



The following regulations are the policy of the RBC Convention Centre Winnipeg with consultation with the Winnipeg Paramedic and Fire Service and **MUST** be observed by all exhibitors participating at trade shows and exhibitions or any events held at the RBC Convention Centre Winnipeg.

1. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of an eight (8) foot aisle must be maintained at all times in ground floor and second floor meeting rooms, and ten (10) foot aisles must be maintained at all times in exhibit Halls A, B, C, & D. Exhibitors shall not obstruct fire alarms, equipment, fire exits or fire equipment.
2. **All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg, for fire prevention. Dust covers for displays must be fire resistant or treated with a flame retardant solution. Should this service be required, you may contact Stage Lite Management Ltd. (204)284-1950 x222. Reference Canadian Fire Code 2.3.2-Flame Resistance; 2.3.2.1; 2.3.2.1- Drapes, Curtains and Decorative Materials; 2.3.2.2.-Flame Retardant Treatments.**
3. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the Convention Centre prior to the opening of the show and returned at the close of the show.
4. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited. Reference Canadian National Fire Code 2.4.1.1(4) Accumulation of Combustible Materials.
5. Aisles should be kept clear and uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear at all times.
6. No hazardous display of any nature will be permitted in any exhibition or display area without written permission of the Winnipeg Fire Department. The above includes straw, sawdust, wood shavings, open flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, L.P.G. cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature.
 - ◆ Any fuel burning appliances, ie. fireplaces, stoves, ranges, etc. will be installed to and in compliance with all City of Winnipeg and Province of Manitoba Fire Codes and/or Regulations. All appliances must be C.S.A. approved.
 - ◆ Depending upon the specific nature of your exhibit, a permit may be required regarding hazardous activity at your booth. This may include but not limited to storage/handling of propane or other flammable gases.
 - ◆ Please contact Winnipeg Fire Paramedic Service – Fire Prevention Branch prior to exhibit opening to obtain prior authorization at 204-986-8200 or FireInspections@winnipeg.ca
7. Automobile, Boat, Trailer, Etc. Display
 - ◆ When cars are being brought in for an exhibit or displayed in any form, all fuel tanks **MUST** be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle.
 - ◆ Wheel pads must be placed under vehicle wheels
 - ◆ Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with show management in case of emergency.
8. Enclosed or covered structures are **NOT** permitted unless certified by the Winnipeg Paramedics and Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.
9. Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.



ACTION TO BE TAKEN IN CASE OF FIRE

The CENTRE is equipped with a **TWO STAGE FIRE ALARM SYSTEM**, which automatically sequences and directs the necessary actions. Your responses to the alarms should be as follows.

GONG OR CHIME SIGNAL ALERT STAGE

Cease all work
Stand by ready to evacuate

FAST GONG SIGNAL EVACUATION ALARM STAGE

Evacuate IMMEDIATELY using the nearest safe exit, and proceed outside and clear of the building to a minimum of 50m (150 feet).

DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.

Do not attempt to remove any vehicle from the parking garage.

Obey all instructions of Building Fire Wardens who will assist in the evacuation.

Comply with Fire Department Orders.

Return to the building only when authorized by the Winnipeg Paramedics and Fire Services Chief or by the Building Fire Marshal.

YOU DISCOVER FIRE, SMOKE, OR SMELL GAS

Activate the nearest fire alarm.

Warn persons nearby.

Call 911 and the Security Desk at 204-957-4523, and give the location of the fire.

Evacuate IMMEDIATELY using the nearest safe exit, proceed outside and stand at least 50m (150 feet) across from the building.

DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.

Fight small fires using extinguishers, only if it is not between you and an exit.

ACTION TO BE TAKEN IN CASE OF A BOMB THREAT

1. If a bomb threat is reported by a telephone caller, keep the caller on the line as long as possible and record as much of the conversation as you can.
2. The person receiving the call should remain calm.
3. The Security Officer in the Control Room should be notified immediately at 204-957-4523, when a call of this nature has been received. The officer will then report the incident to the Winnipeg Police Department by calling 911.