



Plan Your ACE 2026

Welcome to the **2026 Atlantic Convenience Expo (ACE)!**

We're thrilled to have you join us for another exciting year of connection, collaboration, and growth.

This year's show takes place on the Convention Level of the Halifax Convention Centre, where Atlantic Canada's convenience and fuel retail professionals come together to *Ignite What's Next!*

Inside this manual, you'll find everything you need to plan a smooth and successful show: setup details, booth guidelines, deadlines, and order forms. Please review it carefully and share it with your team. Staying on top of these details will ensure a seamless experience.

If you have any questions, ideas, or requests, we're here to help, reach us anytime at **hind@hammoudconsulting.ca** or **902 877-8132**.

Thank you again for being part of ACE 2026. We can't wait to see your creativity shine on the show floor!

Warm regards,

Hind Hammoud

Show Manager and Events Director

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GENERAL INFORMATION

SHOW LOCATION

Halifax Convention Centre
Hall C1 & C2
1650 Argyle St.
Halifax, Nova Scotia
B3J 0E6

EXPO DATES & TIME

Tuesday, April 14, 2026 | 10:00 AM – 4:00 PM

EXHIBITOR MOVE-IN & SETUP

Monday, April 13, 2026 | 12:00 PM – 5:00 PM

Tuesday, April 14, 2026 | 7:00 AM – 10:00 AM

EXHIBITOR MOVE-OUT

Tuesday, April 14, 2026 | 4:00 PM – 7:00 PM

PRODUCED BY

Hammoud Consulting
103-287, Suite 405
Lacewood Dr.
Halifax NS
B3M 3Y7

EVENT COORDINATOR

Hind Hammoud
Tel: 902-877-8132
Email: hind@hammoudconsulting.ca

EXHIBITOR CHECKLIST

This checklist is to remind you of important forms and deadlines for The ACE Show. Please take note of the due dates to help better your experience with exhibiting at this show.

FORM	DEADLINE	
Hotel	March. 14, 2026	
Payment Form	March 31, 2026	
Advanced Ordering Deadline	March 31, 2026	
Tables, Seating, Drape, Hardware	March 31, 2026	
Audio Visual	March 31, 2026	
Wired Internet	April 7th, 2026	
Hardwall Displays	March 31, 2026	
Food Sampling / Permit	March 31, 2026	
Accessories, Potable Displays & Counters	March 28,, 2026	
Carpet, Plastic, Padding & Booth Cleaning	March 31, 2026	
Electrical	March 31, 2026	
Signage (Show Signs & Custom Booth Graphics)	March 23, 2026	
Display Installation & Dismantle	March 31, 2026	
Exhibitor Badges	March 31, 2026	
Lead Retrieval	March 31, 2026	
Plan for Advanced Shipments to Arrive be	March 10- April 7, 2026	
Travel Arrangements Made	March 13, 2026	
Final Payment Due	Feb 28th, 2026	

SHOW DECORATOR (TO ORDER TABLES, CHAIRS ACCESSORIES, ETC.)

PRE-SHOW BOOKING DEADLINE: March, 31st 2026

As part of our commitment to making your exhibit space both attractive and functional, ACE 2025 includes several essential items for your convenience.

Each 10' wide x 10' deep exhibitor booth space consists of the following:

- 8' high draped back wall and 3' high draped sidewalls.
- One (1) 6' skirted table.
- Two (2) chairs.
- *The Trade Show floor is carpeted. Refer to the Carpet Order Form should you still wish to rent carpet for your booth.

SHOW COLOURS

Booth Drapes - Black

Hall Carpet - Multicoloured

For exhibitors who require additional tables, chairs, or other booth supplies, we offer convenient rental options through Global Convention Services. To explore and place your rental order, please refer to the link below.

GLOBAL CONVENTION SERVICES

Tel: 902-425-1400

Fax: 902-423-4129

Email: info@globalconvention.ca

- [Furniture & Accessories Order Forms](#)

- [Payment Forms](#)

- [Exhibitor Toolkit](#)

MOVE-IN INSTRUCTIONS

EXHIBITOR MOVE-IN & SETUP

Move-In:

Monday, April 13, 2026 | 12:00 PM – 5:00 PM

Tuesday, April 14, 2026 | 7:00 AM – 10:00 AM

For a smooth and efficient experience at ACE 2026, please follow these guidelines:

- All exhibitor materials must be delivered via the **designated bay doors on Market St.** The **Global team** will be onsite to assist, please provide your **company name and booth number**, and they'll deliver your items directly to your booth for setup.
- **Badge Pickup** – Exhibitor badges available for pickup at the registration desk on Monday, April 13th, from 12:00 PM to 5:00 PM.
Note: Badges are required for access to the show floor outside of official show hours.
- **Assistance:** Our onsite staff will be available to guide you to your booth and assist with registration if necessary.
- **Set-Up Deadline:** All booths must be ready by 10:00 am on Tuesday; Setup is *not* permitted during show hours.
- **Age Restrictions:** Children under 19 are not allowed in exhibit area during setup or tear-down

MOVE-OUT INSTRUCTIONS

MOVE-OUT DATE & TIME

Tuesday, April 14, 2026 | 4:00 PM – 7:00 PM

Please take note of the following guidelines for move-out at ACE 2026:

Commencement of Move-Out: Move-out procedures will commence as soon as the event has concluded, and the aisles are clear. If you have the means to hand-carry your supplies to your vehicle, we strongly encourage you to do so for a smoother process.

Material Removal Deadline: All materials must be completely removed by 4:00 pm. Items left on the show floor beyond the move-out time will be removed forcibly. Show Management reserves the right to reroute shipments that carriers do not pick up or refuse. In such cases, any related charges will be the responsibility of the exhibitor.

Carrier Arrangements: Exhibitors are responsible for arranging their chosen carrier for freight pick-up at the show site (Halifax Convention Centre) or Global's warehouse. Global offers delivery services for pre-show and post-show freight between their warehouse and the Halifax Convention Centre. Please refer to the exhibitor kit for the specified date and time for freight removal. Freight left beyond this deadline will be considered abandoned and transferred from the Halifax Convention Centre to the Global warehouse. Charges for these services are applicable as outlined in the exhibitor kit's material handling fees.

EXHIBITOR PARKING

There are underground parking garages beneath the Halifax Convention Centre and the Nova Centre.

LOADING DOCKS

LOADING DOCKS / ACCESS PROCEDURES

The Halifax Convention Centre loading dock area is located on Market Street in downtown Halifax and consists of three (3) docks with the following details:

Dock 3: Accommodates up to a 5 tonne truck and is equipped with a scissor lift.

Dock 4: 2 bays, each accommodating up to a 14' cube van with direct access to the freight elevator for ground loading.

Dock 5: 2 bays, each accommodating up to a 53" trailer, and is equipped with dock leveller.

Loading dock areas are for temporary pick-up and delivery only. Parking is prohibited. Please confirm availability of individual docks with your event manager during the planning phase of your event, as these areas are shared for other deliveries and events. Please advise your event manager of all freight delivery schedules and changes. Changes made to schedules within 48 hours may result in additional labour charges.

DOCKING BAY MAP



ARRIVAL INSTRUCTIONS:

- Arrive at Market Street
- Announce arrival at driver door intercom
- A bay will be assigned, caution bay doors open outwards
- Wait for instruction before approaching
- Dock manager will direct you into the bay

DOCK 3 - 5 tonne truck, scissor lift

4 - 2 bays, each accommodating a 14' cube van, direct access to freight elevator

5 - 2 bays, each accommodating a 53' trailer, dock leveller

Note: Temporary pickup and delivery only. Parking is prohibited.

LEGEND

- 3 Dock 3
- 4 Dock 4
- 5 Dock 5
- Driver Door Intercom
- H Hotel Docking Bay

HAND-CARRY ENTRANCE

Exhibitors may use the Argyle Street, Grafton Street, or parking entrances to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include: boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage racks. The following items are not considered hand-carry items: two (2) wheel dolly loads, hotel bellhop carts, boxes or crates requiring two (2) people to carry. Items of this nature must be brought into the facility via the Market Street loading dock entrance. We secure the public entrances and loading docks at the end of the event activities each day. Please discuss overnight access, if required, with your event manager, who will identify the best entrance(s) for you to use, and coordinate with our security and loading dock departments.

VEHICLES ON SHOW FLOOR

Vehicle spotting charges apply to all vehicles entering the Halifax Convention Centre. Please adhere to the established arrival and departure schedules and procedures set by Global Convention Services. To arrange an arrival time for displaying a vehicle, kindly get in touch with Global Convention Services.

GLOBAL CONVENTION SERVICES

Tel: 1-902-425-1400

Email: info@globalconvention.ca

Exhibitors must provide a set of keys, the contact name, and phone number of the Person responsible to remove the vehicle(s) to Show Management. Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

All vehicles must be washed and cleaned before arriving at the facility.

In addition to arranging your vehicle's display, there are some requirements you should be aware of:

- 1. Exact Weight and Measurements:** Please provide the precise weight and measurements of the vehicle, and include a diagram if possible. This helps prevent floor load bearing issues.
- 2. Insurance Coverage:** Ensure you have copies of insurance coverage in case of loss, damage, theft, or fire. The Halifax Convention Centre will not be held accountable for such incidents.
- 3. Vehicle Precautions:** For vehicles, it's essential to disconnect the battery while on static display, and gas caps should be locked or protected from tampering. If the gas fill opening can only be accessed from the inside, locking the vehicle doors is sufficient.
- 4. Fluid Management:** While on static display, vehicles must have an oil/fluid pan to collect any leaking fluids, protecting the show floor surface. This pan should be regularly monitored and cleaned. To further prevent damage, please provide sheets of plastic to be placed underneath vehicles. Studded tires are not permitted.
- 5. Coordinate Move-In and Move-Out:** Vehicle move-in and move-out times should be coordinated with your event manager and trade show services provider.

SHIPPING & DELIVERIES TO THE SHOW

SHIPPING DIRECT TO SHOW: Monday, April, 13th, 2026

Direct to site shipments to arrive during scheduled exhibitor move in times only!
SHIPPING LABELS - Material Handling Form ON NEXT PAGE

To ensure a seamless shipping experience at ACE 2026, please consider the following important guidelines:

Material Handling Form Submission: Your Material Handling Form must be submitted at least 14 days prior to the show for advance shipments. Please be aware that the facility will NOT accept shipments before the official Show move-in date and time. Shipments received prior to this date may risk refusal by the facility or redirection to Global Convention Services Advance Warehouse. Any associated fees will be charged back to the exhibitor.

Clear Labelling: All shipments must be clearly marked with the number of pieces, the shipping address, the show name (ACE 2025), your company name, and your booth number. Additionally, if your shipment includes multiple pieces on a skid, each piece should have a shipping label in case it gets removed from the skid by your freight carrier.

Billing Efficiency: Billing is based on a per shipment received. To avoid additional fees, we recommend shipping all your freight together when possible.

International Shipping: For international shipping, please note that customs paperwork and any associated charges are the sole responsibility of the exhibitor.

Handling Requests: If you require direct-to-site material handling services, it's imperative to notify Global Convention Services in advance. Their services include the efficient handling of exhibitor freight from facility receiving doors, delivery to your booth, removal of empty containers, and the reloading of shipments from your booth onto the designated outbound carrier.

Note About Services: Please be aware that Global Convention Services does not offer shipping, customs, or brokerage services. Their focus is on efficient material handling for your convenience.

For the most cost-effective and hassle-free shipping experience, we recommend arranging delivery during move-in hours with our Official Show Carrier:

GLOBAL CONVENTION SERVICES

Tel: 1-902-425-1400

Email: info@globalconvention.ca

ADDRESS SHIPPING TO

Company Name Booth Number
Atlantic Convenience Expo 2024
Halifax Convention Centre
Hall C1 & C2A
1650 Argyle St.
Halifax, Nova Scotia
B3J 0E6

Complete & submit the Material Handling form to order show site material handling service.

- [Material Handling Form](#)
- [Direct To Show Shipping Labels](#)

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive onsite during scheduled move in time only !!!

Monday,

April. 13th, 2026

12:00PM - 5:00PM

To: GLOBAL CONVENTION SERVICES
% Halifax Convention Centre
1650 Argyle Street
Market Street Loading Door
Halifax, NS, B3J 2B5

Show: Atlantic Convenience Expo

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive onsite during scheduled move in time only !!!

Monday,

April 13th, 2026

12:00PM - 5:00PM

To: GLOBAL CONVENTION SERVICES
% Halifax Convention Centre
1650 Argyle Street
Market Street Loading Door
Halifax, NS, B3J 2B5

Show: Atlantic Convenience Expo

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

ADVANCED WAREHOUSE SHIPPING

For your convenience, please adhere to the following guidelines regarding advanced warehouse shipping for ACE 2025:

Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.

Scheduled Delivery Dates: Shipments are expected to arrive during the scheduled delivery dates provided, within the regular business hours of 9:00 am to 4:00 pm, from Monday to Friday. Additional material handling and delivery charges will apply to shipments received before or after the selected dates.

Comprehensive Service: This service includes the secure storage of freight during the specified dates, delivery of materials to your booth, removal, and return of empty containers, as well as the reloading of your shipment.

Important Notice for Unauthorized Shipments:

Please note that shipments arriving at the Halifax Convention Centre without prior authorization from Global Convention Services or the Halifax Convention Centre will either be refused or redirected at the exhibitor's expense. To prevent any disruptions or additional charges, we kindly request your compliance with this policy.

Clear Labelling: Please label your shipments clearly for efficient handling.

Requesting a quote:

To request a quote for your advanced warehouse shipping needs, please complete the order form below and email it to Global Convention Services. They will assist you in ensuring a smooth shipping experience.

Shipping inquiries must be finalized 8 days prior to show move in date.

Complete & submit Material Handling Form to order show site material handling service.

[- Advanced Shipping Material Handling Form](#)

[-Advanced Shipping Labels](#)

ADVANCED SHIPPING LABELS

USE THESE LABELS FOR SHIPPING ADVANCED WAREHOUSE
Complete & submit Material Handling form to order show site material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)	March 10, 2026 TO April 7, 2026
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To: GLOBAL CONVENTION SERVICES
% 120 Crane Lake Drive
Beechville/Halifax,
NS B3S 1B4

Show: **Atlantic Convenience Expo 2026**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING ADVANCED WAREHOUSE
Complete & submit Material Handling form to order show site material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)	March 10, 2026 TO April 7, 2026
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To: GLOBAL CONVENTION SERVICES
% 120 Crane Lake Drive
Beechville/Halifax,
NS B3S 1B4

Show: **Atlantic Convenience Expo 2026**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

BOOTH INSTALLATION & DISMANTLING

PRE-SHOW BOOKING DEADLINE: *March, 31st 2026*

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

Should you require assistance setting up or dismantling your booth or with ordering or hanging banner signs, please submit the below forms to:

GLOBAL CONVENTION SERVICES

Tel: 902-425-1400

Fax: 902-423-4129

Email: info@globalconvention.ca

- [Display and Installation Pricing](#)

- [Sign and Banner Hanging](#)

- [Payment Forms](#)

SHOW GUIDE AD & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Additional ad space is available in our Show Guides that are distributed to attendees. Please note, Sponsorship recognition includes show guide space, on-site signage, & online presence. Artwork to be submitted by March 10th, 2026.



Be Seen. Be Remembered. Be ACE.

Your presence on the show floor is just the beginning, make sure your brand is top of mind before, during, and after ACE 2026.

The **Official ACE Show Guide** is the ultimate connection tool for exhibitors and attendees — their roadmap for planning, navigating, and following up after the show. This is where buyers look first when deciding who to visit, what to see, and who to contact after the event.

Why advertise?

- ✓ Reach retailers before they walk the floor
- ✓ Stay visible in the hands of every attendee
- ✓ Extend your impact long after show day ends

A digital edition of the guide will be sent to all exhibitors, registered attendees, and sponsors, and shared widely online for those unable to attend in person.

Advertising space is exclusive to ACE sponsors and exhibitors and very limited.

Lock in your spot today and make your brand impossible to miss.

FULL PAGE

8"W x 10.875"H
8.25 x 11.125 bleed
7" x 10 live text area

\$1200

1/2 PAGE

7"W x 5"H

\$750

1/4 PAGE

4.25" W x 5" H

\$400

Artwork: PDF file type, CMYK color, 300dpi

To secure your show guide please contact:

Hind (Show Director)
hind@hammoudconsulting.ca
902-877-8132

Submit to: Hind@hammoudconsulting.ca

Key Dates:

Digital Show Guide distribution on Wed. **April 7th, 2026**

Ad space must be reserved by Mon, **March 3rd, 2026**

Artwork must be submitted by Tues. **March 10th, 2026**

Please note: Sponsorships and show guide advertising are only accepted from exhibiting companies.

For more information, contact: Hind Hammoud (hind@hammoudconsulting.ca)

ELECTRICAL

PRE-SHOW BOOKING DEADLINE: April 9th, 2026

Electrical is not supplied to your booth. If you require an electrical hookup, please order through the Global service link below:

[Electrical pricing](#)

- [Payment Forms](#)

WIRED INTERNET

PRE-SHOW BOOKING DEADLINE: April 7th, 2026

Please note that the trade show floor at this venue offers free Wi-Fi.

Wi-Fi access will be provided by the show management. If your booth requires a wired Internet connection, you can easily place an order through your exhibitor link below.

- [Wired Internet Pricing](#)

- [Payment Forms](#)

AUDIO / VISUAL

PRE-SHOW BOOKING DEADLINE April 9th, 2026

If you require audiovisual equipment in your booth, please send the completed order form to:

ENCORE GLOBAL

AUDIO VISUAL SUPPLIER

Orders received after the pre-show booking deadline may be subject to additional charges.

- [Audio Visual Order Form](#)

David Smith

Sales Manager

Tel: 902-220-7042

Email: david.smith3@encoreglobal.com

INSURANCE

TRANSPORTATION INSURANCE

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

LIABILITY

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

HOTEL

PRE-SHOW BOOKING DEADLINE: March 13, 2026

Official Host Hotel

The Sutton Place Hotel Halifax

1700 Grafton Street
Halifax, NS B3J 2C4
Phone: (902) 932-7548

ACE 2026 Exhibitor Rate: \$215 per night

Hotel Amenities:

- Complimentary Wi-Fi in all guestrooms
- 24-hour access to the fitness centre and business centre
- Group rates extended up to 3 days before and after the event (based on availability)

How to Book:

Reserve your room online using the group booking link below:

👉 [Group Booking Link](#)

Web Group Code: 2604ACE

Or call **1-902-932-7548** or **1-888-378-8866** and provide the reservation agent with the group code **"2604ACE."**

Booking Deadline:

The group rate is available until **Friday, March 13, 2026.**

After this date, rooms will be subject to availability and standard rates may apply

For more information, Contact:

Jill Bustin | Reservations Manager

THE SUTTON PLACE HOTEL HALIFAX

1700 Grafton Street | Halifax NS | B3J 2C4
Direct 902 932 7538

ONLINE EXHIBITOR PORTAL

PheedLoop is the official online private exhibitor portal for our event. Show management will send out invitations to all exhibitors with access details.

Once logged in, please update your company profile and booth staff information. Your exhibitor portal serves as the central hub for managing your profile, team, and overall event strategy. The information you provide will seamlessly integrate into key event features such as lead retrieval, website updates, badge creation, and more.

To ensure a smooth experience, we kindly request that you submit your booth staff details by **March 13th**. This deadline will ensure that their badges are prepared and ready for the show days. You can enter this information under the **"Managers and Tickets"** tab within your portal.

EXHIBITOR BADGES

PRE-SHOW BOOKING DEADLINE: March, 31st 2026

All exhibit staff must wear a name badge in order to gain access to the Exhibit Hall. Please register all of your booth staff using the Private Exhibitor Portal link. Exhibitors will be able to add, edit and manage event staff using the exhibitor dashboard. Badges will be available for pickup at the Show Registration Counter during move-in.

**If you cannot find that email, please email Hind,
Hind@hammoudconsulting.ca**

Exhibitors are provided with up to a maximum of 6 personalized name badges based on the size of your booth.

- **10 x 10 booth:** 3 booth staff
- **10 x 20 booth:** 5 booth staff
- **300 ft or larger:** 6 booth staff

ONLINE ORDERING INSTRUCTIONS

Global Convention Services is the primary exhibitor provider for the Atlantic Convenience Expo (ACE), offering a wide range of services to enhance your booth experience. You can conveniently order booth furnishings and display items, arrange advance warehouse and onsite material handling and more through their user-friendly online platform.

You will receive a Welcome email from Global Convention Services with instructions on how to create a secure account on their online portal using your email address and creating a unique-to-you password. By creating your own account, you will have access to any future events you might be attending and access to past orders placed.

Please note, only the contact and contact email of the individual who booked booth space will have immediate access to create an account. Other contacts within your organization, wishing to create an account, will need to contact Global Convention Services, Exhibitor Services Department, to be added to list of contacts for your company and will then be sent a temporary password to create an account.

MOBILE LEAD CAPTURE

PRE-SHOW BOOKING DEADLINE: *April 7th, 2026*

Price \$150 per Booth. (After PRE SHOW DEADLINE PRICE \$200)

Exhibitor lead retrieval is one of the most effective ways to track and manage attendees who visit their booth. This feature is available through the Exhibitor portal for a fee. Once unlocked, exhibitors and their booth staff will have the ability to scan attendee QR code enabled badges with their mobile device and capture leads in real-time. Key contact information for your leads will be made instantly available through the private online exhibitor portal.

For more information on this and how to purchase, please contact Hind at Hind@hammoudconsulting.ca or 902 877-8132.

FOOD SAMPLING

If you are planning to prepare your food or beverage samples **onsite**, please be aware that you will need approval from both the facility and the city. This applies to those who will be preparing their samples at the venue.

Maximum serving sizes include: 3 oz for beer, 2 oz for wine, ¼ oz for spirits and 1 oz for food.

Sampling details must be provided to the venue before/on March 12th for final approval. Details required include: a picture of the product being sampled, ingredients listing, serving size, and documentation to support that samples meet all provincial food safety regulations. Exhibitors are to provide their own equipment suitable for serving their products, and fees will apply should equipment or other items be required. The Halifax Convention Centre is unable to store any product samples.

Please email your request for authorization to:

HALIFAX CONVENTION CENTRE

Stacey McLaughlin

Tel: 902-499-5851

Email: stacey@halifaxconventioncentre.com

Please complete the below “Temporary Food Permit” and return it to:

NOVA SCOTIA FOOD PROTECTION & ENFORCEMENT

Tel: 1-855-893-5309 or 902-893-5311

Fax: 902-896-2381

Please ensure you are complying with the province’s Guidelines listed below.

Please send a copy of your completed form / authorization to
hind@hammoudconsulting.ca.

- [Temporary Food Permit](#)

- [Food Service Guidelines](#)

RULES & REGULATIONS

BOOTH DISPLAY & RESTRICTIONS

Diagram #1: Sample of the drape provided for your booth

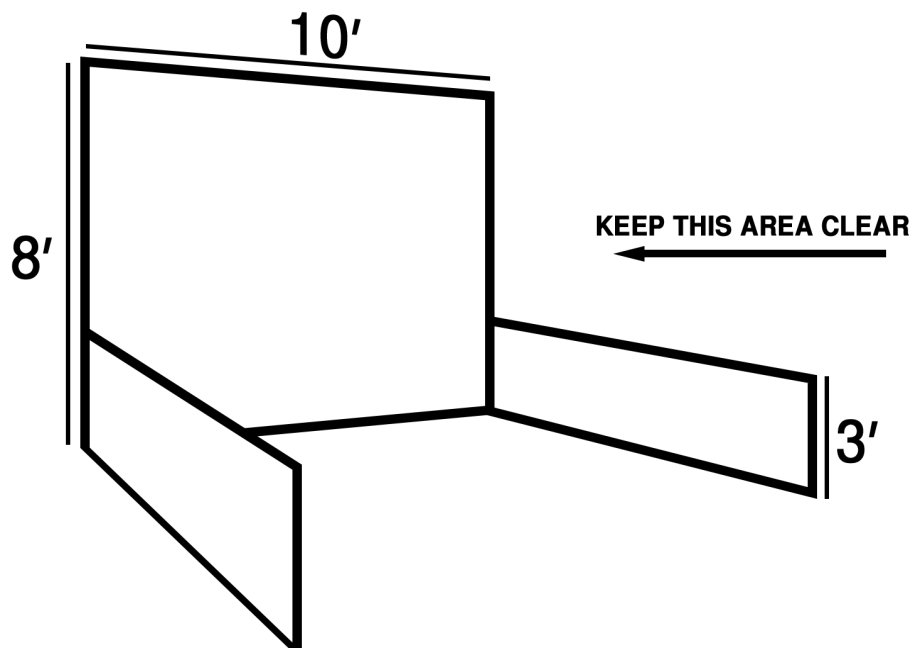
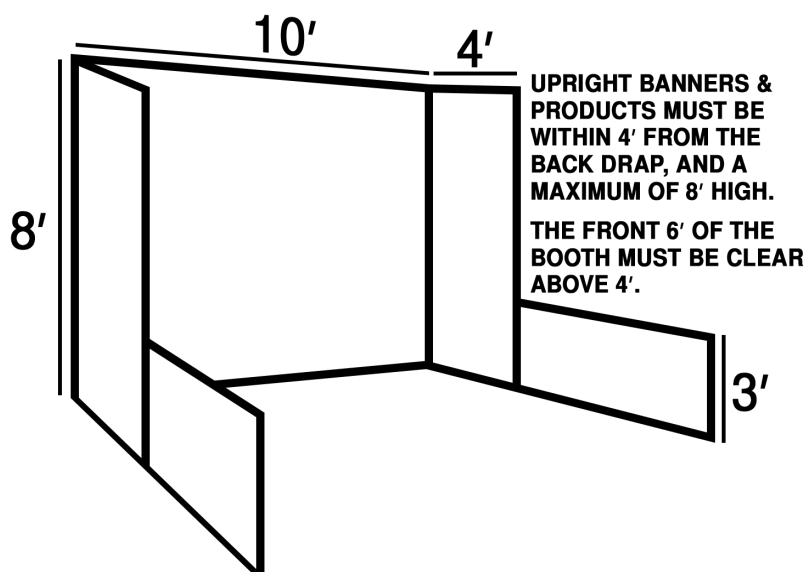


Diagram #2: Sample of display allowance



- Diagram #1 shows the drapes that are provided as a part of your booth cost.

- Diagram #2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels, 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Hind Hammoud (hind@hammoudconsulting.ca)

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

SIGNAGE

No signage or material may be extended above the 8 ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

TAPE (FLOOR, WALL, AND CARPET DAMAGE)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape, there will be a charge for tape removal. Here are the models of two-faced tapes that are authorised by the facility:

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

RESTRICTIONS FOR BOOTH INSTALLATION

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

DEMONSTRATIONS/DISTRIBUTIONS

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audiovisual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

FIRE REGULATIONS

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displayed or exhibited materials must be fireproof to conform to Federal, Provincial, and City Fire Laws.

ACE Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information regarding the Fire Code, please contact Hind Hammoud, hind@hammoudconsulting.ca, 902-877-8132

- [Fire Regulations](#)

ANIMALS IN THE SHOW

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Hind Hammoud (hind@hammoudconsulting.ca or 902-877-8132) regarding the necessary forms.

HELIUM BALLOONS are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Hind Hammoud (hind@hammoudconsulting.ca) if you wish to use helium balloons in your display.

MECHANICAL CONVEYANCES

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

NON-COMPLIANCE

ACE Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management, and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit

HOW TO WORK A BOOTH

MAKE A DIFFERENCE

Make an impression by changing their emotional state to a positive one. Change their mind (If they know how your products can help benefit into their business)

ATTRACT

Be proactive and visibly engage with people. Pay attention to them in order to attract attention. Move their attention towards interest in you and your product

GENERATE LEADS

Pre-qualify them by listening to them and see how your business can offer solutions to their needs. Work and collaborate with the surrounding exhibits. Lead people who are unsuitable for your business to others that fit their needs (you helping them may result in them helping you) It's about quality not quantity Inform while also entertaining (by entertaining them, people would be more open to what you have to say about your products + services). Have giveaways (pens, mugs, magnets etc.) but use them as a memory hook, a thank you for giving you their time.

CREATE SELLING OPPORTUNITIES

Use your environment to schedule a meeting or sales call with them right there on the spot. Ensure they have "opted-in" to your mailing list. Have a call to action and deliver information personally.

MORE INFORMATION

Hind Hammoud

Director of show events

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OFFICIAL SHOW DECORATOR

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Event Manager

Halifax Convention Centre

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PRODUCED BY

Hammoud Consulting

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