



GREENTECH

2026 *SHAPING MARITIME
SUSTAINABILITY*

June 9 - 11, 2026 – Québec City, QC

EXHIBITOR MANUAL

Note: Exhibitors agree to familiarize themselves with the Exhibitor Manual and to adhere to the guidelines contained within.



TABLE OF CONTENTS

GENERAL INFORMATION	1
Venue	
Visitor entrance	
How to get there	
Exhibit Hall schedule	
IMPORTANT DATES	2
BOOTH SPACE & ADDITIONAL NEEDS	3
What's included	
Other perks included	
Exhibit booth guidelines	
Additional needs	
QUÉBEC CITY CONVENTION CENTRE	4
Delivery and pickup of exhibit material	
Official carrier and customs broker	
Material handling and mandatory storage	
Obligations and restrictions	
INNOVATION STAGE	7
Visibility and Promotion	
Stage Setup and Equipment	
Time Slot Allocation	
EVENT APP: WHOVA	8
Get started	
Lead retrieval	
Passport contest	
SOCIAL MEDIA	9
QUESTIONS?	10

GENERAL INFORMATION

Venue

Québec City Convention Centre
Halls 2000BCD

Visitor entrance

1000, boul. René-Lévesque Est
Québec (Québec) G1R 5T8

* Important: No deliveries or pickups will be accepted at this address.

How to get there

For delegates staying at the Hilton

The GreenTech conference venue is accessible via interior tunnels; simply follow the directions for «Sector 2000».

For those from Québec City or staying elsewhere

The most direct exterior access to Level 2000 is via the side entrance located at 900 Honoré-Mercier Avenue.

[See on Google map](#)

Exhibit Hall schedule

Move-in: June 9 1:00 PM to 5:00 PM

Conference schedule:

- June 9 5:00 PM to 7:00 PM (Welcome cocktail)
- June 10 7:30 AM to 5:00 PM
- June 11 7:30 AM to 3:30 PM (delegates will gather in the exhibit hall for the coffee break from 3pm to 3:30 pm)

Move-out: June 11 3:30 PM to 6:30 PM*

* Out of respect for the visitors, exhibitors are not allowed to tear down their booth before the official exhibit hall closing time.

IMPORTANT DATES

Dealines	Item	Details
As soon as possible <i>(First come, first served)</i>	Registration	Register your two delegates individually via this form . Please select the correct registration fee and, if applicable, the additional tour required. <i>Don't forget to enter the unique code that was sent to you by email in the designated field at the end of the form.</i>
	Innovation stage	Reserve a spot on the Innovation Stage to showcase your products/services. See page 7 for details.
May 15	Room booking	Reserve accommodation for your representatives at the Hilton Quebec Hotel. <i>Important notice:</i> You have until May 15 to benefit from our preferential rate. However, we advise to book your room as soon as possible as the reserved block is limited.
May 25	Products & services for your booth	Order additional products and services beyond those already included with our official service contractor GES Canada . See page 3 for details.
June 2 <i>(May 26 for a 20% discount)</i>	Handling/ storage service	Order the handling and storage service through the Québec City Convention Centre's order form . See pages 4 and 5 for details.
June 8* <i>(Available starting March 11)</i>	Event app	Download the Whova app and enhance your exhibitor's profile. See page 8 for details.

* Please note that we will be organizing a webinar with the exhibitors in May to walk through the various features of the Whova app and answer all related questions. We recommend to download and explore the app before this meeting.

BOOTH SPACE & ADDITIONAL NEEDS

What's included

- Two conference admissions (including June 11 Certification event)
- 10 ft (width) x 8 ft (depth)
- Draped walls
- One 6 ft table and two chairs
- One wastebasket
- One electrical outlet
- Wifi

Other perks included

- Logo on the list of all exhibitors on the [conference website](#)
- Logo in Green Marine's pre-event communications (email campaigns)
- Opportunity to demonstrate a product/service on our Innovation Stage
- Profile in the event app (lead retrieval, logo, overview, documents, etc.)

Exhibit booth guidelines

The height of the booth structures should not exceed 8 ft, unless the exhibitor has obtained prior authorization from the organization. To avoid obstructing other exhibitors' sight lines, side structures should not exceed 4 ft high within a depth of 5 ft from the aisle.

Additional needs

Green Marine has contracted with **GES Canada** to provide additional products and services to exhibitors.

Services offered:

- Custom booth rental
- Furnitures and accessories
- Signs and banners
- Installation and dismantling labour

For assistance regarding those products and services, please contact GES Exhibitor Services Department at serviceinfo@ges.com.

**Order products & services
for your booth**

QUÉBEC CITY CONVENTION CENTRE

Delivery and pickup of exhibit material

For delivery and pickup of their equipment, exhibitors are invited to use the loading dock located at: **855 Jean-Jacques Bertrand Street, Quebec City (QC) G1R 5V3**

* Please note that parking is not permitted at the loading dock.

The Convention Centre will accept material deliveries starting **Tuesday, June 9**.

* Fees apply for any material received before this date.

Important: Exhibitors who ship material to the Québec City Convention Centre agree that their material will be handled by the Centre staff without further notice and that a **handling fee** will be charged, and **payable onsite**.

Exhibitors using courier services such as FedEx, UPS, Purolator, or others must ensure that customs clearance fees and taxes are paid in advance. Any material shipped "collect" will not be accepted by the Centre.

Official carrier and customs broker

It is highly recommended that the exhibitors use the event's official carrier to facilitate the delivery and pickup of their material: **ConsultExpo**. [CLICK HERE](#) for the customs and transportation request form.

For assistance: 514 482-8886 or dianel@consultexpoinc.com.

Material handling and mandatory storage

Handling and storage service includes unloading material at the dock, transporting it to the booth during move-in, empty container storage after setup, returning them during teardown, and moving materials back to the dock for loading.

Exhibitors arriving at the loading dock with their own vehicle may handle their materials using the Centre's four-wheeled dollies. Any forklift use must be requested to the dock master and may involve additional fees.

Four-wheeled dollies in the common areas of the Québec City Convention Centre are prohibited. All materials must be moved through the loading dock.

Important: Even if the exhibitor handles their material during delivery and pickup, handling fees will apply for transportation of empty containers to the storage area.

Storage of empty containers during the event

Storage of empty containers during the event is mandatory. No empty cardboard boxes or transport crates will be allowed inside or behind the booth. The Québec City Convention Centre has exclusive control over the management of storage areas. Exhibitors are not permitted to access them.

The storage service is inseparable from the handling service, and includes labels for identifying empty containers, which are available at the Centre's Services desk during move-in and setup.

The exhibitor has until **June 2** to order the needed handling and storage service. The Québec City Convention Centre offers a **20% discount** to exhibitors who order their services by **May 26**.

[Access the order form](#)

* A service desk will be open on-site during move-in for last-minute requests; however, prices will be higher and availability may be limited.

Exhibitors who do not wish to pay for storage of their empty containers are responsible for handling them themselves, storing them outside the premises of the Centre, and bringing them back during teardown.

For assistance regarding the Convention Center's Exhibitor services: 418 649-7711, ext. 4030 or 1 888 679-4000, or send an email to services@convention.qc.ca.

Obligations and restrictions

The following apply to exhibitors and exhibit contractor staff, from setup to teardown.

Insurance

Green Marine recommends that GreenTech exhibitors have their own liability insurance. The Québec City Convention Centre and its representatives are not liable for any bodily harm or material damage to products, booths, equipment, or decorations due to fire, water, or theft, in the rental space or while transiting inside the building, whatever the cause.

Common areas

At no time may exhibitors obstruct hallways, elevators, escalators, entrances, exhibit halls, video monitors, emergency exits, or other rooms.

Recycling and waste management

Waste and recycling bins are to be placed in the aisle in front of booth every night after the exhibition closes. These will be emptied by Convention Centre staff at no charge. All bins left inside booths will not be emptied.

Stickers and adhesive tape

All use of self-adhesive materials must receive prior approval by the Convention Centre. Only the following adhesive tapes are permitted to be used in the Convention Centre and can be purchased on site. For walls: 3M Scotch 108-SML, for floors: Echo Tape CL-W6033, VI-N6120 or equivalent Echo Tape DC-W188F Double-Sided Tape, for brick walls: 3M Scotch 108-SML.

Balloons and confetti

Use of helium filled balloons must be approved in advance by the Event Coordinator. Exhibitors will be charged recovery fees for all balloons requiring recovery from the ceiling after the exhibition. Confetti and glitter usage is prohibited.

Fire

Exhibitors are required to conform to the Convention Centre's [fire safety regulations](#).

Use of alcohol during setup and teardown

In an effort to reduce the risk of accidents, alcoholic beverages are strictly prohibited during move-in and move-out.

Noise restrictions

All equipment subject to producing noise and/or odors susceptible of disturbing exhibitors or visitors must be silenced. Sound levels may not exceed 70 decibels measured at 4 ft from the source. The Convention Centre reserves the right to be the only judge in the matter.

Security

The Convention Centre provides round-the-clock building security. However, security will not be responsible for exhibitor property within rented spaces. To hire additional security for your booth, you'll need to see the Exhibitor Services Manager.

Smoking and vaping

The Convention Centre offers the public a smoke-free environment. Quebec's Tobacco Act bans, without exception, all smoking within the Convention Centre walls including the loading zones. Smoking is also prohibited within 9 m of any door.

INNOVATION STAGE

As an added benefit to the exhibitor's package, you have the opportunity to demonstrate a product/service on our Innovation Stage!

Visibility and promotion

Presentations will be held in parallel with the official GreenTech program, in the Exhibit Hall.

Although we can't guarantee an audience, Innovation Stage presentations will be included in the program agenda on the event app, and exhibitors will be encouraged to promote their presentation to delegates visiting their booth.

Stage setup and equipment

The stage will be equipped with a:

- screen;
- podium;
- microphone;
- computer;
- and clicker.

There will be no technicians in the room. Each presenter will oversee the opening of their presentation and the progress of their slides, which should be quite simple!

Time slot allocation

Your company may select a single time slot.

Each time slot is 15 minutes long, but you should aim for a 12-minute presentation to allow for a question-and-answer period and to ensure you stay within your allotted time slot.

The Innovation Stage will be moderated to ensure that the presentation times are respected.

Reserve your time slot!

EVENT APP: WHOVA

For a detailed guide to the app's Exhibitor hub, see the **Whova Exhibitor Manual**.

The event application remains the primary tool for delegates, offering complete access to all essential details related to the conference. For exhibitors, Whova is a great way to connect with delegates with features such as the **Lead Retrieval Tool** and the **Passport contest**.

* The GreenTech 2026 event won't be available on the app until March 11.

Get started

Download Whova or access the web portal

Use your device's camera to scan the QR code below or click the corresponding button to download the mobile app or log in to the event's web portal.



Web portal

Mobile app

Sign in

Sign in using the email address submitted in the booth registration form, or, if a new booth contact was later communicated to the Green Marine team, the designated contact's email.

Enhance your booth

Go to the event's home page and open 'Exhibiting Booth Profile' to update your booth with your company info, videos, and any materials you want attendees to see.

Add you booth staff

Go to the 'Manage Booth Staff' tab to add all booth representatives using the email they submitted to register. This ensures that all your staff is able to collect leads.

Lead retrieval

The Lead Retrieval Tool is a feature that helps you maximize your ROI!

Collect leads

During the event you can collect leads by scanning your visitor's QR code, located on their badge or in the app under 'My Profile'. You can scan leads from the 'Collect Leads/Contacts' tab or directly via the 'Scan Leads' button on the home page.

The lead list can be exported into a spreadsheet anytime by clicking 'Export' on the 'Collect Leads/Contacts' tab.

Passport contest

To promote booth engagement, we will run a contest in which the delegates have to collect exhibitor stamps. Delegates receive a stamp in their event "Passport" when an exhibitor scans their QR code during their visit to that booth.

SOCIAL MEDIA

Show your network that your organization is **leading the way in maritime sustainability** by sharing your participation in GreenTech 2026 on social media.

Download your booth visual from the [Dropbox folder](#) and share it with messaging that emphasizes your engagement in the event. Here is a suggestion for your post:

(Your company) is proud to exhibit at @Green Marine's annual conference #GreenTech2026! 🍷

As the marine community gathers to share, innovate, and progress, we look forward to contributing to conversations that are shaping maritime sustainability.

Meet us at booth (your booth number)

 June 9-11, 2026

 Québec City Convention Centre

To register: <https://green-marine.org/greentech/registration/>

Don't forget to use **#GreenTech2026** and to tag [Green Marine](#) on LinkedIn!



QUESTIONS?

For any questions regarding your booth,
contact the Green Marine team:

greentech@green-marine.org

