



WINNIPEG CONVENTION CENTRE REGULATIONS AND POLICIES

The Winnipeg Convention Centre is pleased to welcome you as an exhibitor. To assist you in your planning, we would like to familiarize you with our regulations, policies, services offered, etc. Accordingly, the following applies:

- Services available are: telephone, internet access, water, gas, electrical and booth cleaning
- **ALL** orders should be directed to **Mary Fehr**, and **MUST** be prepaid.
- Please note the following deadlines for utilities:
 - **Phones and Internet accesses two (2) weeks prior to show date.**
 - **All other utilities one (1) week prior to show date.**
- Services and/or utilities cannot be provided until payment is received.
- We are unable to refund monies for services and/or utilities provided and not used or for utilities provided but incorrectly ordered.
- Equipment requiring direct utility hook-up subject to 1 hour minimum labour charge and must be prepaid prior to service being provided.

As is required under Provincial Law, unapproved electrical (CSA - Canadian Standard Association) gas or plumbing equipment **MUST** be inspected and approved by the Manitoba Department of Labour before being placed into service. Supplying of services by outside contractors (licensed) within the Winnipeg Convention Centre may result in a fee charged to the supplier or client.

1. During Ingress and Egress of Exhibition/Trade Show, **children** under the age of **12**, are **NOT** allowed on the show floor. This policy is for the safety of your children.
2. **DECORATIONS, SIGNS, BANNERS, etc.**, may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, painted surfaces or columns
3. **NO HOLES** may be drilled, cored or punched in the building.
4. **NO HELIUM BALLOONS** are permitted in the building.
5. **NO ADHESIVE BACK (STICK-ON) DECALS** or similar items may be distributed or used in the building.
6. **NO SAMPLE FOOD and/or BEVERAGE PRODUCTS** may be distributed by exposition sponsoring organizations and/or their exhibitors **except upon written authorization.** (See Authorization Request).
7. Parking in loading dock areas (Ground and Third Floor), except for loading or unloading, is prohibited. **Violators will be towed at their own expense.**
8. Fire hose floor ports **MUST** remain unobstructed at all times.
9. **PASSENGER ELEVATORS** are not to be used for moving goods or materials between floors; the loading docks and freight elevators must be used for this purpose.
10. **ALL TAPE**; etc that is used to adhere carpeting to the exhibition floor must be removed upon completion of the show. If this is not done, the cost of removal of same will be charged to the exhibitor or show management as required. **Renfrew Double Coated Cloth Tape is the only permissible tape to be used and may be purchased directly from your show decorator or from Lowry's MFG. and Sales Ltd., 19 Keith Street, Winnipeg, Manitoba, Telephone (204) 633-6359.**
11. **NO SMOKING:** In accordance with the City of Winnipeg Bylaw #7870/2001, it is the policy of the Winnipeg Convention Centre that there shall be no smoking anywhere within the facility including the loading docks and parkades.

PLEASE NOTE:

THE WINNIPEG CONVENTION CENTRE WILL NOT ACCEPT SHIPMENTS OF ANY KIND FOR TRADE SHOW/EXHIBITIONS. ARRANGEMENTS MUST BE MADE THROUGH THE DISPLAY/SHIPPING COMPANY.