



GENERAL INFORMATION

MAY 3-5, 2024

Location/Shipping Address

The Jean- Daigle Centre and Sports Pavillon – [Google Maps](#)

www.edmundston.ca

85 rue du 15 aout, Edmundston, NB, E3V 2N6

Please Note: Shipments to the show must be prepaid and scheduled to arrive no earlier than 8:30am, Thursday, May 2nd. Collect shipments, or those arriving prior to May 2nd will not be accepted by Staff.

Show Dates & Times

Friday, May 3 rd , 2024	12:00pm – 8:00pm
Saturday, May 4 th , 2024	10:00am – 6:00pm
Sunday, May 5 th , 2024	10:00am – 4:00pm

Move In

Wednesday, May 1 st , 2024	Scheduled based on location
Thursday, May 2 nd , 2024	9:00am – 6:00pm

Please Note: Small items can be carried in on Friday morning, but no wheeled carts, dollies or forklifts will be permitted. Setup must be completed by 11:00am on Friday, May 3rd for show open at 12 Noon.

Move Out

Sunday, May 5 th , 2024	4:00pm – 10:00pm
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Please Note: All exhibits, displays and products must be removed from the facility by 10:00pm, Sunday, May 5th.

Show Producer

Master Promotions Ltd. (Head Office)

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469

Email: info@mpltd.ca • Website: www.mpltd.ca

In Halifax, Phone: (902) 468-4999

120 Crane Lake Drive, Halifax, Nova Scotia, B3S 1B4

Show Personnel

Pat Steeves

Directeur de salon

psteeves@mpltd.ca

1-888-454-7469/1-506-649-0024

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.

WIFI is available as follows:

Free Wireless Internet available.

Simply select the wireless network upon arrival to the Jean- Daigle Centre and Sports Pavilion.

Please note, this is a building product and Show Management cannot guarantee the stability or quality of this internet service.

Please contact your internet provider to order a hard-wired service if you require a dedicated line/service.

For Bell Aliant Services, contact: Dave Marshall 506-647-3676

Exhibitor Badges

PLEASE COMPLETE ONLINE OR COMPLETE/EMAIL BEFORE APRIL 26, 2024.

Option 1

Online Badge Registration click [HERE](#)

Option 2

Please complete and return by email to Emily Aver at eaver@mpltd.ca

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.

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.

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.

Company mascots are welcomed and encouraged but must remain in the confines of booth space unless otherwise approved by show management.

Fire & Emergency Rules & Regulations

1. No devices that include an open flame will be permitted.
2. Motorized vehicles used as part of an indoor exhibit must have their batteries disconnected and the fuel tank fill cap locked or sealed for the duration of its stay in the building.

3. Do not block any interior or exterior fire exit, fire pull station, and fire extinguisher or AED unit. If you are unsure of what comprises a fire exit, please ask show management.
4. Any electrical equipment must be CSA or CAN/ULC approved. It is noted that there are other approval agencies that are often accepted by the authority having jurisdiction.
5. Any drapes, tents, fabrics or decorative materials shall conform to CAN/ULC –S109, “Flame Tests of Flame-Resistant Fabrics and Films”.
6. Any cooking/reheating equipment must be commercial grade and CSA or CAN/ULC approved and be used in accordance with the manufacturer’s instructions.
7. Do not place mats/carpets over electrical cables on the floor.
8. No booth or display shall be placed or expanded as to interfere with the required building’s life safety systems.
9. A minimum of 1 meter shall be maintained from any electrical, heating or emergency utility shut off devices. 1-meter clearance shall also be maintained to any electrical panels.
10. Propane, helium or gas tanks of any kind may or may not be permitted, depending upon the facility. Please check with show management the Municipal Fire Inspector and or the Office of the Fire Marshal prior to including them in your display.
11. You may be required to provide proof of flame resistance for large amounts of straw, bales of hay, cut boughs and other dried or flammable décor. (Depending on the venue and the local fire safety plan, these items may not be allowed in an assembly occupancy.)
12. The local Fire Official, including and but not limited to the Municipal Fire Inspector and or a Deputy Fire Marshal has the authority to remove any equipment or exhibit that does not comply with municipal, provincial or federal fire safety rules. Any questions relating to accepted practices or equipment may be brought to the attention of the local Municipal Fire Inspector and or the Office of the Fire Marshal.

These notes are intended as general guidelines but do not cover every eventuality during an exhibition. We also recommend you consult Best Practices for Health and Safety for your specific industry as well as those laid out for the Exposition Industry found [HERE](#)