

EXHIBITOR MANUAL — February 22-23, 2024



General Information

SHOW LOCATION

Eastlink Centre
46 Kensington Road
Charlottetown PE C1A 5H7

Telephone: 902-629-6600
www.eastlinkcentrepei.com

DIRECT TO SHOW shipment

Tuesday, February 20th 9:00am to 5:00pm
All deliveries must be cosigned in the following manner:

International Potato Technology Expo

Exhibiting Company's Name
Booth #
C/O Eastlink Centre
46 Kensington Rd
Charlottetown PE C1A 5H7

ADVANCE WAREHOUSE shipment

Feb. 2 to Feb. 16, 2024 (fees applicable)
must be addressed as follows:

International Potato Technology Expo

Exhibiting Company's Name
Booth #
C/O Global Convention Services
46 Kensington Rd
Charlottetown PE C1A 5H7

EXHIBIT SHOW SCHEDULE

Exhibitor Move-In *

Tuesday, February 20th (BY APPOINTMENT ONLY)
Wednesday, February 21st (9am-6pm)

Show dates & Times

| | |
|-----------------------|--------------------|
| Thursday, February 22 | 10:00 am - 5:00 pm |
| Friday, February 23 | 9:00 am - 4:00 pm |

Exhibitor Move-Out *

| | |
|---------------------|--------------------|
| Friday, February 23 | 4:00 pm – 10:00 pm |
|---------------------|--------------------|

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

SHOW MANAGEMENT PERSONNEL

Shawn Murphy, Show Manager
smurphy@mpltd.ca

Moira Nordqvist, Director of Operations
mnordqvist@mpltd.ca



SHOW PRODUCER

Master Promotions Ltd.

PO Box 565 • Saint John, NB • E2L 3Z8

Toll Free: 1-888-454-7469 • Phone: (506) 658-0018 • Fax: (506) 658-0750

E-mail: info@mpltd.ca • Website: www.masterpromotions.ca

Master Promotions Ltd. 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.