

# 2025 Atlantic Insurance Brokers Convention Exhibitor Package



# EXHIBITOR PACKAGE

To maximize your experience, we invite you to review the information contained in this package. If you require additional information on any aspect of the tradeshow, please reach out to our tradeshow volunteer **Lindsey Graham**, [lgraham@caldwellroach.com](mailto:lgraham@caldwellroach.com).



## HOST VENUE

We are delighted to host our convention at the

**Halifax Marriott Harbourfront Hotel - 1919 Upper Water St, Halifax, NS B3J 3J5**

Please be advised that accommodations are not included with any convention registrations.

Also, due to this events popularity, we recommend exhibitors contact the hotel directly to book rooms within our block or visit [www.brokersconvention.ca](http://www.brokersconvention.ca) for a list of nearby locations.

# BOOTH DETAILS

Each booth is set for 8' deep x 10' wide size displays and include:

- 1 - 8' High Backwall & 3' High Sidewall Drape
- 1 - 6' Skirted Table
- 2 - Chairs
- Option for electricity

**Please note that we do not have the ability to offer double booths.**

Booths are available on a ***first-come-first-served basis with an online registration*** and space assignments are at the sole discretion of the organizing committee for the event. Sponsor commitments are honored first and the organizing committee reserves the right to reassign, relocate or cancel exhibit space as required in order to provide the best possible distribution of exhibits to accommodate any venue requirements. All exhibitors must submit a **Certificate of Insurance** before they receive final approval.

Employees must be affiliated with the exhibiting company and all booths must have staff present during exhibit hours.



# OFFICIAL SERVICES SUPPLIER

## EXHIBITOR SERVICES:

Exhibitors will be sent information from **Global Convention Services** to arrange for power and any additional requirements for AV, furniture, and accessories.

## SHIPPING & MATERIAL HANDLING:

To expedite the move-in process we highly recommend sending all materials to the Global Advance Warehouse.

Advance shipments should arrive between **September 11 and October 2, 2025.**

**Freight sent to the venue in advance runs the risk of having it refused or redirected to the Global Advance Warehouse with fees billed to exhibitor.**





# TRADESHOW SCHEDULE

This year the tradeshow has been switched to Day 2 of the event, October 9 to allow for greater exposure. We anticipate 400 - 500 delegates over the course of the entire convention.

The tradeshow will open at 11:00 am and there will be a strolling lunch offered to delegates to visit with all of the booths.

**Exhibiter Move In**  
**Exhibitor Tear Down**

Thursday, October 9, 2025  
Thursday, October 9, 2025

8:00 am - 10:30 am  
5:00 pm - 6:00 pm

Exhibitors must wear

**NAMETAGS**

to participate in convention activities and when working the tradeshow



# ON SITE

## CHECK IN

Prior to setting up your booth you must register with a committee member onsite to receive a packet of information outlining any changes or additions to the schedule, as well as onsite contacts and amenities.

## MEALS/NUTRITION BREAKS

Exhibitors will receive access to a continental breakfast and lunch on Thursday, October 9, 2025.

### Convention App

ALL registered delegates can download the convention app to track sessions, receive updates and communicate with other delegates

## IMPORTANT

Exhibitors are asked to provide a **prize** to be drawn for at their booth.

- *If the winner is not present during the draw, it is the responsibility of the exhibitor to contact the recipient and ensure they receive the prize within two weeks of the event.*
- *All contests MUST produce a winner.*

Exhibitors wishing to provide **food or beverages** on site during tradeshow hours must receive permission from the hotel in advance of the event.

### For information contact:

**Jaime Minichiello | Event Manager** | P:902-428-7851 |  
Halifax Marriott Harbourfront | 1919 Upper Water  
Street, Halifax, NS, B3J 3J5 |  
[jaime.minichiello@marriott.com](mailto:jaime.minichiello@marriott.com)

***This is not the responsibility of convention organizers***



# THANK YOU

