

EXHIBITOR MANUAL – March 15 – 17, 2019



General Information

SHOW LOCATION

Moncton Coliseum Complex
377 Killam Drive, Moncton, NB, E1C 3T1
Toll Free: 1-888-720-5600 • Phone: (506) 857-4100
www.MonctonColiseum.com

DIRECT TO SHOW shipment

Tuesday, March 23 to Tuesday, March 25 from 9am to 5pm
All deliveries must be cosigned in the following manner:

Moncton RV Show

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

EXHIBIT SHOW SCHEDULE

Exhibitor Move-In *

Tuesday, March 12 (BY APPOINTMENT ONLY)
Wednesday, March 13 (BY APPOINTMENT ONLY)
Thursday, March 14 (GENERAL EXHIBITOR MOVE IN)

Show dates & Times

Friday, March 15	10:00 am - 8:00 pm
Saturday, March 16	9:00 am - 8:00pm
Sunday, March 17	10:00 am - 5:00pm

Exhibitor Move-Out *

Sunday, March 17	5:00 pm -12 Midnight
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* Please see MOVE-IN / MOVE-OUT document for important details

SHOW MANAGEMENT PERSONNEL

Scott Sprague, Show Manager
ssprague@mpltd.ca

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

Vicki Geddes, Exhibit Sales
vgeddes@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 • 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.

WIRELESS INTERNET SERVICE

Wireless

Moncton Coliseum provides complimentary wireless network. No password required.

NOTE: The building now show management guarantee the stability or quality of this internet service. If you require a dedicated line/service for your booth – please contact the Bell Aliant internet provider. (details below)

Hard Wire - Bell Aliant

Wired and WIFI service are also available for purchase, which should be ordered 1 month out minimum. See form "Request for Temporary Service" for details and contact on Suppliers contact sheet.

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.

EXHIBITOR BADGES

Option 1

ON LINE Badge Registration click [HERE](#)

Option 2

MANUAL please COMPLETE and RETURN to **Moira Pellerine**

Email mpellerine@mpltd.ca Fax (902) 468-2795

IMPORTANT NOTES ON EXHIBITING

If you have food/beverage samples or products they must be pre-approved by show management and the facility.

If your exhibit includes a vehicle, Show Management must be informed so we can schedule a move in time. You must have a locking gas cap and you must disconnect the battery. Please leave the keys at the show office.

It is your responsibility to arrange to ship your exhibit to the show and back to your place of business, after the show is over. Please ship during the posted move-in/move-out hours only.

No trucks, signs or mobile signs of any kind will be allowed in the parking lot, once the show is open.

During move-in/move-out, please do not block the loading doors with your vehicle.

It is not permissible to have helium-filled balloons.

You are not allowed to solicit in the aisles.

Music or Audio

Should your exhibit include amplified sound of any kind, it must not encroach upon a neighboring exhibitor's ability to do business.

Sign Hanging

Should an exhibitor wish to raise or hang a sign above the 8' height that is allowed, this must be approved by show management in advance of move in. Should the sign be approved, it is the exhibitors responsibility to arrange to have the sign hung or raised by our event contractor or an exhibitor appointed contractor, provided that contractor provides proof of insurance and names Master Promotions and it's appointed event contractor as an additional insured party. The sign must be single sided, and cleanly finished on the blank side so as not to encroach upon the adjacent exhibitor's booth.

IMPORTANT

Please do not block your neighboring booths with an 8' sidewall. No 8' sidewalls are permitted past 6' from your back wall, without permission of Show Management.