

# EXHIBITOR MANUAL — APRIL 24 - 25, 2025

## ALBERTA EQUIPMENT EXPO

HEAVY CONSTRUCTION • FORESTRY • INFRASTRUCTURE

### General Information

#### SHOW LOCATION

Edmonton EXPO Centre

7515 118 Ave NW

Edmonton, AB • T5B 0J2

Telephone: (780)471-7377

<https://edmontonexpocentre.com/>

#### DIRECT TO SHOW shipment

Tuesday, April 22, 9:00am to 5:00pm

All deliveries must be cosigned in the following manner:

#### Alberta Equipment Expo

Exhibiting Company's Name

Booth #

C/O Edmonton EXPO Centre

7515 118 Ave NW

Edmonton, AB, T5B 0J2

#### ADVANCE WAREHOUSE shipment

Accepted 30 days prior (fees applicable)

Must be addressed as follows:

#### Alberta Equipment Expo

Exhibiting Company's Name

Booth #

C/O Global Convention Services

6030 83 Street NW

Edmonton, AB T6E 5B9

### EXHIBIT SHOW SCHEDULE

#### Exhibitor Move-In \*

Tuesday, April 22 (BY APPOINTMENT ONLY)

Wednesday, April 23 (8am-6pm)

#### Show dates & Times

Thursday, April 24

9:00 am - 5:00 pm

Friday, April 25

9:00 am - 4:00 pm

#### Exhibitor Move-Out \*

Friday, April 25

4:00 pm – midnight

\* Please see MOVE-IN / MOVE-OUT document for important details

### SHOW MANAGEMENT PERSONNEL

Mark Cusack, National Show Manager

[MarkC@mpeshows.com](mailto:MarkC@mpeshows.com)

(506)333-1064

Andrew Burns, Exhibit Sales Professional

[AndrewB@mpeshows.com](mailto:AndrewB@mpeshows.com)

(506) 300-4118

Marla Kimball - Marketing & Operations Manager

[MarlaK@mpeshows.com](mailto:MarlaK@mpeshows.com)

780-900-3370



## **SHOW PRODUCER**

**Master Promotions a division of Marketplace Events LLC.**

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469 • Phone: (506) 658-0018

E-mail: [info@mpltd.ca](mailto:info@mpltd.ca) • Website: [www.masterpromotions.ca](http://www.masterpromotions.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.

## **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.

## **CONTAINER STORAGE**

A storage area will be available for empty containers.

## **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.

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

Show Management is not responsible for the loss of any item from an exhibitor's booth, nor is the facility.