

EDMONTON HOME + GARDEN SHOW

March 18-21

Edmonton Expo Centre

IF YOU HAVE ANY QUESTIONS, FEEL
FREE TO CONTACT US:

ASHBURN MORGAN

Exhibit Sales Consultant
587.323.6113

ashburnm@mpeshows.com

KYLIE BAKER

Exhibit Sales Consultant
587.323.6108

kylieb@mpeshows.com

SHANNON NOVAK

Show Manager
587.323.6119

shannonno@mpeshows.com

GILLIAN FIRKOLA

Show Coordinator
587.323.6106

gillianf@mpeshows.com

FREQUENTLY ASKED QUESTIONS

For our complete Exhibitor Kit, please visit:

<https://www.edmontonhomeandgarden.com/exhibitor-info/exhibitor-kit>

**WHAT IS THE WEBSITE FOR THE
EDMONTON HOME + GARDEN
SHOW?**

<https://www.edmontonhomeandgarden.com/>

WHAT ARE THE SHOW HOURS?

Thursday, March 18	12 PM – 8 PM
Friday, March 19	12 PM – 8 PM
Saturday, March 20	10 AM – 8 PM
Sunday, March 21	10 AM – 6 PM

WHEN CAN WE SET UP?

Please refer to your specific move-in time on the Move-In Schedule which can be found on the [Exhibitor Kit](#) online

**WHEN DO WE TEAR DOWN AFTER THE
SHOW?**

Sunday, March 21	7 PM – 10 PM
Monday, March 22	8 AM – 12 PM

Exhibits must remain intact and staffed until show closing at 6 PM on Sunday, March 21. Please allow one hour for aisle carpet removal.

HOW DO WE GET OUR EXHIBITOR PASSES?

You will pick up your exhibitor passes during move-in at the Show Office in Hall E. Number of passes depends on the size of your booth. More information will be in the official Exhibitor Kit on our website:

<https://www.edmontonhomeandgarden.com/exhibitor-info/exhibitor-kit#badges>

**DOES OUR BOOTH HAVE TO BE STAFFED AT ALL
TIMES?**

It is mandatory that exhibitors have a staff member in their exhibit at all times during the hours of the show. Show Management does NOT assume any responsibility for losses.

HOW DO WE GET OUR PARKING PASSES?

Event parking passes include move in & out days as well as event days. Parking passes are required for move-in and move-out in addition to show days
****Cash is NOT accepted for parking services. "Please note that one parking pass is required per vehicle. If you have not purchased your parking pass(es) by show open on Friday, you will have to pay the regular rate of \$16.50/day VIA CREDIT CARD ONLY.** Exhibitors must park in the West Lot or in the Angled Exhibitor Parking behind the halls – subject to availability.

Please see the online Exhibitor Kit for complete details as well as an Exhibitor Entrance Map. <https://www.edmontonhomeandgarden.com/exhibitor-info/exhibitor-kit#parking>

WHAT IS SUPPLIED WITH OUR BOOTH?

There will be an 8' backdrop and 8' side curtains (3' side curtains if you are in a perimeter booth). You WILL NOT receive tables, chairs, etc. You are welcome to bring your own or rent them from the decorator - [GES](#).

**DO I NEED TO COMPLETE AND SEND IN ANY
FORMS?**

Yes, please complete the following

- [Certificate of Insurance Form](#) - complete and send back to us or send a copy of your COI with MPE listed as additional insured
- [Contest Request Form](#) - Any company wishing to hold a prize giveaway or contest of any kind at the show must complete and submit this form for approval.
- [AHS Food Vendor Notification Form](#) – Exhibitors selling or sampling food or beverage products
- [Exhibitor Listing](#) - followupload instructions online

ARE THERE RULES FOR SIGNAGE WITHIN AND ABOVE MY BOOTH?

- Handwritten or unprofessional signs are not permitted.
- Hanging signs must be at least 11' from the floor to the bottom of the sign and at least 3' inside your booth perimeter. Cost of banner hanging is the responsibility of the exhibitor and must be ordered through [ShowTECH](#)
- Any branding must stay within your booth space and may only face the aisle, not neighbouring booths. If you use a multi-sided sign, any side facing a neighbouring booth must be finished and cannot display branding.
- If a sign is attached to the booth, the top of the sign cannot exceed 12' from the floor
- For any signage printing, management has appointed [GES](#).

WHAT ARE THE BOOTH REGULATIONS?

- Exhibitors must supply their own tables and chairs (if needed) or they can be rented from the decorator ([GES](#)).
- Booth staff are required to work within the confines of their booth space. Working in the aisles is not permitted.
- **Appropriate floor covering is mandatory for every booth.** This could be carpet, artificial turf, foam linking mats, etc. It must cover the entire surface of your exhibit space. Companies without proper flooring will be required to rent appropriate flooring at their own expense.
- Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height on the back wall only.
- No walls or drape are permitted on the aisle side of the exhibit unless approved in advance by show management. If unsure, please reach out to show management prior to set up.
- No tents are permitted in the show.
- Show Management reserves the right to refuse entry or to remove at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must have such exhibits approved by Show Management.
- Management may require exhibitors to make alterations to their displays to comply with show guidelines. If an exhibitor does not comply, management may order the immediate removal of the entire exhibit at the exhibitor's expense.
- Exhibitors are responsible for removing their own trash. This includes any shipping crates or other rubbish created.

IS THERE WIRELESS INTERNET SERVICE AVAILABLE AT THE SHOW?

There is free wifi called EXPO_ FREE – no password required.
Please contact Kasandra Breadner to set up wireless Internet services.
[Click here](#) for facility information and forms.
Cell: 587.340.3432
kasandra.breadner@encoreglobal.com

WHO IS THE SHOW DECORATOR?

The official show decorator is GES Canada Exposition Services Ltd. (GES). The decorator office will be open during move-in, show times, and move-out. GES can supply your booth with furniture rentals, printing or signage/banners, carpet rentals, draping, and even display set-up assistance. Order what you need in advance of the show to ensure availability of all needed items and to take advantage of their discounted rates. **Please check the exhibitor kit for the early bird discount deadline.**
You can reach GES by phone at 780.469.7767 or by email: edmonton@gesexpo.com.
[Click here](#) for GES ordering link.

IS THERE AN ADDITIONAL CHARGE FOR ELECTRICAL?

Yes, you are responsible for purchasing electricity from ShowTECH if required. They will have a discounted rate if you order before the show. Check the exhibitor kit for the early bird discount deadline. You can reach ShowTECH by phone at 780.429.1162 or you can place your order online.
[Click here](#) for ShowTECH ordering link.

WHAT IF I NEED GAS HOOK-UP?

Contact your exhibit sales consultant for details. Your consultant will ensure that you're in a suitable location for gas hook-up. You must then order gas through ShowTECH. [Click here](#)

WHAT ARE THE FIRE SAFETY REGULATIONS?

Tents and canopies are not permitted. If approved by show management, they must comply with the Edmonton Fire Department requirements. All materials (sheds, canopies, tents, fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) must comply with fire regulation and are rated CAN/ ULC - S109. Any non-compliant material may be removed. Approved tents and canopies must also have a permanently attached label indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. Any tents or canopies without the proper labeling will be removed.

HOW DO I SET UP/MAKE CHANGES TO MY EXHIBITOR LISTING?

You should have received an email with your enhanced exhibitor listing link. You can make changes as many times as you would like. Please note it takes up to 24 hours to see the changes on the website. If you need the link resent please email Jen at JenK@mpeshows.com

WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

Please see the exhibitor kit for our hotel partner.
[Click Here](#)

DO I GET FREE TICKETS TO SHARE?

Yes! Keep an eye out for an email with your unique promo code approx. 4 weeks prior to the show.

HOW CAN I STAND OUT AT THE SHOW?

[CLICK HERE](#) to view traffic drivers for exhibitors. We also provide custom sponsorship packages. Please reach out to your sales rep for more information. [Click here for contact information.](#)