



## Canadian Airports National Electrical Workshop 2024 Tradeshow Information Letter

Tradeshow Participants,

The Canadian Airports Electrical Association (CAEA) will be holding our CANEW 2024 tradeshow on Wednesday, September 25<sup>th</sup> at "Casino Nova Scotia" 1983 Upper Water Street, Halifax, NS, B3J 3Y5. The CANEW 2024 Workshop will be at the Hotel Halifax 1990 Barrington Street, Halifax, NS, B3J 1P2 from September 22 – September 27, 2024. Tradeshow registration for CANEW 2024 is \$800.00 per booth (multiples allowed) which includes attendance of 2 representatives for each booth and attendance at the Hospitality Room following, additional reps are \$50.00 each.

**Registration for the CANEW 2024 Tradeshow does not include attendance to any of the other functions and events of the workshop. To attend any workshop functions, even short drop-ins, you must be a registered and paid delegate (\$800.00 per delegate). CANEW differs from many other conventions where attendance is included in your tradeshow registration.**

**All dealings for the tradeshow will use your "Company Name" not a booth number as booth assignment is not done until just prior to the tradeshow. Booths will be labelled with Company Name.**

The schedule for activities is as follows:

07:00 to 10:00 - Tradeshow company sets up booths, tables, chairs, and electrical service.

10:00 to 12:00 - Exhibitors set up booths in Tradeshow area (**no entry before 10:00**)

(Food and beverage supplied during tradeshow)

13:30 to 18:00 - Tradeshow opens to delegates

18:00 to 18:30 - Exhibitor tear down

18:00 to 21:00 - Tradeshow company removes equipment.

18:00 to 21:30 - Hospitality room with Tradeshow Reps and delegates.

**As noted, the tradeshow area does not open to vendors until 10:00 am so that setup can be completed on time. This will be monitored.**

Each booth is 10 ft. wide by 8 ft. deep using pipe and drape format. They include one 6 ft. long display table, two chairs. One 120V, 750 Watt duplex electrical receptacle is provided to you at no additional cost with your tradeshow registration. Additional power is available through the CANEW Tradeshow Company at your cost.

Tradeshow materials **cannot** be shipped to the Halifax "Casino Nova Scotia" for the tradeshow. If you require shipping services, CAEA will have a tradeshow company that can provide this type of service to you for a fee. They can also provide additional electrical service options, display accessories, and set up services upon request. Please review the exhibitor package that will be sent to you for an itemized service list and fees.

Please note the tradeshow company services and associated fees are not included with your tradeshow registration and you have to deal directly with the tradeshow company regarding their services. Of course, you are under no obligation to use the tradeshow company but the service is available to help make your time with us more productive and enjoyable.

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