



1.866.922.4966

raelynn@exhibitinstallation.ca

Exhibit Installation Services (EIS) is pleased to offer show contracting, event rentals and logistics at your upcoming event. Enclosed is relevant show information and a link to order equipment and services.

Show Name

Manning Regional Expo 2025

Show Schedule

Friday April 11th, 2025: 4 pm – 9 pm

Saturday April 12th, 2025: 10 am – 4 pm

Exhibitor Move In Schedule

Large Display: Thursday, April 10: 2 pm – 7 pm

General Set up: April 10: 4 pm – 7pm

General set up (light carry in only) Friday, April 11 8 am – 2 pm

Exhibitor Move Out Schedule

Saturday April 12th, 2025: 4 pm – 8 pm

Location

Jack McAvoy Arena, Manning, AB

Booth Equipment

Each 8 x 10 exhibit space will be set up with the following equipment:

8' high (**Blue & Silver**) backwall drape, 3' high (**Blue & Silver**) sidewall drape.

Discount Pricing

For advance price discounts, order display materials or related services by: **March 20th, 2025.**

Online Orders

https://exhibitinstallation.ca/?page_id=2793&preview=true

Pre-show Shipping for Advance Warehouse Services

Advance shipping services enable early shipping and pre-show storage. Ensure you place your order online and click to download our Advance Warehouse Shipping Labels or address your shipment as follows:

Exhibitor Name / Booth Number / Show Name
Exhibit Installation Services
53028 Range Road 224
Ardrossan, AB. T8E 2M1

All advance warehouse materials must arrive at EIS facility on or before: March 27th, 2025.

Pre-show Shipping for Direct to Show Shipping



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Shipments sent directly to the show site prior to your scheduled show move in will not be received. Advanced shipping service is required for any shipment that is pre-shipped prior to the show (see above).

Post-show Shipping

All materials must be removed from the facility at the end of the scheduled exhibitor move out. Materials left behind will be returned to the Show Contractor warehouse, as billable service. If materials are left unattended for your carrier to pick up, please ensure an outbound materials handling form is submitted to EIS' on-site service desk to authorize the release of your materials to your chosen carrier. This form is available in our online order forms at the above link.

Important Contacts

Show Contractor:

Exhibit Installation Services

Raelynn Henderson

raelynn@exhibitinstallation.ca

780.922.4966

www.exhibitinstallation.ca

Show Management:

County of Northern Lights

Trinity Schmidt

csc@countyofnorthernlights.com

or

Josh Hunter

hunterj@countyofnorthernlights.com

For further questions or if you require any products and services not found via the order form links, please do not hesitate to contact our offices.

Exhibit Installation Services Inc.

Phone: 780.922.4966

Email: raelynn@exhibitinstallation.ca