



# 2019 Exhibitor's Kit

## Show Hours

**LADIES NIGHT** Thurs., Mar.7<sup>th</sup>, 3:00 PM-9:00 PM  
Friday, March 8th, 3:00 PM-9:00 PM  
Saturday, March 9th, 10:00 AM-7:00 PM  
Sunday, March 10th, 11:00 AM-5:00 PM

## From March 4th – 11th

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



# Table of Contents

	Page
What's New	3
Signs/Banners, Internet, Electrical	4
Liability Insurance	5
Exhibitor Passes	6
Road Map	7
General Information	8-10
Contact Information	11

**Move-in and Move-out Information will be posted on the Manitoba RV Show & Sale website under the "For Exhibitors" tab > "I need to move In"**



# What's New This Year?

## All Exhibitors

- New Website, same address [manitobarvshow.com](http://manitobarvshow.com)
- Move-in and move-out will be managed by Show Management and Central Display.
- Extra-large recycling bins will be available on the third-floor loading docks.
- Our Show Guide will be reduced in size and will have no advertising and will be limited to a listing of exhibitors and a show map.
- Exhibitor Badges/Passes will be scanned with every entry. They will be fully transferable to other staff and can have multiple entries. This will give us better use visibility and help security at the gate.

## RV Bulk Exhibitors Only

- RV's start moving in at 6:00 AM on Monday, March 4<sup>th</sup>.
- We will have a move-in **and** a move-out schedule
- Dealership trucks will be provided with widow-dash dealership decals so security/dockmaster can see and then to grant access as per scheduled times.
- Exhibitors will be responsible for electrical purchase through the RBC Convention Centre. Please see Exhibitor Info tab on the Manitoba RV Show & Sale website on how to order.
- "Buy an RV at the Show" incentives are the Spin to Win (everyone wins something!): Various Gift Cards including a daily \$1,000.00 in cash spot on the wheel.
- There will be limited Forks off-site parking/staging available.
- Outdoor show signage will be delivered to exhibitors to display.



## Installation of Hanging Signs:

A form is required for the installation of hanging signs. Please complete the following form through the RBC Convention Centre: <https://bit.ly/2slzXaZ> Or Online at: <https://bit.ly/2CbxKU5>

Signs **MUST** be dropped off before 11:00 AM, Monday, March 4<sup>th</sup> at the RBC Convention Centre Loading Dock (Third Floor).

## Electrical and Internet Access:

Must be ordered **at least 7 days in advance prior to move-in** through the RBC Convention Centre. Please complete the following form through the RBC Convention Centre here: <https://bit.ly/2Tl7MyZ> OR Online at: <https://bit.ly/2CbxKU5>

The facility has FREE access to wireless Internet available to all Exhibitors. If you require a hard line, please order in advance. Please complete the following form through the RBC Convention Centre: <https://bit.ly/2Fhq9r9> OR Online at: <https://bit.ly/2CbxKU5>

All the above forms should be sent to: RBC Convention Centre  
Event Services  
Phone: (204) 957-4538  
Fax: (204) 957-4576  
Email: [services@wcc.mb.ca](mailto:services@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: <https://bit.ly/2meUdrs>

and send it directly to: <http://www.centraldisplay.ca>  
Phone: (204) 237-3367  
Fax: (204) 235-1063  
Email: [info@centraldisplay.ca](mailto: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. Download their form here: <https://bit.ly/2meUdrs>

Here is some further information regarding shipping for Trade Show Exhibitors: <https://bit.ly/2C8V19s>



## 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. Please have additional insured listed as:

Recreational Vehicle Dealers Association of Manitoba RVDAMB  
503-386 Broadway Ave., Winnipeg, MB

RBC Convention Centre Winnipeg  
375 York Ave., Winnipeg, MB

or

2. You can purchase specific show insurance from [www.exhibitorinsurance.com](http://www.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. Here is the specific link for our show: <https://bit.ly/2CdbS3>



## Exhibitor Passes



### EXHIBITOR PASS

Exhibitor Passes will be ready for pick-up in the Show Office during Move-In. These passes are multi-entry and 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. Bulk exhibitors will be given number of passes based on Sq. Ft of display space, Booth exhibitors will be given a maximum of four (4). 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.

NEW: Security will be scanning exhibitor badges with every entry. This is so we can have visibility of use and improve security.

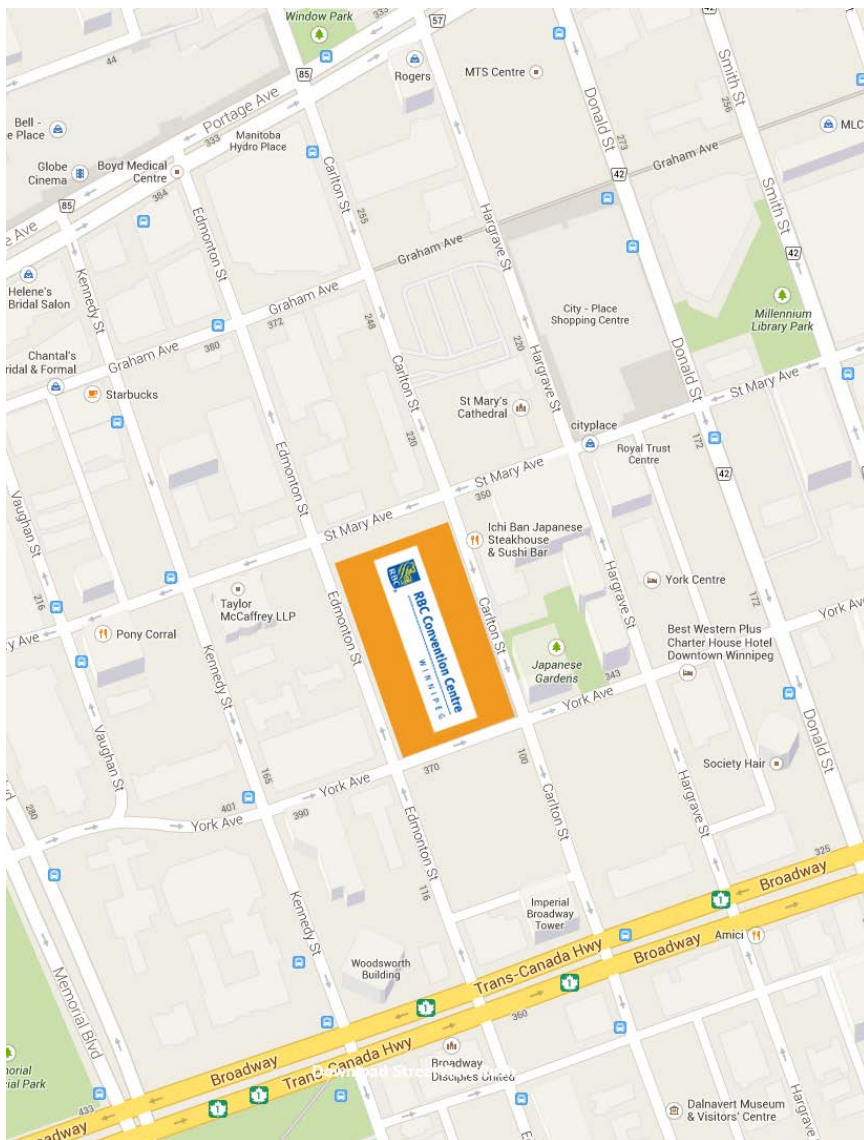
It is your responsibility to distribute the passes amongst your team and any OEM's you have working in your exhibit space. The Show Office, Ticket Sales Booth and Security will not be responsible for holding or distribution of your passes during show time.

During early hours, please use the "Orange" elevator to gain access to the show floor. This will ONLY be operational one hour before the doors open and for one hour after the show closes. Security will be present to keep building secure.





# Map to RBC Convention Centre, 375 York Avenue, Winnipeg



31A Eric Street, Winnipeg, MB R2M 5J2 | 204-256-1916 | [showmanager@manitobarvshow.com](mailto:showmanager@manitobarvshow.com)



# General Information

## ATTENDEE LISTS

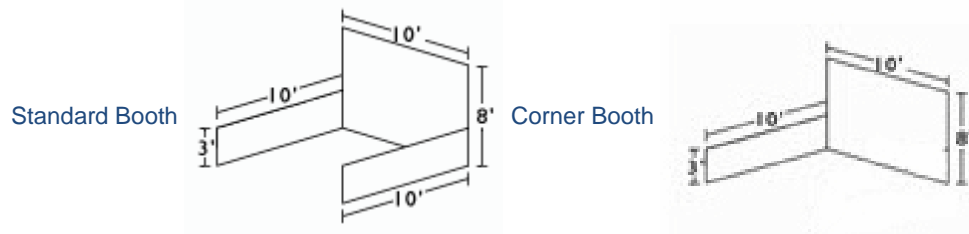
Attendee data or mailing lists compiled by the Exhibitor at the Show or provided by the Show may not be shared, sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. It is the responsibility of the exhibitor to ensure the safekeeping of any Attendee Data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

Please take the time to review the RBC Convention Centre Exhibitor Regulations here: <https://www.wcc.mb.ca/download/forms-en/Exhibitor-Regulations-List-2018.docx.pdf>



## Show Office

31A Eric Street Winnipeg, MB. R2M 5J2

Phone: (204) 256-1916

E-mail: [showmanager@manitobarvshow.com](mailto:showmanager@manitobarvshow.com)

Dave Amey: Show Manager

Diana Amey: Show Office

## From March 4th – 11th

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

**Help spread the word and drive traffic to the show. Like, share and follow us.**

**Click Here!**



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



31A Eric Street, Winnipeg, MB R2M 5J2 | 204-256-1916 | [showmanager@manitobarvshow.com](mailto:showmanager@manitobarvshow.com)