

## Special Occasion Permit Information for Trade Shows

LIN: 0511

### Information for the Organizer of the Event

- Separate application forms are not required.
- The organizer of the trade show shall submit, in the form of a letter, a listing with the following information:
  - a. name of each exhibitor,
  - b. mailing address of each exhibitor,
  - c. name of the on-site representative for each exhibitor,
  - d. telephone and fax numbers of each exhibitor, in-province and out-of-province,
  - e. type of product exhibited: wine, beer or spirits,
  - f. the name and date(s) of the event,
  - g. the name and address of the building where the show will be held,
  - h. a floor plan of the trade show site showing where each exhibitor will be situated,
  - i. an estimated number of persons attending the event,
  - j. the hours of operation, and
  - k. \$30 a day for each exhibitor.
- If applicable, please provide this office with an e-mail address for your organization.
- This information should be sent to the Gaming, Liquor and Security Licensing Branch two (2) weeks prior to the show.
- Permits will be forwarded to the organizer prior to the event.
- Advertising of this event is permitted.

### Information for the Licensee where the event is to be held

- The person(s) responsible for the facility where the event is to be held must provide a letter of authorization for the use of the facility along with a list of exhibitors.
- If the location for the function currently holds a liquor licence, the licensee shall submit a letter to the Gaming, Liquor and Security Licensing Branch at the address noted below requesting that their licence or specific areas of the licence be suspended for the duration of the event. The letter must state the starting and ending dates of the event and name of the event, along with the name of a contact person, who will be responsible for the facility during the event.

### Information for the individual exhibitors

- All persons being served must be 19 years of age or older.
- All liquor must be purchased through Alcool NB Liquor.
- The exhibitor must respect the hours set by the organizer.

**For further information, please contact:**

Department of Justice and Public Safety  
Community Safety Division  
Gaming, Liquor and Security Licensing Branch  
P. O. Box 6000  
Fredericton, NB E3B 5H1

Telephone: (506) 453-7472

Fax: (506) 453-3044

Email: [DPS-MSP.Information@gnb.ca](mailto:DPS-MSP.Information@gnb.ca)