

EXHIBITOR MANUAL - May 4 & 5, 2022



General Information

SHOW LOCATION

Moncton Coliseum Complex
377 Killam Drive
Moncton NB E1C 3T1
Telephone: 506-389-5989
www.monctoncoliseum.com

DIRECT TO SHOW shipment

Monday, May 2nd 9:00am to 6:00pm
All deliveries must be cosigned in the following manner:

MEET

Exhibiting Company's Name
Booth #
C/O Moncton Coliseum Complex
377 Killam Drive
Moncton NB E1C 3T1

ADVANCE WAREHOUSE shipment

Apr. 6 to 29, 2022 (fees applicable)
must be addressed as follows:

MEET

Exhibiting Company's Name
Booth #
C/O Global Convention Services
106 Beaverbrook St
Moncton, NB E1C 9S7

EXHIBIT SHOW SCHEDULE

Exhibitor Move-In *

Monday, May 2nd (12noon – 6pm)
Tuesday, May 3rd (9am-6pm)

Show dates & Times

Wednesday, May 4 th	10:00 am - 5:00 pm
Thursday, May 5 th	10:00 am - 4:00 pm

Exhibitor Move-Out *

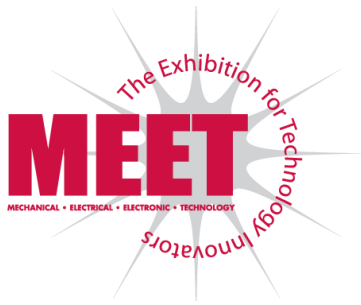
Thursday, May 5 th	4:00 pm – 10:00pm
Friday, May 6 th	8:00 am – 12 noon

* Please see MOVE-IN / MOVE-OUT document for important details

SHOW MANAGEMENT PERSONNEL

Shawn Murphy, Show Manager smurphy@mpltld.ca

Moira Pellerine, Marketing & Operations Manager
mpellerine@mpltld.ca



SHOW PRODUCER

Master Promotions Ltd.

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469 • Phone: (506) 658-0018 • Fax: (506) 658-0750

E-mail: info@mpltd.ca • Website: www.masterpromotions.ca

Master Promotions Ltd. show personnel will maintain a show office and show personnel will be available on the floor during move-in, all show hours and move-out.

MATERIAL HANDLING

Material handling equipment will be available on site. Drayage to and from booth, container storage and forklift service to 5,000 lbs is provided at no charge.

CONTAINER STORAGE

A storage area will be available for empty containers.

SHOW COLOURS

Booth Carpet (100-600 Sq. Ft.)

BLACK

Booth Drapery

BLACK & GREY

Aisle Carpet

Red

EXHIBITOR'S ADVERTISING LITERATURE AND PRODUCT BROCHURES

All exhibitors will be permitted to hand out brochures if they wish to do so. However, all advertising circulars must be distributed from booths only and must not be placed or distributed outside your assigned site boundaries. Materials are not permitted to be distributed from event parking/registration areas. Only materials pertaining to the Official exhibitor may be exhibited.

SECURITY

Exhibitors are required to maintain staff within their booth during all show hours. To minimize the risk of theft, we suggest you keep your booth staffed until the aisles have been cleared of all attendees at the end of show days.

Exhibitors are reminded that Show Management does not assume any responsibility for losses; therefore, exhibitors should take all reasonable precautions to protect their own property, including insurance. Security guards will be on 24-hour duty from the start of move-in until the end of move-out.

Show Management is not responsible for the loss of any item from an exhibitor's booth, nor is the facility.