

General Information April 11-13, 2025

# Location/ Shipping Address

Pictou County Wellness Centre – <u>Google Maps</u> 2756 Westville Road, New Glasgow, NS, B2H 5C6

**Please Note**: Shipments to the facility must be prepaid and scheduled to arrive no earlier than 8:30am, Thursday, April 10<sup>th</sup>. Collect shipments, or those arriving prior to April 10<sup>th</sup> will not be accepted by facility staff.

#### **EXHIBIT SHOW SCHEDULE**

NEW: When you arrive for move-in please check in with show personnel before setting up.

#### Exhibitor Move-In \*

Home:

Thursday, April 10 Friday, April 11 10:00am – 7:00pm 8:00am – 12:00 noon

# **Outdoor:**

Thursday, April 10 Friday, April 11 By Appointment 8:00am – 12:00 noon

Note: Setup must be completed by noon on Friday, April 11

### Show dates & Times

Friday, April 11 Saturday, April 12 Sunday, April 13 4:00pm – 9:00pm 10:00am – 6:00pm 10:00am – 4:00pm

## Exhibitor Move-Out \*

Sunday, April 13 4:00pm – 12:00 midnight

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

NOTE: All exhibits, displays and products must be removed from the facility by 12:00 Midnight, Sunday, April 13<sup>th</sup>.

### **EXHIBITOR BADGES CHECK-IN PROCESS**

When you arrive for move-in please check in with show personnel before setting up. At this time, you will receive 5 exhibitor badges per 100 sq feet. Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

### Show Producer

Master Promotions, A Division of Marketplace Events PO Box 565 • Saint John, NB • E2L 3Z8 Toll Free: 1-888-454-7469 Email: info@masterpromotions.ca • Website: www.mpltd.ca

**In Halifax**, Phone: (902) 468-4999 Fax: 902-468-2795 120 Crane Lake Drive, Halifax, Nova Scotia, B3S 1B4

#### SHOW MANAGEMENT PERSONNEL

Sean Miller	Michele Stoddart
Show Manager	Marketing & Operations Manager
seanm@mpeshows.com	micheles@mpeshows.com

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.

## WIFI is available as follow:

The Pictou County Wellness Centre is happy to offer free WIFI. Connect to the free hotspot onsite.

However, 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: 1-844-294-3926 Monday to Friday from 7:30am – 6:00pm

## **Important Notes on Exhibiting**

If you have food/beverage samples or products, they <u>must</u> 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.

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.