



Contract for merchants,
artisans and exhibitors

Rules and policies

March 28 to 30, 2025

Québec City
de Québec

Exhibitor's manual

A word of welcome

From March 28 to 30, 2025, the eleventh official edition of the Nadeshicon Festival will be held.

We'd like to welcome those who are joining us this year, as well as those who are returning to the Nadeshicon Festival.

This guide is designed for vendors (merchants selling merchandise), artisans (artists selling their creations) and exhibitors (organizations seeking visibility at the Nadeshicon Festival).

This year, vendor space will be reserved on a first-come, first-served basis, while artists will be selected by lottery.

If you have any questions, please don't hesitate to contact us at dealers@nadeshicon.ca.

We look forward to seeing you there,

The Nadeshicon Festival team



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Official exhibition name: Nadeshicon

Hall number: 2000BCD

Official opening dates and times :

Day	Date	Hours			
Friday	28-03-2025	From	15	to	20
Saturday	29-03-2025	From	9	to	18
Sunday	30-03-2025	From	9	to	16

ASSEMBLY AND FILLING

Set-up dates and times (exhibitors' entrance) :

Day	Date	Hours			
Friday	28-03-2025	from	9h	to	14h
Saturday	29-03-2025	from	8h	to	9h

DISASSEMBLY

Dismantling dates and times :

Day	Date	Hours			
Sunday	30-03-2025	from	16	to	20

Out of respect for visitors, exhibitors are not allowed to dismantle their stand or remove its contents before the official closing of the exhibition.

SHOW YOUR BADGE PROGRAM



Exclusive offers for all delegates and exhibitors! Show your badge and enjoy attractive discounts at some of the most popular attractions and restaurants in the Quebec City area. The Québec City Convention Centre's **Show Your Badge** program offers visitors exclusive offers and discounts at a wide range of partner businesses.

Discover all our offers!

LOADING DOCK

To view the detailed location, [click here](#).

Trucks and semi-trailers must not exceed 48' (14.63 m) in length and 13' (3.96 m) in height.

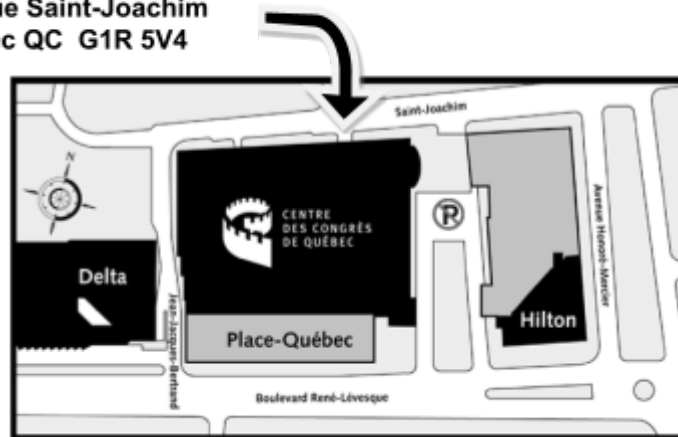
This loading dock is designed to accommodate a maximum of three vehicles simultaneously, and requires operation of the elevator by a Québec City Convention Centre employee.

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IMPORTANT :

- The Québec City Convention Centre will accept materials from **Thursday, March 27, 2025.**
- **Pre-event storage fees may apply for exhibitor materials received prior to this date.**
- Delivery and pick-up of materials are prohibited at the Centre's entrances and must be done via the loading dock.
- Parking is prohibited at the loading dock. Only unloading and loading are authorized and any offender could have his vehicle towed away.

Débarcadère niveau 1
875, rue Saint-Joachim
Québec QC G1R 5V4



PARKING

Cars

The Centre is located close to numerous underground parking spaces at Place Québec (accessible via rue Saint-Joachim), the Marie-Guyart complex, Place Haute-Ville (under the Delta Québec hotel) and, finally, the D'Youville parking lot (place D'Youville). All these spaces are linked by interior corridors for added convenience. They operate 24 hours a day, 7 days a week.

During the week (daytime), we strongly suggest that you consider using sustainable transportation (carpooling, public transit, Parc-O-Bus) due to the intense activity in the area and some of the repair work being carried out. For more information, please visit [Internet](#) of the Centre des congrès de Québec.

Parking is prohibited at all times on Promenade Desjardins (private entrance located between the Centre des congrès de Québec and the Hilton Québec hotel).

GESPARC Rates

Parking Place Québec

Every evening - max: 4pm to 6:59am, 12pm slot: \$15

Every day - max: \$25

Parking Delta

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Every evening - max: 4pm to 6:59am, 12pm slot: \$13
Every day - max 24h (max reached after 4:31pm): \$22

Société parc-auto du québec rates

Parking Place d'Youville

Marie-Guyart building parking lot

Every evening - max: 4pm to 7:59am, 12pm slot: \$15

Weekdays - max: \$20

Saturday/Sunday - 12 noon slot: \$15

Paid street spaces

Metered parking spaces are available on the streets around the Centre des congrès de Québec and in various areas of the city. Pay stations equipped with the Payez-Partez system make parking easy. Pay-and-display parking is generally available Monday to Saturday, 9 a.m. to 9 p.m., and on Sundays, 10 a.m. to 9 p.m.

Opt for the COPILOTE urban transit mobile application, which allows you to pay for a Quebec City parking space equipped with a pay station, whether on the street or in a parking lot, at no additional cost. Copilote also lets you renew your parking time remotely, without having to go anywhere.

Electric vehicle charging stations

Electric car owners can recharge their cars at the Circuit électrique 240-volt charging station installed in the Place Québec parking lot, operated by Indigo, and connected to the Centre des congrès de Québec. Two parking spaces are available for recharging, a service space for connection and a vacant space for waiting after recharging.

The information given is for information purposes only. It is subject to change without notice.

QUÉBEC CITY CONVENTION CENTRE SERVICES

To order services for his stand, the exhibitor must :

1. Go directly to the [Order Forms](#) page of the Centre des congrès de Québec website.
 2. Select the event for which you wish to exhibit.
 3. Follow the steps; it's all done online!
- The Centre is offering a **20% discount** to exhibitors who order their services before the 4:00 p.m. deadline of **Friday, March 14, 2025**.
 - An on-site service counter will be available to meet last-minute requests. Some services may not be available.

Services offered by the Centre des congrès de Québec

All are exclusive, with the exception of stand cleaning:

- | | |
|---------------|------------------------|
| • Hanging | • Handling and storage |
| • Electricity | • Stand cleaning |

Electricity other than 120 V 15 A, temporary staff, plumbing, security and telephony and all other related services are also available on request.

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For further information :

Exhibitor Services
418 649-7711, ext. 4030 or 1 888 679-4000
services@convention.qc.ca

MANDATORY HANDLING AND STORAGE

IMPORTANT : Any exhibitor who ships his material directly to the Québec City Convention Centre by a carrier understands that his material will automatically be handled by the Centre's personnel, and that a **handling fee, payable on site, will apply**.

Exhibitors arriving at the loading dock with their own vehicle may, if they wish, handle their material themselves using a four-wheel dolly provided by the Centre.

Handling includes the following operations:

1. Unloading of equipment at loading dock upon delivery.
2. Move material from loading dock to stand.
3. Move empty containers from stand to storage area.
4. Move empty containers from storage area to stand.
5. Move material from stand to loading dock.
6. Load material at loading dock for pick-up.

IMPORTANT :

- **Handling charges apply, even if the exhibitor handles his own material at delivery and pick-up**, for the movement of **empty** containers from the stand to the storage area and their return to the stand at the close of the show.
- Storage of empty containers during the event is mandatory and must be confirmed by each exhibitor by filling out in advance the Handling and Storage [order form available](#) online on the Centre's website or at the service counter during show set-up.
- This service includes storage labels, available free of charge at the Centre's service counter, to identify empty containers. Please write the booth number in large letters.
- For safety reasons, exhibitors are not authorized to do their own storage.
- In accordance with Quebec City Fire Department regulations, no cardboard boxes or empty shipping crates will be allowed inside or behind the booth.
- Exhibitors who do not wish to pay for the storage of their empty containers inside the Centre are responsible for handling them themselves in order to remove and store them outside the Centre, and for returning them at the time of dismantling.
- The Centre des congrès de Québec has exclusive handling rights at the loading dock and in the hall. Manual and electric pallet trucks, as well as external forklifts, are prohibited. For all on-site handling needs, please see the dock supervisor or contact the exhibition manager.

RETURN OF EXHIBITION MATERIAL

The return of equipment does not happen automatically. It's a process that needs to be planned by the exhibitor.

If the exhibitor does not deal with the event's official carrier for the return of his material and chooses to retain the services of his own carrier, he must :

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1. Call your carrier in advance and request same-day pickup before the end of the dismantling period.
2. Affix your electronic bill of lading to all parcels, or manually fill out your bill of lading in triplicate, indicating your account number, and affix it to your parcels. N.B. The Centre does not offer bills of lading from different carriers; see the event's official carrier and customs broker on site if necessary.
3. Identify all packages (e.g.: 1 of 2, 2 of 2) by specifying shipping address, cell phone number and booth number.
4. Notify the dock supervisor that the packages are ready for pick-up by his carrier, and provide him with a copy of his duly completed bill of lading.

Please note that :

- Center personnel are not authorized to call the carrier on behalf of the exhibitor.
- For all shipments outside Canada, a commercial invoice in triplicate, produced by the exhibitor, must be attached to the bill of lading. Failure to include this document will result in refusal of pickup by the carrier.

Security

After closing time, the doors to the merchandising hall will be locked. No festival-goers will have access. However, the Festival Nadeshicon executive committee and employees of the Centre des congrès de Québec may need to enter in certain situations.

Please note that the Festival Nadeshicon, Club Animé Québec and the event organizers cannot be held responsible for any loss of money, theft or damage to equipment.

DISASSEMBLY EXIT PROCEDURE

Exhibitors who handle their own equipment during dismantling and use their own vehicles must :

1. Wait for Centre staff to deliver your empty containers to your stand, as soon as the aisle mats have been removed by the exhibition service provider.
2. Pack your equipment.
3. Bring your entire exhibit (not just part of it) to the loading dock using a hand truck, or request the assistance of a Centre handler or forklift operator.
4. Signal to the dock supervisor, who will give you a coupon, that your complete equipment is ready to be loaded.
5. Leave your equipment on the dock and pick up your vehicle.
6. Line up at the loading dock entrance and present your coupon to the traffic attendant, who will assign you to a door inside the loading dock as soon as it is free.
7. Park your vehicle and load it quickly.

EXHIBITION STAND

Classification

Classifies as a MERCHANT:

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- A person or company selling formal items, new or used, produced in a factory.
- A business that sells “homemade” items, and is registered as a company (a legal, for-profit entity) with the Quebec or Canadian Registries of Companies.

Classifies itself as a CRAFTSMAN:

- A person or company selling “homemade” items, whether or not registered with the Quebec or Canadian Enterprise Registrar.

Rates

	CRAFTSMAN	MERCHANT
1 TABLE	175\$	385\$
COMBO “L”	255\$	-
2 TABLES	-	695\$
3 TABLES	-	995\$
SPACE 10'X10'	-	495\$

All prices in Canadian dollars (CAD)

- The Nadeshicon Festival reserves the right to cancel or refuse any application to the merchandising room at its discretion. The artist or merchant concerned will be contacted if necessary.
- The Nadeshicon Festival organization may change allocated spaces at its discretion. The artists or merchants concerned will be contacted if necessary.
- Each artisan space includes one (1) 6' x 30" (1.83 m x 0.8 m) table and two (2) chairs, as well as 2 Nadeshicon passes.
- Each basic merchant space includes one (1) 8' x 30" (2.44 m x 0.8 m) table and two (2) chairs, plus 2 Nadeshicon badges.
- Each “L” Combo includes two (2) tables, two (2) chairs and 2 Nadeshicon badges.
- The 10' x 10' spaces are designed for those wishing to bring their own equipment, and do not include tables and chairs unless requested. This booth offers up to 6 badges for Nadeshicon.
- Booth height must not exceed 10'.
- All rented tables do not include tablecloths. It is therefore recommended that merchants and artisans bring tablecloths to cover their tables and merchandise at the end of the day.

Payment

After completing your web form and confirming your reservation, a Paypal invoice will be sent to the e-mail address on your contract. We expect your payment a maximum of one (1) week from the Paypal invoice date, after which you will lose your reservation.

Refund &/or Cancellation

No refunds for merchants, artisans or exhibitors will be available. Certain exceptional situations may lead to a partial refund, at the discretion of the Nadeshicon Festival organizers.

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Should the event be canceled due to government measures prohibiting the holding of large-scale public events, you will be entitled to a refund within a few weeks of the event's cancellation.

If you do not follow the rules once the event has started, you will not be reimbursed if you are kicked out of the event either for not following the instructions in this document or for lack of respect towards the event administration or any volunteer members of the event.

DEALERS ROOM RULES

- Goods may only be loaded and unloaded from the landing stage during set-up and closing times.
- Merchants and craftsmen must use the chairs and tables assigned to them. They may not exchange tables or chairs. They may not use tables or chairs that have not been assigned to them, even if they are not in use.
- They must respect their allocated space and not encroach on neighboring areas.
- They cannot give up their assigned space.
- Opening, installation and closing times are subject to change without notice.

Badges

- Merchants, artisans and exhibitors, as well as festival-goers and other participants, must wear their badges visibly at all times during the festival.
- Badges cannot be shared.
- If a merchant's or artisan's badge is lost, a new one can be purchased for \$30 (with some exceptions).
- All merchants, artisans and exhibitors are subject to the same rules of behavior as the rest of the festival, as described in the convention guide.

Sales

- Merchants and artisans are not permitted to sell their wares outside the festival hall.
- No pressure sales will be tolerated on festival grounds.
- All merchandise must comply with Canadian and Quebec laws.
- Adult merchandise must be covered (opaque material) and out of public view. Merchants and artisans selling adult merchandise must ensure that buyers are at least 18 years of age, with proof of identity.
- No weapons or replica weapons may be sold on the festival grounds without the authorization of the organizers.
- No soliciting will be permitted on the convention grounds outside your assigned vendor or artisan spaces.
- No storage space will be available for vendors or artisans on the convention grounds, other than the assigned space in the merchandising hall, unless prior arrangement has been made with the event's executive committee.
- It is strictly forbidden to conduct any lottery or game of chance requiring a permit from the Régie de la Société des loteries du Québec.
- **No food from outside is authorized in the Center.** The concessionaire Maestro Culinare has the exclusive right to sell and distribute food and beverages inside the Centre. No food or beverages may be distributed, sold or given away without the written authorization of the Centre's management or Maestro Culinare.
- **No sale of art generated by artificial intelligence will be tolerated, whether by dealers or artists.**

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Illegal goods

In accordance with sections 406 to 412 of the Canadian Criminal Code (R.S.C. 1985, c. C-46) and the Trade-marks Act (R.S.C. 1985, c. T-13), it is forbidden to sell any article reproducing, without consent, a trade-mark, any article falsifying, in any way, a trade-mark or any article possessing a mark so similar as to be designed to mislead.

In accordance with the Canadian Copyright Act (R.S.C. 1985, c. C-42), it is forbidden to sell any article featuring a work for which the distributor does not hold the copyright or the consent of the original author. This excludes official merchandise, for which copyright is registered in advance.

In accordance with the Canadian Copyright Act (R.S.C. 1985, c. C-42), it is forbidden to reproduce any copyrighted work for profit. This includes, but is not limited to, reproduction by manual, computer or photographic tracing.

In accordance with the Canadian Copyright Act (R.S.C. 1985, c. C-42), you may not modify any copyrighted work for profit. This includes, but is not limited to, the modification of official products not intended for alteration by the consumer or distributor.

In accordance with the Canadian Textile Labeling Act (R.S.C. 1985, c. T-10), it is prohibited for a supplier to sell, import or advertise a consumer textile article that is not labeled as to its textile fiber content. This excludes certain articles such as handbags, luggage, footwear, toys, belts, banners and standards.

Nadeshicon does not tolerate or accept any form of AI-generated artwork being sold in our showroom or artist's alley. If any AI-generated artwork is offered for sale at the convention, it will be considered a form of counterfeit merchandise and must be removed.

The Nadeshicon Festival, Club Animé Québec and the event organizers reserve the right to request the removal of any merchandise whose legality or compliance with Canadian intellectual property laws they are unable to determine.

Refusal to remove an item, at the request of the Nadeshicon Festival, Club Animé Québec or the event organizers, may lead to the expulsion of the merchant or artisan without reimbursement.

Limitation of liability

The merchant, artisan or exhibitor agrees to not hold the Nadeshicon Festival, its organizers and Club Animé Québec from any liability for loss or damage to property, including, but not limited to, loss of money, incidental expenses, breakage and fines.

Licensing & risk acceptance

All merchants and artisans are responsible for obtaining all necessary permits and other legal permissions to sell their wares.

All goods and possessions of the merchant, artisan or exhibitor remain in his custody and are his responsibility.

Refusal to remove an item, at the request of the Nadeshicon Festival, Club Animé Québec or the event organizers, may lead to the expulsion of the merchant or artisan.

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HEALTH

The Nadeshicon Festival and the Centre des congrès de Québec reserve the right to modify the rules or add new ones, if Public Health changes its recommendations.

RESPECT

- **Respectful communication:** Communicate with volunteers, participants and vendors in a respectful and courteous manner at all times. Use polite language and tone.
- **Personal space and boundaries:** Respect other vendors' personal space and boundaries.
- **Conflict resolution:** Handle disagreements or conflicts calmly and respectfully. Seek mediation or assistance from event organizers if necessary to resolve conflicts peacefully.
- **Equal treatment:** Treat all volunteers, participants and vendors equally and without discrimination based on race, gender, religion or any other characteristic.
- **Cooperation and collaboration:** Work cooperatively with volunteers, participants and vendors. Collaborate effectively to ensure the success of the event for everyone involved.
- **Cleanliness and environment:** Maintain cleanliness and respect the event environment. Dispose of waste properly and keep shared spaces tidy for everyone's convenience. Your sales area should be cleaned every evening and should not look like a garbage can when you leave.
- **Respect rules and guidelines:** Respect the rules and guidelines established by the event organizers. Respect the rules regarding set-up, scheduling and conduct during the event.

OFFICIAL SUPPLIER OF EXHIBITION SERVICES

ABP - Expo

Phone : 418 659-2520

www.groupeabp.com

exposition@groupeabp.com

Services also offered by :

- Rental of customized stands
- Rental of furniture, accessories and plants
- Poster and banner production
- Set-up and dismantling labor

FOOD SERVICES

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No food from outside is authorized in the Center. Maestro Culinaire has the exclusive right to sell and distribute food and beverages inside the Quebec City Convention Centre.

All outside alcohol, even for personal use, is strictly prohibited under the current liquor license.

Exhibitors wishing to distribute, sell or give away food samples in their booths must obtain prior authorization from Maestro Culinaire.

Maestro Culinaire

Madame Marylou Boulianne

Téléphone : 418 649-7711, poste 4623

marylou.boulianne@maestroculinaire.ca

To order :

<https://www.convention.qc.ca/exposants/bons-commande/selectionnez-vos-services/>

INTERNET SERVICES, AUDIOVISUAL SERVICES AND COMPUTER EQUIPMENT RENTAL

At the Centre des congrès de Québec, Encore is :

- Exclusive provider of Internet services
- Official supplier for audiovisual services and hardware rental

N.B.: Free wireless Internet service is available throughout the Centre.

Encore

Event technologies / Audiovisual

exposants-CCQ-ca@encoreglobal.com

To order :

<https://www.convention.qc.ca/exposants/bons-commande/selectionnez-vos-services/>

OBLIGATIONS AND RESTRICTIONS

The following obligations and restrictions apply to exhibitors as well as to the personnel of the exhibition service provider retained by the exhibitor, during the set-up and dismantling of the show.

Obligations

Insurance

Exhibitors must have their own liability insurance. The Québec City Convention Centre or its agents assume no responsibility for bodily injury or material damage to products, stands, equipment or decorations caused by fire, water or theft, on the rented premises or during transitions in the building, regardless of the cause.

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Recycling and waste collection

Exhibitors must make use of the many recycling facilities available (paper, cardboard, glass, plastic) both during set-up and dismantling, and during the exhibition itself. Other selective collections may be added to those listed above.

Garbage cans for final waste and recycling must be placed outside the stand in the aisle every evening as soon as the show closes. They will be emptied by Centre staff free of charge. Garbage cans left inside the stand will not be emptied.

Restrictions

Common areas

The exhibitor must not at any time obstruct corridors, elevators, escalators, foyers, halls, monitors, emergency exits from the building or other rooms in the Centre.

Animals

The presence of animals must be approved by the Center. Only assistance dogs for the disabled are permitted without restriction.

Cooking appliances

Exhibitors must comply with fire prevention regulations. Please refer to the document [Safety measures and fire prevention](#) available on the Centre's website.

Stickers

The use of stickers of any kind must be pre-approved by the Centre.

Balloons and confetti

The use of helium-filled balloons must be pre-approved by the event coordinator. A fee will be charged to the exhibitor for retrieving the balloons from the ceiling after the show. The use of confetti and glitter is prohibited.

Consumption of alcohol during assembly and dismantling

To reduce the risk of accidents, no alcoholic beverages are permitted during set-up and dismantling, unless otherwise agreed with the Centre.

Children

For safety reasons, the presence of children at the loading dock and in the exhibition hall is not recommended during set-up and dismantling.

Fire

Exhibitors must comply with fire prevention regulations. Please refer to the [Safety Measures and Fire Prevention document](#) available on the Centre's website.

Sound limit

If any equipment produces a noise or odor that disturbs exhibitors or visitors, the exhibitor must cease operation. The intensity of the noise must not exceed 70 decibels at four feet from the source of the noise. The Centre is the sole judge in this matter.

Adhesive tape

The only adhesives permitted at the Centre are the following, which can be purchased on site:

Wall surfaces:	3M wall-mounting tabs, no. 7225
Floor Surfaces:	Echo Tape CL-W6033 or VI-N6120 ou equivalent
	Echo Tape Double Side DC-W188F
Brick wall :	3M wall fasteners, no. 7225

Security

The Centre provides general building security on a 24-hour basis. However, this service is not responsible for exhibitor or event property within the rented premises. If the exhibitor wishes to order additional security

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specifically for his stand, he must make a request to the Exhibition Manager.

Tobacco & vaping

The Centre offers a smoke-free environment. Since May 31, 2006, in accordance with the provisions of the Tobacco Act, smoking is strictly prohibited inside the Centre and in the loading docks, without exception. Smoking is prohibited within 9 meters of any door.

Motorized vehicles

Exhibitors must comply with fire prevention regulations. See the [Fire Prevention and Safety Measures document](#) available on the Centre's website.

**LABEL FOR SHIPPING EXHIBIT MATERIAL DIRECTLY TO THE QUEBEC CITY
CONVENTION CENTRE**

Nom de l'expéditeur

Adresse

Téléphone

Nombre de colis

Transporteur et courtier en douane

NOM DE L'ENTREPRISE : _____

NUMÉRO DE STAND : _____

NOM DE L'ÉVÉNEMENT : NADESHICON

CENTRE DES CONGRÈS DE QUÉBEC

DÉBARCADÈRE NIVEAU 1

SALLES, 2000BCD

875, RUE SAINT-JOACHIM

QUÉBEC QC G1R 5V4