



Exhibitor Manual

The most prestigious and longest running jewellery show in Canada
August 23-24, 2026 · Port of Montreal - Grand Quay · Montreal, QC



Updated March 30, 2026

Proudly presented by:



Manual Index — Sections at a Glance

This Manual features important information about exhibition services and installation to guide Exhibitors through every aspect of their participation in Expo Prestige 2026.

<hr/> Section A – Show Information	05	<hr/> Section B – Official Suppliers	05
Welcome to Expo Prestige 2026		ABP Groupe	
Show Opening Hours		Electrical Services	
Critical Deadlines		Airfare and Accommodations	
<hr/> Section C – Booth Information	05	<hr/> Section D – Move-In and Move-Out	05
Turnkey Booth		Move-In and Move-Out	
Booth Requirements		Storage of Packing Materials	
Booth Placement		Handling and Storage of Materials	
Best Booth Award			
<hr/> Section E - Badges	05	<hr/> Section F – Security and Insurance	06
Exhibitor and Work Badges		Security	
Buyer Admission Requirements		Insurance Requirements	
<hr/> Section G - Marketing	07	<hr/> Sections H – Rules, Fire Safety & Liability	08
Official Guide		Rules for Conduct During the Show	
Marketing Materials		Fire Prevention — Booth Materials & Construction	
Sponsorship		Simplified Fire Prevention Guide — Materials	



SECTION A

Welcome to Expo Prestige 2026

Expo Prestige 2026 will take place at the iconic **Port of Montreal – Grand Quay**, located in Montreal's historic Old Port. With spectacular views of Montreal and the St. Lawrence River, this world-class venue provides the perfect backdrop for Canada's most prestigious jewellery trade show.

Show Dates

August 23–24, 2026

Venue

Port of Montreal – Grand Quay, 200 De la Commune St W, Montreal, Quebec H2Y 0B8

Organizer

Canadian Jewellers Association

Contact

TEL: 514 485-3333 or 416-368-7616

Show Opening Hours

Sunday, August 23rd, 2026

10:00 AM to 6:00 PM

Monday, August 24th, 2026

10:00 AM to 4:00 PM

All exhibitors must have staff in their booth at 9:00 AM sharp each day to be fully set up and ready for the show opening at 10:00 AM.

Opening Hours



Critical Deadlines for Exhibitors

Timely submission of all forms ensures smooth participation and access to earlybird pricing. Missing deadlines may result in higher costs or denial of access.

Before May 1

1

- Full payment required for Earlybird booth rate
- Space Rental Agreement signed and returned within 24 hours of registering
- Complete Booth Space Placement Request Form

2

Before June 26

- Customs Compliance
- Proof of Insurance - mandatory for admission
- Client Invitations
- Merchandise Transport Planning

Before July 31

3

- ABP Groupe items (turnkey booths, displays, etc.) ordered for Column A rates
- Additional Electrical Services ordered for preferred rate
- Electrical Services Positioning Plan
- Exhibitor Badge requests
- Worker Badge requests

4

August 21–22

- Friday Move-in: 2:00 PM - 10:00 PM
- Saturday Move-in: 8:00 AM - 10:00 PM
- All badges must be worn

August 23–24

5

- Show days
- Staff at booth by 9:00 AM, show opens 10:00 AM
- Move-out begins August 24 at 4:00 PM

Before May 1 — Critical Deadlines

→ Earlybird Booth Rate

Full payment for Turnkey Booth required for the Earlybird Rate to be applied.

Booths not paid in full by May 1 will be charged at a higher rate.

→ Space Rental Agreement

The Space Rental Agreement must be signed and returned to the Canadian Jewellers Association Office within 24 hours of registering.

Booth space will not be held or confirmed until both the full payment and signed Space Rental Agreement are received.

→ Booth Placement Request Form

The Booth Placement Request Form must be submitted as soon as possible after completing the registration process to secure your final booth location. Expo Prestige 2026 will make every effort to fulfill requests.

Before June 26 — Critical Deadlines

→ Customs Compliance

Ensure you are in order with the Customs Department. Contact your customs broker if necessary.

→ Proof of Insurance

Send your proof of insurance to the Canadian Jewellers Association Office (info@canadianjewellers.com).

This is **MANDATORY** — no exhibitor will be admitted without it.

→ Client Invitations

Send invitations to your current and prospective clients to maximize booth traffic.

More information about marketing materials **Section G** of this manual.

→ Merchandise Transport

Plan the transportation of your merchandise well in advance to avoid last-minute complications. Contact the CJA Office for more Information about services provided by BRINKS.

Before July 31 — Critical Deadlines

→ Booth & Furniture Order

Order your turnkey booth, display cases, furniture and accessories from ABP Groupe for Column A rates to be applied.

If you are using a custom booth, ensure all selections comply with Exhibition regulations outlined in **Section C** of this manual.

More information about ABP Groupe Ordering in **Section B** of this manual.

Orders placed after July 31 will be charged at a higher rate.

→ Electrical Services Order

All turnkey booths include one (1) electrical outlet. Additional electrical outlets can be purchased.

To order additional electrical, contact the Canadian Jewellers Association Office (info@canadianjewellers.com).

Orders placed after July 31 will be charged at a higher rate.

→ Exhibitor Badges

Submit your request for Exhibitor Badges before July 31.

Exhibitor badges grant access to the exhibition hall during setup, dismantling, and show hours.

More information about Badges in **Section E** of this manual.

→ Worker Badges Form

Submit your request for **Form for Worker Badges** before July 31.

Worker badges grant access to the exhibition hall only during setup and dismantling hours — not during the show itself.

More information about Badges in **Section E** of this manual.



SECTION B

Official Suppliers

Expo Prestige 2026 has curated a selection of quality products and services to streamline your experience. Confirm your orders in advance to take advantage of preferred rates.

Exhibition Service Provider

ABP Groupe

Electrical Services

Canadian Jewellers Association

Airfare & Accommodations

Air Canada, WestJet, Porter, Le Westin Montreal

Exhibition Service Provider — ABP Groupe

ABP Groupe provides trade show services including turnkey booths, custom exhibits, furniture, accessories and graphics services.

Contact

Adriana Mendoza

📞 514 578-6910

amendoza@groupeabp.com

www.groupeabp.com

Order Deadline

Submit all orders **before July 31** to benefit from discounted **Column A pricing**. After this date, Column B (higher) rates apply.

[Order Form](#)



Electrical Services Provided By — Canadian Jewellers Association

Each booth comes equipped with one (1) electrical outlet. Additional outlets can be ordered from the Canadian Jewellers Association.

Included Electrical

Each booth will include one (1) 15A-120V (1500W) electrical outlet.

Order Early — Save Money

\$175 per additional outlet if ordered before July 31.

\$200 per additional outlet if ordered after July 31.

Service orders placed after assembly has begun are subject to approval and additional charges.

Important Restrictions

Exhibitors may bring their own spotlights.

Halogen or incandescent bulbs are **prohibited**. Use LED bulbs only.

It is strictly forbidden to share or redistribute rented electrical power.

Send request for additional outlets to info@canadianjewellers.com

Electrical Services — Positioning Plan & Sales Conditions

A mandatory positioning plan for electrical outlets must be submitted to ensure proper placement of outlets. Indicate booth dimensions, outlet locations, and adjacent booth numbers or aisle designations.

- If no Electrical Services Positioning Plan is submitted, outlets will be placed at the electrician's discretion.
- It is strictly forbidden to share or redistribute rented electrical power.
- Any exhibitor whose order results in power being provided to other booths will assume those costs as well.
- The client is responsible for rented equipment throughout the event, including setup and dismantling, and will be charged for any breakage, damage, loss, or theft.

[Submit Electrical Services Positioning Plan](#)

Cancellation Policy: No charge if cancelled at least 1 week before setup day. 50% charge if cancelled on setup day. 100% charge if cancelled after setup day. Claims submitted after the exhibition ends will not be considered.

Airfare Providers

Save on airfare to and from Expo Prestige 2026.

Air Canada



AIR CANADA

Promo Code: **GXXWGGF1**

[Book Now](#)

For travel to and from Montreal, YUL
Between August 13, 2026 and September 1, 2026
View full Terms & Conditions [HERE](#)

WestJet



Promo Code: **1M1K6VK**

[Book Now](#)

For travel to and from Montreal, YUL
Between August 13, 2026 and September 3, 2026
View full Terms & Conditions [HERE](#)

Porter



Promo Code: **EP26**

[Book Now](#)

For travel to and from Montreal, YUL
Between August 20, 2026 and August 26, 2026
View full Terms & Conditions [HERE](#)



Accommodation Providers

Relax and recharge in a traditional guest room at Le Westin Montreal during Expo Prestige 2026

LE WESTIN
MONTRÉAL

Le Westin Montreal
270 Rue Saint-Antoine O
Montréal, Québec H2Y 0A3
Tel: 514 380-3333
www.westin.com/montreal

Traditional Guest Room: \$249.00/night (single or double occupancy)
Breakfast not included.
Book by July 21, 2026

[Book Now](#)

Hotel rooms at exclusive Expo Prestige 2026 rates are subject to availability on a first come first serve basis.



SECTION C

Booth Information

Expo Prestige 2026 is the most prestigious show jewellery show in Canada. Exhibitors invest significant time and effort into creating beautiful booth presentations. All exhibitors must adhere to the Booth Requirements to ensure there is a pleasing and cohesive aesthetic throughout the exhibition. The official decorator, APB Groupe, offers a variety of options to outfit your booth at very advantageous prices.



Turnkey Booth Details

Expo Prestige 2026 is Canada's most prestigious jewellery show. Your booth is your brand's first impression. Here's what's included in your turnkey booth package.

All booths will include:

- 8' high white hard walls
- One (1) electrical outlet
- One (1) 4' LED neon light
- One (1) 10' x 10 ½" ID Sign with black lettering and booth number
- Grey Carpet (thin)
- One (1) wastepaper basket with liner

Order before July 31 to take advantage of reduced rates.

[Order Turnkey Booth](#)

[ABP Groupe Catalogue](#)

Booth Requirements

Under no circumstances shall exhibitors be exempted from complying with the following rules:

- **Rigid walls required:** All booths must have rigid walls (included in turnkey packages) and be aesthetic inside and outside.
- **Space limits:** No booth or part thereof (wall, showcase, or display) may exceed the rented space or cover a corridor.
- **Bay windows:** Any "bay-window" or similar setup must be installed entirely within the rented space.
- **Wire clearance:** When installing booth dividers, leave at least 2 inches of clear space at each end and at the back of the rented space.
- **Blind walls:** No blind wall (without showcase or display) higher than 4 feet may be installed against an aisle or corridor.
- **Maximum height:** 10 feet. No booth element (including banners) may be located more than 16 feet from the floor, whether hanging from the ceiling or built up from the floor. No blind wall over 4 feet may face an aisle.


Booth Placement Request

The CJA is committed to ensuring that everyone has a great experience at Expo Prestige 2026.

Every spot on the Expo Prestige show floor provides an unmatched opportunity to connect with qualified buyers.

- Booth allocations are on a first paid in full, first served basis.
- Exhibitors must submit their top three choices for booth placement.
- Exhibitors may include any notes or special requests related to booth placement at that time.
- Booth placement is up to the discretion of the Expo Prestige Team.

[Booth Placement Request Form](#)



Expo Prestige 2026 will make every effort to ensure that booth placement supports the ultimate goal of enhancing the buyer's experience and generating revenue for exhibitors.



Best Booth Award

Your hard work and dedication to presenting your products in an aesthetic manner deserves to be recognized. Expo Prestige 2026 is pleased to present the 2026 Best Booth Award.

Criteria

The Best Booth Award will recognize an Exhibitor for their excellence in booth design, functionality, and visitor engagement including:

- Creating a memorable, branded atmosphere
- Layout and lighting
- Incorporating activations

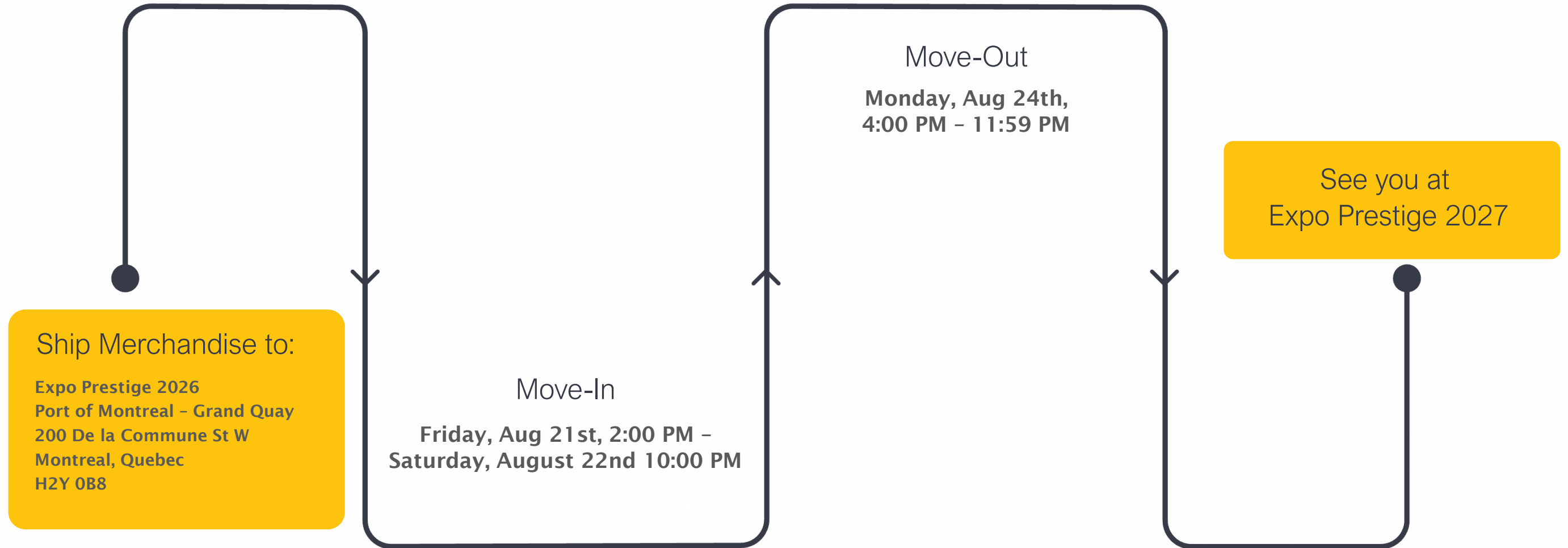
Judging

Judges will review each booth and vote to select the winner.

Award Presentation

The Winner of the 2026 Best Booth Award will be announced live at the cocktail reception taking place on Sunday August 23, 2026 in the evening.

Move-In and Move-Out



Ship Merchandise to:

Expo Prestige 2026
Port of Montreal – Grand Quay
200 De la Commune St W
Montreal, Quebec
H2Y 0B8

Move-In

Friday, Aug 21st, 2:00 PM –
Saturday, August 22nd 10:00 PM

Move-Out
Monday, Aug 24th,
4:00 PM – 11:59 PM

See you at
Expo Prestige 2027

Move-In

Move-in begins at **2:00 PM on Friday August 21**. Setup must be completed by **10:00 PM on Saturday August 22**. Brinks will be onsite on Saturday to collect items for secure storage overnight.

Move-Out

Disassembly begins on **Monday August 24** after the official closing at **4:00 PM** and must be completed by **11:59 PM**. It is forbidden to begin dismantling before 4:00 PM. Exhibitors whose merchandise remains after 11:59 PM will be charged **\$1,000 per hour**.

Storage of Packaging Material

City fire regulations **prohibit the storage of any paper, wood, or other packaging material** in the exhibit hall, inside exhibitor booths, or close to them. Cases, boxes, and packaging material must be stored outside the exhibit hall in a designated area during the show.

After your booth has been set up, you must:

01	02	03
<hr/>	<hr/>	<hr/>
Fold & Bundle	Label	Notify Docks
Fold empty boxes and tie them together.	Obtain storage labels from the Exhibition Team. Write your company name and booth number in capital letters on each label.	Inform the Exhibition Team when your boxes are ready to be stored.

Any unlabelled boxes left in the aisles may be discarded. All packages found in prohibited areas will be moved and stored at the Exhibitor's expense. At the end of the show, Exhibitors may retrieve their packaging material from the storage area.

Handling and Storage of Materials

Shipping, delivery, and handling fees for merchandise and display materials are the **sole responsibility of the Exhibitor**. Please plan accordingly and coordinate with your logistics provider well in advance of the show dates.



Shipping Responsibility

All costs related to shipping, delivery, and handling of merchandise and display materials are borne entirely by the exhibitor. The Exhibition assumes no liability for goods in transit.



Prohibited Storage Areas

Flammable materials, wood pallets, surplus flooring, crates, and tools must not be stored behind booths. The space behind booths must remain clear as a passageway at all times.



Late Removal Penalty

Any Exhibitor whose merchandise remains in the exhibit hall after 11:59 PM on move-out day will be charged an additional \$1,000 per hour. Anything left and not consigned will be transferred to storage at the exhibitor's expense.

SECTION E

Exhibitor & Worker Badges

Admission to the show is made **exclusively upon presentation of an Expo Prestige 2026 badge**. Badges are issued after presenting valid Photo ID and a photo has been taken. Badges must be worn at all times throughout the show including set up and dismantling.



Exhibitor Badge

For sales representatives and personnel working in the booth. Grants access during setup, dismantling, and show hours. Submit form **before July 31**.

[Submit Badge Request](#)

Worker Badge

For personnel setting up and dismantling the booth only. Grants access only during setup and dismantling hours — not during the show. Submit form **before July 31st**.

[Submit Badge Request](#)

- ❏ Badges are distributed to each individual upon arrival. **Sharing badges is strictly prohibited**. Do not invite friends or relatives who are not sales staff — they will not be allowed to enter. Personnel must be 16 years of age or older to enter.

Buyer Admission Requirements

Invite your clients to attend Expo Prestige 2026 and visit your booth. With activations throughout the Exhibition and opportunities to network, this is the place to get ready for the holiday season.

Pre-Registration Buyer Qualifications

- Must be 16 years of age or older.
- Must provide a piece of valid Photo ID.
- Photo will be taken on site by Registration Personnel.
- Badge must be worn at all times throughout the show.

Buyer Pre - Registration

Onsite Buyer Registration Qualifications

- Must be 16 years of age or older.
- Must provide a piece of valid Photo ID.
- Two of the following for proof of business:
 - Two (2) invoices showing wholesale purchases of finished jewellery from multiple supplies within the last 12 months.
 - Business licensee or sales tax certificate
 - First page of lease
- Photo will be taken on site by Registration Personnel.
- Badge must be worn at all times throughout the show.

Online pre-registration closes one (1) week before Expo Prestige 2026. Anyone not pre-registered that wishes to enter the Exhibition must fulfill Onsite Buyer Registration Qualifications. Expo Prestige 2026 reserves the right to decline entry.



SECTION F

Security & Insurance

Expo Prestige 2026 is dedicated to providing a safe and secure space. Safety is a everyone's responsibility and starts long before you step foot into the venue. Be sure to follow best practices for Trade Shows as recommended by Jewellers Vigilance Canada. If you notice anything suspicious, notify the Exhibition Team or Security Personnel immediately.

Security

Expo Prestige 2026 will provide security agents **24 hours per day** from Saturday August 22 at 11:00 AM through Monday August 24 at 6:00 PM. However, **the exhibitor is solely responsible for their own exhibit material and merchandise.**

Secure Storage

A secure storage area is available for exhibitors during show hours. Items entrusted to Brinks will be stored in a Brinks secured location overnight.

Exhibitor Responsibility

All property of an exhibitor remains in their care, custody, and control in transit to or from, or within the confines of, the exhibit area. Exhibitors should insure their goods against loss or damage and put small items of value out of sight each night.

Firearms Prohibited

No firearms are allowed under any circumstances. This is a Province of Quebec law.



Insurance Requirements

- ❏ **No exhibitor will be allowed at Expo Prestige 2026 without providing mandatory Proof Of Insurance to the Canadian Jewellers Association.**

Any Exhibitor who fails to provide the Canadian Jewellers Association with a copy of the insurer's certificate insuring their goods will have their contract cancelled. Proof of insurance must be sent to the Canadian Jewellers Association **prior to July 31**. Any Exhibitor that does not comply with this condition will be refused entry to Expo Prestige 2026.

Send proof of insurance to: info@canadianjewellers.com



SECTION G

Marketing

Since 1952, Expo Prestige has been the most prestigious jewellery show in Canada. The Canadian Jewellers Association is proud to welcome Exhibitors and Buyers from across Canada to participate in this iconic exhibition. A variety of tools and materials have been developed to enhance to the show experience for Buyers and allow Exhibitors to share with their clients.

Expo Prestige Official Guide

Each Exhibitor's business name and assigned booth space will be listed in the **Official Guide of Expo Prestige 2026**, without charge. Additional information pertaining to an exhibitor's product classification may be included at the discretion of the Exhibition Team.

- ☐ The Exhibition Team will not be responsible for errors or omissions occurring in the printed Guide, or for unintentional failure to include an exhibiting firm in the printed Official Guide.



Marketing Materials

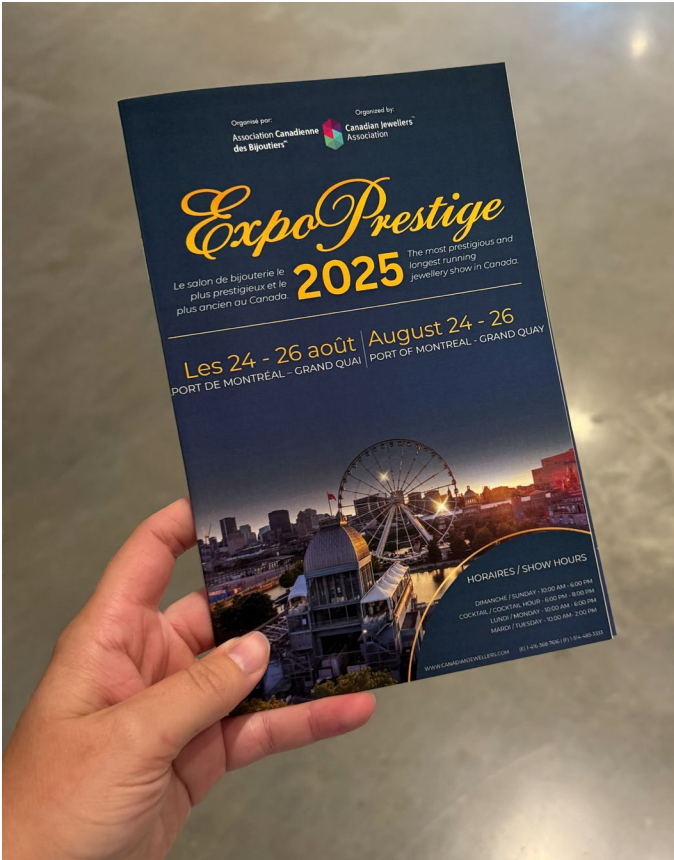
Download customizable templates to share with your clients and network including the sample materials shown here.

[Download Customizable Materials](#)

Sponsorship Opportunities

Looking to increase your visibility during Expo Prestige 2026? Take advantage of Sponsorship opportunities throughout the event including activations and enhanced advertising to ensure your brand gets noticed.

Sponsorship Opportunities





SECTION H

Rules, Fire Safety & Liability

By signing the Expo Prestige 2026 Space Rental Agreement, the Exhibitor, along with its officers, agents, employees, and representatives, agrees in advance to comply with all current and future rules and regulations and commits to adhering to them faithfully.

Rules for Conduct During the Show

Stay in Your Booth

All displays, demonstrations, and advertising distributions must remain within the confines of your booth. No solicitation in corridors, aisles, or lobbies.

Trade Sales Only

No retail sales are permitted. Only bona fide commercial sales for resale are allowed. Only samples in reasonable quantity may be kept in the booth.

Wear Your Badge

All personnel must wear their appropriate badge at all times. Sharing badges is strictly prohibited. Badges are issued individually after photo ID verification.

No Solicitation

Solicitation of business in corridors, aisles, and lobbies is **strictly prohibited**.

No Early Dismantling

Exhibitors must not begin packing or dismantling before the official closing time of 4:00 P.M. on Monday, August 24th.

Liability

Neither the Canadian Jewellers Association, Exhibition Team, nor the Port of Montreal Authority will be responsible for any injury, loss, or damage to the Exhibitor or their employees or property from any cause whatsoever. The Exhibitor expressly releases all named parties from any and all such claims upon signing the contract.

Fire Prevention — Booth Materials & Construction

All exhibitors are responsible for ensuring their booth materials, decorations, and setup comply with the fire prevention regulations of the Service de sécurité incendie de Montréal (SIM). Non-compliant materials may be removed at the exhibitor's expense. The following are accepted material standards for Expo Prestige 2026.

Fire Prevention Regulations

- All incombustible or fire-resistant materials are permitted without restriction.
- Fire retardant fabrics meeting the **CAN/ULC-S109-M Standard** are required for all textile elements.
- Wood over 0.6 cm (¼ inch) nominal thickness is permitted. Thinner wood must be coated with fire retardant paint meeting **CAN/ULC-S102-M Standard**.
- Carpets and other decorative items must be incombustible or fire retardant.
- Decorative panels of corrugated plastic or plastic foam used as advertising material are allowed only if: (1) the aggregate area does not exceed **10% of the wall surface**, and (2) panels or groups of panels of no more than 10 m² (100 ft²) are separated horizontally by at least 3 m (10 ft). The storage of combustible materials behind or between booths is forbidden.
- Booths must not obstruct visibility or access to emergency exits (maintain 10 ft / 3 m clearance)
- Access to firefighting equipment must remain clear at all times
- No display item may extend into an aisle or corridor
- Wood booths must be over ¼ inch (6 mm) thick or fireproofed
- Minimum aisle width: 10 ft (3 m) for public booths; 8 ft (2.4 m) for commercial booths
- Installations with a ceiling or roof over 300 sq ft must have a backup sprinkler system
- Minimum clearance of 18 inches (45 cm) required under sprinkler heads

Prohibited Materials

- Softwood trees or branches
- Hay, straw, and shredded paper
- Peat
- Cellulose acetate fabrics
- Packing chips
- Jute
- Sonotube
- Coroplast (polypropylene), unless the surface used is 10% or less of the total booth surface

Simplified Fire Prevention Guide — Materials

This section outlines the main regulations of the Service de sécurité incendie de Montréal (SIM) as they apply to Exhibitors at Expo Prestige 2026

→ Wall Coverings & Textiles

Curtains, decorative materials, dried flowers, cotton, styrofoam, paper and cardboard less than 1/8 inch (3 mm) thick, textiles, netting, and plastic materials must comply with **CAN/ULC-S109-M Standard** or be fireproofed by a specialist.

→ Natural Trees & Helium

Natural trees are permitted if potted with roots and watered daily. Helium cylinders are permitted if firmly chained to a cart.

→ Tent Requirements (Under 300 sq ft)

Each tent must comply with one of the following prior to installation:

- Label confirming material is **NFPA-701** certified (fabric), or
- Label confirming material is **CPAI-84** certified (vinyl), or
- Certificate declaring the material is flame retardant

If none of these conditions are met, the exhibitor must have the tent fireproofed onsite or by a specialist. Vinyl tents may also provide a manufacturer's certificate listing flame-retardant properties.

→ Merchandise Samples

It is not necessary to fireproof fabrics, paper, and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed per shade, texture, and quality.

→ Empty Boxes

Empty cardboard boxes must be clearly identified and must be stored in a designated space during the show. Storing containers beside, behind, or inside booths is forbidden.

→ Flame-Retardant Treatments

The Exhibitor or Exhibitor's supplier is responsible for renewing flame-retardant treatments as needed to ensure that materials pass the match flame test of NFPA-701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. The Security Department reserves the right to conduct this test at any time.



We Look Forward to Seeing You at Expo Prestige 2026!

Sunday August 23, 2026 and Monday August 24, 2026

Key Contacts Summary

Questions?

Canadian Jewellers Association
Tel: 514 485-3333 or 416 368-7616
info@canadianjewellers.com

Booth & Décor

ABP Groupe
Adriana Mendoza: 514-444-2348
amendoza@groupeabp.com

Venue

Grand Quay — Port of Montreal
Tel: 514 283-7011
www.port-montreal.com

About the Canadian Jewellers Association

The **Canadian Jewellers Association (CJA)** has been the voice of the Canadian jewellery industry since **1918**. As the organizer of Expo Prestige 2026, the CJA is committed to delivering Canada's most prestigious jewellery trade show experience at the iconic Port of Montreal – Grand Quay in Montreal.

Since 1918

Over a century of service to the Canadian jewellery industry.

National Reach

Representing jewellers and industry professionals across Canada.

Expo Prestige

Organizer of the most prestigious and longest running jewellery show in Canada.