



# 2022 UMNB TRADE SHOW

## UMNB Annual Conference and AGM 2022 | Conférence annuelle et AGA 2022 de l'UMNB

October 7-9, 2022 | du 7 au 9 octobre 2022

Delta Fredericton, NB

**Location:** The Delta Fredericton, New Brunswick

**Date:** Friday, October 7, 2022

**Hours:** Set-up 4:45 pm – 6:45 pm Friday, October 7, 2022

**Trade Show :** 7:00 pm – 9:00 pm Friday, October 7, 2022

### Booth Specifications:

All booths are eight feet (8') wide and six feet (8') deep. All booths will be supplied with eight-foot (8') high drapery backs and three-foot (3') high side dividers. All booths shall include one (1) 2'x6' skirted table and two (2) padded chairs, if required. Where multiple booths are required, sidewalls will only be installed at the extreme ends of the display area unless otherwise ordered. The official show services contractor will set up these booths. The show manager will be temporarily numbering all booths to facilitate set up of the exhibits. Company identification signs are the responsibility of the individual exhibitors.

**Cost of Booths:** There will be fifty (50) booth spaces available at the following costs:

**Before May 31:** \$600.00

**As of June 1 :** \$650.00

NOTE:

1. There is non-profit pricing on a **first come first serve basis**. Please contact Vanessa Pettersson at [vanessa.pettersson@umnbc.ca](mailto:vanessa.pettersson@umnbc.ca) for pricing.
2. This does not include the price of electrical or phone hook-up. This floor plan may be subject to change.

### Terms:

A full deposit of five hundred and fifty dollars (\$600.00) per booth must accompany the enclosed space application form in order for it to be accepted. The application form is due no later than August 31, 2022. Once an application has been accepted and approved, it will be non-cancellable after September 1, 2022 and the space and money paid will be disposed of at the discretion of the show manager, without any liability of any kind.

### Drayage:

Order forms will be sent to the exhibitors from GLOBAL Decorating for storage, moving, set-up and dismantling of exhibit material. Shipments will be received and stored up to 7 days before the set-up date of October 7, 2022. Empties will be removed and stored during the show and returned at show closing. The repacked materials will be removed and shipped according to the exhibitor's instructions. Charges for this service are solely the responsibility of the exhibitors.

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## **Hotel Requirements for Shipping:**

Please DO NOT send anything to the hotel more than 48 hours prior to your event or your arrival date at the hotel. C.O.D. deliveries will not be accepted. The Hotel has limited space for storage therefore upon check-in your shipment will be delivered to your guest room. Please address your shipment as follows:

Your Name - Hotel Guest -- Arrival Date  
Delta Fredericton  
225 Woodstock Rd.  
Fredericton, NB E3B 2H8

For those exhibitors transporting their own exhibits, you may enter the hotel through the Receiving department, located at the back of the hotel, in the parking lot. Should you require assistance, please visit the front desk of the hotel for further directions.

## **Electrical & Phone Lines:**

The hook-up and usage of electrical and phone lines is the responsibility and expense of the exhibitors. If you require either of these services, please contact the following persons:

ELECTRICAL & PHONE LINES:  
Encore

## **Allocation of Space:**

In order to ensure a good variety of products, the show manager reserves the right to accept or reject applications; and further, to allocate space in order to avoid having competing firms adjacent or opposite one another. Allocation of space will also be made with the aim of optimizing the flow of traffic.

## **Sub-letting of Space:**

Exhibitors must not sub-let or transfer any portion of their rented space.

## **Booth Decoration:**

The decoration of display booths will be the responsibility of the exhibitors. Exhibitors will be held responsible for any damages to the drapery sidewalls and backs of the booths and to any portion of the booth damaged during transport, erection and dismantling of display materials. All displays must be self-supporting. Bracing display materials by means of attaching to any portion of the booth by fasteners of any sort is forbidden.

## **Booth Personnel:**

Exhibitors agree to fully staff their booths at all times during the show. Staff of booths must be employees of the exhibitors or their sales agents only.

Compulsory Trade Show Hours: Friday, October 7, 2022 7:00 pm - 9:00 pm

## **Signage:**

Outside signs and displays are permitted only at the discretion of the show manager. Signs that are incorporated into the display of products or services in a booth must not project beyond the confines of the booth. The only exceptions allowed to this are that single sided signs are allowed to project one and

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one half feet (1.5 ft.) above the top of the back edge of the booths. The back of these signs must be such that they do not detract from the display in the adjoining booth.

## **Installation / Removal:**

The show manager will schedule the moving in and erection of exhibits, to start at 3:00 pm on Friday, October 7, 2022. Exhibitors must have their booths set up, merchandised and decorated no later than 6:45 p.m. Friday, October 7, 2022. The cost of shipping, cartage and assembling/dismantling is the responsibility of the Exhibitor.

It is extremely important that Exhibitors do not commence dismantling their exhibits before the Show closes at 9:00 p.m., Friday, October 7, 2022. All exhibits must be dismantled and moved out of the Delta Fredericton by 1:00 am Saturday, October 8, 2022.

## **Public Address System:**

The public address system will only be used for official announcements and emergency purposes.

## **Non-delivery of the Building:**

The show manager will not be responsible or liable for delivery of space in the event of the Delta Fredericton being destroyed or unavailable due to fire, act of God, Public Enemy, Strikes, the Authority of Law, or any other cause beyond their control.

## **Insurance:**

Neither the Delta Fredericton nor the show manager will be responsible for the loss, damage or injuries to persons, exhibits, or decorations by fire, accident, theft, or any other cause while in the Delta Fredericton. It is the responsibility of the Exhibitors to arrange insurance coverage for such loss, damage or injuries.

## **Interpretation of Rules and Regulations:**

The show manager reserves the right to make such changes, amendments, and additions to the rules and regulations as shall be considered necessary to the proper conduct of the Delta Fredericton. Interpretation of the Rules and Regulations is left to the show Manager.

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