



Exhibitor's Kit

Show Hours

SALUTE TO SERVICE NIGHT/ LADIE'S NIGHT

Thursday, March 9th, 4:00 PM-9:00 PM

Friday, March 10th, 3:00 PM-9:00 PM

Saturday, March 11th, 10:00 AM-7:00 PM

Sunday, March 12th, 11:00 AM-5:00 PM

From March 7th – 13th

The Show Office will be onsite at
RBC Convention Centre, Winnipeg
Phone: (204) 770-2976



RBC Convention Centre

W I N N I P E G





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Move-in and Move-out Information will be posted on the Manitoba RV Show website under the "For Exhibitors" tab > "Exhibitor Info"



Installation of Hanging Signs:

Must be dropped off before 3:00 PM, Monday, March 6th at the RBC Convention Centre loading dock (Third Floor). Please include hanging location(s).

Electrical and Internet Access:

Must be ordered **at least 7 days in advance prior to move-in** through the RBC Convention Centre. Download their form here: <http://www.wcc.mb.ca/download/forms-en/Utility-Rates-Electrical-Services-July-1-2016.pdf>

The facility has FREE access to wireless Internet available to all Exhibitors. If you require a hard line, please order in advance. Download their form here: <http://www.wcc.mb.ca/download/forms-en/Internet-Order-Form-December-16-2015-REVISED.pdf>

Send to: RBC Convention Centre Winnipeg
Attention: Mary Fehr
Telephone: (204) 957-4538
Fax: (204) 957-4576
Email: maryf@wcc.mb.ca

Booth Display Furnishings: (Furniture including chairs, lighting, stanchions, etc.)

Receive a substantial discount and order **at least 7 days in advance prior to move-in** through Central Display. Download their form here:

http://www.centraldisplay.ca/Portals/0/downloads/exhibitor_pkgs/Mid_Canada_Boat_Show.pdf and send it directly to: <http://www.centraldisplay.ca>

Phone: (204) 237-3367
Fax: (204) 235-1063
Email: info@centraldisplay.ca

NOTE: If you are having brochures, booth displays, etc. delivered ahead of the show please contact Central Display to arrange for them to take delivery and to deliver to your booth. Central Display will bill you for this.

Here is some further information regarding shipping for Trade Show Exhibitors:
<http://www.wcc.mb.ca/download/forms-en/Shipping-Information-July-1-2016.pdf>

If you wish to put carpet in your booth display, please feel free to bring your own flooring or order it through Central Display.



Advertising

Use Your Website to Advertise the Show!

Please go to the Manitoba RV Show website, (www.manitobarvshow.com), Click on “For Exhibitors”, “Exhibitor Media Kit” to download the show logo and copy to your website. Here’s something new! Please add a text box that says: “Buy your tickets here!” and embed the following link: <https://www.tix123.com/tix123/eTic.cfm?code=RVGOLF17>

Like and share us on Facebook! www.facebook.com/rvshow.

Tickets

Tickets are now being sold directly from the Manitoba RV Show website and on-site during the show. Please check out the link on the show site to see how easy it is to buy tickets. There will also be kiosks and full service cashiers throughout the outside of the show area for guests to purchase tickets in person.

With the new ticketing system we will NOT be selling or printing V.I.P. tickets as we have done in the past. Bulk RV exhibitors you will be given under a separate cover, your promo code to use when you go on-line to purchase your “Be-back” aka V.I.P. tickets.



Liability Insurance:

We are all aware that we need to protect our company's and organizations from lawsuits and insurance litigation and claims. We all carry liability insurance for our day-to-day business activities. As an exhibitor in the show you have agreed to provide us with a Certificate of Insurance. This is a MUST! Exhibitors will NOT be allowed to set-up without a copy of your certificate on file and there will be no recourse for any monies paid. This has become a "non starter."

We have made this easy for you with two options:

1. Have your insurance company provide you and then send to us with an additional coverage certificate. Most do this as a service and should not charge you.

or

2. You can purchase specific show insurance from exhibitorinsurance.com. We have made arrangements with them for our show and they are there to help you with any questions and provide you with show coverage. Please see attached PDF / link.



Exhibitor Passes



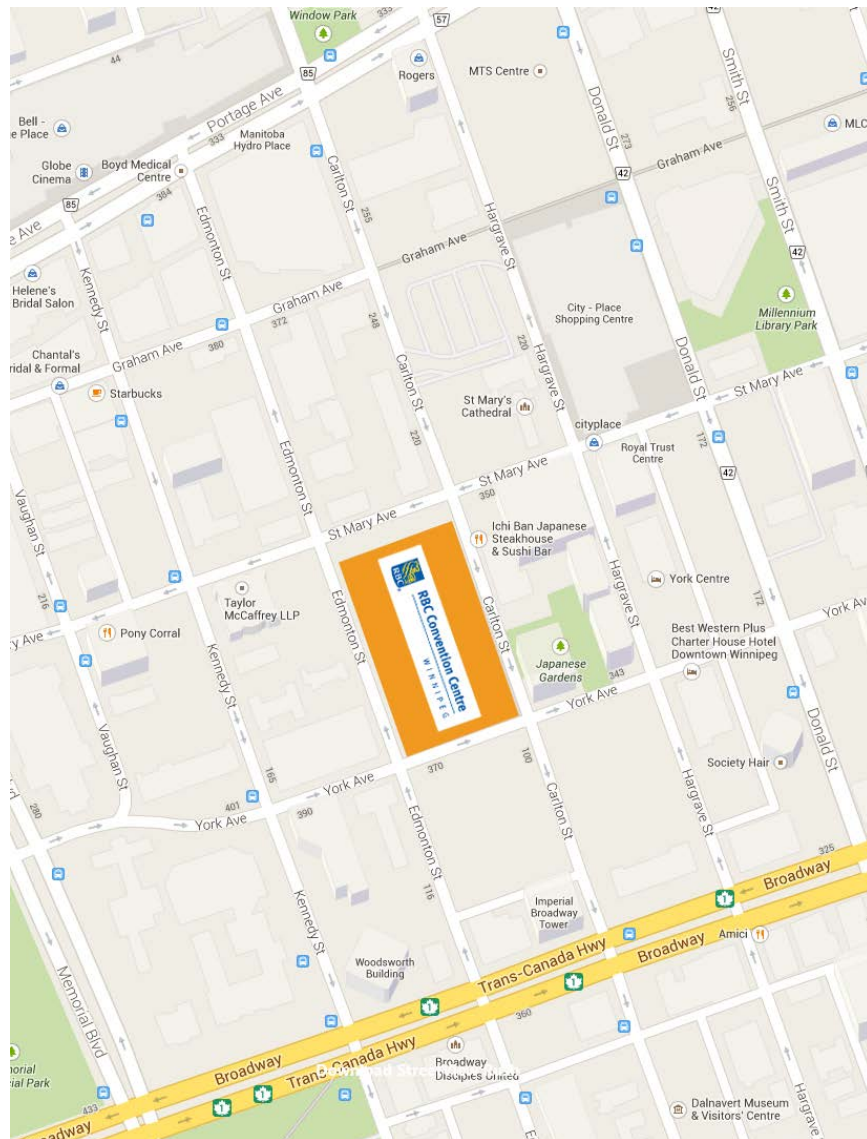
EXHIBITOR PASS

Exhibitor Passes will be ready for pick-up in the Show Office during Move-In. These passes are fully transferable to other members of your team. You can choose to wear the pass or have it on your person and be ready to produce it if asked by Security or Show Management. Show Management will determine the amount of Exhibitor Passes per exhibitor. These are for the use of exhibitors only and NOT for general admission. Show management has the right to confiscate any misuse of these exhibitor passes.

It is your responsibility to distribute the passes amongst your team and any OEM's you have working in your exhibit space. The Show Office and/or The Show Information Booth will not be responsible for holding or distribution of your passes during show time.



Map to RBC Convention Centre, 375 York Avenue, Winnipeg





General Information

ATTENDEE LISTS

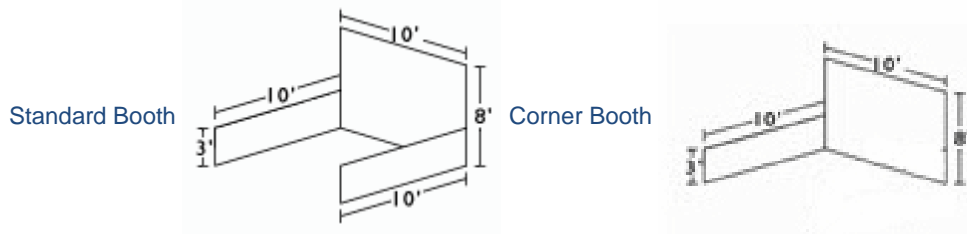
Attendee data or mailing lists compiled by the Exhibitor at the Show or provided by the Show may not be shared, sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. It is the responsibility of the exhibitor to ensure the safekeeping of any Attendee Data Lists. Email marketing must comply with CASL Guidelines.

BALLOONS

Helium-filled balloons are not allowed as per RBC Convention Centre Rules & Regulations unless your business specialty is based on helium-filled balloons. Non-helium filled balloons on sticks are allowed. Approval by Show Management is required.

BOOTH DIMENSIONS

All Booths are 10' x 10' with one 8' high back drape & two 3' high side drapes. Corner booths have one 8' high back drape & one 3' high side drape with one open side. All exhibits must comply with wall dimensions unless otherwise authorized by Show Management in advance of the Show. Permission for alternate dimensions, including height, must be obtained EACH YEAR even if permission was granted the previous year.



BOOTH DISPLAY CANOPY

If you are planning your display to include a roof or canopy, you MUST first contact the Show Manager prior to the show at (204) 256-1916 as neighbouring exhibitors will have to be contacted to ensure there is not conflict or infringement to their booths. If approved by Show Management you MUST have a fire extinguisher within your booth to comply with all RBC Convention Centre Fire & Safety Regulations.



DOLLIES / CARTS

A limited number of moving dollies and carts are available on a first-come, first-served basis. Exhibitors should provide their own carts to expedite Move-In & Move-Out. Carts/dollies CANNOT be rolled across show floor once aisle carpet has been laid. Aisle carpet will be laid Thursday morning.

EGRESS / MOVE OUT

Please respect show hours & do not dismantle, pack up, or remove any part of your booth display until 5:00 pm Sunday. Tear down prior to this time is disrespectful to other exhibitors and also any attendees still remaining in the hall. Tear down prior to this time may result in the loss of exhibitor's booth privileges for the following year.

ELEVATORS - FREIGHT

Exhibitors NOT requiring the 3rd floor loading dock can use the West or East freight elevators to take their items to their vehicles in Upper Level Parking (freight elevators do not go to Lower Level Parking, ONLY UPPER LEVEL PARKING).

ELEVATORS - PASSENGER

Exhibitors with smaller hand-carried items can use the passenger elevators (North West, South West, and South East). Passenger elevators provide access to your vehicle in both Upper & Lower parking levels.

MEDICAL / EMERGENCY / LOST CHILD

In case of a medical Emergency during the show, contact RBC Convention Centre Security Desk, located on the 2nd floor at the top of York Avenue stairs/escalators or call (204) 957-4523 and Security will provide medical assistance. Please also notify the Show Office or a Boat Show staff member so we can assist. If life threatening call 911 and also inform Show Office.

PARKING

Parking is not provided by the Show. The RBC Convention Centre has two levels of underground parking. Access to the freight elevator is from the Upper Level only. Visit WCC for more information or to obtain a downloadable map of available parking downtown, visit: <http://downtownwinnipegbiz.com/getting-around/parking/> NOTE: WCC parkade is cash or credit card only (no debit). No parking will be allowed on the Loading Dock for Exhibitors.



SECURITY

Uniformed RBC Convention Centre security personnel will be on duty during the show as well as during Ingress & Egress, however you should watch your display and merchandise accordingly. Remove valuables that can be easily moved at the end of each day before leaving, or cover your merchandise with sheets or tarps. Show Management and the RBC Convention Centre are not responsible for any loss or damage to persons, property, or merchandise.

SERVICE DESKS

Central Display & the Convention Centre will both have service desks set up in the hall during Move-In on the West side of Hall A. If you've pre-ordered any display items or power and it isn't there when you arrive, simply go to their service desk to notify them.

For all other information please go to the RBC Convention Centre website:
<http://www.wcc.mb.ca/exhibitors/order-forms/>



Show Office

31A Eric Street Winnipeg, MB. R2M 5J2
Phone: (204) 256-1916
Fax: (204) 253-4622
E-mail: showmanager@manitobarvshow.com

From March 7th – 13th

The Show Office will be onsite at
RBC Convention Centre, Winnipeg
Phone: (204) 770-2976

Recreational Vehicle Dealers Association of Manitoba
386 Broadway, Suite 503, Winnipeg
Ph: (204) 975-8219 www.manitobarvda.com

