HEIGHT: 2 M (6 PI 7 PO)
- **Stationnement Indigo Montreal:**  
500 Places d'Armes, 500 Place d'Armes, Montreal, Quebec H2Y 2W2. 5 min walking distance.
- **Stationnement Indigo Montreal:**  
Place du Quartier, 1111 Rue Saint-Urbain, Montreal, Quebec H2Z 1Y6. 3 min walking distance.

There are several parking lots on site and near the Palais des congrès.

### *Paid Parking Policy*

A nominal parking fee per day is applicable from Monday to Sunday. A parking ticket is issued on arrival and must be submitted for payment on departure. Lost parking ticket will be charged in addition to the respective daily parking charges and is not refundable.

Vehicles are not allowed to park overnight neither to park within the 'no parking zones'. Any vehicle left overnight or parked incorrectly and/or causing obstruction to other road users will be charged a daily fee plus administration fees. The city of Montreal reserves the right to remove all vehicles violating the above.

- *Car Park Map*

## PRAYER ROOM

A Prayer room is located in the venue in room 446 on the fourth floor.

## RAFFLES AND DRAWS

The guiding principles governing the various aspects of Continuing Professional Development (CPD), do not permit exhibitors to conduct raffles or draws, as they do not comply with the Quebec *Code of Ethics*. For more information on the *Code of Ethics* please refer to the CPD site: Code of Ethics

## RIGGING

GES holds the exclusive right to all primary rigging services (roof points) within the Venue. However, secondary rigging services (trusses, banners, etc.) can also be ordered via **GES Portal**. For inquiries, please contact GES.

*See Section 2 - Contact Information*

## SECURITY

The SIU Exhibit Office will take every reasonable precaution to secure the exhibit hall throughout the duration of the Congress. Exhibitors should take special care to ensure that their goods are safeguarded and should not leave their stands unattended during move-in, move-out, and during official congress hours. The SIU Exhibit Office cannot be held responsible for any loss, damage or accidents that may occur to any exhibitor's property or personnel. Exhibitors must arrange for full insurance cover.

### *Recommendations:*

- **Do not leave the booth unattended during exhibition hours**
- Valuables should be secured in a safe area during the day and overnight. Neither the organiser nor the congress centre can be held liable for any theft, loss or damages to articles left on site at any time.

Additional in booth security can be ordered via the E-Commerce Portal. Please click **HERE** for portal.

*See Section 2 - Contact Information*

### SET-UP REGULATIONS

Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of the Palais' activities, in the amount of \$1,000,000.00 CAD.

Should there be a breach of regulation on assembly and decoration of stands and/or a breach of technical nature, the Palais considers itself to be authorized to carry out necessary procedures to regularize it, which may involve closing the booth. The costs resulting from this corrective action will be charged to the Exhibitor/Organizer.

### SMOKING

Smoking is strictly prohibited in the Palais.

### SOUND LEVEL

Audio equipment sound must be set to a reasonable level so as not to cause interference with, nor annoyance to, other exhibitors. In the event of complaints from other exhibitors, the organizer reserves the right to determine the acceptable sound level and the exhibitor must adhere strictly throughout the exhibition period.

### SUBLETTING

It is strictly forbidden to sublet a booth space without prior written permission of the SIU 2022 Exhibit Office.

### TELECOMMUNICATIONS

The Palais is the exclusive telecommunications service supplier.

*See Section 2 - Contact Information*

### WASTE MANAGEMENT

To reduce the volume of overall waste, we urge all Exhibitors/Contractors to maximize their efforts to re-use and recycle materials where possible. All effort should be made to minimize waste. A charge will be levied to those Exhibitors who leave bulky items or an excess of rubbish.

**SIU**  
**Around the**  
**WORLD**  
**MONTREAL** 2022

42<sup>nd</sup> Congress of the  
Société Internationale d'Urologie



**SIU CENTRAL OFFICE:**

1155 Robert-Bourassa Blvd., Suite 1012  
Montreal, Quebec, Canada H3B 3A7

**[www.siu-urology.org](http://www.siu-urology.org)**

Fax: +1 514 875 0205

**FOR MORE INFORMATION, PLEASE CONTACT:**

Lillian Petrusa, Director, Corporate Development

**Tel: +1 514-875-5665 ext. 21**

[lillian.petrusa@siu-urology.org](mailto:lillian.petrusa@siu-urology.org)