

Exhibitor Manual

February 21-23, 2025

General Information



Show Location

BMO Centre
20 Roundup Way SE
Calgary, AB
T2G 2W1

<http://www.calgaryboatandoutdoorshow.ca/>

Direct to Show Shipment

Wednesday, February 19 to Thursday, February 20 from 8:00am to 4:00pm
All deliveries must be cosigned in the following manner:

Calgary Boat & Outdoors Show

Exhibiting Company's Name
Booth #
Cell Phone #
BMO Centre
20 Roundup Way SE,
Calgary, AB, T2G 2W1

Exhibit Show Schedule

Exhibitor Move- In

Wednesday, February 19, 8:00am – 6:00pm
- Specific Exhibitors only - You will be given a designated move in time
Thursday, February 20, 8:00am – 8:00pm
- General Exhibitor Move In – you will be given a designated move in time

Show Dates & Times

Friday, February 21 12:00pm – 8:00pm
Saturday, February 22 10:00am – 6:00pm
Sunday, February 23 10:00am – 4:00pm

Exhibitor Move-Out

Sunday, February 23 4:00pm – 12 Midnight

Show Management Personnel:

Bryan Burns, Show Manager

BryanB@mpeshows.com

Pamela Pruden-Ziwani, Exhibit Sales

Pamelap@mpeshows.com

Marla Kimball, Marketing & Operations Manager

MarlaK@mpeshows.com



Show Producer

Master Promotions a division of Marketplace Events
P.O. Box 565 Saint John N.B. E2L 3Z8
Toll Free: 1-888-454-7469 • Phone: (506) 658-0750
Email: info@mpltd.ca • Website: www.mpltd.ca

Master Promotions 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.

Wireless Internet Service

Wireless

Internet is not included in your space and Wi-Fi is not available freely in the halls. Internet must be ordered directly through the Calgary Stampede.

Hard Wire

Wired and WIFI service are also available for purchase, see ordering link.

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 will 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.

IMPORTANT NOTES ON EXHIBITING

- If you have food/beverage samples or products, they must be pre-approved by show management and the facility, the final due date for this is January 31st, 2025.
- If your exhibit includes a vehicle, Show Management must be informed. You must have less than ¼ tank of fuel before you can display the vehicle.
- 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. The venue will not accept shipments outside of the dates we have defined above.
- 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, you must arrive and leave within the time that you have booked using the Voyage Control docking system. If your vehicle is parked in the loading zone outside of these times, it will be towed at your expense.
- You are not allowed to solicit in the aisles.
- Company mascots are welcomed and encouraged but must remain in the confines of booth space unless otherwise approved by show management.
- 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.

Music or Audio

Should your exhibit include amplified sound of any kind, it must not encroach upon a neighboring exhibitor's ability to do business.

Sign Hanging

Should an exhibitor wish to raise or hang a sign above the 8' height that is allowed, this must be approved by show management in advance of move in. Should the sign be approved, it is the exhibitor's responsibility to arrange to have the sign hung or raised by our event contractor or an exhibitor appointed contractor, provided that contractor provides proof of insurance and names Master Promotions and its appointed event contractor as an additional insured party. The sign must be single sided, and cleanly finished on the blank side so as not to encroach upon the adjacent exhibitor's booth.