



## EXHIBITOR INFORMATION PACKAGE

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### SHOW LOCATION

**MARI-TECH 2026**  
**VICTORIA CONFERENCE CENTRE – CARSON HALL**  
720 Douglas Street  
Victoria, BC, Canada

### SHOW SCHEDULE

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

Tuesday, May 12, 2026 08:00 - 16:00

\*\* All exhibits must be fully installed by 16:00 on May 12 as Opening Reception will follow at 18:00 in the Exhibit Hall.

Limited early move-in slots may be available on Monday, May 11 (afternoon). Please contact [sue@canplaninc.ca](mailto:sue@canplaninc.ca) for more information.

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

BREAKFAST IN EXHIBIT HALL FROM 07:00 – 07:55 Wed / 07:00 – 08:30 Thurs

Wednesday, May 13, 2026 07:00 – 16:30

Thursday, May 14, 2026 07:00 – 14:00

\*\* Exhibit Hall hours are subject to change

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

Thursday, May 14, 2026 14:00 – 21:00

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

All exhibitor materials must be removed from the exhibit facility by 21:00 on Thursday, May 14, 2026. 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 11	09:00 – 16:00
Tuesday, May 12	07:00 – 16:00
Wednesday, May 13	07:00 – 16:00
Thursday, May 14	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 – 6' skirted table + 2 chairs
- Exhibit hall is fully carpeted so additional carpet rentals are not required
- 2 Complimentary Conference Passes
- 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, laptops)
- 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 some storage space available onsite – if you have over-sized crates, etc., please make Advanced Warehousing arrangements through GLOBAL CONVENTION SERVICES***



## **EXHIBITOR & SHOW SERVICES**

Material handling , Advance Warehousing, Outbound Shipping, Customs Clearance, Post Event Short Term Storage, Electrical, Furniture, Exhibits, Graphics.

### **Online Ordering Portal:**

<https://order.globalconvention.ca>

You can create an account or log in if you already have one. Benefits include:

- Quick ordering of booth furnishings, services, and equipment
- Access to order history
- Autofill billing details for current and future events

### **Important:**

Only the main contact who booked your booth has immediate access to create an account.

If others on your team need access, please contact our Exhibitor Services Department for assistance.

The GLOBAL SHOW SERVICES MANUAL has been distributed separately and is also available on the conference website here:

<https://mari-techconference.ca/exhibitors/exhibitor-information/>



**ADVANCE PRICE DEADLINE:**

- April 23, 2026 (advanced rate for best pricing)

**ORDER DEADLINE:**

- May 7, 2026

**AUDIO VISUAL**

Display monitors, laptops, etc.

Please contact [sue@canplaninc.ca](mailto:sue@canplaninc.ca) (416-569-2433) for details

**SHIPMENTS – KEY DATES**

Shipments can be received to Advanced Warehousing between **April 14 and May 5, 2026**

Shipments can be received direct to the show venue **ON EXHIBITOR MOVE-IN DAY ONLY MAY 12, 2026**

PLEASE NOTE THAT GLOBAL CONVENTION SERVICES IS NOT RESPONSIBLE FOR MOVING SHIPMENTS FROM THE HOTEL (FAIRMONT EMPRESS) TO THE CONVENTION FLOOR SO EXHIBITOR MUST ARRANGE THIS DIRECTLY IF NOT USING ADVANCED WAREHOUSING.

For assistance with any of the service order forms or to answer material handling questions, please contact:

**Judith Dela Punta, Exhibitor Services & Account Coordinator**

**[judelapunta@globalconvention.ca](mailto:judelapunta@globalconvention.ca)**

**250-385-3541**



## **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://mari-techconference.ca/register/\*\*](https://mari-techconference.ca/register/)

If you have any questions regarding registration, please contact Cassidy McIntosh at [\*\*cassidy@canplaninc.ca\*\*](mailto:cassidy@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.**