



General Information

SHOW LOCATION

Halifax Exhibition Centre
200 Prospect Road
Halifax, NS B3T 1P2
Telephone: 902-876-1811
www.hfxec.com

DIRECT TO SHOW shipment

Tuesday, February 25 – Thursday, February 27 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

EXHIBIT SHOW SCHEDULE

Exhibitor Move-In *

Wednesday, February 26 th	9:00 am – 5:00pm (BY APPOINTMENT ONLY)
Thursday, February 27 th	9:00am – 7:00pm (GENERAL EXHIBITOR MOVE IN)

Show Dates & Times

Friday, February 28	10:00 am – 8:00 pm
Saturday, March 1	10:00 am – 8:00 pm
Sunday, March 2	10:00 am – 5:00 pm

Exhibitor Move-Out *

Sunday, March 3	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
scotts@mpeshows.com

Anastasia Smallwood, Marketing & Operations Manager
anastasias@mpeshows.com



SHOW PRODUCER

Master Promotions a division of Marketplace Events

PO Box 565 • Saint John, NB • E2L 3Z8

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

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

Halifax Office, Phone 902-468-4999

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

Master Promotions 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 "Official Show Suppliers" for details.

Booth Internet

If your booth requires dedicated internet for POS or other streaming services beyond the Wi-Fi capabilities of the facility we suggest contacting your current internet provider for wireless options.

Should you require a dedicated (wired) internet connection please contact Bell at 1- 800-663-2600.

When calling be prepared with the following:

- Event Name & Booth #
- Billing Name & Address
- Show Venue Address
- On-Site Contact Info

Please note if using a wired internet Bell will provide a modem which must be returned by the exhibitor after the show.

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.

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.

Tents

Maximum size of 10 ft x 10 ft

You may use multiple 10 ft x 10 ft tents if they are separate by a minimum of 10ft.

Any tent must maintain safe clearances from any heating equipment or other potential sources of ignition.

Flame resistance certification must be ON HAND Note: The only standard code is CAN/ULCS109 - however NFPA 701 test method 2 is accepted in this jurisdiction OR, may be treated to meet the required standards and must pass the NFPA 705 "Match Test"

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
9. Accepted Flame Resistant Standards for canopy tents will be the NFPA 701 or the CAN/ULC S109
10. Maximum allowable tent size is 10x10 ft. Multiple tents must be separated by 10 ft. at a minimum

NON-COMPLIANCE MAY RESULT IN A STEEP FINE