

Exhibitor's Manual



**ATLANTIC
BUILDING
MATERIALS
SHOW**



February 23 & 24, 2012

Feb 21 – Tuesday	Move-In Day	8:00 a.m. – 7:00 p.m.
Feb 22 – Wednesday	Move-In Day	8:00 a.m. – 3:00 p.m.
Feb 23 – Thursday	Show	8:30 a.m. – 5:00 p.m.
Feb 24 – Friday	Show	8:30 a.m. – 5:00 p.m.
Feb 24 – Friday	Move - Out	6:00 p.m. – 9:00 p.m.
Feb 25 – Saturday	Move - Out Day	8:00 a.m. – 1:00 p.m.

PLEASE NOTE: *This manual contains very important information for all exhibitors*

For further information, please contact:

***The Atlantic Building Supply Dealers Association
70 Englehart Street
Dieppe NB E1A 8H3
Phone: 506-858-0700 Fax: 506-859-0064
E-Mail: absda@nb.aibn.com***



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70 Englehart Street, Dieppe, NB E1A 8H3
Phone: 506-858-0700 Fax: (506) 859-0064
E-Mail: absda@nb.aibn.com Website: www.absda.ca

Show Chairman

Harold Mills
NS Building Supplies
Waverley, NS

2012 Show Committee

Brian Warr
George Warr Ltd
Springdale, NL

Fred O'Hearn
Lumbermart Building Centres
Halifax, NS

Kevin White
Central Home Improvement
Warehouse
Antigonish NS

Chris Deveaux
Oxford Home Hardware
Building Centre
Oxford, NS

Kevin Pelley
Peter Kohler Windows &
Entrance Systems
Debert, NS

Peter Bethune
Building Products of Canada
Dartmouth, NS

Stephen Rector
JELD-WEN Millwork Dist
Amherst, NS

Dana Allen
Shaw Brick
Fredericton, NB

Cory Clark
Marwood Ltd
Fredericton NB

Mathieu Hebert
Guardian Building Products
Distribution
Moncton NB

Mark Dill
Taiga Building Products
Halifax, NS

December 15, 2011

Dear Exhibitor:

We welcome you to our Annual Atlantic Building Materials Show in Moncton, New Brunswick.

PLEASE TAKE TIME TO READ THROUGH THIS PACKAGE AS SEVERAL IMPORTANT DEADLINES ARE APPROACHING!

This manual has been prepared to assist in the preparation of a successful show.

Ken Legault of Legault Decorating has been engaged by ABSDA to provide decorating services for this event. Legault Decorating is in a position to assist any of our exhibitors with booth accessories. Please contact their office at 506-857-3078. A Booth Accessory Order Form is available on the ABSDA Web Site.

If you have any questions with respect to this year's show, please contact the ABSDA office at (506) 858-0700 and we will assist you in your requirements.

From all of us at ABSDA, we extend best wishes for a very successful show.

Sincerely,

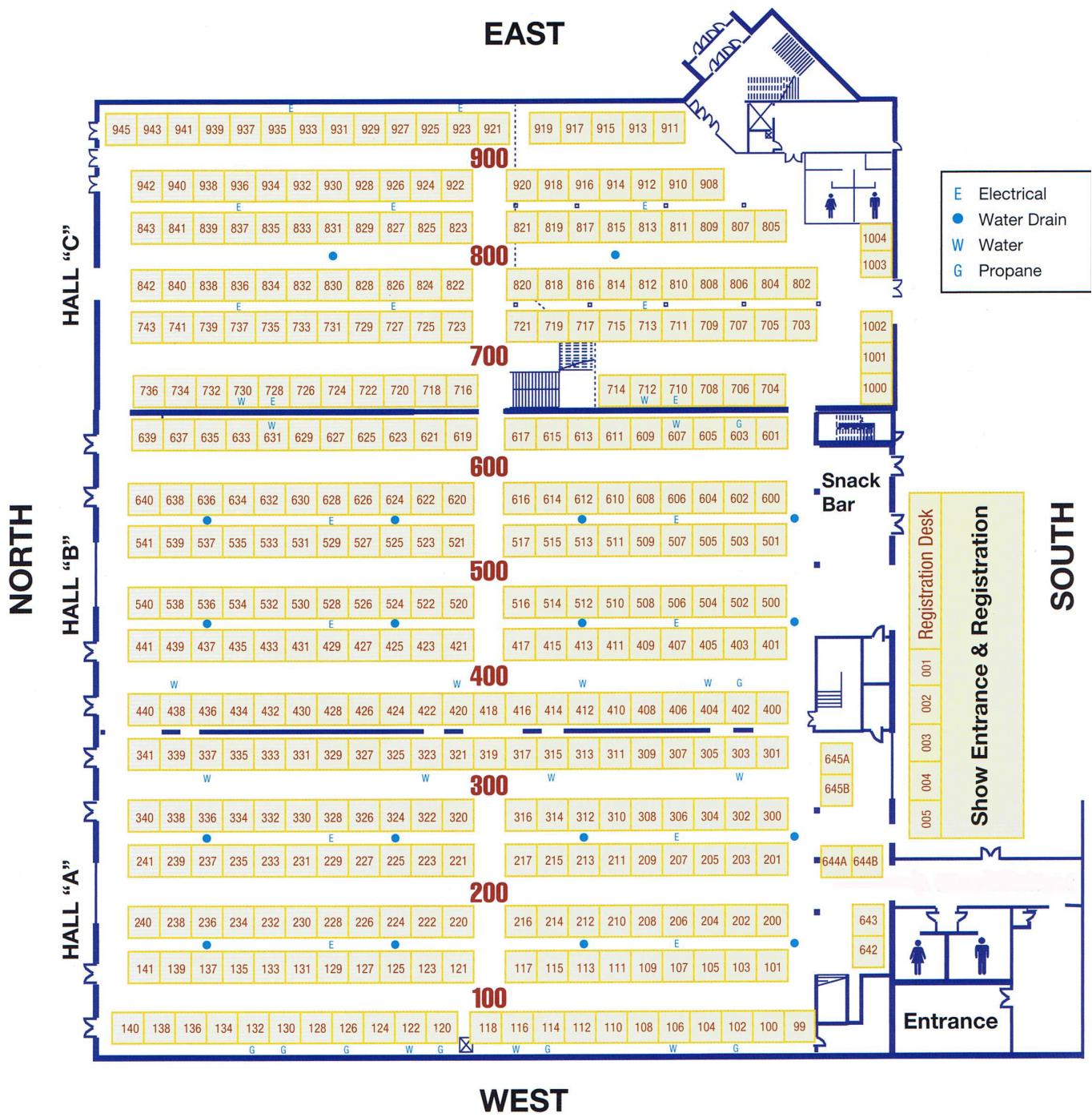
Don Sherwood, FCGA
President

DS/dmp

2012 Floor Plan

Atlantic Building Materials Show

Moncton Coliseum Complex





**ATLANTIC
BUILDING
MATERIALS
SHOW**



General Show Information

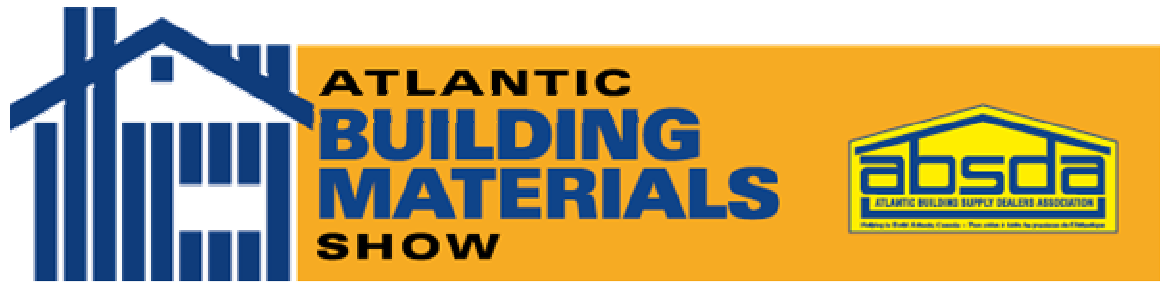
Show Dates & Times:	Thurs, Feb 23, 2012	8:30 a.m. – 5:00 p.m.
	Fri, Feb 24, 2012	8:30 a.m. – 5:00 p.m.
Move in Time:	Tues, Feb 21, 2012	8:00 a.m. – 7:00 p.m.
	Wed, Feb 22, 2012	8:00 a.m. – 3:00 p.m.

**All exhibits must be set up,
decorated & fully merchandised
no later than
3:00 p.m. - Wed, Feb 22, 2012**

Move Out Times:	Fri, Feb 24, 2012	6:00 p.m. – 9:00 p.m.
	Sat, Feb 25, 2012	8:00 a.m. – 1:00 p.m.

Show Function Schedule:

Weds, Feb 22, 2012	6:00 – 8:00 p.m.	<i>“Meet & Greet” – 25 Year Awards Delta Beausejour</i>
Thurs, Feb 23, 2012	6:30 - 10:30 p.m.	<i>“ABSDA Annual Dinner” Entertainment - “Trooper” Casino NB Convention Centre</i>
Fri, Feb 24, 2012	7:30 a.m.	<i>“ABSDA industry Breakfast” Exhibition Hall “C” Cafeteria Moncton Coliseum Complex</i>



**Moncton Coliseum Complex
Moncton, New Brunswick**

February 23 & 24, 2012

IMPORTANT ITEMS TO NOTE

- 1) Important Forms:**
- | | |
|------------------------------|--|
| Registration Form | Return immediately to ABSDA |
| New Product Form for Website | Return immediately to ABSDA |
| Booth Accessory Order Form | Return immediately to <u>Legault Decorating Ltd</u> |
- 2) Booth Rental Includes:** Draped backwall and side walls.
Booth cleaning on Wednesday & Thursday nights.
110 Volt (1500 Watt) Duplex Receptacle for each (10' x 10') space rented.
Listing in Show Directory.
Crate delivery from dock to booth location and storage.
- 3) Not Included in Rental:** Booth carpeting or hard surface flooring. **(Exhibitor must supply)**.
Chairs, tables, etc.
Company Identification Signs.

SHIPPING INSTRUCTIONS

All shipments of merchandise and display materials should be **prepaid** and consigned to: **Atlantic Building Supply Dealers Association, c/o Moncton Coliseum Complex, 377 Killam Drive, Moncton, NB, E1C 3T1** and routed to arrive on **Tuesday, Feb 21, 2012**. **Please note booth number on Bill of Lading & Freight Slips.** The organizers will assist in the moving of heavy equipment. The organizers will not be responsible for any loss or damage to exhibits or displays.

ABSDA will not accept any invoice or bill for any merchandise used in an exhibit. All Merchandise is the property of the exhibitor and must be removed from the complex at the end of the show.

Shipping tags are also enclosed for your convenience. ABSDA have completed transportation arrangements that will make it easier for you to move your show exhibit to the 2012 Atlantic Building Materials Show. You may call the show carrier numbers listed below:

Prior to moving your shipment, please call the show carrier in your area, for pricing:



TST Overland

Phone: 888-878-9229 Ext. 7033. – Kelly Miller
Fax:
Email: kmiller@tstoverland.com



Groupe Guilbault Ltee

Montreal Phone: 514-521-1131 – Roger Drouin
Fax: 450-641-2414
Email : rdrouin@groupeguilbault.com

Quebec Phone: 418-681-0575 – Bernard Paquet
Fax: 418-681-9198
Email: bpaquet@groupeguilbault.com



Armour Transportation Systems

Moncton Phone: 506-859-9359 – Troy Taylor
Fax: 506-853-4162
Email: ttaylor@armour.ca



TST Overland

Phone: 888-878-9229 Ext. 7033. – Tom Steel
Fax:
Email: tsteel@tstoverland.com

Roger LeBlanc or Norm Bourque may be contacted at Armour Transportation for details on any shipments

Phone: 506-857-0205 or 1-800-561-7987
Fax: 506-853-4162
Email: rogerl@armour.ca

MOVE-IN/MOVE-OUT

Exhibitors can commence set up on Tuesday at 8:00 a.m., Feb 21, 2012. **Exhibitors must have their booths fully set up, merchandised and decorated no later than 3:00 p.m., Wednesday, Feb 22, 2012.** The security guard at rear of complex will have master list of all exhibitors and will designate loading doors for each vehicle. Only vehicles with display merchandise will be allowed at loading area.

The move out period is 6:00 p.m. to 9:00 p.m., Friday, Feb 24, 2012. and 8:00 a.m. to 1:00 p.m. on Saturday, Feb 25, 2012. We recommend the use of the Show Carrier to ensure prompt pick-up of merchandise from the show.

BOOTH SPECIFICATIONS

All booths are ten feet (10' wide 10' deep). Curtain backdrops and rail type separating bars between booths will be provided free of charge. Company identification signs are the responsibility of individual exhibitors.

- **Height Limitations & Appearance:**

- Standard and prefabricated booths: Large equipment or structures shall be placed as close as possible to the rear of the booth in consideration of neighbouring exhibitors. **Due to varying ceiling heights in the exhibit areas, all booths more than 10 ft in height must be approved by the Show Committee.** Exhibitors must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on either side, (in-line booths). **Show organizers require that all booths must have carpeting or hard surface floor covering on the total floor area or their booth. This is the responsibility of the exhibitor. All exhibitors shall ensure that no obstacles, materials or coverings of any nature are placed over any aisle carpeting, or allowed to protrude into any aisle.**

Exhibitors wishing to hang signs from the building rafters or side walls must arrange installation through Legault Decorating.

- **Prefabricated Booths:**

- **Projection of side walls from rear of booth more than 4' high must allow 50% visibility at the sides of exhibit.** All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated. Show management reserves the right to refuse entry, or to have removed at the exhibitor's expense, any display which is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibit approved by show management prior to move-in.

BOOTH INFORMATION (continued)

- Staffing of Exhibits:
 - Exhibitors must maintain staff in their booths at all times during show hours.
- Booth Cleaning:
 - ABSDA will arrange for all booths to be vacuumed and dusted Wednesday, Feb 22 and Thursday, Feb 23.
- Subletting of Booths:
 - Under no circumstances shall an exhibitor sublet their booth without prior written consent of the 2012 Atlantic Building Materials Show Committee.
- Internet Service:
 - The Moncton Coliseum Complex now has wireless internet available at no cost to the exhibitor throughout the Moncton Coliseum Complex.
- Electrical Circuits:
 - Each booth will be provided with a "duplex" 110 volt (1500 watt) outlet. Any additional electrical requirements are the responsibility of the exhibitor, who shall notify the Show organizers in writing of their requirements. Charges for extra electrical requirements will be paid by the exhibitor.
- Late Arrival of Merchandise:
 - The Show Committee will not take responsibility for acceptance or delivery of late arriving courier shipments to the show.
- Storage of Crates:
 - Exhibitors are responsible for storing their own crates. However, the show committee, with the help of the Coliseum authorities, will provide space for this purpose. Any crates, cartons or other packing materials stored at any location other than in the spaces designated by the Show Committee or Coliseum authorities shall be removed at the expense of the exhibitor and shall be disposed of without liability or damages or otherwise by either the Show Committee or the Coliseum authorities to the exhibitor. ABSDA is not responsible for any loss or damage to stored crates.
- Show Contractor:
 - Rental of sundry items for exhibitor booth(s), such as tables, carpets, chairs, etc., is the responsibility of the exhibitor and can be arranged through ***Legault Decorating, 40 Osprey Road, Upper Coverdale, N.B. E1J 1T8, Phone: (506) 857-3078, Fax: (506) 857-3202***, or any contractor of your choice. Any inquiries should be made directly to your contractor.

GENERAL INFORMATION

- Exhibitor Parking:
 - Exhibitors are asked to park close to the rear of the parking lot. This will allow dealers attending the show (your customers) to park closer to the main entrance of the Moncton Coliseum Complex.

- Displays & Demos:
 - Display, demonstration and distribution of advertising material is not permitted outside of the confines of the booth space. Police your own booth(s) to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. **No displays are permitted outside the complex or in the parking lot without written authorization from ABSDA.**

- Concessions:
 - Exhibitors may not sell, serve or dispense any food or beverages in the booth space without prior written permission from the concession operator at the Moncton Coliseum Complex.

- Objectionable Conduct:
 - Show Management reserves the right to reject, prohibit or remove exhibits or any part thereof, and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants or management.

- Mechanical Conveyances:
 - Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles. The only exception to this will apply to the use of handicapped persons visiting the show.

- Safety Policy:
 - Exhibitors demonstrating operating equipment must provide every precaution for the safety of their operators, show delegates and exhibit personnel. Waste materials must be removed and placed in bins for safe removal from the building.

GENERAL INFORMATION (continued)

- St John Ambulance:
 - There will be a first aid room available from Tuesday, Feb 21 to Friday, Feb 24. It will be staffed with qualified representatives, trained to handle emergency first aid.
- Insurance:
 - Neither Atlantic Building Supply Dealers Association nor the Moncton Coliseum will be responsible for damage, theft, or personal injury howsoever caused nor for goods sent to the Moncton Coliseum or hotel before or remaining after the exhibit nor while in transit to or from the exhibit, or during the show.
- Idemnity:
 - The exhibitors shall be solely responsible for and answerable in damages for all acts or omissions due to or caused by any person at any time while the exhibitor is in occupation of the assigned booth(s) or any portion thereof, and shall indemnify the Association, its officers, servants, agents or anyone for whose actions or defaults the Association would be responsible for all claims or losses arising from or in connection with such acts or omissions.
- Alcoholic Beverages:
 - No alcoholic beverages of any kind shall be consumed, stored or offered at or from any booth during the entire duration of the show.
- Smoking Policy:
 - The City of Moncton Smoking By-Law provides for a **SMOKE-FREE** environment.
- Trailer Parking:
 - All empty trailers must be parked at the **rear** of the coliseum parking lot.

BADGING & SHOW REGISTRATION

- Show Badges & Function Tickets:
 - Exhibitors are responsible to register all exhibitor staff and to provide proper identification badges which must be worn at all times during show hours. **All booth staff, including any supplier assistance in the booth should be pre-registered.**
 - For your convenience, please complete the registration form, which is included in this manual. Return it to the ABSDA office at your earliest opportunity. **Your badges and function tickets will be ready for you and your staff at the Registration Desk in the Coliseum Building on Wednesday, Feb 22.**

- Badge Recycling:
 - In consideration of the environment, at the end of the show all delegates are asked to deposit their name badges in the bin located at the registration desk.

- Registration Desk:
 - The Registration Desk and the show entrance are located in Exhibition Hall A. **Exhibitor Registration hours - Wed. Feb 22, 10:00 am – 3:00 pm.**
Show Registration hours - Thurs. Feb 23 & Fri. Feb. 24, 8:00 a.m. – 5:00 pm.

- Show Admission Policy:
 - Show is open to Building Supply Retailers, Hardware Retailers and Home Décor Stores. **NO PUBLIC, NO CONTRACTORS AND NO INSTALLERS.**

- Show Security:
 - All persons entering the show during exhibit days must wear a badge. Show exhibit areas should be cleared within 15 minutes of closing on exhibit days. On move-in/out days, all exhibit areas must be cleared by the times outlined on the General Information page.
 - The Association will provide Security Guards who will be on duty from 5:00 p.m. Tuesday, Feb 21, to 8:00 a.m. Friday, Feb 24; however, exhibitors are responsible to protect their own goods. During move-out, all goods should be packed and properly labelled, with bills of lading. **Goods must be picked up no later than 1:00 p.m. on Saturday, Feb 25, 2012.**

- Show Specials:
 - In order to maintain the integrity of the Atlantic Building Materials Show, Show Management must insist that participating exhibitors who offer “Show Specials” have them available for only the two days of the show and to retailers in attendance only. “Show Specials” can be sent out, but without pricing, prior to the show opening. These rules will be closely monitored by the Show Committee, the retailers and exhibitors. Immediate remedial action, if necessary in the opinion of show management, will be taken for any reported infractions.

- Booth Tear Down:

- The Atlantic Building Materials Show is a two day show – February 23 & 24, 2012. All booths must remain completely set up and decorated until the Show officially closes at 5:00 pm, Friday, February 24th. Early tear down is strictly prohibited. The dismantling of any booth affects the integrity of the Show, disrupts the consistency of the exhibit halls and detracts from neighbouring booths. Exhibitors must plan to have their booth operational at all times during exhibit hall hours. Hours are clearly stated in all materials – please make travel plans accordingly.

Any additional information may be obtained from the show organizers:

Atlantic Building Supply Dealers Association

70 Englehart Street, Dieppe, N B E1A 8H3

Phone: (506) 858-0700, Fax: (506) 859-0064, Email: absda@nb.aibn.com , Website: www.absda.ca

The information contained in this package reflects general move-in instructions and show regulations. The 2012 space application and contract contains the complete rules and regulations for the 2012 Atlantic Building Materials Show.