



**2024**

OCTOBER 27-29 OCTOBRE

L'HÔTEL DELTA HOTEL, FREDERICTON



# **EXHIBITOR MANUAL**

**October 27–29**

**Delta Hotel Fredericton  
225 Woodstock Road  
Fredericton, New Brunswick**

# EXHIBITOR RULES & REGULATIONS

## Welcome to EMP 2024!

This Exhibitor Manual is designed to assist you in planning all aspects of your company's Exhibitor participation at the Exploration, Mining and Petroleum Conference (EMP). It should answer your pre-show and onsite inquiries as well as inform you of your responsibilities as an Exhibitor. All Exhibitors are required to comply with the policies and guidelines set out in this manual.

**Please refer to supporting order forms for various exhibitor needs. Global Convention Services is the official Show Service Contractor.**

## Exhibit package:

### Inclusions

Each 10' wide x 6' deep x 8' high exhibit package includes:

- 8' black back drape
- 3' black side drape
- One 2'x4' skirted table and two chairs
- Complimentary wireless high-speed internet (Fred-E-Zone)
- Two complimentary passes

Marketing and advertising

- Company listed in the Conference Program (booth rental fees must be received by **October 4<sup>th</sup>, 2024**)

### Exclusions

The following items must be purchased/rented by the Exhibitor through Global Convention Services (if required): (*Forms attached*)

- Hard wall booth structure
- Audio-visual equipment rentals
- Booth décor
- Computer rentals
- Customized booth design
- Exhibitor signage
- In-booth security
- Material handling
- Shipping
- Storage
- Extra tables and chairs
- Telephone lines and units
- Trash container(s)
- Wired internet connection

## Booth Information:

1. Each 10' long booth includes a standard black flameproof 8' high back drape and 3' high side drape (**hard walls are NOT included**).
2. Each 10' long booth space receives 2 complimentary passes. Additional badges can be purchased at the conference rate indicated for an individual delegate.
3. Displays and exhibits cannot interfere with other exhibits. All displays, counters and tables are restricted to a maximum height of 4' except along the back wall which is limited to a height of 8' unless prior approval has been obtained from EMP management.
4. Exhibit space assignments are made on a first-come, first-served basis (subject to availability). EMP management reserves the right to alter assigned space(s) if it is deemed necessary to the best interest of the Conference. Booth numbers will be confirmed via email.
5. EMP management reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit, or evict any Exhibitor or product which detracts from the character of the Conference. EMP management reserves the right to eject from its property any person or persons it believes is disrupting or obstructing the proper operation and management of the Conference.
6. Damage to property caused by an Exhibitor will be paid for by the Exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building.
7. Security will be provided during the 3-day event, only during exhibit hours. EMP management will not accept any liability for loss or damage to the Exhibitors' booth(s) or materials. All property of the Exhibitor is to remain under the Exhibitor's custody and control, in transit to and from or within the confines of the Exhibit areas.
8. Exhibitor booths must not be left unattended during exhibit hours.
9. EMP management recommends you use the official show carrier Global Convention Services. Forms are included in this document.

10. EMP management and the Delta Hotel Fredericton are not responsible for exhibit materials. If you do not use Global Convention Services to ship materials to your booth, ensure you have your staff available onsite to receive shipped goods.
11. Shipments will not be accepted in advance of the event unless previously arranged through Global Convention Services.
12. The Delta Hotel Fredericton Loading bay is ground level; a ramp may be required for loading and unloading of delivery vehicles.
13. EMP management and the Delta Hotel Fredericton will not make arrangements for packaging or delivery of materials left behind following the event. Material labelled with full shipping information may be left with pick up instructions arranged through Global Convention Services. Should information be incomplete or missing, administration fees may apply.
14. All items must be removed from the facility at the end of the event. Any items left behind are not the responsibility of EMP management or the Delta Hotel Fredericton.
15. **Cancellations:** A refund of the payment less a 25% administration fee per booth space(s) will be issued upon receipt of a written request for cancellation prior to **September 27<sup>th</sup>, 2024**. For cancellations received in writing between **September 27<sup>th</sup> and October 4<sup>th</sup>, 2024** a refund less a 50% administration fee will be issued. After **October 4<sup>th</sup>, 2024** no refunds will be issued, and Exhibitors are responsible for the full rental fee.

# Quick Reference:

## Show Information:

Exploration, Mining and Petroleum Conference  
October 27-29,2024  
Delta Hotel Fredericton  
225 Woodstock Road  
Fredericton, New Brunswick E3B 2H8

## Exhibit setup/take down:

**Setup:** Sunday, October 27 - 1:00 pm – 5:00 pm  
**Take down:** Tuesday, October 29 - 3:00 pm – 4:00 pm

## Exhibit hours during conference:

Sunday, October 27 - 7:00 pm – 9:00 pm  
Monday, October 28 - 9:00 am – 7:00 pm  
Tuesday, October 29 - 9:00 am – 3:00 pm

## Convention Services:

Global Convention Services is the official show service contractor. (See attached forms)  
**Global Convention Services Ltd.**  
PO Box 2329  
Saint John, New Brunswick E2L 3V6  
Tel: (506) 658-0506 Fax: (506) 658-0509  
Email: [info@globalconvention.ca](mailto:info@globalconvention.ca)

## For more information contact:

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