



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 Halifax Fall Home 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.

HalifaxFallHomeShow.ca

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

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Marketplace Events

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Michele Stoddart

Marketing & Operations Manager

Marketplace Events

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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: (Link)

Advance Price Deadline : September 19, 2025

Ordering Deadline : September 26, 2025

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

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, October 1, 2025 | 8:30am – 6:00pm |
| Thursday, October 2, 2025 | 8:30am – 6:00pm |

All exhibits must be complete by Thursday, October 2nd 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 5, 2025 | 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 5, 2025.

SHOW HOURS

| | |
|----------------------------|-------------------------|
| Friday, October 3 | Noon – 8:00pm |
| Saturday, October 4 | 10:00am – 6:00pm |
| Sunday, October 5 | 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.

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.

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.

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 October 1st Collect shipments or those arriving prior to October 1st 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

Service animals are allowed inside the building during event hours of the event. Personal pets are not allowed unless preauthorized by show management.

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 ([Link](#))

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