



When shipping equipment and materials for your booth or exhibition, please bear in mind these important points:

The Winnipeg Convention Centre has a long-standing policy of not accepting delivery of exhibitors' equipment and materials.

If you have deliveries scheduled to arrive before the day of ingress, the following options are available to you:

- \* Arranging for direct delivery to the display company that your show managers have contracted. The display company will be able to provide off-site storage and deliver your shipment to your booth / exhibition space at the Convention Centre.
- \* Engaging the services of a shipping and brokerage firm. Such firms will handle and store all materials and are able to provide service and assistance to you on-site, at the Convention Centre on the designated day of ingress. Shipping and Brokerage firms specialize in shipments that require careful handling; all details related to cross border and inter-provincial shipping and long and short term storage of goods.

Whichever choice you make, the Convention Centre strongly recommends that you inform yourself of the insurance coverage and security that any company extends to their clients while your property is in their care.

On the reverse side is contact information for A. D. Rutherford, Customs Brokers, Consultants and Forwarders. There are several other brokers and forwarders based in Winnipeg and the Winnipeg Convention Centre makes no specific recommendations. The representatives of the firm that you choose will be able to provide you the information that you need to make an informed choice

When shipping your goods to the Winnipeg Convention Centre for a trade show, we suggest you contact the firm you have selected and they will be happy to advise and quote on their services. They can handle all your shipping, storage, Customs clearance, and forwarding needs to and from the show.

We advise that all goods and materials for any show be shipped within a reasonable time frame. When shipping by ground, we suggest shipping 10 days prior to ingress date of the show. If shipping by air, we suggest shipping 5 days prior to ingress date of the show.

**A. D. RUTHERFORD & CO. LTD.**

Customs Brokers, Consultants & Forwarders

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Email: [info@adrutherford.com](mailto:info@adrutherford.com)

**A. D. Rutherford & Co. Ltd., will not be held responsible for any delayed, damaged, lost or stolen goods, prior to, during or after the show. Exhibitors are therefore urged to carry all-risk insurance on all materials.**