

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, January 12th, 2020. 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 January 12th 6:01 pm – 10:00 pm
Monday January 13th 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, January 12th, 2020.

All goods and displays must be removed from the facility by 2:00 pm Monday, January 13th, 2020. Any exhibitor material remaining within the premises of RBC Convention Centre after 2:00 pm on Monday, January 13th 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 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 due by November 12th, 2019). 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.

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.

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+)	\$9.00
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 watchmen 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

January 10th to 12th, 2020

Friday January 10th 12:00 pm – 9:00 pm

Saturday January 11th 10:00 am – 9:00 pm
Sunday January 12th 10:00 am - 6:00 pm

53. Show Management

Regional Director –

Jill Kivett: (604) 639-2288 x 221

Show Manager –

Jenn Tait: (403) 253-1177 x 207

Exhibit Sales Consultant –

Kayla Donaldson: (604) 639-2288 x 226

Exhibit Sales Consultant –

Crystal Zeemel: (403) 253-1177 x 211

Operations | Show Administrator –

Shannon Novak: (403)253-1177 x 236

55. Show Office

Show Management will maintain an office, on site, from January 7th to January 13th, 2020. Referred to as the “Show Office”, it will be located at in Hall A.

56. Show Producer

Winnipeg Renovation Show is produced by:

Marketplace Events, LLC

Web: www.marketplaceevents.com

306 – 5940 MacLeod Trail SW | Calgary, AB T2H 2G4

Tel: (403) 253-1177 Toll Free: (866) 941-0673

Fax: (403) 235-7878

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

58. Smoking

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.