



General Information March 14-16, 2025

SHOW LOCATION/ SHIPPING ADDRESS

TD Station – [Google Maps](#)
99 Station Street,
Saint John, NB, E2L 4X4
Phone: (506) 632-6103
www.harbourstation.ca

Please Note: Shipments to the facility must be prepaid and scheduled to arrive no earlier than 9:00am, Wednesday, March 12th. Collect shipments or those arriving prior to March 12th will not be accepted by facility staff.

EXHIBIT SHOW SCHEDULE

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

Exhibitor Move-In *

Wednesday, March 12	(BY APPOINTMENT ONLY)
Thursday, March 13	8:00am – 7:00pm (EXHIBITOR MOVE IN)

Show dates & Times

Friday, March 14	12:00 pm – 8:00 pm
Saturday, March 15	10:00 am – 6:00 pm
Sunday, March 16	10:00 am – 4:00pm

Exhibitor Move-Out *

Sunday, March 16	4:00 pm – 12 Midnight
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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 MANAGEMENT PERSONNEL

Pat Steeves, Show Manager

pats@mpeshows.com

1-506-381-7232

Michele Stoddart, Marketing & Operations Manager

micheles@mpeshows.com

1-506-649-0022

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.

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

WIFI IS AVAILABLE AS FOLLOWS:

Public WIFI is provided free of charge to all patrons of Harbour Station.

As is the case with any free, public WIFI, the service is not always 100% reliable.

However, 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 Bell Aliant Services, contact: Dave Marshall at davidroy.marshall@osldirect.com or 506-647-3676.

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.

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.