



Life is What You Make it!

Exhibitors Rules & Procedures

Exhibition Park, Halifax

Thursday, June 10th, Friday, June 11th, & Saturday, June 12th, 2010

Move – In:

Thursday, June 10th, 8:00 am to 6:00 pm

Exhibit Hours:

Friday, June 11th, 9:00 am to 5:00 pm

Saturday, June 12th, 9:00 am to 5:00 pm

Move – out:

Saturday, June 12th, 5:00 pm to 11:00 pm (Only)

Exhibitors will not be allowed to move any contents of their booth or booths out until Saturday, June 12th between 5:00 pm and 11:00 pm.

Loading Bay:

For Move-in and Move-out, exhibitors must use the loading bays at the east side of D Building. For security reasons, exhibitors are not permitted to use public entrances for loading and unloading exhibits.

Shipping Materials:

If you require storage before or after expo, please make arrangements with your shipping company/courier or contact our show services supplier, Global Convention Services Ltd. at 425-1400 to make special arrangements. The 50+ expo or Exhibition Park cannot be held responsible for any shipping that hasn't been arranged prior to or after the 50+ expo.

Security:

We will provide security for all exhibitors during the show. However, you will be responsible for your goods, so make arrangements to make sure valuable items are well protected.

Insurance:

Exhibitors are responsible for insuring all their goods and exhibits against loss due to theft, damage, accident or unforeseen cause.

Exhibitor Parking:

Exhibitor parking is on the west side of the building (closest to the highway). You will drive past the main entrance and front parking lot into the building and go towards the chain link fence. Towards the middle of this lot you will see a door with an Exhibitor Entrance sign. Please park responsibly and have only two lanes.

Exhibitor Entrance:

Please Note: All show exhibitors enter through entrance door marked Exhibitor Entrance accessible from Exhibitor Parking lot on the west (right when facing front) side of building.

Exhibit Passes:

Each booth will be provided with 5 exhibitor badges which will be held at the Exhibitor Registration Booth located directly inside the Exhibitor Entrance. They may be obtained during Move in Date, or, your volunteer may pick up badges at the expo Exhibitor Registration booth at the start of a shift, and drop off when the shift is completed.

Main Attendee Entrance to 50+ expo:

There will be only one entrance to the 50+ expo for attendees. Tickets will only be available at this entrance. The entrance will lead into the main arena of Exhibition Park.

10' x 10' Booth Space & Materials:

Provided by 50+ expo & Global Convention Services Ltd.:

8' high draped back wall +

3' high draped side walls

1 waste basket **

Booth carpeting (black)

Daily aisle carpet cleaning

Listing in Official Directory

1 dressed 6' show table

2 fabric chairs (grey)

Booth signage

Aisle carpeting

5 exhibitor badges

+ Draping will be blue and white this year.

*** If you want your waste basket to be emptied at the end of day, please leave outside your booth.**

Additional furniture and electrical outlets are extra and can be ordered by filling out the enclosed forms and sending them to **Global Convention Services Ltd.** Global is our preferred Show Services Supplier for this show. Please refer to your enclosed order form for a complete selection of rental items available.

Internet and Phone Lines:

Computer or phone lines may be booked directly through **Aliant Telecom**. Please phone 1-800-565-7283 or Email pbq@aliant.ca for Short Term Service Exhibition Park.

You can also order through **Eastlink** (902) 431-5000 extension 1 or Email at business.sales@corp.eastlink.ca. Wireless is available on-site with a credit card sign in option.

Exhibitor Booth Display:

Preparing an engaging, visually appealing, and informative exhibit is important to attracting attendees to your booth. Interactive experiences such as demos, games, and give-ways, help to create excitement and to involve your audience. This creates memories (and potential follow up for you) and enhances the event experience for attendees and exhibitors alike. Start planning now for something special this year!

NOTE: Exhibitors providing their own booth structure must ensure that sidewalls are completely finished on both sides.

Event Protocol:

No vehicles are to be left unattended in the loading bay.

No exhibitors are permitted to remove any contents of their booth or booths until 5:00 pm, Saturday, June 12th.

Please ensure that your booths are staffed and you are ready for the public 15 minutes prior to the opening of the 50+ expo.

Draws:

Draws for prizes may take place at each exhibitor's booth. We will provide a prize board located at the info booth and each exhibitor is welcome to post the winners on the board so those winners may pick up their prizes. **Exhibitors will be responsible for distributing gifts to their winners.** We will make announcements encouraging attendees to check the prize board to see if they have won. 50+ expo will not announce winners over the show P.A. system.

Smoking:

Exhibition Park is a smoke free environment. There is absolutely no smoking in the building.

Concessions:

Concessions will be available in the D Building.

Conditions:

Only paid exhibitors are allowed to distribute literature or promotional items at the expo. There will be no picketing or protesting inside the event site. We will do everything possible to safeguard exhibitor materials, however the 50+ expo and the Exhibition Park will not be held responsible for lost or stolen property at the show. Show Management reserves the right to decline participation to any exhibitor or to veto unsuitable materials being circulated during the event.

Fire Regulations:

The fire marshal has informed us that the new fire regulations **don't allow** for any exhibitors to be **cooking** in their booths. **Lighted candles will not be permitted.**

St. John Ambulance:

For the safety of all exhibitors and attendees we will have St. John Ambulance on site. We are proud to have them at the show for the well being of everyone.

Show Manager Contact:

If you have any further questions, contact Lisa Monk, Show Manager at (902) 424-5407, or at (902) 404-7057, or Toll Free: 1-800-670-0065 (Nova Scotia only) e-mail: monklc@gov.ns.ca I welcome you to visit our website at www.50plusexpo.ns.ca for updated information on 2009 show programming.

Thank you!

On behalf of 50+ expo management and volunteers, show attendees, the NS Department of Seniors, our sponsors and partners, thank you for being part of the show this year!