

HOUSEKEEPING RULES & REGULATIONS 2019-2020

The RBC Convention Centre only maintains the aisles, if they do not have a display company carpeting. Booth space is not maintained as a part of the rental contract. Therefore, if required, arrange for booth cleaning service.

Any housekeeping form that is not received by the RBC Convention Centre a minimum of 3 hours prior to the show opening may not receive pre-opening cleaning.

The RBC Convention Centre is the exclusive provider of all cleaning services.

The exhibit cleaning service includes vacuuming, general cleaning and dusting and removal of garbage.

Cleaning will be done prior to show opening on the dates required.

All tape, etc. that is used to mark spaces on floors must be removed at the completion of the show. If this is not completed, the cost of removal of same will be charged to the exhibitor and/or show management.

Nails, pins, tack, etc., as well as cellophane tape, duct tape, glue and foam stick are prohibited. Touch up of exhibits, etc., must be done in such a manner as not to deface or damage the Centre's property. Proper precautions must be taken, otherwise repairs and cleaning will be carried out at the renter's expense.

Additional cleaning services are available, refer to the labour rates and contact Exhibitor Services at 204-957-4538. Charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Waste Management at move-in and move-out

Waste Stations will be clearly marked. The Signage will be similar to the one below:



Regular garbage

Construction waste (e.g. Carpet, Wood, Bricks, Concrete) are not to be placed into these bins. These materials should be removed by the Exhibitor, as they are not handled by the RBC Convention Centre.

- North Loading Dock, 1st Bay – 30 yard open bin
- South Loading Dock, 1st Bay – 30 yard open bin
- Hall C – 3 yard rolling bin

Mixed Recyclables:

Such as Paper, plastic, bottles, cans and coffee cups

- North Loading Dock, Upper Level – 32 gallons bin
- South Loading Dock, Upper Level – 32 gallons bin
- Hall Entrances – 32 gallons bin (at each entrance)

Cardboard boxes (folded):

- North Loading Dock, Upper Level – 2 yard rolling bin
- South Loading Dock, Upper Level – 2 yard rolling bin



Compostable/ Organic Garbage:

- North Loading Dock, Upper Level – 40 gallons bin
- South Loading Dock, Upper Level – 40 gallons bin
- Hall Entrances – 32 gallons bin (at each entrance)

Vendors are asked to bring any of their waste to these locations; housekeeping staff will remove debris from this point.

Event Time Waste Stations

During the event hours when public are in the building it is important to ensure that bins in the aisles and around the stadium are clean and free of debris.

Please use waste stations and bulk garbage area for any waste or recycling that is generated from vendor booths.

Each Waste Station used during Event move will be in use in the back spaces relative to their spot on the floor during move. The stations will just be moved back out of sight from the public. Please refer to the waste maps for these bulk waste collecting areas.

Exhibit Hall Tape Use

Only Scapa Double Coated Polyethylene Tape will be approved for use in the installation of carpeting in booths. This product is used and also sold by Central Display and Lowry Mfg. & Sales Ltd. Individual rolls can be purchased directly from Central Display, Unit 7-850 Marion Street, Winnipeg, MB. Phone: 204-237-3367.

Bulk orders can be made through Lowry's Mfg. & Ltd., 30 Midland, Winnipeg, MB. Phone: 204-633-6359.

Vehicles

Any vehicles that are not part of the exhibit are to be removed from the exhibit floor 3 hours prior to the opening to allow for aisle cleaning.

No vehicle that is wet, muddy or snow covered will be allowed on the exhibit floor until clean and dry.

Pallets

Do not lean against walls.