SCHEDULE E
EVENT PLANNING GUIDE
EVENTS SERVICES
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This guide is a tool to help you organize your event at the Old Port of Montréal and the Montréal Science Centre (MSC). Please consult this guide for any question you may have regarding the organization of your event.

If you have any other queries about your event, please don't hesitate to contact your Event Advisor.

The Old Port of Montréal and the Montréal Science Centre (MSC) are owned and are managed by the Old Port of Montréal Corporation Inc. (OPMC). This guide makes reference to the OPMC to delineate Old Port and MSC policies.
**Reminders**

This guide contains information that will ensure your event runs smoothly. Below are reminders for the various follow-ups to be carried out with our team during the weeks leading up to your event. Respecting these deadlines is very important for us to provide optimal service. Here is a list of the items requiring a follow up **at least 15 days prior to your event.**

<table>
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<tr>
<th>Subject</th>
<th>Follow Up</th>
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<td>Final payment, hall rental</td>
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<td>6.3</td>
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<tr>
<td>Arrivals by bus</td>
<td>Advise us if your group will be arriving by bus</td>
<td>6.4</td>
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<tr>
<td>Media presence</td>
<td>Advise us if there will be a media presence at your event</td>
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<tr>
<td>VIP guests</td>
<td>Advise us if VIP guests (top executives, politicians, artists, etc.) will be participating in your event and if they require special attention</td>
<td>1.15</td>
</tr>
<tr>
<td>Smoke machine</td>
<td>Advise us if you would like to use a smoke machine</td>
<td>8.0</td>
</tr>
<tr>
<td>Outdoor cooking</td>
<td>Advise us if your caterer will be cooking outdoors</td>
<td>7.2</td>
</tr>
<tr>
<td>Tent, canopy, or big top tent installation</td>
<td>Prior approval required by the OPMC and the Service de sécurité incendie de Montréal (SIM)</td>
<td>7.2</td>
</tr>
<tr>
<td>Food recovery</td>
<td>Advise us if you wish to participate in the food recovery program, The Chef Table</td>
<td>1.11</td>
</tr>
<tr>
<td>Alcohol permit</td>
<td>Place your request for an alcohol permit with the RACJ (Régie des alcools, des courses et des jeux)</td>
<td>1.12</td>
</tr>
<tr>
<td>Final payment, extra fees</td>
<td>Make final payment, including extra fees (royalties, parking, audiovisual, etc.) Payment: 30 days following the final invoice.</td>
<td></td>
</tr>
</tbody>
</table>
1.1 / RENTAL HOURS

Hall rental hours: 8:00 a.m. to 1:00 a.m. (Confirm and coordinate with the contract)

For occupancy outside these hours, arrangements must be made in advance with your Event Advisor.

Additional hours: $250/hour up to a maximum of 2 additional hours to 3:00 a.m.

It is essential that the preparation, set-up, dismantling and clean-up of the hall take place during the agreed-upon rental hours. The dismantling and collection of items must begin at the end of your event and may not exceed the 2 hours allotted to this activity.

1.2 / INCLUDED ITEMS

All halls at the Montréal Science Center include:

- Services of a Logistics Agent
- Stage risers* (4)
- Lectern with microphone and built-in wiring (1)
- Integrated sound system
- Basic sound console
- CD player
- Services of a multimedia technician in order to connect the basic equipment provided with the hall
- Motorized blinds
- Garbage bins
- Maintenance before and after the event
- SOCAN fees
- Wi-Fi Internet access

*Based on quantities available
## Hall-Specific Inclusions

### The Belvedere
- Catering area (convection oven, ice machine, cold room)
- Dressing room (1)
- Private cloakroom
- Private guest bathrooms
- Large exterior balcony and private terraces

### The Perspective 235° and The Passerelle
- Catering area (convection oven, ice machine, cold room)
- Permanent stage
- Stairs to the stage
- LCD projector and screen
- Private guest bathrooms
- Retractable wall
- Private exterior balcony

### The Panoramic Hall
- Catering area (convection oven, refrigerator)

### The President’s Lounge
- LCD projector and screen
- Private guest bathrooms
- Cloakroom
- Kitchenette for catering (refrigerator, dishwasher)
- Modular conference table
- Ergonomic chairs (16) or upholstered chairs (28)
- Living room area

### The IMAX® TELUS Theatre
- Giant screen - height: 18m (60 ft) width: 24.2m (79.4 ft)
- IMAX LASER projector covering 75% in presentation mode, depending on the content
- 380 stadium-style seats
- Services of a multimedia technician for inclusions (microphone and projection)
- Two ushers from IMAX® TELUS Theatre
- Background music in the IMAX® Hall
- Surround sound system with a capacity of 36,000 watts
- Lighting system
- Possibility of added value: lighting, audio and video broadcasting equipment
1.4 / COPYRIGHT - SOCAN

Please note that SOCAN fees are included in the rental cost of your hall.

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) is a collective of about 47,600 members, authors, composers, lyricists and music publishers. SOCAN collects licence fees on behalf of its members for the use of their works that are the subject of copyright protection, and subsequently distributes royalties to said members. These licence fees are paid by anyone who makes public use of their members’ works in Canada. The licences issued by SOCAN allow users to have access to a large repertoire without having to concern themselves with the payment of fees for the use thereof.

1.5 / FURNITURE

The halls at the Montréal Science Centre do not include furniture unless specified in the rental agreement. All other furniture and equipment must be provided by the Lessee, including without limitation, tables, chairs, stages, special lighting, sound, decor or anything else. The Lessee is responsible for the transportation of all furniture and equipment to be used. The Lessee must use the spaces identified on the Rental Site Plan for delivery, unloading and loading of equipment and furniture.

1.6 / TECHNICAL MATTERS

Lighting: Each of the halls at the Montréal Science Centre contains mercury and halogen lighting, the intensity of which can be controlled by dimmers. This system is not stage lighting.

Temperature of the halls: The heat and ventilation of the halls at the Montréal Science Centre are controlled by a central control system. Temperature sensors in each hall determine appropriate heating and air conditioning needs. There is no direct access to controls.

Motorized blinds: Our halls are equipped with key-controlled motorized blinds. A Logistics Agent will adjust the blinds according to your needs.
1.7 / **STORAGE**

The Montréal Science Centre does not offer storage space. You must plan for storing boxes, crates or other items in the same hall that you have rented.

1.8 / **WI-FI ENVIRONMENT**

The Old Port of Montréal and the Montréal Science Centre offer a complimentary PUBLIC WiFi environment.

*For cable internet access – see Section 5.3*

1.9 / **INSURANCE POLICY**

Section 19 of the Rental Agreement stipulates that throughout the entire use of the rented premises, you must have and maintain in force insurance coverage for general civil responsibility for a minimum of $2,000,000. This insurance must include a reciprocal responsibility clause and the Old Port of Montréal Corporation Inc. must be included as an additional insured.

Please send a copy of your insurance policy to your Event Advisor at least **15 days prior to your event**.

1.10 / **KITCHEN USE**

The following provisions apply to halls equipped with a kitchen:

- Convection ovens may be used solely for the reheating of food. The hall ventilation system does not allow for the complete cooking of food.

*All of our kitchens are equipped with containers, covers and labels in order to package surplus food from your event and have it distributed to organizations that help those in need – see Section 1.11 – The Chef Table (La Tablée des chefs).*

- It is forbidden to dispose of solid waste in the sinks. Please ensure that you provide equipment to filter bar waste (lemons, toothpicks, stirring sticks, etc.).

The kitchens in the Belvedere and the Perspective 235° include waste and recycling bins.

1.11 / **FOOD RECOVERY – THE CHEF TABLE (LA TABLÉE DES CHEFS)**

The MSC is proud to participate in the **The Chef Table** food recovery program. This program redistributes surplus food from events to organizations that help those in need.

We encourage you to participate in this program during your event. All of our kitchens are equipped with containers, covers and labels in order to recover surplus food from your event. Our Logistics Agent will coordinate with The Chef Table in order to redistribute your surplus food.

Please inform us of your intention to participate in The Chef Table program by completing the Event description form provided.
1.12 / ALCOHOL PERMIT APPLICATION

The Montréal Science Centre does not possess an Alcohol Permit. It is therefore incumbent upon you to obtain a permit for the consumption or sale of alcohol, as the case may be, during your event.

**During your event, you must display your Alcohol Permit in a visible location.**

You can find the information necessary to obtain an Alcohol Permit on the website of the Régie des alcools, des courses et des jeux (RACJ): [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca)

Please note that you must apply for your Alcohol Permit to the RACJ at least 15 days prior to your event.

**Address in Montréal:**
1, Notre-Dame Street East, 9th floor
Montréal (Québec) H2Y 1B6
Telephone: 514-873-3577
Fax: 514-873-5861

**Address in Québec:**
Head Office
560, Charest Boulevard East
Québec (Québec) G1K 3J3
Telephone: 418 643-7667  •  Fax: 418 643-5971

1.13 / ECO-RESPONSIBILITY

Good ecological practices and sustainable development are a priority for the OPMC. Our management practices are environmentally-responsible and include, but are not limited to, the following measures:

- Kitchens equipped with recycling bins;
- Participation in The Chef Table food recovery program;
- Usage of biodegradable cleaning products;
- Faucets and toilets equipped with water saving devices;
- Bathrooms equipped with hand dryers;
- Energy saving measures added to building windows;
- Halls with many windows for abundance of natural light;

We encourage event organizers to reduce their event’s environmental footprint by taking concrete steps for the environment. In order to learn more about how to make your event more eco-responsible, please consult the website of the Conseil québécois des événements écoresponsables.

**Management of Waste Material:** The Lessee agrees to limit the creation of waste caused by the event as much as possible, specifically through the reduction of waste at the source, as well as through the reuse, recycling and recovery of materials.

**Energy Consumption:** The Lessee agrees to reduce energy consumption as much as possible in the production, distribution or use of a product or service provided. The Lessee shall favour equipment, machinery and materials that are more energy efficient. The specifications of the equipment, machinery and products provided must take into consideration their energy consumption, which should be as modest as possible, in order to respect the OPMC’s commitment to the environment.
1.14 / MEDIA PRESENCE

Please inform your Event Advisor if your event involves the presence of media. You will have to identify the appropriate contact person for media requests as well as the media's arrival date and time. Parking is free for representatives of the media in identifiable vehicles or having a valid press card. Spaces can also be reserved for the media.

1.15 / VIP GUESTS

Please inform your coordinator if VIP guests will be present at your event (top executives, politicians, artists, etc.) and require specific attention. Our team can ensure that appropriate logistical and security arrangements are in place.
2.1 / HALL PLAN

You must prepare and present a hall plan to your coordinator at least 30 days prior to your event. It must be designed in regard of OPMC’s official hall plan sent to you with your rental contract.

Please make sure to respect the maximum capacities of the halls, as approved by the OPMC, as well as the security measures in case of evacuation.

2.2 / THEATRE-STYLE CONFIGURATION

Theatre-style configuration is used if your event requires more than 100 chairs. The seats of each row must be attached to one another in groups of at least 5 seats, and at most 15 seats, and must conform to applicable safety standards. The aisles between the chairs must be at least 1.2 m wide, and be maintained as such for the duration of your event.

2.3 / CHANGES/MODIFICATIONS TO HALL LAYOUT

OPMC’s Logistics team and Prevention and Protection team must certify that hall layouts respect security and evacuation standards. The staff of these units reserve the right to modify your hall layout if it does not respect these requirements. Any layout modifications asked by our staff must be made upon request, without which guest access to your event may be refused.

2.4 / PASSERELLE SECURITY CORRIDOR

Nothing may be placed in the 1.5 m corridor of the Passerelle. This corridor must remain free at all times during the setup, event, and dismantling in order to ensure the security of emergency evacuations and the movement of personnel.

2.5 / HALL SET-UP AND DISMANTLING

The individual responsible for the event must be present on-site for the duration of the event’s setup and dismantling. The Logistics Agent will accompany this individual for a hall visit at the beginning and end of the day, in order to take note of the state of the hall. Any equipment breakage or damages that occur during your event will be billed according to the costs submitted by the OPMC.

The hall dismantling and cleanup must be done at the end of the event and may not exceed the 2-hour period allotted for this activity. If necessary, fees of $500 per 30-minute block will be billed.
MATERIALS TO BE PICKED UP AFTER THE EVENT

It is imperative that you advise your suppliers that all their materials must be picked up on the same night of the event, unless otherwise arranged with your coordinator.

The OPMC is not responsible for lost items, theft, material damage, shipping errors or materials left in the halls/on the premises.

Unless otherwise specified, delivery and pick up of materials must be made on the day of the event. Please note that if no arrangement has been made and materials remain on our premises, you will be billed supplemental fees of $500 per 30-minute block.
3.1 / INVITATIONS

If invitations are sent to your guests, please specify the address of the MSC. The MSC is located in the Old Port of Montréal, at the corner of St. Laurent Boulevard and De la Commune Street.

2, De la Commune Street  West,  
Montréal (Québec)  
H2Y 4B2

3.2 / EVENT ADVISOR AND LOGISTICS COORDINATOR

Your Event Advisor is available to respond to any questions you may have regarding the organization of your event. He or she will ensure the follow-up and logistics of your activity up until the day of the event. On the day of your event, a Logistics Agent will be assigned to you. Your coordinator is also available to suggest suppliers able to meet your needs.

3.3 / LOGISTICS AGENT

A Logistics Agent will be assigned to you on the day of your event. This individual's role will be to ensure the smooth running of your event.

Their role: To welcome you, generally respond to your needs within the standards and policies of the OPMC.

The Logistics Agent responsible for your event is available at all times via mobile phone. His/her mobile number will be provided to you on the day of your event. You must contact the agent upon your arrival at the Montréal Science Centre. This agent will be your one point of contact for the variety of services you may require.

Some suggestions:

- Collect and make all your requests through your Logistics Agent as soon as you start setting up.
- To facilitate communication and speed up the execution of your requests, it is important that only one individual (ideally the individual responsible for the event) communicate with the Logistics Agent. You must provide the name of this individual to your Event Advisor before your event.
- The individual responsible for the event must be kept updated on all the event's technical requirements (setup, technicians, caterer, decor, on-site security, etc.).
3.4 / EVENT DESCRIPTION FORM

In order to assure the success of your event, you must complete and submit an event description form containing the important details of your event. Please transmit this descriptive form **30 days before the date of your event, at the latest.**

3.5 / METHODS OF PAYMENT

**30 days before your event:** You must provide full payment for the hall rental. If payment is not made within this period, the OPMC may cancel your contract without any further notice, and the deposit will be held as compensation.

**15 days following the final invoice of your event:** You must pay all supplemental fees incurred throughout the course of your event. All unpaid amounts on the due date, including interest charges, will be charged at a monthly rate of 1.25%, or an annual rate of 15%.
4.1 / EXCLUSIVE SPONSORS FOR THE OLD PORT OF MONTRÉAL

For your event, we ask that you please respect the exclusive on-site agreements for the Old Port of Montréal: Eska products for natural and carbonated bottled water; Coca-Cola for soft drinks, juices and fruit beverages, iced teas and infused teas, isotonic beverages, coconut water and vitamin waters; and Sleeman for brewed products. Please ensure that your caterer respects these exclusivities as well.

Sale and distribution of products. The Lessee will have to sell, give away, or consume only the exclusive products sold/distributed by the exclusive sponsors of the Old Port of Montreal. For an exhaustive list of all authorized products, see Schedule D, read your contract and or please contact your Event Advisor.

4.2 / ORDERING PROCEDURE

The OPMC has negotiated the best available rates on the market with our exclusive suppliers. To get the contact information and get the ordering procedures, please contact your coordinator.

4.3 / RESPECT FOR SPONSORS

Signage on the rented premises. The Lessee of the rented spaces or halls may not at any time affix any exterior signage with colours, names, logos, brand names or other company identifications that compete with the exclusive sponsors.
5.1 / **USHERS AND CLOAKROOM ATTENDANTS**

Cloakroom service is mandatory between October 1st and March 31st. You should contact your coordinator **at least 30 days before your event** to communicate your needs. Please refer to price list for service costs.

Please note that cloakroom attendants are not authorized to accept tips.
5.2/ AUDIO-VISUAL AND MULTIMEDIA SERVICES

The OPMC’s multimedia team can provide the audio-visual services required for your event. Please contact your Event Advisor for a quote based on your needs. Your request for audio-visual equipment must be submitted at least 30 days prior to your event.

5.3/ ELECTRICAL CONNECTIONS

The rented spaces have a limited number of electrical outlets. If your needs exceed the number of electrical outlets in the rented halls or spaces, fees will be applied for additional electrical connections. These fees vary according to the additional amperage required.

All requests for additional electrical connections must be submitted to your Event Advisor at least 30 days prior to your event.

5.4/ PREVENTION AND PROTECTION SERVICE

The OPMC has its own Prevention and Protection Service. This one ensures the safety of the entire site and ensures that the layout of the hall complies with the emergency exits and other safety features. Security related to your event is under your responsibility and you can use the security agency of your choice. However, it must be accredited by the Office of Private Security of Quebec. It is recommended that the security team be able to intervene in case first aid is necessary.

Security personnel are trained to intervene in the event of an emergency during your event, whether it be a minor first-aid requirement, cardiac resuscitation or fire prevention. The Patrol Officers on duty will coordinate and escort emergency workers (firefighters, police, and ambulance) directly to the location of the incident.

Under no circumstances will the Prevention and Protection Service team physically intervene in order to subdue an aggressive person or group of people.

Patrol Officers are trained in conflict management and shall use their skills in active listening and negotiation in order to suggest solutions and end the incident peacefully. If this is not possible, 9-1-1 will be called in order to contain the situation.

The OPMC reserves the right to require an accredited security company depending on the type of event.
5.5/ **MAINTENANCE SERVICE**

We are responsible for hall maintenance before and after the event.

<table>
<thead>
<tr>
<th>During the duration of the event, including set up and dismantling, you are responsible for the maintenance and cleanliness of the spaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A mop, brooms and a water bucket are available to in each of the halls.</td>
</tr>
<tr>
<td>All waste must be placed in the bags and bins provided for this purpose.</td>
</tr>
</tbody>
</table>

It is agreed that the hall must be left in good condition upon your departure. Additional cleaning fees may apply if the hall is left in poor condition.

5.6/ **MARKINGS AND SIGNAGE**

The OPMC provides standard signage in the building entrance area to direct your guests. Please notify your coordinator of the desired information to be put on the signage.

Signage is only permitted in front of the rented hall or event space.

Please note that it is forbidden to place signage about your event outside the MSC and to glue posters to the walls.

5.7/ **SERVICE PROVIDERS**

The OPMC does not accord exclusivity to any supplier, with the exception of exclusive sponsors. In order to guide you in organizing your event, your coordinator can put you in touch with suppliers able to meet your needs.
6.1/ **ACCESS – HOW TO GET TO THE OLD PORT OF MONTRÉAL**

The MSC is located at the foot of St. Laurent Boulevard, in the heart of the Old Port of Montréal.

For directions to the MSC by car or public transport, please consult the "Hall rentals" section on the Old Port of Montréal's website: [OldPortofMontreal.com](http://OldPortofMontreal.com).
6.2/ **PARKING**

The Old Port of Montréal site has 1,400 parking spaces, 565 of which are within close proximity to the Montréal Science Centre on the King-Edward Quay. Parking areas are equipped with automated access and payment systems. The parking terminals and barriers are under camera surveillance and have an intercom in order to resolve any access problems.

Consult the price list for current rates.

**Advance Parking Pass Purchase**

Parking passes may be purchased in advance at a discounted rate off the regular price. A minimum of 10 passes must be purchased in order to benefit from this discount. This discount is not available during fireworks.

6.3/ **ARRIVAL BY BUS**

If you are planning a bus service for the arrival and/or departure of your guests, notify the Logistics coordinator in order to receive the applicable procedure. Parking is free for buses.

6.4/ **VALET SERVICE**

If you want to use a valet service for your guests, notify the logistics coordinator to receive the applicable procedure. Consult the price list for the associated costs.

6.5/ **TAXIS**

It is recommended that you make arrangements with a taxi company in advance if many of your guests will use this means of transportation for their travel at the end of your event.

Each taxi entering the parking area must take an entry ticket. The maximum amount of time that a taxi may remain for free is 15 minutes; after such time, payment will be required either by the driver or the passenger.

6.6/ **FREE ACCESS PERMITS FOR SUPPLIERS**

You will be provided with a maximum number of free access permits for your suppliers in order to facilitate the setup and dismantling of your event. The number of such access permits will depend on the nature of the event. It is very important to adequately distribute these permits because you will have to pay for additional access permits. To correctly assess your needs, please provide your Event Advisor with a complete list of suppliers, including the number of vehicles that they will be using.

Access permits must be used exclusively for the delivery of material and do not include catering staff, musicians, technicians, welcome personnel or event organizers. Please note that the permits allow for only one exit per vehicle.

The staff of the OPMC are not authorized to open the parking barrier to suppliers and clients without permits.

Deliveries must be made in the sectors specified on the plan on page 29. The person responsible for the event must be present at all times during the setup and dismantling. This person is also responsible for meeting suppliers at delivery.
DELIVERY INSTRUCTIONS

Delivery vehicles may not exceed a maximum overall length of 26 feet in order to access the parking on the King-Edward Quay.

A truck cannot remain in the unloading zone once a delivery has been completed. The pedestrian crossing must be free at all times, and the movement of other vehicles cannot be blocked.

HEIGHT LIMIT RESTRICTION FOR ACCESS TO THE SITE:

<table>
<thead>
<tr>
<th>Height Limit</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the Passerelle of the MSC</td>
<td>4.44 m/14' 5&quot;</td>
</tr>
<tr>
<td>Entrance to the 2nd floor parking</td>
<td>3.3 m/10' 8&quot;</td>
</tr>
</tbody>
</table>

All delivery vehicles for your event must comply with the following dimensions and weight limits in order to access the loading docks located on the 2nd floor parking:

DIMENSIONS AND WEIGHT OF AUTHORIZED VEHICLES

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>26 feet</td>
</tr>
<tr>
<td>Height</td>
<td>10 feet</td>
</tr>
<tr>
<td>Width</td>
<td>8 feet</td>
</tr>
<tr>
<td>Weight</td>
<td>3,600 kg</td>
</tr>
</tbody>
</table>

Delivery vehicles must vacate the area once delivery is complete. Empty containers used in the transport of materials must be stored in the rented hall or removed by the supplier.

Deliveries for the Panoramic Hall, the Perspective 235° and its Passerelle are to be made via the loading dock on the 2nd floor of the parking.

Perspective 235° and its Passerelle: Deliveries can be made starting 8 am on the day of the event.

Panoramic Hall: Unless otherwise agreed to with your Logistics Coordinator, the delivery and pick-up of all the equipment required for your event can be made only after 3:00 a.m.

DELIVERY INSTRUCTIONS

<table>
<thead>
<tr>
<th>Instruction</th>
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<tbody>
<tr>
<td>Address: 2, De la Commune Street Ouest</td>
</tr>
<tr>
<td>Enter by St. Laurent Boulevard.</td>
</tr>
<tr>
<td>Take a ticket at the entrance.</td>
</tr>
<tr>
<td>Continue along the central lane.</td>
</tr>
<tr>
<td>Use the access ramp for the 2nd floor.</td>
</tr>
</tbody>
</table>

Once on the 2nd floor, head in the direction of Old Montréal toward the doors of the Passerelle.
DIMENSIONS OF THE PASSERELLE LOADING DOCKS:

Width of the doors: 86"

Height of the doors: 82"

SPECIFIC INSTRUCTIONS FOR THE BELVEDERE:

Enter by St. Laurent Boulevard.

Take a ticket at the entrance.

Continue along the centre lane.

Use the access ramp for the 2nd floor.

Once on the 2nd floor, head toward the river: the Belvedere is situated at the end of the King-Edward Quay.
DIMENSIONS OF THE BELVEDERE LOADING DOCK:

Width of the doors: 70"

Height of the doors: 80"
SECURITY, MEDICAL ASSISTANCE AND FIRE PREVENTION

7.1 SECURITY AND MEDICAL ASSISTANCE

The OPMC has its own Prevention and Protection Service. Security personnel are trained to intervene in the event of an emergency during your event, whether it be a minor first-aid requirement, cardiac resuscitation or fire prevention. Our team will coordinate and escort emergency workers (firefighters, police, and ambulance) directly to the location of the incident.

In case of emergency or should you require medical assistance, please contact the Prevention and Protection Service at 514-496-0606. Do not dial 9-1-1. Our team will make sure to coordinate the emergency service calls and escort them to the right location.

7.2 FIRE PREVENTION

You must respect the following fire prevention regulations:

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire-resistant material</td>
<td>All material used to decorate the halls must be fire-resistant.</td>
</tr>
<tr>
<td>Sterno-type or propane / butane warming devices</td>
<td>You may use Sterno-type or propane/butane warming devices as long as they are at least 10 feet from the doors.</td>
</tr>
<tr>
<td>Propane gas</td>
<td>The use of propane gas is forbidden within the building.</td>
</tr>
<tr>
<td>Open-flame candles</td>
<td>The use of open-flame candles is forbidden within the halls of the Montréal Science Centre.</td>
</tr>
<tr>
<td>Portable fire extinguishers</td>
<td>Nothing should be placed in front of the portable fire extinguishers.</td>
</tr>
<tr>
<td>Tents, canopies or big top tents</td>
<td>Any use of tents, canopies or big top tents requires the prior approval of the OPMC and the Service de sécurité incendie de Montréal (Montréal Fire Prevention Service) 15 days prior to your event.</td>
</tr>
<tr>
<td>Cooking devices</td>
<td>You must provide the technical specifications for any cooking devices to be used together with proposed on-site placement for approval to the Service de sécurité incendie de Montréal (Montréal Fire Prevention Service) 15 days prior to your event.</td>
</tr>
</tbody>
</table>
Outdoor cooking

For outdoor grills or other cooking devices to be used outside of the buildings, you must obtain additional fire extinguishers having a classification of "2A-10BC" that must be located near the cooking devices in question.

Using a cooking device under a canopy is permitted as long as the canopy has a maximum of two closed sides. You must leave a space of at least 0.6m/2 feet between the device and the closed side of the canopy.

A covering must protect the ground in order to avoid the spilling of food or oil on the cement or asphalt.

The propane cylinder must be at least 3 metres from the evacuation routes and the associated commercial or industrial cooking device. You must erect a security perimeter around the cylinder and affix pictograms or bilingual signage stating "DÉFENSE DE FUMER - NO SMOKING."

The cooking area must be separated from the public using preparation tables or other physical items.

Commercial or industrial cooking devices using charcoal briquettes must be placed on a non-combustible surface and you must dispose of the ashes in a safe manner.

Cooking under a tent

Cooking under a tent is forbidden, as is the use of propane heating devices.

Fryers

The use of fryers under a canopy is limited to two baskets.

A space of at least 0.4m must be maintained between the fryer and the flames of an adjacent cooking device.

Used oil

Caterers must leave with all of the cooking and frying oils used. These must be disposed of in accordance with environmental regulations in force. It is strictly forbidden to pour used oil into the sinks, toilets or the drains of the OPMC.

FOR INFORMATION OR APPROVAL FROM
THE SERVICE DE SÉCURITÉ INCENDIE DE MONTRÉAL
(MONTRÉAL FIRE PREVENTION SERVICE)
Tel: 514-872-2662
sim.evenement@ville.montreal.qc.ca
<table>
<thead>
<tr>
<th><strong>Emergency exits</strong></th>
<th>You must ensure that the emergency exits and stairways are free and visible at all times. With a minimum clearance of 48”, any installed curtains in front of an identified emergency exit (or a corridor leading to an emergency exit) must be fitted with an EXIT sign.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum capacity</strong></td>
<td>You must respect the maximum capacity of your hall.</td>
</tr>
<tr>
<td><strong>Sprinkler clearance</strong></td>
<td>You must leave at least 18 inches of clearance at all times for the overhead sprinklers.</td>
</tr>
<tr>
<td><strong>Hanging and sticking</strong></td>
<td>The Lessee must obtain prior authorization from the Lessor to hang or suspend all materials, furniture or equipment on the walls, ceiling or floor of the rented space. Any damage caused by the Lessee with regards to the preceding shall be repaired by the Lessor at the Lessee’s expense. It is not permitted to hang anything on the pipes or vents fixed on the ceiling, except for the H-beams. It is not permitted to hang, stick or attach anything on the top of the doors in the interior or exterior of the hall that is being used.</td>
</tr>
<tr>
<td><strong>Protection of electrical wiring</strong></td>
<td>It is obligatory to install a cable-protector on the electrical wires that you will be using in the rented hall.</td>
</tr>
<tr>
<td><strong>Smoking ban</strong></td>
<td>In conformity with tobacco laws, it is forbidden to smoke on our premises and within a perimeter of 9 meter around the building</td>
</tr>
<tr>
<td><strong>Consumption of alcohol</strong></td>
<td>Alcohol may be consumed only in the reserved space. No alcoholic beverages will be tolerated outside of the hall. Please refer to section 1.12 for any questions regarding alcohol permits. You are responsible for ensuring that no one consumes alcohol outside of the rented area.</td>
</tr>
<tr>
<td><strong>Theft and breakage</strong></td>
<td>In case of theft, breakage or damages to material belonging to the Old Port of Montréal Corporation, please contact Logistics Services, who will follow up on the particular issues. A report will be issued and fees will be invoiced to you according to the damages.</td>
</tr>
<tr>
<td><strong>Confetti, streamers, sparkles and flower petals</strong></td>
<td>Use of confetti, streamers, sparkles and flower petals is not permitted.</td>
</tr>
<tr>
<td><strong>Site access via calèche</strong></td>
<td>Calèches are not authorized on the Old Port of Montréal site.</td>
</tr>
<tr>
<td><strong>Animals</strong></td>
<td>With the exception of guide dogs, animals are not permitted in the Montréal Science Centre and the Old Port of Montréal site.</td>
</tr>
</tbody>
</table>

Smoke machines are permitted in the MSC. However, you must advise your Event Advisor if you plan to use smoke machines. Only smoke machines that do not leave sediment in the ventilation system are authorized. The following professional brands are recommended:

- MG - [mdgfog.com](http://mdgfog.com)
- Le Maitre - [lemaitre.co.uk](http://lemaitre.co.uk)
- Martin - [martin.com](http://martin.com)
- Antari - [antari.com](http://antari.com)

**Particular conditions in the Belvedere:**
Because of the ventilation system in the Belvedere, usage of smoke machines in this hall requires the presence of a patroller from the Old Port of Montréal Corporation, who must be present during the duration of its use. Rates of $30/hour for a minimum of 4 hours will be invoiced.

**Motorized vehicles**
For motor vehicle exhibitions:

- Fuel reservoir blocks must be secured or inaccessible to the public, except for reservoirs that do not contain fuel
- Reservoir blocks that contain a security valve or an air vent should not be tied up if they prevent the proper functioning of the security valve or air vent.
- Reservoirs should not be filled to the top, nor should they be almost empty, but filled to the 3/4 mark
- Battery poles for all vehicles for sale or demonstration must be disconnected.
- It is strictly forbidden to start a motor

**Permissible volume and sound check**
The permitted noise level is 80 decibels from 35 metres away from the sound source. Unless otherwise agreed with your coordinator, sound tests must be done after 4 p.m. For tests in the Perspective 235° room, you must close the glass doors. Sound tests must be carried out with respect of other individuals in the building.

Please remember that a full hall requires less sound power than an empty hall.
PLEASE FILL OUT THIS FORM ON OUR WEB SITE AT: OLDPORTOFMONTRÉAL.COM