



GENERAL INFORMATION

April 25 – 27, 2025

LOCATION/SHIPPING ADDRESS

Rath Eastlink Community Centre (RECC) – [Google Maps](#)

625 Abenaki Road, Truro, NS, B2N 0G6

Please Note: Shipments to the RECC must be prepaid and scheduled to arrive no earlier than 8:30am, Thursday, April 24th. Collect shipments, or those arriving prior to April 24th will not be accepted by RECC Staff.

EXHIBIT SHOW SCHEDULE

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

Exhibitor Move-In *

Thursday, April 24 th	10:00am – 7:00pm
Friday, April 25 th	8:00am – 11:00am

Note: Setup must be completed by 11:00am on Friday, April 25th for show open at 12 Noon.

Show dates & Times

Friday, April 25 th	12:00pm – 6:00pm
Saturday, April 26 th	10:00am – 6:00pm
Sunday, April 27 th	10:00am – 3:00pm

Exhibitor Move-Out *

Sunday, April 27 th	3:00pm – 10:00pm
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Note: All exhibits, displays and products must be removed from the facility by 10:00pm, Sunday, April 27th.

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

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 PERSONNEL

Sean Miller, Show Manager

seanm@mpeshows.com

1-902-483-0778

Michele Stoddart, Marketing & Operations Manager

micheles@mpeshows.com

1-506-649-0022

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

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 FOLLOWS

Free Wireless Internet available.

Simply select the wireless network upon arrival to the Rath Eastlink Community Centre.

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 Eastlink Services, contact: 1-877-813-1727

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.

MATERIAL HANDLING

Material handling equipment will be available on site. Drayage to and from booth, container storage and forklift service to 5,000 lbs is provided at no charge.

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 all required 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.

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

1. No devices that include an open flame will be permitted.
2. Motorized vehicles used as part of an indoor exhibit must have their batteries disconnected and the fuel tank fill cap locked or sealed for the duration of its stay in the building.
3. Do not block any interior or exterior fire exit, fire pull station, and fire extinguisher or AED unit. If you are unsure of what comprises a fire exit, please ask show management.
4. Any electrical equipment must be CSA or CAN/ULC approved. It is noted that there are other approval agencies that are often accepted by the authority having jurisdiction.
5. Any drapes, tents, fabrics or decorative materials shall conform to CAN/ULC –S109, “Flame Tests of Flame-Resistant Fabrics and Films”.
6. Any cooking/reheating equipment must be commercial grade and CSA or CAN/ULC approved and be used in accordance with the manufacturer’s instructions.
7. Do not place mats/carpets over electrical cables on the floor.
8. No booth or display shall be placed or expanded as to interfere with the required building’s life safety systems.
9. A minimum of 1 meter shall be maintained from any electrical, heating or emergency utility shut off devices. 1 meter clearance shall also be maintained to any electrical panels.
10. Propane, helium or gas tanks of any kind may or may not be permitted, depending upon the facility. Please check with show management the Municipal Fire Inspector and or the Office of the Fire Marshal prior to including them in your display.

11. You may be required to provide proof of flame resistance for large amounts of straw, bales of hay, cut boughs and other dried or flammable décor. (Depending on the venue and the local fire safety plan, these items may not be allowed in an assembly occupancy.)

12. The local Fire Official, including and but not limited to the Municipal Fire Inspector and or a Deputy Fire Marshal has the authority to remove any equipment or exhibit that does not comply with municipal, provincial or federal fire safety rules. Any questions relating to accepted practices or equipment may be brought to the attention of the local Municipal Fire Inspector and or the Office of the Fire Marshal.

These notes are intended as general guidelines but do not cover every eventuality during an exhibition. We also recommend you consult Best Practices for Health and Safety for your specific industry as well as those laid out for the Exposition Industry found [HERE](#)