

## General Shipping Information

---

### Direct Shipment:

**SMALL PACKAGES ONLY:** The Loews Hotel Le Concorde will accept small packages up to 48 hours in advance and will hold them for exhibitor pick-up on site. The Hotel will not accept any liability for packages delivered in advance of the show. All material delivered to the hotel is to be addressed to the following:

**LOEWS HOTEL LE CONCORDE**  
**ATTN : THE MAITRE, D', CONVENTION FLOOR**  
**RE: PCMExpo/YOUR BOOTH # /YOUR COMPANY NAME**  
**1225, COURS DU GENERAL-DE MONTCALM,**  
**QUEBEC, QC, G1R 4W6**

Ensure that your booth number and company address are marked clearly on the shipping label.

### LARGE PACKAGES

All large packages, skids and/or equipment must be shipped through GES Canada/P.E. Poitras. Please see the *GES Canada Advance and Direct Shipping Order Forms* for more information. Material handling fees will apply.

### Advance Shipment:

GES Canada/P.E. Poitras will accept small and large packages, skids or equipment at their warehouse up to 7 days in advance of the event. GES will deliver the packages to your exhibit booth the morning of the show. There is a \$150.00 minimum shipping charge with GES to transport and deliver your goods to your exhibit booth. Refer to the PCMExpo Exhibitor links under the following heading: *GES Canada Advance and Direct Shipping Order Forms* for more details. Material handling fees will apply.

GES Canada/P.E. Poitras  
950, St-Jean-Baptiste Avenue  
Suite 100  
Québec (Québec), Canada, G2E 5E9  
Tel: 418-877-2727  
Fax: 418-877-2828  
[www.gesexpo.ca/qc](http://www.gesexpo.ca/qc)