



OVERHEAD RULES & REGULATIONS

Please fill out Sign/Banner form and submit 3 weeks prior to event to the Exhibitor Services to ensure that manpower is scheduled within normal business hours. The hanging of signs and banners during non-business hours will result in overtime rates.

Inaccurate reporting of banner weight and size will result in time delays, increased costs to the exhibitor, and potential inability to hang. If the banner is not ready to be hung at the scheduled time, additional time to reschedule the banner will need to be arranged and charges may apply.

All banners installed are subject to a minimum of one hour charge for scissor lift and 2 operators for installation and removal. Please see labour rates for more information.

Banners can be suspended in some locations inside event space, depending on the regulations of your event. There is a limitation on placement and number of signs due to hanging points and show set-up, however, we will endeavor to hang within the requested location.

The RBC Convention Centre's technicians handle the hanging of all banners and signs within the facility and are the exclusive supplier of this service.

The RBC Convention Centre cannot accept shipments and storage of banners before scheduled show ingress times. The exhibitor is responsible to pick up their banner within 48 hours after show egress. The RBC Convention Centre will store for 14 days at which time they are disposed of at the discretion of the facility.

At show ingress, bring your banners/ signs to the service Desk upon arrival at the show. All banners are installed on a first-come, first-served basis. Additional fees may apply or installation may not be possible if banners are not available.

Please note, we do not assemble banners.

The RBC Convention Centre has the right to refuse hanging any banner that is deemed unsafe.

Supply of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charge to the supplier or client.

All rates are subject to change without notice.