



OVERHEAD RULES & REGULATIONS 2021-2022

Please complete the Banner Hanging Form and submit it 3 weeks prior to the event. Exhibitor Services will 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 hanging will need to be arranged and charges may apply.

All banners installed are subject to a minimum one hour charge for a 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 Winnipeg'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 Winnipeg cannot accept shipments and storage of banners before scheduled show ingress times. The exhibitor is responsible to pick up their banner prior to end of show egress.

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 Winnipeg 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.