



Exhibitor Manual

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the **Atlantic Heavy Equipment Show**.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your participation in the show.

<http://www.AHES.ca>

SHOW MANAGEMENT

The Atlantic Heavy Equipment Show is produced and managed by:

Marketplace Events

Po Box 70060 Rimrock Plaza
Toronto, ON
M3J 0H3

SHOW TEAM

Mark Cusack
National Show Manager
MarkC@mpeshows.com

Emily Aver
Operations Coordinator
EmilyA@mpeshows.com

Andrew Burns
Show Manager
AndrewB@mpeshows.com

Simone Hebert
Operations Coordinator
SimoneH@mpeshows.com

Show personnel will maintain a show office and will be available on the floor during move-in, all show hours and move-out.

SHOW FACILITY

Moncton Coliseum Complex
377 Killam Drive, Unit 100, Moncton, New Brunswick E1C 3T1
Telephone: (506) 857-4100
Website: www.monctoncoliseum.com

SHOW DECORATOR

Global Convention Services is the show decorator and provides carpet, tables, chairs, cleaning, signage etc.

Please order directly with them using this form: [Click Here](#)

Advance Price Deadline : March 13, 2026
Ordering Deadline : March 20, 2026

Send completed form along with Method of Payment to info@globalconvention.ca

MOVE-IN | MOVE-OUT DAYS AND HOURS

NEW: WHEN YOU ARRIVE FOR MOVE-IN PLEASE CHECK IN WITH SHOW PERSONNEL BEFORE SETTING UP.

Heavy Equipment Move-In

Tuesday, March 24th (SCHEDULED)

and

Wednesday, March 25th (Perimeter Booths & OUTDOOR Exhibits)

Bulk exhibitors will be assigned specific move-in times according to their location on the show floor. These times will be e-mailed to you by the Show Manager 10 days prior to the event.

NOTE: Power is **NOT** included and must be ordered. (Global Convention Services)

Companies wishing to transport/float heavy equipment in advance of move-in dates may drop in outdoor marshaled area located at the Moncton Coliseum Complex during the following times:

Saturday March 21st & Sunday March 22nd

Drop-offs must be scheduled

Please call Mark Cusack @ 1-506-333-1064 to arrange a time.

Heavy set-up must be completed by 6pm Wednesday, March 25th

IMPORTANT NOTICE TO HEAVY EQUIPMENT EXHIBITORS

It is absolutely essential that exhibitors supervise the move-in and move-out of all heavy equipment and ensure that under no circumstances does **any tracked equipment** (street pads or otherwise) move on any asphalt or concrete surfaces in or around the facility **without proper float materials** (planking, plywood, rubber mats, tires, etc.)

This policy will be strictly enforced, and all damages will be charged back to the responsible exhibiting company.

Float materials are the responsibility of the exhibiting company.

BOOTH MOVE-IN (10'x10', 10'x20', etc...)

**Wednesday, March 25th
8am - 6pm**

All exhibits must be complete by 6pm on **Wednesday, March 25th**
Aisle carpets will be laid after 6pm Wednesday.

Absolutely no dollies will be permitted in the exhibit halls **after that time**.

NOTE: Power is **NOT** included and must be ordered. (Global Convention Services)

MOVE-OUT

**Friday, March 27th
4pm - midnight**

IMPORTANT NOTICES

If freight is still on the show floor on Friday, March 27th at Midnight, Show Management reserves the right to ship your freight with the Official Show Carrier (Armour / Beyond Borders Logistics & Consulting Inc.) with all costs being billed to the exhibitor.

No exhibit may be removed in part or in whole prior to the close of the show at 4pm, Friday, March 27th.

SHOW HOURS

**Thursday, March 26th
Friday, March 27th**

**9:00am - 5:00pm
9:00am - 4:00pm**

ACCOUNT BALANCES

Final payment for exhibit space must be made by **February 2nd, 2026**. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Exhibitor Badges will not be available until the account has been paid in full.

IMPORTANT NOTES ON EXHIBITING

STAFFING YOUR BOOTH

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

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.

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.

FOOD SAMPLING

If you have food/beverage samples or products they must be pre-approved by show management and the facility.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management. This includes any mascots. 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.

VEHICLES

If your exhibit includes a vehicle, Show Management must be informed so we can schedule a move in time. 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.

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.

INSURANCE

a) Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to MPE for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name MPE as additional insured and insure Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the Show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of MPE, Exhibitor shall provide MPE with a certificate of insurance verifying the policy.

b) Exhibitor is responsible to insure and protect its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against MPE, the Show sponsors or the facility in which the Show is held, for any loss, damage or injury howsoever caused, to Exhibitor, its officers, directors, agents, representatives, and employees or their respective property.

Ensure you are adequately insured.

SHIPPING INFORMATION

DIRECT TO SHOW shipment

Tuesday, March 24th - 9:00am to 5:00pm
All deliveries must be cosigned in the following manner:

Atlantic Heavy Equipment Show

Exhibiting Company's Name
Booth #
C/O Moncton Coliseum Complex
377 Killam Drive
Moncton NB E1C 3T1

ADVANCE WAREHOUSE shipment

March 5th to March 19th, 2026 (fees applicable)
must be addressed as follows:

Atlantic Heavy Equipment Show

Exhibiting Company's Name
Booth #
C/O Global Convention Services
106 Beaverbrook St
Moncton, NB E1C 9S7

Please Note: Shipments to Moncton Coliseum Complex must be prepaid and scheduled to arrive no earlier than 9am, Tuesday, March 24th. Collect shipments or those arriving prior to March 24th will not be accepted by facility staff.

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.

SMOKING REGULATIONS

No smoking is permitted inside any building.

ALCOHOL/DRUGS REGULATIONS

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

ANIMALS/PETS

Only Service animals are allowed inside the building during event hours of the event.

HELIUM ITEMS

It is not permissible to have helium-filled balloons.