



Where Parking & Mobility
Intersect
MONTRÉAL 2026 CPA ACS



EXHIBITOR REGISTRATION KIT

IMPORTANT DATES & DEADLINES

AUGUST 21

Deadline for discounted Exhibit Staff rates.

Deadline for Payment of all Staff, event tickets, etc.

Cancellation Deadline for Booth and/or Staff with partial refund.

No refunds after this date.

SEPTEMBER 27

Set Up & Move-in: 9 am – 6 pm

Booth layout will be set by 9 am, freight will be moved in by 10 am. Show Services will be on site from 7 am - 5 pm for orders and assistance.

SEPTEMBER 29

Move-out: 1:45 pm – 6 pm

CONFERENCE SITE & ACCOMMODATIONS

Hotel Bonaventure Montréal

900, rue de la Gauchetière, Montréal, Québec, Canada, H5A 1E4

Phone: 1-514-878-2332 Toll-free: 1-800-267-2575

Group Booking Link: Book Online Reservations: [LINK](#)

Group Code: **ccpkai**

A one-night, non-refundable deposit is required for each room booked.

SCAM ALERT: BOOK ACCOMMODATIONS DIRECTLY WITH THE HOTEL THROUGH THE ONLINE LINK PROVIDED. The CPA does not use a 3rd party agency to manage our room block at the Hotel Bonaventure Montréal. Access to the Group Rates is only available through the link provided, or by calling the hotel directly and quoting the CPA's Group Code **ccpkai**.

SERVICE CONTRACTORS

Trade Show Services: Freight, Exclusive Materials Handling, Trade Show Rentals, Signage/Printing, Electrical, Internet, etc. All order forms are available

SHOW SERVICES

GES Canada Ltd.

Julie Sorel | jsorel@ges.com

AUDIO VISUAL SERVICES

Encore Canada

Andre Levert | andre.levert@encoreglobal.com

Exhibitor on-line registration form and show services forms can be found at canadianparking.ca/exhibitors2026/

Exhibiting companies and staff must accept all the terms and conditions herein. Your registration and payment will confirm that you have read and agree to abide by all terms and conditions.

MISCELLANEOUS SERVICES

SHIPPING AND MATERIALS HANDLING

Advanced Shipping

Freight received at advance warehouse prior to, or after the dates noted will be subject to additional handling fees. Shipping information and order forms are located here: canadianparking.ca/exhibitors2026

Direct Shipping to the Venue

Direct to site shipments to arrive during scheduled exhibitor move in times only.

Carriers will have access to the loading dock on a first-come, first-served basis between 9 am - 5 pm on move-in date September 26.

Freight received at venue in advance of exhibitor move-in risk having their freight refused by venue and re-directed to GES Canada (Materials Handling fees will apply, collect shipments will be refused.)

AUDIO VISUAL SERVICES

Encore Canada Ltd.

All A/V must be ordered in advance. Additional charges may apply to orders submitted less than 2 weeks before the event. Equipment is subject to availability.

INTERNET & WIFI

A WiFi network is available in all guestrooms, public spaces and meeting rooms. All other connection types will be arranged through the Bonaventure Hotel. Contact carole@canadianparking.ca for details.

CATERING

Catering must be pre-approved by the CPA (carole@canadianparking.ca). All orders will be coordinated through the CPA and the Bonaventure Hotel catering. No other food or beverages may be brought into the exhibit area.

TRADE SHOW SCHEDULE *(Tentative & subject to change)*

SUNDAY September 27

Show Set Up (GES Canada)	7 am – 5 pm
Exhibitor Move In	9 am – 6 pm
Opening Reception	5:30 pm – 7:30 pm

MONDAY September 28

Breakfast, Main Stage	7:45 am – 10:00 am
Extra Exhibitor Set Up	8:00 am – 10:30 am
Education Session	10:15 am – 12:10 pm
Awards Luncheon	12:15 pm – 1:30 pm
Trade Show Exhibition	1:30 pm – 5:30 pm

TUESDAY September 28

Trade Show Exhibition & Lunch	9:30 am – 1:30 pm
Exhibitor Move Out	2 pm – 6 pm

This schedule is tentative and subject to changes. The Exhibit area will be situated independently from the Plenary room, where meals and main stage events occur, and will be accessible only during the scheduled trade show hours.

PRIVATE MEETINGS:

Space will be available for client meetings. Reserve a time at Registration.

PRIVATE CLIENT EVENTS:

The following time slots are set aside for scheduling private events outside of scheduled Conference events:

Sunday Sept 27 – After 7:30 pm

Monday Sept 28 – After 6:00 pm

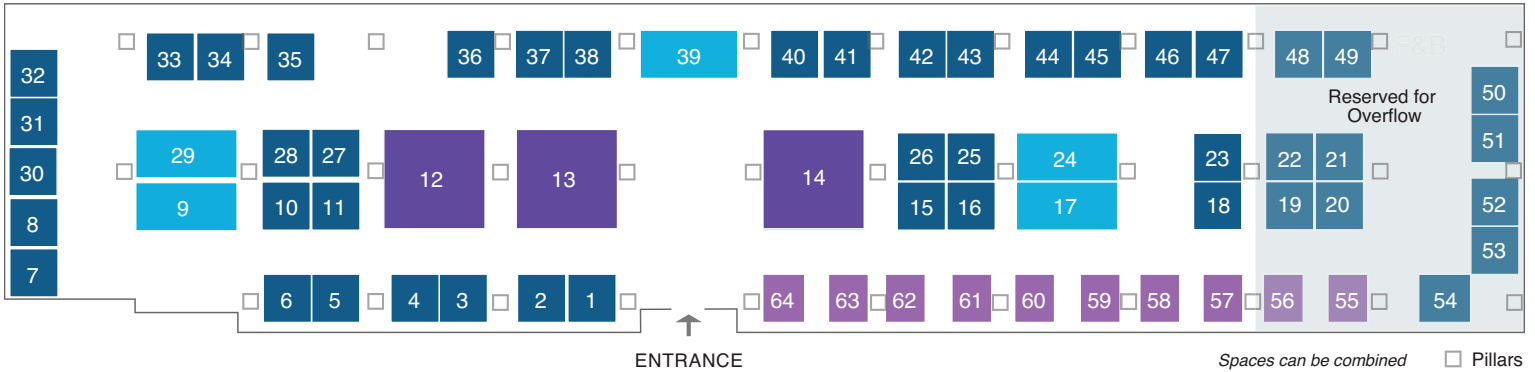
Tuesday Sept 29 – After 9:30 pm

EXHIBITOR REGISTRATION KIT



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■ Quad 20x20
 ■ Double 10x20
 ■ Single 10x10
 ■ Single 8wx10D



FLOOR PLAN / RATES & FEES / BOOTH SET UP

RATES - Includes one staff per 8x10 or 10x10 space purchased

	8X10	10X10	10X20	10X30	20X20
MEMBER	\$3,625	\$3,870	\$7,185	\$10,800	\$12,000
NON-MEMBER	\$4,915	\$5,080	\$8,925	\$11,750	\$13,500

EXHIBIT STAFF Exhibit Staff Allowances are based on booth size, including Complimentary Staff and maximum discounted Member Staff rates. Staff exceeding the booth max must register at the applicable member and non-member rates. Non-member allowances are limited to Complimentary Staff only.	Booth Size		Comp. Staff	*Member Staff
	8x10	4 max	1	3
	10x10	5 max	1	4
	10x20	6 max	2	4
	10x30	7 max	3	4
	20x20	8 max	4	4

BOOTH SELECTION

Booth spaces can be purchased in configurations of single, double, triple or quad.

- When registering you will be required to select 3 booth spaces in order of preference.
- Spaces may be purchased in combination to create the desired footprint for your exhibit.
- This symbol on the floor plan indicates the position of pillars.
- Pipe & drape includes a back wall 8 ft high and side walls 3 ft high and will be installed with booths facing into the aisles.
- Displays must not block the view to neighbouring exhibits.
- Exhibit items must not exceed 4 ft in height on the sides and 8 ft. in height the back of any booth that backs on to another row of booths. Exhibits that obstruct other displays will be adjusted as required.

Exhibit Hall Flooring: Grey/black Carpet. Drapery Colour: Black

Show Management reserves the exclusive right to relocate booth assignments to ensure equal distribution of exhibits and to avoid conflicts.

SPONSORSHIPS

Sponsorship provides the opportunity to be recognized as a valued supporter of the event and the association. As we are transitioning to Parking & Mobility, your support is even more vital in helping the CPMA achieve its goals to expand programming that supports members as they develop and launch parking and mobility initiatives for their operations.

Visit canadianparking.ca/sponsorship2026/ to view the sponsorship opportunities available. Sponsorship is not limited to the options shown. If you have a concept you would like to pitch, contact Carole Whitehorne at 613-727-0700 x 10, carole@canadianparking.ca

CONFERENCE COLLABORATORS **NEW**

A heightened opportunity for Conference Collaborators offers valuable benefits to companies that step up their sponsorship pledges in Montreal. In addition to all the standard promotional benefits, you will receive advertising in Parker magazine, on-line ads, direct e-blasts and main-screen videos/ads, plus group discounts on conference registrations (restrictions apply). Contact Carole Whitehorne at 613-727-0700 x 10, carole@canadianparking.ca to discuss options available, or visit: canadianparking.ca/sponsorship2026

POWER WORKSHOPS **NEW**

Take advantage of the opportunity to book a time slot during the conference to deliver a hands-on workshop. Subjects can range from technology, product information, focus groups, parking & mobility subjects, planning, or other topics that offer participants relevant and timely learning opportunities.

Each scheduled time slot lasts 1.5 hours and accommodates up to 15 participants, allowing for intimate and productive gatherings.

Spaces are limited. To guarantee your preferred time, be sure to book early and reserve your private workshop space.

Order through the Sponsorship form at canadianparking.ca/sponsorship2026



TERMS & CONDITIONS

CPA POLICY

CPA membership applies to one brand only, based on the brand name and email domain used in your professional communications.

If your organization operates multiple brands, divisions, or acquired companies that use different brand names or email domains, each brand is considered a separate organization for CPA purposes and requires its own membership and dues.

Members may only:

- Communicate and market under the brand and email domain tied to their CPA membership
- Exhibit at CPA events only under that same brand

This policy applies regardless of parent company ownership and applies to exhibit and staff registrations.

1. All exhibiting companies and their staff shall be members of the Canadian Parking Association or be registered at the non-member rates.
2. For each booth space purchased, one complimentary Exhibit Staff pass is included in the cost of the booth rental.
For example, 10x10 includes 1 staff; 10x20 includes 2 staff, 10x30 includes 3 staff, etc. Complimentary booth staff must be assigned to Member staff at the time of application, and before the company's non-members can be added. Exhibitor passes that are included in the booth rental fee are non-transferable and have no cash value, should an individual member not be identified. Incomplete forms will be returned for confirmation if a designated staff member per booth is not identified at the time of booth registration. Up to 4 more staff per member company may be registered at the reduced member rate. All other exhibit staff registrations will be at the posted member/non-member rates for Exhibit Staff.
3. The number of exhibit staff, including the complimentary staff(s) is capped for each booth size purchased. Should you exceed the maximum as shown in the chart on page 2, you must purchase additional booth space or register extra staff at the posted rates for Members and Non-members. Sufficient booth space should be reserved to accommodate staff and visitors to your allotted space during exhibit hours. Staff working in the aisles will be asked to move into their assigned booth space.

CONDITIONS FOR STAFF DISCOUNTS

4. To qualify for the booth staff discount rates:
 - Exhibit staff must be included and named on the company's Canadian Parking Association membership on January 31 of the current year (membership conditions apply). Additions may be made, however changes or substitutions to existing members will not be accepted and staff not already identified must register at the non-member rate available.
 - Exhibit staff must be employees of the exhibiting company (refer to Board Policy above).
 - Exhibit staff must be pre-registered or identified before August 21, 2026, to qualify for the discounted rates, after which time full fees apply.
5. Full Exhibit Staff registration fees include tickets for the Opening reception, Awards Luncheon and Final Social event. To achieve accurate counts for seating and food & beverage, please confirm each exhibit staff's attendance and dietary requirements on the registration form in the area provided. Tickets are available for guests at an additional fee. Tickets requested after September 1 or onsite will be based on availability. No refunds on special event tickets after August 21, 2026.



ACCESS & USE OF SPACE

6. Individual Trade Show Passes and Day passes are intended for use by delegates only and cannot be purchased for use by Vendors and/or Exhibit Staff. Exhibitors will be invoiced for full registration fees if individuals are found to have registered on site for Day or Tradeshow passes.
7. Exhibitors and staff will not be authorized to enter the trade show area until their registration is complete and fees are paid in full. All outstanding amounts must be paid onsite by credit card online through the CPA invoice system.
8. Nametags will be issued at registration and must be worn at all times to gain access to the trade show and other events authorized by the CPA. LOST NAME BADGES and event tickets will be replaced at the full value of the lost item. (Event tickets will be subject to availability.)
9. Name tags found to be used by unauthorized people will be confiscated and the user denied access to the event. Full price will be charged for its return to the owner.
10. The space shall not be sublet or shared by the exhibitor with persons or other brands not authorized by the Canadian Parking Association. Violators will be required to compensate the CPA for lost revenue and may be prohibited from registering at future events.
11. When designing/planning your exhibit space, the following conditions must be respected:
 - Rigging is not available in this space, due to ceiling heights.
 - Pipe and drape will be provided as required and used to enhance the overall look of the trade show. CPA reserves the right to adjust pipe and drape to accomplish this goal.
 - MAXIMUM back display height is 8 ft. and side walls are 3 ft. on either side. This applies to draping, exhibiting materials, monitors, equipment etc. Booth must be designed and/or displayed so as not to obstruct the view of neighbouring exhibitors. Displays that block the clear view to other displays will be removed or adjusted to allow for clear sight lines.
 - Where masking is required to fill in open areas beside or behind exhibits, the exhibiting company may be required to cover the costs, if excessive.
 - Easels, signage, or promotional props will NOT be permitted in the aisles. Storage of packing and storage boxes is strictly prohibited on the trade show. Boxes, crates, wiring, etc., stored behind drapes that are unsightly will be removed at the exhibitors' expense.

* Staff may not congregate or conduct business outside of the booth space into the aisles. A limited number of staff per space is in place (see page 3). Please purchase sufficient booth space to accommodate your staff and potential visitors to the exhibit.
12. Exhibitors shall pay all costs associated with their exhibit including, but not limited to electrical, internet, rigging, rentals, shipping, unloading, set up, tear down and removal of their exhibits. Arrangements must be made directly with the official show contractors.
13. Applicants must provide a description of the merchandise or service to be exhibited in the space provided on the Registration Form. Exhibits may not include merchandise other than that specified in the application form.
14. Distributors may display brands from other equipment or services suppliers, **provided those companies have reserved their own exhibit space**. There are no exceptions to this, and exhibitors will be asked to remove any equipment or branding that is not wholly owned by the exhibiting company.
15. The Canadian Parking Association reserves the right to prohibit the use of any materials or displays that, in its judgement, may compromise the CPA's reputation and/or the safety of the conference participants.
16. Exhibitors shall register contests or draws with the Canadian Parking Association at the registration desk. All draws will be at scheduled times agreed upon during the trade show.
17. No exhibitor will commence dismantling or removing their exhibit until the trade show floor has been officially closed and all delegates have left the area after the final exhibition session. Exhibitors seen dismantling their exhibit prior to the end of the show will be fined \$1000 for disregarding the official show hours and may be prohibited from registering in future.

LIABILITY

18. The Canadian Parking Association assumes no liability for damages or injuries caused as a due to negligence on the part of the exhibiting company, his/her staff or agents, the Bonaventure Hotel, GES Show Services, Encore Canada Ltd., or any other contractors or agents associated with this conference and exhibition.

Exhibiting company agrees to carry and upon demand provide to the CPA evidence of Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 that provides coverage for any liabilities arising over the course of, or as a result of this event, and names the Canadian Parking Association as specifically insured. The Canadian Parking Association assumes no liability whatsoever for the health and safety of participants regardless of cause.

19. In the event the Trade Show is cancelled or is not held by reason of acts of God, strikes, lockouts or other labour or industrial disturbances, civil disturbances, interruptions by government or court order, future valid orders of any regulatory body having jurisdiction, acts of the public enemy, wars, riots, failure or inability to secure materials or labour, fire, lightning, tempest, flood, explosion, and/or other causes beyond the control of the CPA, then CPA shall be in no way whatsoever liable to the Exhibitor other than to return to the Exhibitor, without interest, such sums (if any) as have been paid to CPA in advance in connection with said Trade Show space rental. This excludes any expenses paid by the Exhibiting Company to third party suppliers for items such, but not limited to show services rentals, transportation, travel, etc.

PROGRAM SCHEDULE DISCLAIMER

The CPA strives to provide the Trade Show program as advertised. However, from time-to-time over the course of planning, conditions arise that may require some portions of the program schedule to be adjusted. Any changes will be communicated in advance. Affected policies in place will be reviewed by the Board of Directors and amended as required.

PAYMENT POLICY

Payments for conference & trade show registration shall be made In Canadian dollars to:

Canadian Parking Association

205C – 2255 St. Laurent Blvd., Ottawa, ON K1G 4K3 Tel: 613-727-0700
Online: canadianparking.ca/montreal2026

Services not provided by the CPA must be ordered through the official show contractors in accordance with their policies. Acquisition and payment for all other services, supplies, accessories, labour, etc., are the responsibility of the exhibitor.

EXHIBIT SPACE

Payment of the total of booth fees must accompany the registration form. Balances for additional purchases such as staff, event tickets, etc., are due by **August 21, 2026**. Exhibit space will not be guaranteed until the CPA has received payment in full. The CPA reserves the right to reassign and relocate exhibit space as required, to provide the best possible distribution of exhibits.

EXHIBIT STAFF

All exhibit staff should be pre-registered. Staff registration fees not included on the booth rental form are due by **August 21, 2026**. To qualify for discounted rates, exhibit staff must be pre-registered by this date, after which time, full fees apply.

Member Rates: Annual Memberships provide for multiple employees to be eligible for discounted conference fees. Only those staff who are included in the company's membership are eligible for member rates. Additions may be made to membership categories up to conference dates. Substitutions or membership cancellations are not permitted. All others must register at the non-member rates.

Exhibiting companies holding current membership with the CPA may select the Member rates as shown on the registration form for additional staff provided those people are already named on the company's membership. Additional exhibit staff must be registered at the full conference rate provided.

EXHIBITOR REGISTRATION KIT



Non-Members: Exhibiting companies that do not hold a full membership must select the non-member rate for booths selected and will receive one complimentary booth staff registration. ALL additional Exhibit Staff must take the non-member rate.

Exhibit Staff will be listed on the Conference Attendee List at the time of registration. To opt out of being included on the list, staff must contact info@canadianparking.ca to request to be removed.

EXHIBIT SPACE REGISTRATIONS RECEIVED AFTER AUGUST 21, 2026

Exhibitors who register after August 21, 2026, online at canadianparking.ca/exhibitors2026 must provide payment in full via credit card (Visa, MasterCard, AMEX) at time of registration. Accounts must be paid for in full before access is granted to the trade show area. There will be no exceptions.

CANCELLATION POLICY

EXHIBITORS – BOOTH CANCELLATION

Requests for cancellation and partial refunds on exhibit space must be received in writing via email to carole@canadianparking.ca up to or on **August 21, 2026**.

Cancellations up to this date are subject to an administration fee of \$1,050 per booth cancelled.

If a company's booth is cancelled for any reason, all staff registered with the booth will also be cancelled. Refunds will not be issued after August 21, 2026. No refunds for event tickets, fundraisers, or sponsorships.

EXHIBIT STAFF

Cancellations received in writing before **August 21, 2026**, will forfeit \$375 per registrant. No refunds after August 21, 2026, or for no-shows.

SPONSORSHIPS

No refund on Sponsorships.

EVENT TICKETS

There is no cash value for event tickets included in Full Registration. No refunds for additional tickets purchased.

BEWARE OF THIRD-PARTY INTERFERENCE

The CPA does not acknowledge third-party organizations who solicit on behalf of the association. This includes housing/accommodation, attendee lists, or any other conference-related services. Access to exclusively approved contractors is provided by the CPA to all prospective and registered attendees.

A NOTE ABOUT SUITCASING

For those unfamiliar with the term, suit-casing refers to non-exhibitors who go to a show as an attendee, but pass out information, samples, etc. about their business from a suitcase, literally or figuratively. But what it represents is theft from show management, exhibitors, and even attendees. Suit-casers didn't pay to exhibit, and yet they're enjoying access to attendees just the same as legitimate exhibitors that are supporting the event.

The Canadian Parking Association endeavors to provide a fair and equitable platform for all attendees to conduct business, and to deliver value to all who attend. The practice of suit-casing at a trade show is not new, however in the past few years, it has seen a significant increase. To mitigate the damage and losses that occur because of this practice, the CPA has introduced stricter rules to curtail these activities on the trade show floor. Vendor companies will be monitored at the Registration stage and advised of their options for registration. Violators will forfeit their name badge and be removed from the event.