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 **2026 Halifax Fall Home Show**.

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

IMPORTANT - NEW THIS YEAR

TENTS

Tents are not permitted without the prior consent of Show Management. Having a tent in a prior show does not mean consent has been implied.

To obtain consent, you must request permission from the show manager (seanm@mpeshows.com) along with a photograph of your attached tent tag showing flame resistance ratings CAN/ULC S109 or NFPA 701 Test 2.

This will be verified at the show on set up as well. Paperwork will no longer be accepted.

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

MARKETPLACE EVENTS

SHOW MANAGEMENT

The Halifax Fall Home Show is produced and managed by:
Marketplace Events
Po Box 70060 Rimrock Plaza
Toronto, On
M3J0H3

SHOW TEAM

Sean Miller
Show Manager
Marketplace Events
SeanM@MPEshows.com
1-902-483-0778

Michele Stoddart
Marketing & Operations Manager
Marketplace Events
MicheleS@MPEshows.com
1-506-300-4120

Kori Levy
Exhibit Sales Consultant
Marketplace Events
KoriL@mpeshows.com
1-902-2-1-6908

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

SHOW FACILITY

The Halifax Fall Home Show is held at:
Halifax Exhibition Centre – Google Maps
200 Prospect Road, Halifax, NS, B3T 1P2
Phone: (902) 876-1811 • Fax: (902) 876-8551

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: Halifax Fall Home Show 2026 Global Kit

Advance Price Deadline : September 18, 2026
Ordering Deadline : September 25, 2026

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

MARKETPLACE EVENTS

DEADLINE	EXHIBITOR CHECKLIST
ASAP	Book your Hotel. Rooms are limited! See Hotel section online for more info and booking links.
ASAP	Review the Fire & Emergency Rules – Please contact Sean Miller if you want to bring a tent as prior approval is required due to the fire & emergency rules.
September 1, 2026	**Get your certificate of insurance – no need to send us your Certificate of Insurance but ensure you have it.**
September 18, 2026	**Advance price discount** for Furnishing, Equipment and Electrical from Global Convention Services
September 25, 2026	**Pre-order deadline** for Furnishing, Equipment and Electrical from Global Convention Services
Prior to Show	**Check move-in, move-out times and show hours.** Prepare for move-in. General move-in is September 30 & October 1, 2026.
Exhibitor Parking	Please park in the designated exhibitor parking area located to the right of the building through the metal fence identified with yellow signs "EXHIBITOR PARKING". Please use the door marked, "EXHIBITOR ENTRANCE". The visitor parking lot is there for the benefit of our mutual customers. In an effort to make it as easy as possible for them to visit the event, please help us by complying. If you are unsure of the designated parking area location, please ask show management, who will be happy to direct you.
Facebook Event Reminder	**Facebook Event Reminder:** In efforts to protect potential joint customers from fraudulent events and scammers, we request that you do not create your own Facebook Event. This helps us manage ticket sales for the event and ensures that our team is available to support both exhibitors and potential attendees with any questions, comments, or concerns that they have. Please feel free to reach out to your show manager or show marketing manager with your companies' Facebook page and we can add you as a co-host to the official event. **Coming Soon Facebook Event** for 2026.
Social Media	Share your show pics or your home reno projects with us. Hashtags: #HalifaxFallHomeShow #HalifaxHomeShow Including assets mentioning your participation in the show either through your existing email marketing efforts or by adding a small banner to your website is a great, free way to invite potential customers to meet you face-to-face on our show floor. **Coming Soon Digital Marketing Kit -** show logos, social assets, and other digital marketing materials **Coming Soon Media Kit** - promote your presence at the show

MARKETPLACE EVENTS

MOVE-IN | MOVE-OUT DAYS AND HOURS

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

MOVE-IN

Wednesday, September 30, 2026	**9:00am – 6:00pm**
Thursday, October 1, 2026	**9:00am – 6:00pm**

All exhibits must be complete by Thursday, October 1st at 6pm. Aisle carpets will be laid at 6pm Thursday. Absolutely no dollies will be permitted on the show floor after that time.
If you need additional time, please make special arrangements with Show Management.

MOVE-OUT

Sunday, October 4, 2026	**4:00pm – 8:00pm**

IMPORTANT NOTICES

If freight is still on the show floor Monday at 10am, 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, Sunday, October 4, 2026.

SHOW HOURS

Friday, October 2	**Noon – 8:00pm**
Saturday, October 3	**10:00am – 6:00pm**
Sunday, October 4	**10:00am – 4:00pm**

EXHIBITOR PARKING

Please park in the designated exhibitor parking area located to the right of the building through the gates. The visitor parking in front of the building is there for the benefit of our mutual customers. In an effort to make it as easy as possible for them to visit the event, please help us by complying. If you are unsure of the designated area location, please ask parking staff or show management, who will be happy to direct you.

ENHANCED LISTING

Your Company's basic exhibitor listing is now live on our show website. It includes your company name, booth number and product category along with a form that allows web visitors to reach out to you directly to obtain more information. We encourage you to enhance your listing by adding your logo, a company description, and a show special. The virtual showroom is one of the most visited pages across all show websites. Consumers view the virtual showroom before, during and after the show and we want your listing to be the best it can be. Attendees are looking for trusted seller status, show specials, and new products.
Please contact your representative for more help.

ACCOUNT BALANCES

Final payment for exhibit space must be made by **September 15**. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Badges & complimentary tickets will not be available until the account has been paid in full.

EXHIBITOR BADGES

When you arrive for move-in please check in with show personnel before setting up. At this time, you will receive 5 exhibitor badges per 100 sq feet.

Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS.

COMPLIMENTARY TICKETS

Complimentary tickets will be available in September. Stay tuned for details.

WIFI/INTERNET ACCESS

Complimentary Wi-Fi is available at the Halifax – please see the password posted in the Show Office.

Booth Internet
If your booth requires dedicated internet for POS or other streaming services beyond the Wi-Fi capabilities of the facility we suggest contacting your current internet provider for wireless options.
Should you require a dedicated (wired) internet connection please contact Bell at 1-800-663-2600.

When calling be prepared with the following:

- Event Name & Booth #
- Billing Name & Address
- Show Venue Address
- On-Site Contact Info

*Please note if using a wired internet Bell will provide a modem which must be returned by the exhibitor after the show.

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. You must have a locking gas cap and you must disconnect the battery. Please leave the keys at the show office.

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. Security guards will be on 24-hour duty from the start of move-in until the end of move-out.

INSURANCE
Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk.

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.

Every reasonable precaution will be taken to protect exhibitors' properties but Show Management nor the venue accept responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.
Ensure you are adequately insured.

SHOW INFORMATION:
Head Office:
Marketplace Events LLC
PO Box 70060 Rimrock Plaza PO
Toronto, ON
M3J 0H3
416-644-5400

Event Name: Halifax Fall Home Show

Event dates: Sept 29th – October 5th, 2026 (includes set up and tear down)

Location:
Halifax Exhibition Centre
200 Prospect Rd, Goodwood, NS B3T 1P2

NEED INSURANCE?

TD Insurance

Torrye Keen
Torrye.Keen@tdinsurance.com
902-489-8183

SHIPPING INFORMATION

Shipping Address
Halifax Exhibition Centre – Google Maps
200 Prospect Road, Halifax, NS, B3T 1P2
Phone: (902) 876-1811 • Fax: (902) 876-8551

Please Note: Shipments to Halifax Exhibition Centre must be prepaid and scheduled to arrive no earlier than 8:30am, Wednesday September 30th. Collect shipments or those arriving prior to Wednesday, September 30th 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.

FIRE & EMERGENCY RULES & REGULATIONS

Halifax Regional Fire and Emergency Service WILL ENFORCE the following rules. For a full list of guidelines please see attached document HERE

1. Do not block the exits

2. Electrical installation shall be used and maintained so as not to constitute an undue fire hazard and must be ULC or CSA approved

3. Portable electrical equipment will be inspected by the Fire Marshal

4. CABLES ON THE FLOOR CANNOT BE PLACED UNDER CARPETS OR OTHER MATERIALS WHICH MAY CAUSE THE CABLE TO OVERHEAT

5. A minimum of 1 meter shall be maintained from electrical panels or any other emergency utility shut off at all times

6. ANY cooking, reheating, candle lighting, cut trees or non-treated booth material must be approved by the fire marshal

7. Any equipment, including tents or canopies, that does not meet fire service requirements will be removed immediately from the site. All tents must meet flame resistance standards—either **CAN/ULC S109** or **NFPA 701**—and must have appropriate documentation or tags on-site to verify compliance. Tents larger than **10' x 10'** are not permitted. Additionally, all tents must be spaced at least **10 feet apart** and positioned to avoid obstructing the operation of the sprinkler system.

8**.** DO NOT HANG SIGNS FROM ANY PIPES ON THE CEILING - USE STEEL GIRDERS ONLY

NON-COMPLIANCE MAY RESULT IN A STEEP FINE