



Exhibitor Manual

March 14-17, 2024

General Information

Show Location

Edmonton EXPO Centre
7515 118 Ave NW
Edmonton, AB, T5B 0J2
780.471.7377
<https://edmontonexpocentre.com/>

Direct to Show Shipment

Tuesday, March 12 to Wednesday, March 13 from 8:00am to 4:00pm
All deliveries must be cosigned in the following manner:

Edmonton Boat & Sportsmen's Show

Exhibiting Company's Name
Name and Cell Phone #
Booth #
Edmonton EXPO Centre
7515 118 Ave NW
Edmonton, AB, T5B 0J2

Exhibit Show Schedule

Exhibitor Move- In

Tuesday, March 12	8:00am – 5:00pm (by appointment only)
Wednesday, March 13	8:00am – 8:00pm

Show Dates & Times

Thursday, March 14	12:00pm – 9:00pm
Friday, March 15	12:00pm – 9:00pm
Saturday, March 16	10:00am – 6:00pm
Sunday, March 17	10:00am – 5:00pm

Exhibitor Move-Out

Sunday, March 17	5:00pm – 12 Midnight
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Show Management Personnel

Les Trendall, Show Manager
ltrendall@mpltd.ca

Marla Kimball, Marketing & Operations Manager
mkimball@mpltd.ca

Pamela Pruden-Ziwani, Exhibit Sales
pziwani@mpltd.ca



Show Producer

Master Promotions Ltd.

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469 • Phone: (506) 658-0750

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

Internet is not included in your space and Wi-Fi is not available freely in the halls. **Encore** is the exclusive internet provider for the Edmonton Expo Centre.

Hard Wire - Encore

Wired and WIFI service are also available for purchase, see **Encore** ordering form enclosed. For further information, contact Simon Hollington Sawyer, 587-336-6413 or simon.hollington-sawyer@encoreglobal.com

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.

Exhibitor Badges

Option 1

On Line Badge Registration click [HERE](#)

Option 2

Manual please complete form and return to Marla Kimball

Email: mkimball@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, the final due date for this is February 3, 2023.
- 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.
- Company mascots are welcomed and encouraged but must remain in the confines of booth space unless otherwise approved by show management.
- 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.

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 exhibitor's 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 its 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.