



GENERAL INFORMATION

Location/Shipping Address

Aitken University Centre
20 MacKay Dr, Fredericton, NB, E3B 5A3

Please Note: Shipments to the facility must be prepaid and scheduled to arrive no earlier than 9:00am, Wednesday, April 27. Collect shipments or those arriving prior to April 27 will not be accepted by facility staff.

Show Dates & Times

Friday, April 29, 2022	12:00pm – 8:00pm
Saturday, April 30, 2022	10:00am – 6:00pm
Sunday, May 1, 2022	10:00am – 4:00pm

Move In

Wednesday, April 27, 2022	8:00am – 4:00pm (By Appointment Only)
Thursday, April 28, 2022	8:00am – 7:00pm (General Exhibitor Move In)

Note: All booths must be set up by 7:00pm, Thursday, April 28.

Move Out

Sunday, May 1, 2022	4:00pm – 10:00pm
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Show Producer

Master Promotions Ltd. (Head Office)

PO Box 565 • Saint John, NB • E2L 3Z8

Phone: (506) 658-0018

Toll Free: 1-888-454-7569

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

Show Personnel

Brian McKiel, Show Manager

bmckiel@mpltd.ca

Michele Stoddart, Marketing & Operations Manager

mstoddart@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.

Exhibitor Badges

Option 1

Online Badge Registration click [HERE](#)

Option 2

Manual please complete and return

Email: hpreston@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.

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.

Fire & Emergency Rules & Regulations

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