



## EXHIBITOR INFORMATION PACKAGE

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### SHOW LOCATION

#### **MARI-TECH 2024**

#### **ST. JOHN'S CONVENTION CENTRE**

101 New Gower Street  
St. John's, NL  
A1C 1J3

### SHOW SCHEDULE

#### **EXHIBITOR MOVE-IN \*\***

Tuesday, May 14, 2024 07:00 – 16:00

\*\* All exhibits must be fully installed by 16:00 on May 14 – Opening Reception will follow at 17:00 in the Exhibit Hall.

#### **EXHIBIT HALL HOURS \*\***

BREAKFAST IN EXHIBIT HALL FROM 07:00 – 07:55

Wednesday, May 15, 2024 07:00 – 16:15

Thursday, May 16, 2024 07:00 – 14:30

\*\* Exhibit Hall hours are subject to change

#### **EXHIBITOR MOVE-OUT \*\***

Thursday, May 16, 2024 14:30 – 23:00

14:30 start for simple tear-downs only, will not be able to access on-storage or a forklift until 16:30

### **DISMANTLE & MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by 23:00 on Thursday, May 16, 2024. If you require loading dock access for pick-up after the event, please advise.

### **INFORMATION DESK HOURS**

We will have staff available at the registration desk as follows:

Monday, May 13, 2024 09:00 – 16:00

Tuesday, May 14, 2024 07:00 – 16:00

Wednesday, May 15, 2024 07:00 – 16:00

Thursday, May 16, 2024 07:00 – 16:00

**Sue Mercer, 416-569-2433 (call or text for on-site support)**



## **BOOTH SPACE INFORMATION**

### **EACH BOOTH SPACE INCLUDES THE FOLLOWING:**

- 8' high back curtain and 3' high side curtains (Black)
- 1 – 8' skirted table + 2 chairs
- Exhibit hall is fully carpeted so additional carpet rentals are not required
- 2 Complimentary Conference Passes for each 10' x 10'
- Standard electrical outlet (15 amp / 120 volt) – 1 plug per circuit (power bar required for more than 1 circuit – bring your own or can be rented)

### **BOOTH SPACE DOES NOT INCLUDE THE FOLLOWING:**

- Electronic Equipment (monitors, video, DVD players)
- Furniture (other than the 1 - 6 skirted table + 2 chairs included with your space)
- Additional electrical
- Material handling
- Set-up and teardown services
- Storage - ***There is limited storage space available onsite – if you need to store anything ahead of move-in, please make Advanced Warehousing arrangements through Canadian AV / Show Services***

## **EXHIBITOR SERVICES**

Canadian AV is proud to be the Exhibitor Service and Audio Visual Provider for the upcoming Mari-Tech 2024 Conference & Exhibition at St. John's Convention Centre.

As the largest audio visual and trade show supplier in the province, we promise to live by our mantra “Be Seen, Be Heard, Be Remembered!” Whatever you require, great or small, we promise to ensure an outstanding event in our beautiful province, Newfoundland and Labrador. Thank you for allowing us the opportunity to work together!

Primary Contact:

Brad Hollett

[bhollett@canadianavinc.com](mailto:bhollett@canadianavinc.com)

709.739.6666

Please see attached order forms for additional electrical, furniture, AV equipment, on-site labour, material handling and advanced warehousing:

**CAV Tradeshow Order Form 2023**

### **ORDER DEADLINE:**

- April 26, 2024



## **ADVANCE WAREHOUSING**

Please see attached for details about advanced warehousing capabilities:

**CAV Material Handling Guide 2022**

**CAV Material Handling Form 2022**

## **REGISTRATION**

### **COMPLIMENTARY EXHIBITOR REGISTRATION**

Registration for your Complimentary Conference Staff passes **must be completed prior to your arrival onsite. If we don't have the names of your booth staff, we will not be able to produce name badges for them.**

Instructions to register for your complimentary passes have been sent to you via email. If you need us to resend, please contact [\*\*sue@canplaninc.ca\*\*](mailto:sue@canplaninc.ca).

Conference passes, over and above your complimentary ones, can be purchased online on our conference website: <https://events.canplaninc.ca/Mari-Tech2024/begin>

If you have any questions regarding registration, please contact Angela Chorney at [\*\*angela@canplaninc.ca\*\*](mailto:angela@canplaninc.ca).

**PLEASE NOTE THAT THE APPROPRIATE BADGE MUST BE WORN AT ALL TIMES TO ATTEND THE EXHIBITION HALL AS WELL AS ANY EDUCATION OR NETWORKING SESSIONS. BADGE TRANSFERS ARE NOT PERMITTED.**



## EXHIBITOR RULES & REGULATIONS

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Please read this section carefully!

### 1. PRICING POLICY

#### 1.1 - DOWNSIZING POLICY

Downgrades in exhibit space resulting from any failure by the Exhibitor to comply with the Exhibit Space Contract will be subject to an administrative charge equal to 25% of the cost of the downgraded space.

#### 1.2 - DEFAULT IN OCCUPANCY

It is understood and agreed to by the exhibitor that in the event the exhibitor fails to install the product in the exhibit space within the time limit set for opening exhibits or fails to pay the space rental at the times specified, or fails to comply with any other provisions concerning use of exhibit space, 2024 Mari-Tech Conference & Exhibition and CIMarE Vancouver Branch shall have the right to take possession of said space for such purposes as it sees fit and the exhibitor will be held liable for the full rental price of said space.

### 2. BOOTH GUIDELINES

#### 4.1 - SIGNS & ILLUMINATIONS

Signs involving the use of neon or similar gases are prohibited. Electric flashing signs must be low intensity and require prior approval of the specifications of their use by Mari-Tech 2024. Should the wording on any sign or area in the exhibitor's booth be deemed by Mari-Tech 2024 to be contrary to the best interest of the show, exhibitor agrees to make such changes as may be requested by Mari-Tech 2024.

#### 4.2 - SOUND

Amplifiers and other sound generating equipment must be operated at levels which will not interfere with other exhibitors nor add unduly to the general acoustic discomfort.

#### 4.3 - NOISE AND ODOURS

No excessive noise or obstructive work will be permitted during operating hours of the exposition, nor will excessively noisy displays, nor exhibits generating objectionable odours be allowed.

#### 4.4 - DEMONSTRATIONS, SOUVENIRS, SAMPLES

All demonstrations and other sales activities must be confined to the limits of the booth. Distribution of samples, souvenirs, publications etc., is likewise limited to the booth confines.

#### 4.5 - MOVE IN/MOVE OUT

Exhibitor agrees to respect the move in and move out schedule.

#### 4.6 - FACILITY

Nails, thumbtacks, screws or tape are not permitted on the walls, carpets, doors or ceiling of the St. John's Convention Centre. Exhibitors will be responsible for any damage.

#### 4.7 - BOOTH SPACE LIMITATION

Aisles must be kept clear of exhibits, material, and equipment once the show opens. Meetings with clients must be in your designated exhibit area. An attendant must be in the booth at all times when the exhibit floor is open.



#### **4.8 - FOOD, BEVERAGES AND ALCOHOL**

No outside food, beverages, or alcohol sampling is permitted. All catering requests must go through the St. John's Convention Centre.

#### **3. OFFICIAL SUPPLIERS**

All additional services you may require (electrical, wired internet, material handling, AV, etc) must be procured through Canadian AV / Show Services.

#### **4. VENUE REGULATIONS**

Exhibitors may **NOT** use any contractor other than the official facility electrician for electrical services. The facility does not permit anything to be nailed, posted or otherwise attached to the walls.