

CERC Annual Conference & Trade Show
Exhibitor Terms & Conditions

September 13-15, 2026

Exhibit Dates and Hours:

Sunday, September 13	5:00 pm – 7:00 pm (light hors d'oeuvres served)
Monday, September 14	9:30 am – 10:30 am (following keynote address)
	11:45am – 1:45 pm (lunch will be served in the exhibit hall)

Please Note: no booth activity permitted outside of the above times.

Exhibit Costs

All space is sold in single units at $3,200 per unit plus GST, when booked and payment received in full by June 30, 2026. After June 30, 2026, $3,800 per unit plus GST Please Note: booth space is allotted only when payment is received by CERC. Fee includes one full conference delegate pass per booth.

Cancellations of booth space received prior to August 1, 2026, will result in CERC retaining 50% of the total cost of booth space. No request for refund on booth space will be granted after August 1, 2026.

Staffing of Exhibits

One full conference pass is included with the purchase of booth space and the purchaser will be asked to provide the name of the person to be registered as a conference delegate. **Any additional booth personnel must also register as a conference delegate**. This enables your booth personnel to attend all conference functions, meals and participate in associated networking opportunities. Please ensure that each representative of your booth has been made known to CERC so that they can be added as an exhibitor in the Cvent app.

Exhibitors' Orientation

An orientation meeting with CERC management and exhibitor representatives will be held on September 13 at approximately 3:00 pm in the exhibit area. A representative from each exhibiting organization should attend.

Furniture/Electrical Requirements

Included: 8' high drapery back-wall, 3' high drapery side-wall drapery, wireless internet service, an electrical connection, 6' draped table, and two chairs. Any additional requirements must be ordered in advance through the designated conference show services company.

Information packages from the show services company will be forwarded to each exhibitor prior to the conference. Any costs incurred for additional requirements, storage and/or materials handling are the responsibility of the exhibitor.

Standard Booth
Exhibits and booth spaces are not limited as to the type of design of exhibit material installed. However, backgrounds may not exceed 8 feet in height. Front posts and side booth partitions may not exceed 4 feet in height, except in those instances where side support for the full 10 feet depth is deemed necessary for support of the back of the display, in which case side panels not exceeding 18 inches in width may be used for the full height of the booth.

It is incumbent upon the exhibitors of such booths to ensure that any such panel be suitably covered on both sides so as not to detract from the exhibits of neighbouring booths. In no case must any decoration or fixture interfere with another exhibit. All sides and surfaces of displays and exhibits exposed to the public view must be properly finished and decorated. Please Note: the walls of the exhibit area may not be used for affixing displays with nails, screws or staples.

Setting Up & Dismantling of Exhibits
The display area will be available to exhibitors beginning **Sunday, September 13 at 11:00 am.** All exhibits must be completed and ready for **operation by 4:00 pm.** All exhibits must be dismantled and removed from the exhibit area between **1:45 pm and 6:00 pm on Monday, September 14**. Teardown timing is subject to change.

Shipments to/ from Fredericton Convention Centre
The designated show services company should be used for all advance shipments. Fredericton Convention Centre has the right to refuse advance shipments of displays/materials based on their storage facilities. Sunday deliveries are possible; however, the loading dock may be occupied and result in delays.

Canada Customs Clearance for Out-of-Canada Shipments
Delivery of exhibits and promotional materials requiring Canada Customs clearance should be directed to North American Logistics Services (See Exhibitor Service Manual). Contact information will be made available to all exhibitors or via the CERC website under Conference 2026 Exhibitor Information.

Insurance
All exhibitors, their contractors and suppliers working in the exhibit hall are required to carry Comprehensive General Liability Insurance and Contractual Liability Insurance in an amount of at least equal to $2,000,000 in the aggregate and $2,000,000 per claim. All exhibitors shall supply CERC with a Certificate of Insurance evidencing such coverage, and listing CERC as additional named insured. It is also the exhibitor's sole responsibility to maintain insurance coverage for their exhibit property and obtain business interruption and property damage insurance.

Exhibitor Liability
Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Fredericton Convention Centre, its owners or managers which result from any act or omission of exhibitor. The exhibitor shall indemnify and hold harmless CERC and the Fredericton Convention Centre and its servicing agents from all liability (damage or accident) which might ensue from any liability connected with transportation, placing, removal or display of exhibits. The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Fredericton Convention Centre their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of Fredericton Convention Centre and its employees and agents.

Management
The exhibit area is under the management of the CERC management, and all inquiries should be directed to CERC at (416) 593-9812 or info@cerc.ca.

Authority
Any questions, inquiries, disputes or objections during the Trade Show must be referred CERC Manager of Marketing and Membership, Susanna Shankman.

Allocation
Booth spaces will be assigned based upon the order in which contracts and payments are received by CERC, after preferred sponsor placement. Please note that your booth location may be changed by CERC should it be necessary.

Exhibit Area
All exhibit packing materials and additional literature must be stored neatly behind your display booth as storage is not available. The exhibitor shall, at all times, abide by any and all regulations and requirements of the Fredericton Convention Centre respecting the exhibits or any matter connected herewith. Soliciting outside the contracted exhibit space is strictly prohibited.

Security
CERC will provide security for the exhibits when they are not open to the delegates of the conference. The presence of this security does not constitute acceptance of any responsibility by CERC and/or the Fredericton Convention Centre for such security of the exhibitor's products but is merely a service to assist the exhibitors during the Conference. However, when the exhibits are open, exhibitors are responsible for their own security. The Fredericton Convention Centre and/or CERC and/or their personnel will not be held responsible for the safety of exhibits against robbery, damage by fire, accident, or other causes. In all cases, exhibitors must provide their own insurance.

Food & Beverages
Food and beverages may not be distributed or sold by exhibitors except upon advanced authorization. Exhibitors requiring catering of any kind must comply with the rules and regulations set by the Fredericton Convention Centre.

Cleaning
Cleaning and maintenance of the interior of the exhibit booths is the responsibility of the exhibitor.

Fire Regulations
All of the display materials, including banners, must be flame proof and are subject to inspection. No flammable fluids or substances, or an open flame may be used or shown in the booths. Fire hose cabinets must be left accessible and in full view at all times.

Noisy or Bothersome Equipment
If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be disturbing to neighbouring exhibitors or guests, it will be necessary to discontinue the operation.

Literature Distribution
Advertising and sales promotion material may be distributed from your booth only. No materials may be placed on seats, attached to walls, ceiling or woodwork, or left in public places in the Fredericton Convention Centre for distribution. Sales of products or samples for cash, cheque or credit card are prohibited on the show floor.

Draws & Giveaways
Exhibitors are permitted to give individual booth giveaways. If a "business card" draw is used to select a winner, exhibitors will be limited to one winner per booth. It is the exhibitor's responsibility to ensure that the winner of your booth draw receives their prize.

Exhibitor's Draw Prize
The Exhibitor's Draws will take place during or at the conclusion of the CERC Trade Show. The winner must be present to claim their prize.

Cancellation of Trade Show
If CERC should be prevented from holding the Trade Show for any reason beyond CERC's control (such as, but not limited to, damage to building, riots, strikes breached by Fredericton Convention Centre, acts of government or acts of God), then CERC has the right to cancel the show or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the Trade Show cost incurred.

Hotel Reservations
Hotel accommodations are not included in exhibit space cost or in the conference registration fee and must be arranged separately. A block of rooms has been reserved at the Hilton Garden Inn Fredericton and Crowne Plaza Fredericton–Lord Beaverbrook for delegates.

Reservations may be made by using the **reservation links for either hotel**.