

MEET

MECHANICAL • ELECTRICAL • ELECTRONIC • TECHNOLOGY

MAY 6 - 7
2026



Moncton, NB

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 **Mechanical Electrical Electronic Technology 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.MEETSHOW.ca>

SHOW MANAGEMENT

The Mechanical Electrical Electronic Technology Show is produced and managed by:

Marketplace Events

Po Box 70060 Rimrock Plaza
Toronto, ON
M3J 0H3

SHOW TEAM

Shawn Murphy
Show Manager

ShawnM@mpeshows.com

Emily Aver
Operations Coordinator
EmilyA@mpeshows.com

Pat Steeves
Show Manager

PatS@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 : April 23, 2026
Ordering Deadline : May 1, 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 AT THE EXHIBITOR COUNTER AND PICK UP YOUR BADGES BEFORE SETTING UP.

MOVE-IN

Monday, May 4th - 12 noon – 5pm

Tuesday, May 5th - 8am – 5pm

All exhibits must be completed by 5pm on **Tuesday, May 5th**.
Aisle carpets will be laid after 5pm Tuesday.

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

EXHIBITORS WILL NOT BE PERMITTED IN THE BUILDING AFTER 6PM

MOVE-OUT

Thursday, May 7th - 4pm-10pm

Friday, May 8th - 8am -12 noon

IMPORTANT NOTICES

If freight is still on the show floor on Friday, May 8th at Noon, 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.

Please note: If you are using another carrier and foresee a problem with Friday morning pick-up, please contact Show Management.

While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss. Show Management is not responsible for the loss of any item from an exhibitor's booth, nor is the facility.

No exhibit may be removed in part or in whole prior to the close of the show at 4pm, Thursday, May 7th.

SHOW HOURS

Wednesday, May 6th

9:00am - 5:00pm

Thursday, May 7th

9:00am – 4:00pm

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.

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, a maximum quantity of ¼ gas tank and you must disconnect the battery.

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

COMPRESSORS

Please note that the facility does not provide compressed air, and any compressors brought onsite must operate at a noise level of 60 dB or lower. If you plan to bring or require a compressor, please notify the Show Manager in advance to ensure proper arrangements are made

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

Monday, May 4th - 9:00am to 5:00pm

All deliveries must be cosigned in the following manner:

Mechanical Electrical Electronic Technology

Show Exhibiting Company's Name

Booth #

C/O Moncton Coliseum Complex

377 Killam Drive

Moncton NB E1C 3T1

ADVANCE WAREHOUSE shipment

April 10th to May 1st, 2026 (fees applicable)
must be addressed as follows:

Mechanical Electrical Electronic Technology 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, Monday, May 4th. Collect shipments or those arriving prior to May 4th 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.