

W O N D E R F U L

 *Wedding*

SHOW

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# EXHIBITOR HANDBOOK

**Produced By**

**Showtime Productions Inc.**  
One Portage Avenue East  
Winnipeg, MB R3B 3N3

[wonderfulweddingshow.com](http://wonderfulweddingshow.com)

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# W O N D E R F U L *Wedding* SHOW

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## EXHIBITOR RESOURCES

Exhibitor Resources can be found here: <http://wonderfulweddingshow.com/exhibitor-resources/>

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## SHOW HOURS

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**NOTE: You will be assigned a specific ingress time for Thursday. No assigned ingress times needed for Friday, see Ingress Details on Page 9)**

| SHOW HOURS (10am –5pm Daily) |                            |                            |                            |         |                            |                            |                            |         |                            |
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## ORDER FORMS

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- ELECTRICAL SERVICE**

If you are in need of electrical services, please fill out an order form and submit it directly to the RBC Convention Centre.  
 NOTE: Draping/Linens/Fabric **CANNOT** be used to cover electrical boxes in your booth –nothing can be touching the electrical box.

- INTERNET ACCESS**

**WIFI is available free of charge.** Hard wired internet is **not** included in the cost of your booth and can be ordered from the Convention Centre prior to the show. It is extremely important to test your connection prior to show opening to ensure you have a proper connection. It is highly recommended to rent a hard line if you are using any form of debit/credit card machine or require direct access to your website as WIFI connections may fluctuate.

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- FOOD & BEVERAGE CONCESSIONAIRE**

If you want to sell food or beverage at your booth you must submit a F&B Concessionaire Authorization Form to the Convention Centre (\$125 per day x 2 days).

- BANNER/SIGNAGE HANGING**

Signs may be hung from the ceiling 12ft above your booth. For ceiling hung signs you must submit an Installation of Signs & Banners Form to RBC Convention Centre. Ceiling signs cannot be hung once display items are set up in your booth or after aisle carpet is laid Saturday morning. Exhibitor must be present when ceiling signage is hung. **Please note you may be required to arrive prior to your scheduled ingress time to have your banner hung.** (Refer to Low Load Zone information on page 7 for booths affected by weight restriction that cannot have ceiling hung signs).

- BALLOONS**

All Helium-filled balloons must be secured to a firm base and remain within the display or assigned space. They must not be handed out to attendees. As per Convention Centre Rules & Regulations, you must submit a Helium Authorization Form along with a refundable deposit of \$250 in order to have Helium balloons in your display. Approval by Show Management is required. Alternatively, Non-Helium filled balloons on sticks are allowed without special authorization.

### CENTRAL DISPLAY ORDER FORM:

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Booth prices **do not** include tables, skirting, chairs, carpet, lights, or electrical power. These items are the responsibility of the exhibitor & may be rented from Central Display or other display contractors or you may bring them from your office or home. It is highly recommended that you order carpeting & additional lighting to enhance the quality of your booth appearance. Carpet is also more comfortable when standing on your feet all day. All materials used for draping, linens and other fabric pieces must be fire resistant or treated with a flame retardant solution. See Convention Centres' Fire & Safety and Regulation

## GENERAL INFORMATION

### ALCOHOL

Alcoholic beverages in Exhibitor booths are prohibited unless sampling poured by a licensed liquor representative. You must complete and submit the Convention Centre's Food & Beverage Authorization See Convention Centre Order forms.

### ATTENDEE DATA LISTS

Attendee data or mailing lists compiled by the Exhibitor at 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 and the Exhibitor must comply with the CASL (Canadian Anti-Spam Legislation). See Exhibitor Resources / Useful Links for Canadian Anti-Spam Legislation – Compliance Basics.**

### BADGES, EXHIBITOR

Badges must be worn at all times during the show (not needed during Ingress and Egress) while working in your booth. Exhibitors receive: One 10' x 10' Booth = 4 Badges, no charge; One 10' x 5' Booth = 2 Badges, no charge. Each additional booth = 1 Badge, no charge. Max 10 badges.

Exhibitor Badges are to be used by Exhibitors ONLY. **Badges must be picked up during ingress at the Show Office no later than 1:00pm Friday.** (Show Office is located on the 3<sup>rd</sup> floor East Concourse outside the show hall just past the top of the escalator. To purchase additional Badges email Melissa at [showtime@showtimeproductions.ca](mailto:showtime@showtimeproductions.ca). Include the number of additional badges required and form of payment.

**NOTE: Instead of purchasing additional badges you can also utilize the Badge Table for booth staff rotation. Security will be in place on Sat. & Sun. beginning at 8:30am. Entry to the Halls will not be permitted without an Exhibitor Badge during show hours. Be sure your staff has badges prior to the show.**

### BADGE TABLE & EXHIBITOR ENTRANCE

The Exhibitor Badge Table & Exhibitor Entrance will be located on the 2<sup>nd</sup> floor at the bottom of the East escalator (North building) near the Security Desk. To avoid line ups during the show, Exhibitors with a badge can enter the 3<sup>rd</sup> floor show hall via the Exhibitor Entrance (Attendees enter via New South Building, South East Escalator). Your staff can drop off/pick up their badges during the show for the next shift rotation. You can leave badges at the Badge Table at the end of each day to help prevent your staff from leaving their badges at home. Badge Table hours are Saturday & Sunday, 8:30AM – 5:15PM. After the Show on Sunday, please leave all badge clips (laminated not needed) at the Show Office or in clearly marked bins by escalator & loading dock to be recycled for next show.

### BOOTH CONTEST/PRIZE DRAW

All Exhibitor draws and promotional giveaways must be free and clear of any financial obligation on the part of the winner. All contest terms and conditions, list of prizes available and their value must be clearly posted. Show Management reserves the right to cease any contests which do not meet with the above criteria. Mailing lists compiled by the Exhibitor at the Show may not be sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. If you collect contact information from attendees at the Show, each person must be asked for their permission to be contacted via email or phone as per the Canadian Anti-Spam Legislation (CASL). Any vendors not complying to these regulations are subject to large fines/penalties by the Government of Canada. Every Canadian business must adhere to these regulations and laws. See Exhibitor Resources for Booth Contest & Prize Rules & Regulations, CASL Regulations and Telemarketing Sales Rules.

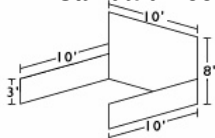
### BOOTH DIMENSIONS

- Standard Booths are 10' x 10' or 10' x 5' High (Standard Booths are 8' high next to corner booths have one 8' high side & one 10' high side)
- Corner 10' x 10' booths have one 8' high side & one 10' high side
- Corner 10' x 5' booths will have one 8' high side & one 10' high side

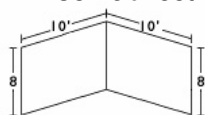
**All exhibits must comply with wall dimensions unless otherwise authorized by Show Management in advance of the Show.**

Permission for alternate dimensions, including height, must be obtained **EACH YEAR** even if permission was granted the previous year.

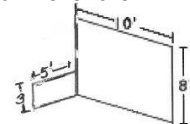
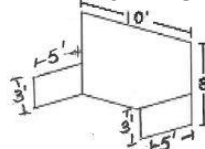
10' Standard Booth



10' Corner Booth



10' x 5' Standard Booth



**NOTE:** If you are custom-building your own booth walls, plan dimensions to allow for a potential 6" electrical box situated between the back drape & your built wall –i.e. walls should be approx. 9.5 ft. deep. Draping/Linens/Fabric **CANNOT** be used to cover electrical boxes –nothing can be touching or placed on electrical boxes. (You can hide electrical boxes behind display items)

**S' X be providing your own booth drape, you must rent or supply additional pipe to be placed in front of supplied pipe & drape. Additional Pipe & Drape can be ordered from Central Display, See Central Display Order Forms.**

## BOOTH DISPLAY CANOPY

If you are planning your display to include a roof or canopy, you **MUST** first contact Melissa prior to the show at [showtime@showtimeproductions.ca](mailto:showtime@showtimeproductions.ca) as neighbouring exhibitors will have to be contacted to ensure there is no conflict or infringement to their booths. If approved by Show Management you **MUST** have a fire extinguisher within your booth, as well as a Fire/Safety Certificate (commonly included on the material info sheet for booths with canopies) to comply with all [RBC Convention Centre Fire & Safety Regulations](#).

## BOOTH DRAPING

Booth pipe & black draping is provided and is the property of Central Display. White Draping can be ordered at an additional cost (see Central Display Order Form). Materials cannot be attached to the booth draping using nails, pins, screws, or staples which will in any way affect the drape surface. We recommend which are available at the Central Display service desk on the 3<sup>rd</sup> floor during set-up (\$5 for 20). Contact Central Display for alternate hanging/fixture options. Draping must be flame retardant and/or treated. *S' X be providing your own booth drape, you must rent or supply additional pipe to be placed in front of supplied pipe & drape. Additional Pipe & Drape can be ordered from Central Display, See Central Display Order Forms*

## BOOTH NUMBERS

If you have forgotten your assigned Booth Number, refer to your invoice and/or the Exhibitor Listings page on the Wonderful Wedding Show website page: <https://wonderfulweddingshow.com/exhibitors/>

## BOOTH STANDARDS

The show strives for high quality exhibits and displays. Please make sure your company name is clearly visible and display is clean, all equipment is in proper working condition and is well maintained. Free standing bulletin boards and/or signs may be used, providing neighbouring exhibitors are not blocked or hidden from view. **Unfinished surfaces may not be exposed to the neighbouring booths nor can you extend the height of your booth beyond 8ft high without permission from Show Management.** Any promotional material on display at an Exhibit must be prominently displayed. Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. At all times Show Management reserves the right to make final decisions in this regard. It is extremely important to keep your display within your allotted space. Extending display items into the aisle is a safety hazard.

## BOOTH, USE OF

**SHARING OF BOOTHS IS NOT PERMITTED.** Exhibit space may not be shared, transferred or sublet without the written permission of Management. **ONLY PRODUCTS AND SERVICES LISTED ON YOUR APPLICATION MAY BE PROMOTED AT YOUR BOOTH.** Exhibitor's booth space cannot be used or used in any way for which the exhibitor is not a representative, or that has not been authorized by Show Management. **This includes any contest or draw prize at the booth that promotes another non-exhibiting company.** Only the company that has officially registered as an exhibitor is permitted to conduct business within the booth **THIS WILL BE STRICTLY MONITORED AND ENFORCED.** You may obtain & promote prizes or services from other official show exhibitors —Great networking idea!

## BUSINESS AT YOUR BOOTH

Exhibitor personnel or representatives distributing samples, souvenirs, and promotional material, or soliciting business must do so within the confines of their exhibit space only. Exhibitors are not allowed to distribute materials in the aisles or elsewhere in the public areas.

## CANDLES

Candles are permitted in your booth but must be in an enclosed container. No open flames permitted. **You must have a fire extinguisher in your booth** to comply with the RBC Convention Centre Fire & Safety Regulations.

## CARE OF BUILDING

Painting, nailing, or drilling of floors, walls, ceilings or any of the building is prohibited. Exhibitors wishing to lay floor covering must use an adhesive that will not damage the floor and is easily removed at the end of the show. If tape is not removed within an Exhibitor's display, the cost of removal will be charged to the exhibitor. Approved Carpet Tape can be purchased at the Central Display Service Booth.

## CRATES & STORAGE

Crates/boxes cannot be stored at your booth as per venue Fire Regulations. There will be limited designated Exhibitor Storage space available in the Show Hall, ask the Show Office for details.

## DOLLIES / CARTS

A LIMITED number of moving dollies and carts are available from Central Display on a first-come, first-served basis. **EXHIBITORS SHOULD PROVIDE THEIR OWN CARTS OR DOLLIES TO EXPEDITE INGRESS/ EGRESS.** Carts/dollies CANNOT be rolled across show floor once aisle carpet has been laid. Aisle carpet will be laid Friday evening. On Sunday, during egress, keep aisles clear until Central Display removes aisle carpet. No dollies, carts or other items are permitted on aisle carpet. **Central Display will not unlock their dollies/carts until all aisle carpet has been removed—please be patient.**

## EGRESS / MOVE OUT (see page 10)

**Please respect show hours & do not dismantle, pack up, or remove any part of your booth display until 5:00pm 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 will result in the loss of the following exhibitor's booth privileges

## ELEVATORS - FRIEGHT

**North Building:** Exhibitors NOT requiring the 3<sup>rd</sup> floor loading dock can use the North West freight elevator (North Building) to take

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## EXHIBITOR ENTRANCE & BADGE TABLE

The Exhibitor Badge Table & Exhibitor Entrance will be located at the 2nd floor East escalator in the North building near the Security Desk. Exhibitors & Attendees CANNOT access the 3rd floor Show Hall during show days by elevator unless absolutely necessary (mobility issues etc.) –ALL Exhibitors must use the East Escalator in the North Building by the Security Desk –**DO NOT USE THE SOUTH BUILDING MAIN TICKET GATE ENTRANCE.** (Attendees enter the show via the South escalator in the new side of the building so you will avoid line-ups by using the East Escalator in the North building). You must have your Exhibitor Badge displayed for access to the 3rd floor - no access to 3rd Floor can be given without a Badge or Ticket.

## EXHIBITOR LOUNGE

Exhibitor Lounge is located on the North side of the 3<sup>rd</sup> floor, East side outside of the Show Hall, next to the Show Office (East Concourse). The Convention Centre will provide food and beverage service in the Exhibitor Lounge or you may bring your own lunches/snacks. A water cooler will be available.

## FIRE & SAFETY

Exhibits must comply with all RBC Convention Centre Fire & Safety Regulations. No open flames permitted; candles must be enclosed. **If your display includes a roof or canopy and/or you will be having candles in your booth you MUST have a fire extinguisher within your booth.** All materials used for draping, linens and other fabric pieces must be fire resistant or treated with a flame-retardant solution. Draping/Linens/Fabric CANNOT be used to cover electrical boxes –nothing can be touching or placed on electrical boxes. See C o n v e n t i o n [Rules and Regulations –Fire & Safety](#).

## FLOORING

Exhibitors should consider providing their own booth flooring as hall flooring is unfinished and may have imperfections. Show Management is not responsible for providing flooring. All flooring edges must be secured to the floor to avoid tripping hazards as per the Convention C All Exhibitors wishing to lay floor covering MUST use an adhesive tape that will not damage the floor and is easily removed at the end of the show. If tape is not removed within an Exhibitor's display, the cost of removal will be charged by the venue to the exhibitor. Floor Tape may be purchased from Central Display.

**NOTE:** There are 7 zones in the south hall that are visibly marked on the floor. The following booth numbers should consider flooring to cover this yellow print: W16, W20, W23, W28, W30, W31, W32, E65, 1143, 1142, 1043, 1042, 943.

## GARBAGE / RECYCLING

It is the responsibility of each Exhibitor to clean their own exhibit space or arrange for cleaning services with Central Display. Waste bins are located on the loading docks for cardboard, mixed waste, recyclables and pallets. Please ensure that you clean up any debris in the aisle ways that may have originated from your booth (i.e. food sampling containers, garbage, etc.) to avoid being charged.

## INGRESS / MOVE IN (See Page 9)

Upon arrival for Ingress (move-in), all exhibitors **must report to the Show Office** to check in and pick up their exhibitor badges.

**Exhibitors must check in prior to Friday 1:00pm.** Any booth space not claimed and occupied, or for which no special arrangements have been made prior to 1PM Friday, may be resold or reassigned by Show Management. Exhibitors will not be allowed to participate if their contract is not paid in full prior to Show opening. **Refunds will not be granted for unused display space.** If you are unable to check in prior to 1PM on Friday you MUST notify the Show Office to confirm your arrival and set up time. Show Office phone number is 431.275.3932, or email Melissa at [showtime@showtimeproductions.ca](mailto:showtime@showtimeproductions.ca).

**IMPORTANT: Children under the age of 12 are NOT permitted on the show floor during Ingress & Egress (as per Convention Centre policies). This policy is for the safety of your children.**

## INSURANCE

Management is not responsible for any liability connected with the acceptance or the use of any exhibitor or by anyone choosing their product or service. The exhibitor agrees to indemnify and hold harmless Management from any and all claims, causes of action, and suits arising out of or resulting from any damage, injury, or loss to any persons, including, but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of, or in any way connected with the exercise by the exhibitor or the privileges granted herein. Exhibitor should take steps necessary to insure him/her against any such loss, and if requested, exhibitor will provide proof of business liability insurance. In any policy of insurance obtained by exhibitor regarding this show, exhibitor shall name Showtime Productions Inc. as additional insured subject to a minimum \$2,000,000 liability limit. Exhibitor will make good any damage to the building or fixtures caused by its negligence or to any equipment and/or display material resulting from accidental breakage, misplacement, theft, fire or natural disaster.

## LICENSE, VENDOR / DIRECT SELLER

Persons, who on their own behalf or who use others on their behalf to direct sell in Manitoba, must confirm that their company is licensed to sell in Manitoba **under the Consumer Protection Act**. These licenses are required before any direct selling activity takes place in Manitoba. See the following link for more information <http://www.gov.mb.ca/cc/cpo/index.html>. **Local store fronts in Manitoba do not require a Direct Sellers License.**

## LIGHTING

It is recommended that you have additional lighting in your booth to enhance your display, and also because the hall lighting is slightly dimmed during the show. **ALL special effect lighting show floor MUST be turned OFF 15 minutes prior to and during the Fashion Show times.** THIS WILL BE STRICTLY ENFORCED. See Central Display Order Form for lighting rental options if needed.

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## LOW LOAD ZONES

There are 2 locations on the South side of the hall that are marked Low Load Zones. If you are within this space you will not be able to have ceiling hung signs as the Convention Centre cannot drive the scissor-lift in this location due to weight restrictions. Booths affected are: W16 - W20, W23 - W28, W30 - W32, E60 - E65, 1143, 1142, 1043, 1042, and 943.

## MAGAZINE EXCLUSIVITY

Please note that out of loyalty to our official show exhibitors, our Wonderful Weddings Magazine is the **ONLY** wedding publication permitted at the show. **Exhibitor promotional material is permitted, as shown on the show floor.** Please report any unauthorized promotional materials to the Show Office and our staff will remove the items. Thank you for helping us stay loyal to our show exhibitors.

## MEDICAL / EMERGENCY

In case of a medical Emergency during the show, contact RBC Convention Centre Security Desk, located on the 2<sup>nd</sup> floor at the top of York Avenue stairs/escalators or call 204.957.4523. Security will provide medical assistance. Please also notify the Show Office or a Wonderful Wedding Show staff member so we can assist. If life threatening call 911 and inform Show Office.

## MUSIC, LICENSING

DJ's, Photographer, using reproduction of sound recordings must have a Connect Music License (formally AVLA). Refer to Exhibitor Resources Page for Connect Music information.

## MUSIC / SOUND LEVELS

Sound Equipment etc. must be kept within the confines of exhibit space and shall be the responsibility of each Exhibitor to ensure that the sound level emanating from the exhibit space, electrical or mechanical apparatus shall not be at a level which will disturb exhibitors in surrounding exhibits. Show Management reserves the right to mediate any sound disputes which may arise between Exhibitors. **ALL music on the show floor must be turned OFF 15 minutes prior to and during Fashion Show times. This will be strictly enforced.**

## PARKING

Parking is not provided by the Show. The Convention Centre North Parkade has 2 levels of underground parking (access from Carlton St. East) and the new South Parkade has one level (access via back alley at the South end of the building off Carlton St. East or Edmonton St. West). During show days please do not park in the North or South Parkades to allow room in the Parkades for Attendees. (use street parking or surface parking lots). Visit WCC for more information: <http://www.wcc.mb.ca/venue/parking/> or to obtain a downloadable map of available parking downtown, visit: <http://downtownwinnipegbiz.com>. **NOTE: The North Parkade accepts cash, credit & debit cards at the exit, and South Parkade accepts cash, debit & credit cards at the pay station located beside the elevator and credit cards only at the exit.**

## PARKING DISCOUNT VOUCHERS (INGRESS ONLY, NORTH PARKADE ONLY)

\$10.00 flat rate parking vouchers are available during Ingress for exhibitors needing to park in the North Parkade during Ingress only. Parking Vouchers can be picked up at the Show Office during ingress (Max 1 voucher per Ingress Day, Thursday & Friday, valid for North Parkade only) **There are no parking vouchers for Saturday & Sunday.**

**NOTE:** The Convention Centre has 2 levels of underground parking, freight elevators are only accessible from Upper Level Parking, not lower level parking.

## PRINTED MATERIALS

Printed materials for distribution should be based on an estimated attendance of 6,000 - 8,000. Approximately 1/3 of attendees are couples, (approx. 2,000 - 3,000 couples).

## RETAIL SALES

Selling / Retail Sales within your booth is permitted. Also see "License, Food & Beverage Sales" must submit a F&B Concessionaire Authorization Form to the Venue, a \$125 fee per day applies. <https://www.wcc.mb.ca/exhibitors/order-forms/>

## 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 RBC Convention Centre will both have service desks set up in the hall during Ingress. If you ordered any display items or power and ply go to their service desks to notify them when you arrive, simply

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## SIGNAGE

All booths must have professionally lettered signage so all companies can be identified. Signs may also be hung from the ceiling 12ft above your booth. For ceiling hung signs you must submit an Installation of Signs & Banners Form to RBC Convention Centre. Ceiling signs cannot be hung once display items are set up in your booth or after aisle carpet is laid Saturday morning. Exhibitor must be present when ceiling signage is hung. **Please note you may be required to arrive prior to your scheduled ingress time to have your banner hung.** (Refer to Low Load Zone on page 7 for booths affected by weight restriction that cannot have ceiling hung signs  
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## STAFFING

Exhibitors must have staff working at their exhibits at all times during show hours. Booths must not be closed down at any time during the show. **Do not leave your booth unattended.** Staff should be at their booth each day at least half an hour before doors open (9:30am) as Show may open early due to long lineups. We highly recommend that if you are having staff work your booth that you treat your booth as your place of work and ask staff members to keep cell phones out of use.

## TEAR DOWN

Exhibitors are **NOT** allowed to dismantle, pack up, or remove any part of their display until **5:00 PM** on closing day. **Tear down prior to show closing may result in loss of Exhibitor's booth privileges.**

## TICKETS

Tickets for the Wonderful Wedding Show are available through the show website: <http://wonderfulweddingshow.com/tickets/>  
Tickets also available at the door. Children 12 & Under are Free.

## VEHICLE DISPLAY

Exhibitors must get authorization from the show to display any vehicles on the show floor as special move-in arrangements must be made & specific guidelines followed. Contact our office for more details. **Vehicles/Trailers displayed on the show floor WILL NOT have access to egress until approximately 8:00pm**, when most of the show is moved out of the hall.

## WIRELESS INTERNET

Enjoy Free Wi-Fi at the RBC Convention Centre with **Network:** Events-3 **Password:** WCCEvents123

## INGRESS (Move In)

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(exhibitors will be assigned a specific Loading Dock & Ingress time on Thursday, no assigned time required after 5pm)
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(no assigned ingress time needed on Friday)

*Loading Dock closes at approx. 8:30pm each day of Ingress.*

- **\* Children under the age of 12 are NOT permitted on the show floor during Ingress & Egress.** (As per Convention Centre policies). This policy is for the safety of your children.
- Upon arrival for Ingress (move-in), all exhibitors MUST report to the Show Office to check in and pick up badges.
- Exhibitors must check in prior to Friday 1:00pm.
- **For your safety the Convention Centre does not permit exhibitors to use stairs or escalators to move display items during Ingress and Egress.** Access will not be allowed through the main floor York entrance; you must use loading docks or freight elevators. Vehicles are not allowed to park in the front access lane or off Carlton Street during Ingress / Egress
- Aisle carpet will be in place by Friday evening –carts are not permitted on show floor after this time.
- All exhibits must be completely set up by 9:00 AM Saturday
- All exhibitor staff must arrive to their booth at least half hour prior to Show open (9:30am) as Show may open early due to lineups. (Show opens 10:00am)
- **Loading Dock will be closed Saturday & Sunday –no deliveries via the Loading Dock are permitted Saturday & Sunday unless preapproved by Show Management.**

### Deliveries (During ingress hours only)

**Exhibitor Display Deliveries:** The Convention Centre will not accept deliveries prior to Thursday. If you require delivery prior to this date you must make storage and delivery arrangements with Central Display ([info@centraldisplay.ca](mailto:info@centraldisplay.ca) or 204-237-3367)

**\*\*\* ALL DELIVERIES MUST BE CLEARLY MARKED AS FOLLOWS \*\*\***

**RBC Convention Centre Winnipeg (204-956-1720)**

**375 York Avenue, Winnipeg, Manitoba, R3C 3J3**

**Attn: Wonderful Wedding Show, 3<sup>rd</sup> Floor (Hall A, B & C)**

(Include: Exhibitor Company Name, Contact Name & Booth Number)

You should coordinate deliveries to arrive at the Convention Centre while you are there setting up your booth so that you can sign for the delivery and verify the shipment is correct (provide the delivery company with your cell number so they can call you when they arrive). Your delivery company should deliver your items directly to your booth & NOT just leave them on the loading dock or anywhere else in the Convention Centre. The Convention Centre or show staff cannot be responsible for delivering items to booths.

## EGRESS (Move Out)

**Egress Hours:** D\_XNKc\$ 9OL\5:00 PM -10:00PM

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1. **DISMANTLE YOUR BOOTH COMPLETELY** (Please do not dismantle anything prior to 5:00 pm Sunday)

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3. ONCE YOU HAVE FINISHED LOADING YOUR ITEMS INTO YOUR VEHICLE, THE DOCKMASTER WILL DIRECT YOUR VEHICLE TO LEAVE THE LOADING DOCK TO MAKE ROOM FOR THE NEXT VEHICLE. **Thank you for understanding that we need to keep the loading docks moving!**

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### **HAND TRUCKS/DOLLIES:**

We recommend you bring your own hand truck/dolly for Ingress & Egress as Central Display only has a limited number of flatbed carts available. NOTE: Central Display will not unlock their dollies/carts until aisle carpet has been removed.

Waste bins are available on the loading docks for cardboard, mixed waste, recyclables and pallets. Any construction material must be removed by the exhibitor.

## INGRESS / EGRESS ACCESS OPTIONS

### Option 1 - LOADING DOCKS

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#### NORTH LOADING DOCK

- 3<sup>rd</sup> floor North loading dock (direct access to 3<sup>rd</sup> floor display area) –6 bays with access truck ramp via Edmonton St. Use intercom if door is closed.
  - Freight elevators can also be used to move items to and from the 3<sup>rd</sup> floor and Upper Level Parking. Freight elevators do **NOT** go to lower level parking.
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### Option 2 - FREIGHT ELEVATORS –North Building Only (by North loading dock) –Larger items & Hand Carried items

- North West freight elevator
- North East freight elevator
- Use freight elevators to transport larger items to & from upper level parking.
- Freight elevators do **NOT** go to lower level parking.

### Option 3 - PASSENGER ELEVATORS (North Building Only) –Small Hand Carried Items Only

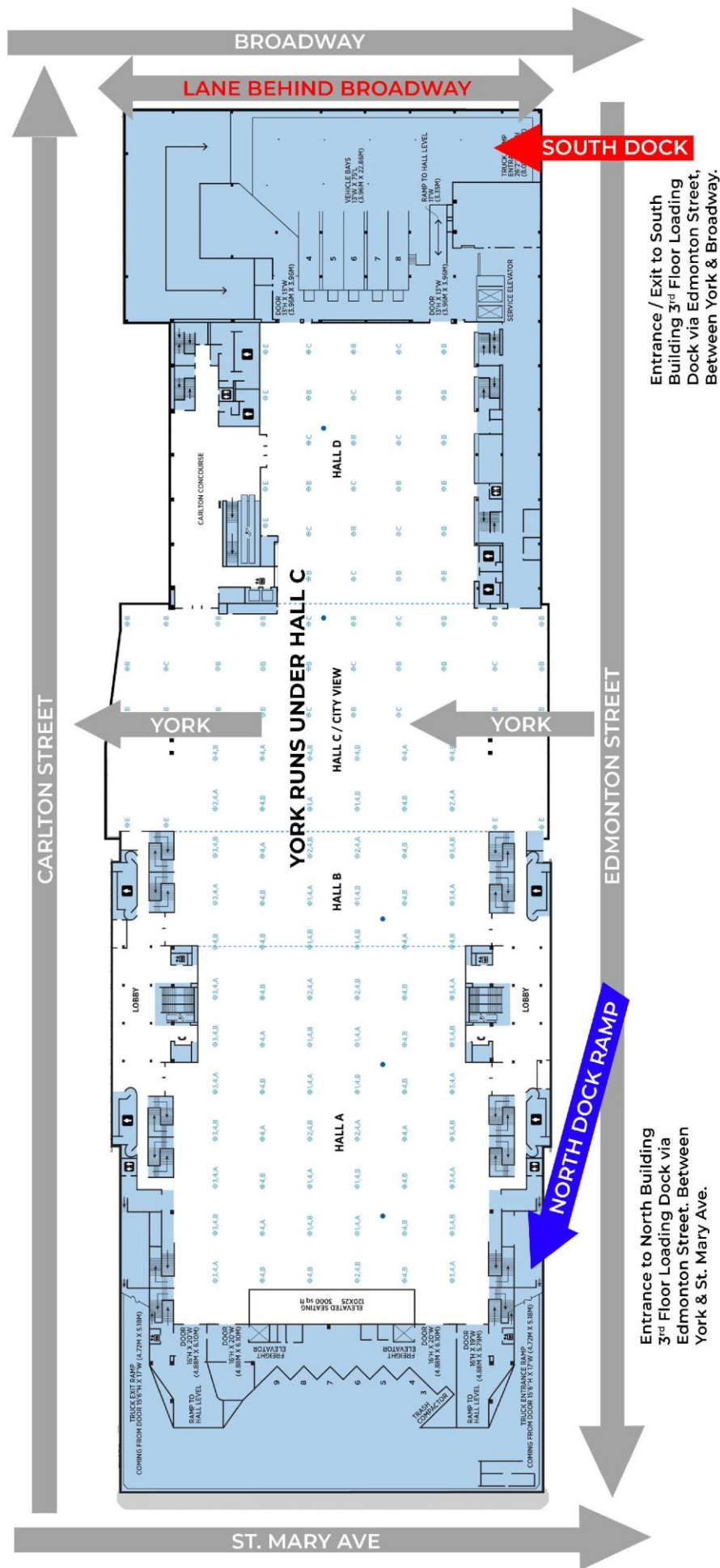
- North West Passenger Elevator (by loading dock)
  - West & East Passenger Elevators –**Egress ONLY until approx. 7:00PM**
  - Passenger elevators will be operated by facility staff & are for passengers & small hand-carried items only & will provide access to your vehicle in both upper & lower parking levels.
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## **LOADING DOCK ACCESS PLAN**





# WEDDING SHOW

## TERMS & CONDITIONS

1. Exhibitors will be required to abide by all rules and regulations as established by Showtime Productions Inc. (herein called Management).
2. Management reserves the right to reject or prohibit exhibits or exhibitors whom Management considers objectionable, or to relocate exhibitors when in opinion such moves are necessary to provide maximum utilization of hall space, and to maintain the quality, character, traffic flow and/or good order of the Show. Exhibitor agrees to abide by all rules adopted by Management, and that Management will have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Show.
3. Exhibit space may not be shared, transferred or sublet without the written permission of Management. No part of the Exhibitor's booth space will be used for the promotion of any item or service for which the company is not a representative, unless display items are provided by another official Exhibitor in the show. Only products or services specified on the application may be promoted at the show. Vehicle displays must be pre-approved and coordinated with Management prior to Show.
4. If Exhibitor fails to make payments at the time appointed herein, all rights of the Exhibitor shall cease and terminate and any and all payments on account prior to said time may be retained by Management as liquidated damages and not as penalty and Management may then reallocate the space.
5. If the Exhibitor, having submitted this application desires to cancel its participation in the Show, the Exhibitor may only do so by giving Management **NOTICE in writing not less than ninety (90) days prior to the Show date**, in which case the 25% or 50% non-refundable payment, as the case may be, paid by the Exhibitor shall be applied towards the Exhibitor's participation in the Show. **Notice is not effective unless Management confirms receipt in writing.** If the Exhibitor cancels its participation in the Show less than ninety (90) days prior to the Show date, the Exhibitor is liable for full payment of their space rental and no refunds will be given.
6. Solicitation in any manner or distribution of printed matter or samples is prohibited outside the confines of the booth space rented.
7. Sound Equipment etc. must be kept within the confines of exhibit space and shall be the responsibility of each Exhibitor to ensure that the sound level emanating from the exhibit space, electrical or mechanical apparatus shall not be at a level which will disturb exhibitors in surrounding exhibits.
8. All Exhibitor draws and promotional give aways must be free and clear of any financial obligation on the part of the winner. All contest terms and conditions, and list of prizes available and their value must be clearly posted. Show Management reserves the right to cease any draws which do not meet with the above criteria. Mailing lists compiled by the Exhibitor at the Show may not be sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. If you collect contact information from attendees at the Show, you must contact them via email or phone by you. Any contest ballot forms/data entry methods must include Consent from the customer to be contacted for promotional purposes as per the Canadian Anti-Spam Legislation (CASL). **Any vendors not complying with these regulations are subject to large fines/penalties by the Government of Canada. Every Canadian business must adhere to these regulations and laws.**
9. No display may be dismantled or goods removed during the entire Show run and must remain intact until closing on the last day. Tear down prior to show closing will result in loss of exhibitor's booth privileges and of a fee for the use of the Show Building. Exhibitor agrees to pay for any and all additional costs as may be incurred.
10. Management is not responsible for any liability connected with the acceptance or the use of any exhibitor or by anyone choosing their product or service. The exhibitor agrees to indemnify and hold harmless Management from any and all claims, causes of action, and suits arising out of or resulting from any damage, injury, or loss to any persons, including, but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of, or in any way connected with the exercise by the Exhibitor or the privileges granted herein. Exhibitor should take steps necessary to insure him/her against any such loss, and if requested, Exhibitor will provide proof of business liability insurance. In any policy of insurance obtained by Exhibitor regarding this show, Exhibitor shall name Showtime Productions Inc. as additional insured subject to a minimum \$2,000,000 liability limit. Exhibitor will make good any damage to the building or fixtures caused by the Exhibitor or any of the Exhibitors' agents or employees responsible for any loss of their equipment and/or display material resulting from accidental breakage, misplacement, theft, fire or natural disaster.
11. In the event the Show is cancelled for any reason beyond the control of Management, Management shall in no way whatsoever be liable to the Exhibitor. Upon such a cancellation, Management shall be entitled to retain the Exhibitors 25% or 50% non-refundable payment, as the case may be, in accordance with para- graph 5 herein. Management reserves the right, in its sole and absolute discretion, to change the dates of the Show, at any time up to and including thirty (30) days prior to the then current Show dates, and in the event of such a change, shall not be liable for damages or otherwise by reason of such change.
12. Exhibits must comply with all RBC Convention Centre Winnipeg fire and safety regulations regarding Fire Retardant Materials and Electrical Panels.
13. Management reserves the right to appoint all Show services, and will make all information available to Exhibitors. Items such as tables, skirting, chairs, carpets, lights, furniture, electrical, etc. may be rented from display contractors or venue. **SUCH ITEMS ARE NOT COVERED BY THIS CONTRACT.**
14. Exhibitor agrees to conduct all business in such manner as to comply with and shall not do anything in contravention of any and all statutes, bylaws, rules and regulations of any Federal, Provincial, Municipal, or any other competent authority.
15. Exhibitor agrees to obtain and pay for all necessary permits, certificates and licenses required by all authorities having jurisdiction and to pay all taxes eligible in connection with the business conducted at the Show. **Exhibitor must obtain a valid Manitoba Sales Tax License and a valid Manitoba Liquor and Gaming License (if applicable) prior to the Show.** Applicants must submit proof of Business Registration and/or Direct Sellers License.
16. The Attendee Data List is copyrighted, and may not be copied, lent, shared nor sold. Any unauthorized use of the list will result in legal action. It is the responsibility of the Exhibitor to ensure the safekeeping of the Attendee Data List. Email marketing must comply with CASL Guidelines.
17. Any space not claimed and occupied or for which no special arrangements have been made prior to 1:00 PM Friday may be resold or reassigned by Show Management without obligation. All exhibits must be completely set up by 9:00 AM Saturday. Management reserves the right to reallocate space not occupied by this time.
18. Exhibitor acknowledges and agrees that at the time of the show, a Health & Safety Plan may be in effect, in order to ensure the well-being of exhibitors & guests. Exhibitors are responsible for complying with and implementing Manitoba Government regulated safety measures including hand sanitizer, masks, and/ or proof of vaccination or other procedures as established by Health Orders. All Exhibitors must adhere to all Manitoba Government Public Health Orders, if any, in effect at the time of the Show, which may include, but are not limited to, providing proof of vaccination. Failure to adhere to Manitoba Government Public Health Orders then in effect will result in the Exhibitor's inability to participate in the Show, in which case, any amounts paid by the Exhibitor to Management shall be addressed as set forth in paragraph 5 herein.

**DEADLINES ARE ABSOLUTE. NO EXCEPTIONS PLEASE COMPLY. SEE NUMBERS 4, 5 & 11.**