

# EXHIBITOR MANUAL - March 6 - 8, 2020



## General Information

### SHOW LOCATION

Halifax Exhibition Centre  
200 Prospect Road  
Halifax, NS B3T 1P2  
Telephone: 902-876-1811  
[www.hfxec.com](http://www.hfxec.com)

### DIRECT TO SHOW shipment

Tuesday, March 3 – Thursday, March 5 9am to 7pm  
All deliveries must be cosigned in the following manner:

### Motorcycle and Powersport Atlantic

Exhibiting Company's Name  
Booth #  
C/O Halifax Exhibition Centre  
200 Prospect Road  
Halifax, NS B3T 1P2  
[www.hfxec.com](http://www.hfxec.com)

### EXHIBIT SHOW SCHEDULE

#### Exhibitor Move-In \*

Tuesday, March 3	9:00 am – 5:00pm (BY APPOINTMENT ONLY)
Wednesday, March 4	9:00 am – 5:00pm (BY APPOINTMENT ONLY)
Thursday, March 5	9:00am – 7:00pm (GENERAL EXHIBITOR MOVE IN)

#### Show Dates & Times

Friday, March 6	12:00 pm – 9:00 pm
Saturday, March 7	9:00 am – 9:00 pm
Sunday, March 8	10:00 am – 5:00 pm

#### Exhibitor Move-Out \*

Sunday, March 8	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](mailto:ssprague@mpltd.ca)

Catherine MacNutt, Marketing & Operations Manager  
[cmacnutt@mpltd.ca](mailto:cmacnutt@mpltd.ca)

Vicki Geddes, Exhibit Sales  
[vgeddes@mpltd.ca](mailto: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](mailto:info@mpltd.ca) • Website: [www.mpltd.ca](http://www.mpltd.ca)

**Halifax Office**, Phone 902-468-4999 Fax 902-468-2795

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

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

### Bell Aliant

Wired and WIFI services are available for purchase, which should be ordered 1 month out minimum.

See form "Request for Temporary Service" for details. Your Bell Aliant Bundle allows you access to wireless service for multiple devices via modem. Pricing is for the duration of the show.

### Halifax Exhibition Centre

WIFI is available for purchase through Halifax Exhibition Centre

\$1.99/hour service

\$12.99/24 hour service

\$39.99/1 week service

Turn on wireless options

- Open your browser
- Go to HEC WIFI
- Follow the credit card instructions

Please note, this is a building product and Show Management cannot guarantee the stability or quality of this internet service. **Bell Aliant can provide stable service but must be ordered 30 days in advance.**

## 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 **Hannah Preston**

Email [hpreston@mpltd.ca](mailto:hpreston@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.

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**

Halifax Regional Fire and Emergency Service WILL ENFORCE the following rules. For a full list of guidelines please see attached document

1. Do not block the exits
2. Electrical installation shall be used and maintained so as not to constitute an undue fire hazard and must be ULC or CSA approved
3. Portable electrical equipment will be inspected by the Fire Marshal
4. CABLES ON THE FLOOR CANNOT BE PLACED UNDER CARPETS OR OTHER MATERIALS WHICH MAY CAUSE THE CABLE TO OVERHEAT
5. A minimum of 1 meter shall be maintained from electrical panels or any other emergency utility shut off at all times
6. ANY cooking, reheating, candle lighting, cut trees or non-treated booth material must be approved by the fire marshal
7. Any equipment including tents or canopies that doesn't meet fire service requirements will be removed immediately from the site
8. DO NOT HANG SIGNS FROM ANY PIPES ON THE CEILING - USE STEEL GIRDERS ONLY

NON-COMPLIANCE MAY RESULT IN A STEEP FINE