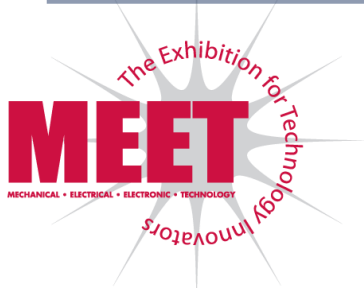


# EXHIBITOR MANUAL - May 1 & 2, 2024



## General Information

### SHOW LOCATION

Moncton Coliseum Complex  
377 Killam Drive  
Moncton NB E1C 3T1  
Telephone: 506-389-5989  
[www.monctoncoliseum.com](http://www.monctoncoliseum.com)

### DIRECT TO SHOW shipment

Monday, April 29 - 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. 11 - 25, 2024 (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, April 29 (12noon - 6pm)  
Tuesday, April 30 (9am - 6pm)

### Show dates & Times

Wednesday, May 1	9:00 am - 5:00 pm
Thursday, May 2	9:00 am - 4:00 pm

### Exhibitor Move-Out \*

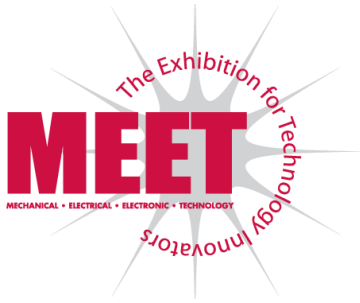
Thursday, May 2	4:00 pm - 10:00pm
Friday, May 3	8:00 am - 12 noon

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

## SHOW MANAGEMENT PERSONNEL

Shawn Murphy, Show Manager [smurphy@mpltd.ca](mailto:smurphy@mpltd.ca)  
Andrew Burns, Exhibit Sales Professional [aburns@mpltd.ca](mailto:aburns@mpltd.ca)

Moira Nordqvist, Senior Marketing & Operations  
Manager [mnordqvist@mpltd.ca](mailto:mnordqvist@mpltd.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](mailto:info@mpltd.ca) • Website: [www.masterpromotions.ca](http://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.