

2023 Conference & Trade Show

TRADE SHOW
EXHIBITORS' MANUAL

February 28th to March 2nd

Albatross Hotel, Gander



HOSPITALITY

NEWFOUNDLAND & LABRADOR

40 YEARS



About

The trade show is an important component of Hospitality NL's Annual Conference which attracts over 300 delegates from across the province. It is the premier tourism trade show in Newfoundland and Labrador where suppliers can capture the attention of a diverse group of tourism stakeholders. Networking breaks throughout the 3 days are held in conjunction with trade show hours ensure good traffic flow and business/networking opportunities.

Contact

Trade Show Coordinator

LINDA HICKEY

☎ 1-709-722-2000 ext. 237

☎ 1-800-563-0700 ext. 237

✉ lhickey@hnl.ca

Please contact Linda with any questions about Hospitality NL's 2023 Trade Show.

Schedule

ACTIVITY	OPENING	CLOSING
Booth Set-Up	2:00pm	5:00pm
Opening Reception	7:30pm	10:00pm

**Tuesday
February 28th,
2023**

ACTIVITY	OPENING	CLOSING
*Morning Session	10:00am	11:45am
**Afternoon Session	2:30pm	4:30pm

**Wednesday
March 1st,
2023**

ACTIVITY	OPENING	CLOSING
*Morning Session	10:00am	11:45am
**Afternoon Session	2:30pm	4:30pm
Dismantle Booth	4:00pm	5:00pm

**Thursday
March 2nd,
2023**

*Morning coffee will be available for all delegates from 8:00am-8:30am Wednesday and Thursday mornings in Salon EF, where the Trade Show is held. Booth operators are welcome attend to take advantage of delegate traffic at this time.

**Exhibitors are asked not to dismantle booths during luncheons.

REGISTRATION



The registration desk is the one-stop spot for all information, registration, and customer service needs throughout the Conference. It will be open 2:00 pm to 5:00pm on Tuesday, February 28th, 2023.

NAME BADGES



Please complete [Appendix A](#) [attached] indicating the names of all booth staff. Name badges will be ready upon your arrival at the registration desk.

INSURANCE



All companies with reserved booth space are required to have their own liability insurance. This certificate can be acquired from your insurance company by requesting that Hospitality NL be added to your insurance policy under a special rider for the display period.

Please ensure a copy of your insurance has been sent to Linda Hickey.  lhickey@hnl.ca

SHIPMENTS



Shipping of materials can be sent to: The Albatross Hotel, 114 TCH, Gander, NL A1V 1W8. Shipments will be accepted from February 20 until February 28, 2023; the start of the conference.

Please ensure all shipments clearly state HNL Conference, your Company Name, and Booth # on the boxes and sent to the attention of Treena Bursey, Manager of the Albatross Hotel.

Important Information

CONFERENCE PASSES



Conference Passes are available for purchase to all Trade Show Booth exhibitors. Individual tickets to events and meals, including the Tourism Excellence Awards Gala on Thursday March 2nd, are also available. A variety of registration options to customize your conference experience can be found [here](#).

If booth exhibitors wish to purchase a full delegate pass and/or additional conference tickets, please contact [Susie Greene](#) or visit our event page:

<https://bit.ly/conferenceregistration2023>

 709-722-2000 ext: 224  sgreene@hnl.ca

OPENING RECEPTION



Each year at the start of the conference, Hospitality NL's Board of Directors and staff express thanks to all delegates by hosting the Opening Ceremonies. The ceremony will be held at 7:30 p.m. on Tuesday, February 28th, 2023.

GIVEAWAYS



All trade show exhibitors are permitted to conduct prize draws at their booths. Exhibitors will be responsible for holding prize draws at their own booth and holding prizes at their booth for pick up. Please note that Hospitality NL will not be responsible for unclaimed prizes at the closing of Trade Show.

Important Information

BOOTH SPACE



Each booth will be 7' deep and 10' wide. Each booth has standard electrical capabilities (15 Amp). The booth includes one skirted table, two chairs, and a wastepaper basket. Wi-Fi internet access is provided to all exhibitors for the event.

*If you are planning on using items that require extra voltage, please contact Eastern Audio to arrange (additional costs may apply). ☎ 709-722-0864

NOT INCLUDED



You are responsible for the shipment and set up of your own booth. Return shipment of your booth and materials is also your responsibility and should be arranged prior to the trade show. Power bars and extension cords are not included.

Any additional equipment may be ordered directly from Eastern Audio. [See attached Eastern Audio order form.](#)

2023 PROGRAM



Hospitality NL's 2023 Conference and Trade Show Program is distributed to all Conference delegates at the time of registration. The program is used by delegates throughout the event and often as a reference tool post-Conference.

AIR TRANSPORT



PAL Airlines is pleased to provide attendees of the Hospitality NL Conference with a special promo code for air travel to and from Gander.

[Click here](#) to access the promo code. To take advantage of this special promo code and receive 10% off most ticket prices, simply call PAL Airlines 1-800-563-2800, and quote the promo code or enter the promo code when booking through their website at <https://booking.palairlines.ca>

DETAILS

- Receive 10% off Standard, Flexible, & Freedom fares. Basic Fare is excluded from this promotion.
- Book your tickets from December 23rd, 2022 to February 28th, 2023.
- For travel from February 21st to March 9th, 2023. Includes travel from stations within PAL Airlines NL Network to Gander.

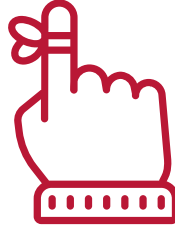
GROUND TRANSPORT



The Town of Gander, in partnership with Hospitality NL, is offering a shuttle service between the two conference venues; The Quality Hotel & Suites and The Albatross Hotel.

The shuttle schedule can be found in the lobby of the Quality Hotel, at the 3rd floor registration desk at the Albatross Hotel, and on our Conference Website.

Things to Remember



BOOK YOUR ACCOMMODATIONS

Room rates are available for those attending the conference.



BUSINESS CARDS & PROMO MATERIAL

Bring lots because you never know who you might run into.



SAMPLES, STOCK, PROPS, & SALES ORDER FORMS

For your trade show booth.



SPEAKING NOTES

Unless you're good at on-the-spot speeches, a few speaking notes are a good idea if you've been nominated for one of the awards being presented.



TRANSPORTATION

How are you getting to Gander? Did you remember to make flight reservations? Rent a car?



YOUR TEAM

Don't forget to register additional delegates/purchase extra meal tickets for staff attending. They might get hungry!



DANCING SHOES!

**Don't miss out on a potential sale!
Your company information will be at the fingertips of
more than 350 industry representatives.**

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Albatross Hotel, Gander

	MEMBER EARLY BIRD [January 20th]	MEMBER REGULAR PRICE [after January 20th]	NON-MEMBER PRICE
Trade Show Booth Only	\$977.50	\$1,092.50	\$1,897.50
Trade Show Booth & Delegate - Full Conference	\$1,190.25	\$1,305.25	\$2,110.25

Prices do not include HST. If you wish to register other people from your organization, you may purchase Additional Delegate passes. Additional individual event and meal tickets will also be available.
Payment is due prior to the conference in full to secure booth spaces.

Thinking about becoming a member for 2023?

By joining Hospitality Newfoundland & Labrador, you can save \$200+ in trade show and conference fees.

APPENDIX A

Please fill in the following and return to Linda by January 30, 2023. lhickey@hnl.ca
To fill in the form online, click the link provided: <https://form.jotform.com/230184374446053>

NAME BADGES

Please submit the names of the individuals who will be part of your booth staff. Name badges will be prepared for all individuals and available for pick-up at the registration desk located in the Hotel Lobby.

COMPANY NAME	
NAME OF BOOTH ATTENDANT(S)	

TRADE SHOW WEBSITE

The following information will be posted on Hospitality NL's 2023 Conference and Trade Show Website. We will not be providing exhibitors with proofs of company descriptions prior to printing so please ensure that all information is correct. Please forward an electronic copy of your company logo to lhickey@hnl.ca.

COMPANY NAME:	
COMPANY WEBSITE:	
CONTACT NAME:	
CONTACT PHONE NUMBER:	
CONTACT EMAIL:	
DESCRIPTION OF THE COMPANY'S PRODUCT or SERVICE(S): *Descriptions exceeding the 100-word limit will be edited at Hospitality NL's discretion.	

Trade Show Floor Plan

