

## 1. Accommodation +Travel

Official Hotel:

### Delta Hotel

350 St Mary Avenue  
Winnipeg, Manitoba R3C 3J2 Canada

Phone: 204-942-0551

Fax: 204-943-8702

Reservations: 888-890-3222

## 2. Alcoholic Beverages

The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge areas.

## 3. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.

## 4. Animals

No animals are permitted in RBC Convention Centre except as part of an exhibit, activity or performance, approved by Show Management, that legitimately requires the use of animals. Seeing Eye dogs and hearing impaired dogs are accepted. Such animals or pets must be on a leash, within a pen, or under similar controls at all times. The owner takes full responsibility for his/her own pet.

## 5. Audio Visual

For competitive rates on the rental of sound systems, large screen video and computer display, closed circuit TV and special effects for multi media staging, please contact:

### Official Audio Visual Supplier

Evolution Presentation Technologies

Phone: (204) 775.6662

Website: [www.evolutionav.ca](http://www.evolutionav.ca)

## 6. Balloons

Helium used for balloons and balloon decorations is restricted within the Centre. Any exhibitors using balloons for booth décor must ensure that all balloons are secured and upon the completion of the show, must deflate all balloons in order to ensure no balloons are released. Your Event Coordinator must

be advised of all exhibitors who require helium balloons prior to your event. A fee no less than \$250 will be assessed to the Show Manager/Management where the Centre must undertake the removal of any helium filled balloons, which have come un-tethered. Helium balloons are not allowed on the third floor.various areas within the facility, RBC Convention Centre

## 7. Banners

Banner hanging is an exclusive service to the RBC Convention Centre. The Centre's technicians handle the hanging of all signs & banners within the facility. Arrangements and payment are made at the RBC Convention Centre Service Desk upon move-in. They are installed on a first-come first-served basis. Very large items, trusses should be ordered ahead of time through Mary Fehr [maryf@wcc.mb.ca](mailto:maryf@wcc.mb.ca).

## 8. Booth Cleaning / Janitorial

RBC Conention Centre provides daily janitorial service to aisles and common areas only. If you require vacuuming, please contact Convention Services [maryf@wcc.mb.ca](mailto:maryf@wcc.mb.ca) or use the Vacuum Request Form enclosed.

## 9. Carrier – Shipping + Transport

North American Logistic Services Inc has been appointed official exhibit transportation carrier.\* Please allow ample time for pick-up to ensure that your exhibit arrives before the scheduled move-in date. All freight charges must be sent prepaid as the facility will not accept collect shipments. When shipping with NALSI, shipments can be received and stored up to 30 days in advance of the show date at no charge.

*To arrange for a pick-up and/or obtain a rate quote:*

Mark Fowler, Director of Operations

Monday – Friday, 7:00am – 3:30pm PST

778-328-2841

Email: [mfowler@nalsi.com](mailto:mfowler@nalsi.com)

Customer Service at 855-328-2841, after business hours, weekends & holidays

\*You may also choose your own transportation company.

**All shipments should be consigned to:**

**Winnipeg Home + Garden Show**

Company Name, Booth Number(s)  
Central Display  
#7 – 850 Marion Street  
Winnipeg, MB R2J 0K4  
Contact #: (204) 237-3367

**10. Competitions, Draws + Contests**

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least three weeks before the Show and comply with all the existing government regulations. Contest winner must be drawn for at the show. Any contests conducted must not violate any provincial or federal laws or regulations in effect at that time.

**11. Conducting Business In Your Booth**

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within the booths that have been assigned to you.

**12. Customs + Immigration**

For shipments from outside of Canada, please contact:

Remy Perrot  
North American Logistics Services Inc  
#605 – 1112 West Pender  
Vancouver, BC V6E 2S1  
Tel: (778) 328-2841  
Fax: (778) 328-2845  
Email: [rperrot@nalsi.com](mailto:rperrot@nalsi.com)  
Web: [www.nalsi.com](http://www.nalsi.com)

**\*\*PLEASE DO NOT SHIP PRODUCTS TO THE ADDRESS ABOVE.\*\***

Exhibitors wishing to contact Canada Customs may call:

**Mark Bourne**

Regional Coordinator, International Events and Convention Services Program

**Canada Border Services Agency**

1<sup>st</sup> Floor – 333 Dunsmuir St. Vancouver, BC V6B 5R4  
Tel: (604) 775-5379  
Fax: (604) 666-4470  
Email: [mark.bourne@cbsa-asfc.gc.ca](mailto:mark.bourne@cbsa-asfc.gc.ca)

It is the responsibility of the exhibitor to contact Canadian Immigration for access into Canada. Exhibitors must present their show contract at the border as well as correspondence listing the personnel attending, birth dates, names and job titles.

**13. Damage To Premises**

Exhibitors are liable for any damage to the RBC Convention Centre, its equipment or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

**14. Display Contractor**

Central Display Ltd. is the official **Winnipeg Home + Garden Show** Display Contractor. For any display, décor, set up labour, carpet or show furniture requirements, please contact:

**Central Display Ltd.**

#7 – 850 Marion Street Winnipeg, MB R2J 0K4  
Tel: (204) 237.3367  
Fax: (204) 235.1063  
Email: [info@CentralDisplay.ca](mailto:info@CentralDisplay.ca)  
Web: [www.CentralDisplay.ca](http://www.CentralDisplay.ca)

Complete the Central Display Order Forms, at least thirty (30) days prior to the show for any exhibit furnishings rentals you may require.

You will also be able to order your requirements online. The instructions on ordering will be included with other forms in your Exhibitor's Kit.

**15. Display Standards**

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display, which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

**Floor Covering** - It is mandatory for exhibitors to have floor covering (carpet or other appropriate alternative) completely covering the exact dimensions of the space designated so that no concrete is exposed. Exhibitors with floor coverings of poor quality and appearance, or inaccurate dimensions will be required to provide a replacement of acceptable standards.

**REMINDER – Booths are standard 10x10 increments**

**Exhibit Boundaries** - Nothing, including carpet may project past the outer boundaries of an exhibit into the aisles or an adjoining booth. Display material must not obstruct visibility of adjacent booths and should not exceed eight (8) feet in height. Exceptions to the eight feet limit for display of merchandise may be obtained from Show Management prior to the move-in. Any portion of a display or signage above 8' must be professionally finished on the reverse.

**Display Material** - All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits.

**Sample Size Requirements** - The exhibitor agrees to abide by the facilities (RBC Convention Centre) 2oz. sample size when distributing samples. See the Food Sampling Guide lines in the exhibitor kit.

## 16. Display Vehicles

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 2 months in advance of show
- Fuel tanks must be full
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Battery must be disabled
- Keys must be left with Convention Centre Security Staff (Second Floor)

## 17. Distracting Devices

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc. are subject to Show Management approval. No approval will be given to devices, which are obviously distracting and annoying to exhibitors \*(i.e. Hardwall systems must be used for stereo equipment to reduce noise distractions).

## 18. Dollies/Handcarts

There are limited handcarts available – you will be required to leave a driver's license or credit card to borrow a handcart. Exhibitors are advised to bring their own dollies and handcarts.

## 19. Early Entry

Exhibitors are permitted to enter the premises one-hour before Show opening via the hall entrance. Security check will be in effect; therefore, you must wear your exhibitor badge at all times after move in and before move out.

If you require access to the premises earlier than one hour before the show, you must obtain authorization from the Show Office the day before. If the facility requires special arrangements for extra security during this early access, **the cost of this security will be charged to the exhibitor.**

Note: Security personnel will not permit access to the premises prior to one hour before show opening without this authorization.

## 20. Electrical & Lighting

Review the Electrical Service Order Form with the rules & regulations pertaining to same printed on reverse. Exhibitors are not allowed to use the Centre's plug in receptacles. Electrical panels are installed as needed upon receipt of the Electrical Services Order Form. Before any electronic equipment can be connected, the equipment must have a CSA approval sticker or local approval from the Office of the Fire Commission. Phone 945-3373.

## 21. Exhibitor Badges

Exhibitor badges will be prepared in advance according to your Exhibitor Badge Order Form. You are not permitted to order badges for personnel who will not work within your exhibit.

Your badges are to be picked-up from the Show Office during Move-In. **They will not be mailed.**

Exhibitor personnel will have access to their booth one hour prior to show opening each day of the exhibition. Security guards are instructed to refuse admittance to anyone not wearing an Exhibitor badge.

If an additional or a replacement badge is required during move-in and during the show, proper identification will be required and there will be a charge of **\$9.00 per badge**. All exhibitor personnel must be 16 years of age or older. **EXHIBITORS WHO ARE NOT LISTED ON THE BADGE ORDER FORM WILL BE CHARGED \$9.00 FOR A BADGE. REPLACEMENT BADGES \$9.00.**

### 22. Exhibitor Services

The Exhibitor Services Desk will be located in Hall A, next to the Central Display desk during move in days.

### 23. Exhibitor Conduct

Show Management reserves the right to refuse admission to the Show facility to any exhibitor, or exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated, or is in any way creating a disruption to the show.

### 24. Exhibitor Entrance

Exhibitors may enter the Show from the Hall A Exhibitor Entrance (one hour before show opening). Exhibitors may also use the Public Entrances but **ONLY DURING SHOW HOURS**:

#### April 1-3, 2016

Friday	12:00 pm - 9:00 pm
Saturday	10:00 am - 9:00 pm
Sunday	10:00 am - 6:00 pm

You must wear your exhibitor badge for entrance to the show hall.

### 25. Fire Extinguishers

All exhibitors are strongly advised to have a minimum of one (1) hand held fire extinguisher in their booth. If a hard roof is applicable to your display, it is mandatory and must be in plain view. This safety precaution enhances the efforts of Show Management and RBC Convention Centre to satisfy Fire Marshall requirements.

### 26. Flame Proofing

See Fire Regulations.

### 27. Floor Loads

The Exhibit Halls have a floor load of 300 pounds per square foot and.

### 28. Freight-Free Aisles

Show Management has designated certain major aisles as freight free aisles - no freight or vehicles may be left or they will be removed immediately.

### 29. Garbage Removal During Move-Out

When the displays have been dismantled, exhibitors must remove all garbage other than limited amounts of paper. RBC Convention Centre cleaning staff will remove any excessive garbage remaining on the premises - this service will be charged to exhibitors.

### 30. Internet Access

Telephone/Internet access orders should be forwarded directly to the Centre using the telephone/internet services order form.

### 31. Insurance/Liability

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards. **EVEN THOUGH WE HAVE SECURITY ON DUTY, Marketplace Events, LLC inc. AND RBC Convention Centre WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF THE WINNIPG HOME + GARDEN SHOW.**

PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT!

### 32. Latecomers/No Shows

Any space not claimed and occupied or for which no special arrangements have been made by 9:00 am on Friday, April 1st may be resold or reassigned by Show Management without any obligation on the part of the **WINNIPEG HOME + GARDEN SHOW** or Marketplace Events, LLC for any refund whatsoever. Please advise us if you have a last minute emergency.

Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

**33. Material Handling + Equipment**

Marketplace Events staff provides material handling at RBC Convention Centre. Show Management will absorb the cost of unloading goods to a specific display area; however, any extended or special usage will be at the exhibitor's expense. For individual special needs, exhibitors are advised to contact Central Display in advance.

**34. Mechanical Conveyances**

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the Show hours. The only exception to this rule will be in the case of handicapped persons visiting the Show and in the case of authorized Show duty staff.

**35. Media + Public Relations**

Reformation PR has been appointed the Official Show Publicist. Official press kits, releases and promotions are generated from this office. Should you be sending your own media releases, please insure that a copy is sent to:

Amanda Haines  
Tel: 604.716.5196  
Email: ahaines@reformationpr.com

**36. Merchandise Removal**

Anything that is to be removed from the Show floor once the show is open, will require a properly filled out release form which will be signed by Show Management at the time of exit. (This includes personal items). Release forms are obtained from the Show Office at the closing of the Show each day. These forms are not required after the Show closes on the final day. If an item is to be taken from the building each day after Show closing and returned the following morning, a release form will be required for each day. This is to protect the belongings of all exhibitors.

**37. Move-In/Move-Out Facilities**

The RBC Convention Centre is a unique facility located in the busy downtown core of Winnipeg and it is critical that guidelines are followed in order to facilitate loading and transportation movement. Due

to other activities taking places in the facility, 5 loading bays and loading areas will be available. Loading facilities are for temporary pick up and delivery only. Parking is prohibited in the loading area of truck route. Feight may not be stacked or stored in the loading area, on the truck route or against fire exits, fire pull stations or fire hose cabinets.

**Building Deliveries:**

Deliveries to the 3<sup>rd</sup> Floor Loading Dock should be directed to the Edmonton Street Entrance. There will be a speaker when you pull up where you will call and speak to a dock master who will give you clearance to enter the building.

Please see attached map for more detailed delivery information.

**38. Move-In Hours**

**REGULAR MOVE-IN**

Monday, March 28	7:00 am - 6:00 pm
Tuesday, March 29	7:00 am – 6:00pm
Wednesday, March 30	7:00 am – 6:00pm
Thursday, March 31	7:00am – 6:00pm ( No vehicles after 5pm)

**39. Move-In, Move-Out No Children**

For safety reasons during the move-in/ move-out segments, children under 16 years of age are prohibited in the building (this includes infants). This precaution is taken during the move-in/ move-out segments as there are vehicles operating in the building, including forklifts and machinery that are dangerous to the inexperienced. Injuries to children would not likely be covered by insurance because of this regulation.

**THIS WILL BE STRICTLY ENFORCED!**

**40. Move-In Off Loading**

All major shipments, i.e. crates, will be off-loaded with forklifts and delivered to designated booth locations. IT IS EXTREMELY IMPORTANT THAT EXHIBITORS ARE ON HAND TO RECEIVE THEIR SHIPMENTS. This avoids damage and theft of goods and ensures delivery to correct booths. Exhibitors not on hand to receive their shipments may find that they

have not been accepted and have remained with the carrier.

Show Management provides forklift service from the truck to the exhibit booth location. Any specialty use of forklifts, i.e. to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and may be arranged by contacting Central Display in advance of the Event.

#### **41. Move-Out Hours**

Dismantling of displays will not begin until 6:01pm on Sunday, April 3<sup>rd</sup>, 2016. Failure to adhere to this regulation may result in loss of exhibitor seniority for booth assignment in future shows. Vehicles will be permitted in the building once aisle carpet has been removed - approximately two hours after show closing.

#### **HOURS FOR MOVE OUT**

Sunday	April 3 <sup>rd</sup>	6:01 pm – 10:00 pm
Monday	April 4 <sup>th</sup>	8:00 am – 2:00 pm

#### **42. Move-Out Regulations**

**No exhibitor may commence to dismantle, pack or remove any part of his or her display until 6:01 p.m. on Sunday, April 3<sup>rd</sup>, 2016.**

All goods and displays must be removed from the facility by 2:00 pm Monday, April 4<sup>th</sup>, 2016. Any exhibitor material remaining within the premises of RBC Convention Centre after 2:00 pm on Monday, April 4<sup>th</sup> will be removed by Central Display and placed in storage at the exhibitor's expense.

**WARNING: THEFTS MAY OCCUR DURING** the confusion of move-out, especially between 6:00 pm to 10:00pm on Sunday. Watch your display carefully. If you do not dismantle Sunday evening, please pack and remove smaller and more valuable items.

No vehicles will be allowed entry to the facility until the aisle carpet has been rolled up and the masking tape has been removed. This usually takes approx. 2 hours after show closing.

Vehicles will be directed into the facility for loading only when their display is fully dismantled and ready for loading. This is to ensure that as many exhibitors as possible can move out without congesting the

facility with vehicles not in use. When you are ready to load, please ask one of the Central Display staff for permission to drive your vehicle into the facility.

**THERE ARE LIMITED DOLLIES AND HANDCARTS AVAILABLE. EXHIBITORS ARE ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS.**

#### **43. Over-Sized Trucks + Trailers**

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to sign up for early move-in (see Section 57) or to arrive as early as possible after regular move-in commences in order that entry and maneuvering may be carried out as easily as possible.

#### **44. Parking**

Parking is available in the RBC Convention Centre Winnipeg Parkade, meters on the adjacent streets, outdoor parking lots, and indoor parkades, all within minutes of the convention centre. Winnipeg Transit is convenient to the convention centre as well.

#### **45. Payment of Account**

Full and final payment for exhibit space must be made 60 days prior to show opening, (full payment by February 1st, 2016). After this date, if any cheques are accepted they must be certified - no exceptions. Show Management reserves the right to refuse entry to any exhibitor for whose account full payment has not been received.

#### **46. Phone Installation**

For phone installation in your exhibit, please contact Mary Fehr [maryf@wwc.mb.ca](mailto:maryf@wwc.mb.ca).

#### **47. Plants**

Exhibitors may bring their own live plants and other similar decorations or they are available from Central Display. Please refer to the Display Services Order Form.

#### **48. Plumbing**

Plumbing services are provided exclusively by the RBC Convention Centre. Cold water and limited hot water service is available in the loading docks. Due to restricted access to water sources on the exhibit floor, it is crucial that all plumbing requirements are ordered well in advance of the move-in for the show through Mary Fehr [maryf@wwc.mb.ca](mailto:maryf@wwc.mb.ca).

Drains are exclusively provided for the drainage of waste water. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials or organic materials of any kind. All installations of drainage must go through the RBC Convention Centre.

#### 49. Propane

Propane tanks in excess of 1lb cylinders are not permitted inside the building. Show is only allowed 10 onsite and must be in storage. All propane connections must be inspected and approved by the RBC Convention Centre.

#### 50. Public Admission (Inc. GST)

Adult	\$12.00
Senior (60+)	\$10.00
Senior Fri before 5pm	\$5
Child 12 yrs or under	FREE

#### 51. Public Entrance

The main public entrance to the RBC Convention Centre is on York. Escalators and stairs will take visitors to the third level Exhibition Halls.

#### 52. Safety Measures

Every exhibitor is responsible for the protection of the public as it relates to any hazard that exists within the exhibit space, i.e. shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

#### 53. Security Service

Show Management will provide uniformed watchman personnel for 24-hour patrol of show floor during move-in, show hours and move-out.

NOTE: During move-in and move-out you are responsible for the security of your merchandise and exhibit. Please watch your display accordingly. Report any loss immediately, on site at the the Show Office.

#### 54. Show Hours

#### April 1 - 3, 2016

Friday	April	1	12:00 pm – 9:00 pm
Saturday	April	2	10:00 am – 9:00 pm
Sunday	April	3	10:00 am - 6:00 pm

#### 53. Show Management

Tel: (604) 639-2288

Regional Director: Jill Kivett ext. 221  
Exhibit Sales Consultant: Kayla Donaldson ext. 226  
Show | Opps Admin: Stephanie Gatzionis ext. 224

#### 55. Show Office

Show Management will maintain an office, on site, from March 28<sup>th</sup> to April 4<sup>th</sup>, 2016. Referred to as the "Show Office", it will be located at in Hall A.

#### 56. Show Producer

**Winnipeg Home + Garden Show** is produced by:

Marketplace Events, LLC

Web: [www.marketplaceevents.com](http://www.marketplaceevents.com)

1847 W. Broadway, Suite 212, Vancouver, BC V6J 1Y6

Tel: (604) 639-2288 Toll Free: (800) 633-8332

Fax: (604) 639-2289

#### 57. Signs

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is unacceptable. Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. Should you require signs for the show, please contact:

Central Display

[info@centraldisplay.ca](mailto:info@centraldisplay.ca)

#### 58. Smoking

In accordance with City of Winnipeg In accordance with the City of Winnipeg By-Law No. 88/2003, non-smoking conditions apply for all events held at the RBC Convention Centre Winnipeg. For full information on the City of Winnipeg By-Law No. 88/2003, call 311

#### 59. Solicitation Prohibited

Solicitation in the aisles is strictly prohibited.

#### 60. Staffing of Exhibits

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses, therefore you should take precautions to protect your display, including obtaining insurance.

### **61. Storage**

Very limited storage for crates is available on-site at a first come, first-served basis. Otherwise, the removal of crates from the premises and their return is the responsibility of the exhibitor.

Storage Labels: Be sure to identify all crates with your company name, Booth Number and floor level. Storage labels will be available from the Central Display desk.

### **62. Subletting Booth Space**

No exhibitor may sublet any portion of his booth to another supplier without the written consent of Show Management.

### **63. Trespassing**

Exhibitors are granted access to the RBC Convention Centre only at designated times, i.e. show hours, and one (1) hour before. Entering another exhibitor's booth without their invitation or permission is STRICTLY PROHIBITED.