



**AUTHORIZATION REQUEST
For
Sample Food and/or Beverage Distribution**

The RBC Convention Centre Winnipeg Catering Department has exclusive food and beverage distribution rights within the Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization.

General Conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
2. All items are limited to **SAMPLE SIZE**.
 - a) Beverages limited to maximum two-ounce container and one ounce product.
 - b) Food items limited to "bite size" (2 oz. maximum) and no more than one sample per person.
 - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the RBC Convention Centre Winnipeg.
3. **Must adhere to all City of Winnipeg Environmental Health Services Guidelines for Food Sampling as outlined on the reverse side of this form.**

Name of Show or Event: _____

Firm Name: _____ Telephone: _____ Email: _____

Address: _____ City: _____ Prov/State: _____ Postal Code: _____

Contact: _____ Title: _____ Date: _____

Booth # _____ Email: _____

Name and address of Affiliated Approved Food Handling Establishment: _____

Product(s) you wish to dispense: _____

Approved: _____

Senior Banquet Manager
RBC Convention Centre Winnipeg

For information on additional services please call the RBC Convention Centre Winnipeg Catering Department at (204) 957-4505.

Return form to: RBC Convention Centre Winnipeg
375 York Avenue
Winnipeg, MB Canada
R3C 3J3

375 York Avenue, Winnipeg, Manitoba, Canada – R3C 3J3 – Telephone: (204) 956-1720 – Fax: (204) 943-0310
1-800-565-7776 – E Mail: alexv@wcc.mb.ca

Guidelines for Food Sampling Demonstrations

FOOD:

FOOD PREPARED AT HOME IS PROHIBITED

- All food must be purchased from an approved Food Handling Establishment.
- All portioning or cutting of food must be done at an approved food-handling establishment to minimize food hand contact on site.
- Food must be protected from contamination and handling utilizing appropriate barriers, utensils, and adequate supervision.
- Store food at least 6 inches (15 cm) off the floor.

TEMPERATURE REQUIREMENTS:

WARNING: FOOD SUBJECTED TO IMPROPER TEMPERATURE MAY CAUSE FOOD POISONING

- Keep food cold 41°F (5°C) or colder – hot 140°F (60°C) or hotter.
- Adequate cooking equipment, probe thermometers and hot and cold storage facilities with appropriate thermometers must be provided for the food handled.

EQUIPMENT & UTENSIL WASHING:

AVOID CROSS CONTAMINATION

- For customer self-service use only disposable utensils.
- Use separate utensils for raw and cooked foods.
- All soiled utensils to be returned to an approved food-handling establishment for cleaning and sanitizing. Always keep several sets of clean utensils on hand to replace dirty utensils.

HANDWASHING:

- For food sampling demonstrations where space is restricted a 9-liter dip pail containing 4 liters of water and 1 teaspoon of bleach and paper towels may be used to keep hands clean.

PERSONNEL:

EATING WHILE HANDLING FOOD IS PROHIBITED

- Certification through the City of Winnipeg "Food Handling Training Program" is recommended for all food handlers working the commercial mall events and trade shows and also for supervisors of food promotion companies operating multiple small sites in retail grocers.
- Keep hands clean at all times using soap, water and paper towels.
- Avoid touching food with bare hands, use disposable gloves, tongs, scoops, or clean napkins.
- Food handlers shall wear clean full-length aprons or smocks and hair restraint.

WIPING CLOTHS:

- Store wiping cloths in a sanitizing solution (1-teaspoon bleach to 4 liters (1 gallon) water) or substitute with a sanitizer spray bottle at double strength (2 teaspoons) and wipe with disposable paper towels.

SUPERVISION:

- All food and utensils must be protected during period of non-supervision.



FIRE AND SAFETY REGULATIONS

ATTENTION: SHOW EXHIBITORS

The following regulations are the policy of the RBC Convention Centre Winnipeg with consultation with the Winnipeg Paramedic and Fire Service and **MUST** be observed by all exhibitors participating at trade shows and exhibitions or any events held at the RBC Convention Centre Winnipeg.

THEY ARE PART OF YOUR EXHIBIT CONTRACT

1. Immediately notify Fire Department upon discovery of any fire by pulling nearest fire alarm station in building, calling 911 and giving location as 375 York Ave.
2. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of an eight (8) foot aisle must be maintained at all times in ground floor and second floor meeting rooms, and ten (10) foot aisles must be maintained at all times in exhibit Halls A and B. **Exhibitors shall not obstruct fire alarms, equipment, fire exits or fire equipment.**
3. All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg, for fire prevention. Dust covers for displays must be fire resistant or treated with a flame retardant solution. Should this service be required, you may contact Performax – (204) 772-3728. Reference Canadian Fire Code 2.3.2-Flame Resistance; 2.3.2.1; 2.3.2.1-Drapes, Curtains and Decorative Materials; 2.3.2.2-Flame Retardant Treatments.
4. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the Convention Centre prior to the opening of the show and returned at the close of the show.
5. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited. Reference Canadian National Fire Code 2.4.1.1(4) Accumulation of Combustible Materials.
6. Aisles should be kept clear and uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear **at all times**.
7. No hazardous display of any nature will be permitted in any exhibition or display area without written permission of the Winnipeg Fire Department. **The above includes straw, sawdust, woodshavings, open flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, L.P.G. cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature.**

Any fuel burning appliances, ie. fireplaces, stoves, ranges, etc. will be installed to and in compliance with all City of Winnipeg and Province of Manitoba Fire Codes and/or Regulations. All appliances must be C.S.A. approved.

If propane is being brought into the building it must be in containers with a capacity no more than 1 lb. This 1 lb. container(s) must be removed from the exhibit space and stored in accordance with the City of Winnipeg and Province of Manitoba regulations. NOTE, maximum of 3 (three) 1 lb. propane tanks are allowed in the booth space. Additional tanks must be stored outside the building in a proper storage area. Quick coupling per gas appliances must be used. Exhibitors are responsible for arranging for appropriate storage as the Centre has limited space and cannot assume responsibility for these containers.

8. Automobile, Boat, Trailer, Etc. Display

- a) When cars are being brought in for an exhibit or displayed in any form, all fuel tanks **MUST** be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle.
- b) Wheel pads must be placed under vehicle wheels.
- c) Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with show management in case of emergency.

9. NO helium balloons are permitted in the building.

10. Enclosed or covered structures are **NOT** permitted unless certified by the Winnipeg Paramedics and Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.
11. Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.
12. Motorized pallet jacks are **NOT** allowed on any of the carpeted areas.
13. During Ingress and Egress of Exhibition/Trade Shows, **CHILDREN UNDER THE AGE OF 16 are NOT ALLOWED** on the show floor. This policy is for the safety of your children.

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

CLIENT INFORMATION

ACTION TO BE TAKEN IN CASE OF FIRE

The CENTRE is equipped with a TWO STAGE FIRE ALARM SYSTEM, which automatically sequences and directs the necessary actions. Your responses to the alarms should be as follows.

1) **IF THE ALARM SOUNDS AS A GONG OR CHIME SIGNAL,
THIS IS THE *ALERT* STAGE**

- a) Cease all work.
- b) Stand by ready to evacuate.

2) **WHEN THE ALARM SOUNDS AS A FAST GONG SIGNAL,
THIS IS THE *EVACUATION ALARM* STAGE**

- a) Evacuate IMMEDIATELY using the nearest safe exit, and proceed outside and clear of the building to a minimum of 50m (150 feet). DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- b) Do not attempt to remove any vehicle from the parking garage.
- c) Obey all instructions of Building Fire Wardens who will assist in the evacuation.
- d) Comply with Fire Department Orders.
- e) Return to the building only when authorized by the Winnipeg Paramedics and Fire Services Chief or by the Building Fire Marshal.

3) **IF YOU DISCOVER FIRE, SMOKE, OR SMELL GAS**

- a) Activate the nearest fire alarm.
- b) Warn persons nearby.
- c) Call 911 and the CENTRE Control Room at extension #330, and give the location of the fire.
- d) Evacuate IMMEDIATELY using the nearest safe exit, proceed outside and stand at least 50m (150 feet) across from the building. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- e) Fight small fires using extinguishers, only if it is not between you and an exit.

ACTION TO BE TAKEN IN CASE OF A BOMB THREAT

RECEIPT OF THREAT

1. If a bomb threat is reported by a telephone caller, keep the caller on the line as long as possible and record as much of the conversation as you can.
2. The person receiving the call should remain calm.
3. The Security Officer in the Control Room should be notified immediately at extension #330, when a call of this nature has been received. The officer will then report the incident to the Winnipeg Police Department by calling 911.

Revised April 2014



INSTALLATION OF SIGNS AND BANNERS

- Bring banners to the Service Desk upon arrival at the show.
- **DO NOT SHIP IN ADVANCE** as The Centre does not have storage space available.
- ALL banners installed on a **first-come, first served** basis whether paid in advance or not.
 - ALL banners installed subject to a minimum one hour charge for scissor lift and operator for installation and removal.

Number of banner(s) _____

Dimensions of banner(s) _____

Approximate weight of banner(s) _____

Location (Floor and Booth #) _____

Approximate height of the bottom of the sign from floor _____
(NOTE: Third floor ceiling height is approximately 30 feet)

Scheduled ingress date and time _____

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

**RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES**

375 YORK AVENUE, WINNIPEG, MANITOBA R3C 3J3
Phone: (204) 957 4538 Fax: (204) 957 4576 E-Mail: maryf@wcc.mb.ca

Company Name _____	Event _____	Date of Event _____
Company Address _____	City _____	Prov. /State _____ Postal/Zip Code _____
Phone Number - Head Office: _____	Phone Number - Local: _____	Fax No. _____
Name of Representative (Please Print) _____		Title _____
Email: _____		Date _____

<p>SUPPLY OF SERVICES BY OUTSIDE CONTRACTORS WITHIN THE RBC CONVENTION CENTRE WINNIPEG MAY RESULT IN A FEE CHARGE TO THE SUPPLIER OR CLIENT.</p>	<p style="text-align: center;">PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS</p> <p>IF PAYING BY CREDIT CARD, PLEASE SPECIFY:</p> <p>CREDIT CARD: _____ EXPIRY DATE: _____</p> <p>CARD NUMBER: _____</p> <p>CARD HOLDER NAME: _____</p>
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ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE. REFER TO CONTRACT FOR CONDITIONS AND RESTRICTIONS

IMPORTANT - Please Note Payment Conditions

1. All orders must be accompanied by a cheque or credit card to the full amount of the order, which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. The accepted credit cards are American Express, Visa, and Master Card.



INTERNET SERVICE

High Speed (Hardwired) Internet Access

10 MBPS Burstable to 50 MBPS

Policies:

- The RBC Convention Centre Winnipeg is the sole provider of hardwired high speed internet in the facility.
- Each paid connection is to be used by one computer only.
- No connection can be resold.
- Splitting of each connection for additional computers is subject to an additional charge of \$90.00 per connection.
- Customer installed equipment is not allowed to provide wireless internet access from a hard-wired connection.
- We cannot guarantee performance if running **Windows XP**.
- Other charges may be incurred if the above policies are not followed.

Cost of each computer connection:

Primary Single Line – Per Line – Per Event Duration	\$275.00 plus applicable taxes
Additional Computer (Switch/Split Line) – Per Computer, Per Event Duration	\$ 90.00 plus applicable taxes

- Additional computers must be in the same room as the primary connection.
- User name and password will be provided by the RBC Convention Centre Winnipeg.
- Report any internet issues to our IT personnel immediately at (204)957-4518.
- Services installed but not used will not be refunded.

High Speed (Wireless) Internet Access – TELUS Wi-Fi

Free and friendly

1. Turn Wi-Fi on
2. Select the #TELUS network
3. Open a browser
4. Enter you email
5. Accept terms and click Submit
6. Happy browsing

Special Programing costs such as creation of VLAN's may result in additional charges. A minimum **\$250.00** charge may apply.

Support service is available from 8:30 a.m. – 4:30 p.m., Monday through Friday at 204-956-1720.

INTERNET SERVICE ORDER FORM

Complete and forward this order form, allowing at least 7 days notice, to ensure installation of service by date required.

RBC Convention Centre Winnipeg,

Attention: Mary Fehr

Telephone: (204) 957-4538 Fax: (204) 957-4576

Email: maryf@wcc.mb.ca

Event: _____ Event Date: _____

Company Name: _____

Contact: _____ Telephone: _____

Address: _____

City/Province: _____ Postal Code: _____

Email: _____ Floor / Booth #: _____

Description	Quantity	Booth Number	Cost	Total Cost
# of Primary Ethernet Jacks			\$275.00 each	\$
# of Additional Jacks:			\$90.00 each	\$
Is connection for a P.O.S. Machine? Yes _____ No _____				
Special Programing: Costs such as creation of VLAN				
Internet Questions? Contact our IT Department at (204) 957-4518			Sub Total	\$
			Provincial Sales Tax (8%)	\$
			GST Reg. #R121426019 (5%)	\$
			TOTAL	\$

If paying by credit card, please specify:

CREDIT CARD NO: _____ EXPIRY DATE: _____

CARD HOLDERNAME: _____ CARDHOLDER SIGNATURE: _____



RBC
Convention
Centre
WINNIPEG

0001

Date: _____

SAFETY DEPOSIT BOXES

<u>DAILY</u>		<u>WEEKLY (7 DAYS)</u>		<u>MONTHLY (28 DAYS)</u>	
dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy
From: _____	To: _____	From: _____	To: _____	From: _____	To: _____
Small: _____	x \$10.00	_____	x \$ 50.00	_____	x \$100.00
Medium: _____	x \$15.00	_____	x \$ 75.00	_____	x \$150.00
Large: _____	x \$20.00	_____	x \$100.00	_____	x \$200.00
X Large: _____	x \$30.00	_____	x \$150.00	_____	x \$300.00
Box #(s) Assigned _____				GST 5% _____	
				TOTAL: _____	

B.

I authorize the Winnipeg Convention Centre to process charges in the amount of \$ _____ for Safety Deposit Rental(s).

Credit Card # _____

Charge To: _____

Credit Card Expiry Date: _____

Reservation # _____

Ck/CVD # _____

Authorized Signature: _____

Signature: _____

I acknowledge that the above credit card will be charged \$200.00 for each key not returned. Items left beyond contracted storage dates will be removed and disposed of. I have read and agree to clauses #1, 2, 3 & 4 below.

Signature

- 1) I/WE HEREINAFTER CALLED THE LESSEE HEREBY AGREE TO RENT a Safety Deposit Box from the Winnipeg Convention Centre, hereinafter called the Centre, upon the understanding that while the contents of and the Safety Deposit Box itself shall have the protection ordinarily afforded by the Centre premises, the Centre shall not be deemed to be an insurer of the said Safety Deposit Box or contents and shall not be liable for any damage to the Safety Deposit Box or contents or any loss to the Safety Deposit Box or of the contents, including without limiting the generality of the foregoing any such damage or loss caused by the negligence of the Centre or an officer or employee thereof, and in consideration of the Centre leasing to me/us Safety Deposit Box.
- 2) THE LESSEE ACKNOWLEDGES RECEIPT OF TWO KEYS to the outer lock of the box and agrees to give immediate notice to the Centre in the event any key is lost, stolen or mislaid and to pay to the Centre on Demand the expense of resetting the lock to new keys, including transportation charges. The lessee agrees upon termination of the lease to remove the contents of the box and return all keys to the Centre.
- 3) THE LESSEE SHALL NOT USE THE SAID BOX NOR PERMIT IT TO BE USED FOR the deposit or storage of any liquid or anything of an explosive, dangerous, offensive or illegal nature or which may be or become a nuisance to the Centre or any of its guests and the lessee will on Demand permit the Centre at any time to inspect the contents of the said box for the purpose of ascertaining if this condition is being complied with.
- 4) THE LESSEE AGREES TO INDEMNIFY AND HOLD THE CENTRE HARMLESS from and against all costs, loss, damage and expense to which it may be put or for which it may become liable by reasons of any suit or suits related to the box or right of access thereto or the contents thereof, or by reason of permitting the execution of any warrant, order, direction, writ of assistance, judgment or other process purporting to authorize entry into or search in or of the box.

C.

Keys (2) Returned: Yes ___ No ___

Date: _____

Security Signature

Copy 1 – Client
(White Copy)

Copy 2 – Accounting
(Yellow Copy)

Copy 3 – Client Return Key
(Pink Copy)

Copy 4 – Accounting
(Gold Copy)



SPECIAL SERVICES COMMUNICATIONS USE OF CONTRACTED SERVICE PROVIDERS

Telephone/Data:

The RBC Convention Centre Winnipeg is the sole supplier of telephone, internet & data services.

Specialized services such as, Centrex/data lines and connections to your Intranet provider, can be provided by your contracted service provider. In cases where these services are contracted to an outside service supplier, the contracted company is responsible for full services and equipment must complete the work within the approved standards of the RBC Convention Centre Winnipeg.

The RBC Convention Centre Winnipeg does not provide additional technical support services and/or equipment where outside companies have been contracted for these specialized services.

Should Convention Centre technicians be requested to support contracted providers, fees will be charged to the clients master account in accordance with the Convention Centre's published rates and arrangements must be made in advance.

Facility fee:

The Centre charges a facility fee of \$80.00 per connection for Centrex/data lines that are installed by your contracted service provider. This fee allows outside service providers access to the Centre only, it does not include allowance for support service by Centre technicians.

To obtain further information, rate schedules, contact your Event Coordinator or visit our website at: www.wcc.mb.ca



TELEPHONE SERVICES ORDER FORM

COMPLETE AND FORWARD THIS ORDER ALLOWING AT LEAST 7 DAYS NOTICE
TO ENSURE INSTALLATION OF SERVICE BY THE DATE REQUIRED.

PLEASE PRINT

NAME OF SHOW OR EVENT		DATE OF EVENT		LOCATION OF SERVICE FLOOR # BOOTH #	
TELEPHONE & FAX SERVICE ONLY					
VOICE TELEPHONE SERVICE # OF LINES: _____ # OF PHONE SETS: _____ FOR BANK MACHINE <u>Y/N</u>			FAX SERVICE # OF LINES: _____		
♦ COST PER LINE - \$195.00 PLUS APPLICABLE TAXES (LOCAL AND NORTH AMERICA – LONG DISTANCE INCLUDED) ♦ ADDITIONAL FEATURES AVAILABLE, PLEASE CALL FOR RATES AND FEATURES ♦ CLIENTS RELOCATING AN MTS CENTREX SERVICE WILL BE CHARGED A FEE OF \$80.00 PER CONNECTION ♦ RE: ANALOG DEVICES SUCH AS DEBIT/CREDIT DEVICES, FAX MACHINES AND DIAL-UP MODEMS; AS OF JANUARY 2015, WE NO LONGER SUPPORT THESE DEVICES AND CANNOT GUARANTEE THEIR FUNCTIONING.					
COMPANY NAME				Area Code	Telephone Number
REPRESENTATIVE				Area Code	Fax Number
EMAIL				SPECIAL REQUIREMENTS:	
MAILING ADDRESS					
CITY OR TOWN	PROV. OR STATE	POSTAL CODE OR ZIP			

PAYMENT IN FULL MUST ACCOMPANY ORDER.

MAIL TO: RBC Convention Centre Winnipeg
Event Services
375 York Avenue
Winnipeg, Manitoba, R3C 3J3

or

FAX TO: (204) 957-4576
E-MAIL: maryf@wcc.mb.ca
CALL: (204) 957-4538

PLEASE PROVIDE CREDIT CARD INFORMATION

If paying by credit card, please specify:

CREDIT CARD NAME & NUMBER: _____ EXPIRY DATE: _____

CARD HOLDER NAME: _____ CARD HOLDER SIGNATURE: _____

1. All telephones and other equipment (the "Equipment") provided by the RBC Convention Centre or designate ("RBC CCW") to the customer specified above (the "Customer") will remain the property of RBC CCW at all times, and must not be removed from the Convention Centre premises. **The Customer is responsible for the Equipment at all times while the Equipment is under the care, custody or control of the Customer.**
2. The RBC Convention Centre Winnipeg will pick up telephone equipment at the conclusion of the event.
3. Removal of the Equipment from the site will result in charges to the customer for the cost of the Equipment.
4. There will be a minimum charge of \$65.00 to move/change location (if possible) of already installed lines.
5. Services ordered, installed but not used, will **NOT** be refunded.
6. All claims or discrepancies must be settled at the Convention Centre site prior to the show closing.

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE





CONSUMER/TRADESHOW REGULATIONS



1. EXHIBITOR /SHOW FLOOR PLANS

The Centre should receive your exhibitor/show floor plans a minimum of 2 months prior to the date of the show. This time allows for the distribution of exhibitor packages, which provide order forms for the exhibitors to order the appropriate services. The final floor plans must be provided to the Centre a minimum of 30 days prior to the show date.

All floor plans must meet local fire department regulations otherwise the show will not be allowed to open.

2. EXHIBIT HALL TAPE USE

Only Renfrew Double Coated Cloth Tape will be approved for use in the installation of carpeting in booths. This product is used and also sold by Western Display Services and Central Display. Additionally, it can be purchased directly from Lowry's Mfg. & Sales Ltd., 30 Midland, Winnipeg, MB Phone: (204) 633-6359.

The Centre will require a representative of the Show Management Company (or the Show Manager), to make themselves available for a pre-ingress/post-egress facility inspection. A "clean" facility will be provided for each show, and it must be left in the same condition upon the show's egress. In the event that the Centre must undertake extensive cleaning of any sort in the exhibit halls, these costs will be invoiced directly to the show/show management company, along with any costs relative to the delay in the ingress of a succeeding show.

3. HOUSEKEEPING

Any housekeeping form that is not received by the Centre a minimum of THREE HOURS prior to the show opening may not receive pre-opening cleaning. Booth space is not maintained as a part of the rental contract. Aisles are maintained by RBC CCW staff, only if aisles do not have display company carpeting. Show Management can contract with the Centre for exhibit/booth cleaning which is available through the Centre at current rates. Exhibitors are to put all garbage in plastic bags and place in aisles to be picked up by the cleaning staff at the end of each day.

4. FIRE DEPARTMENT REGULATIONS

SEE FIRE DEPARTMENT REGULATIONS FOR DISPLAY INSTRUCTIONS. All shows must meet the City of Winnipeg Fire Department Regulations and floor plans must be pre-approved. The show will not be allowed to open unless all regulations are met.

5. VEHICLES

Delivery or pick up vehicles are not allowed on the Exhibition Floor without prior permission from the Centre. Any vehicles that are not part of the exhibit are to be removed from the exhibit floor THREE HOURS prior to the opening to allow for aisle cleaning.

NOTE: NO vehicle with studded tires will be allowed on the exhibit hall floor.

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

NO parking of private vehicles will be allowed on the Third Floor Loading Dock or in the Ground Floor Loading Dock Area. If illegally parked, they will be removed at the owner's expense.

6. DOCK MASTER

The RBC CCW will provide, at no additional charge to the client, a Dockmaster, who will be responsible to ensure the smooth and orderly flow of traffic and the quick and efficient unloading and pick up of exhibitors merchandise and equipment. The Event Coordinator and the Client will determine the precise hours the Dockmaster will be required, for both ingress and egress of the show. The Dockmaster's schedule will be communicated, in the event details, by the Coordinator. Reporting directly to the RBC CCW Security Manager, the Dockmaster's responsibilities encompass access to and traffic control of the loading and receiving areas; the Dockmaster's responsibilities do not include any activity on the show floor (which is the responsibility of the show management).

7. SERVICE DESK

A service desk, if required, will be located on the floor of the exhibition and clearly marked. All services not previously arranged and paid for must be paid at the service desk upon request of services.

8. BOOTH NUMBERS

It is recommended that exhibits or booths be numbered to allow for easy identification by tradesmen, show or convention delegates. Often the sign on the booth of exhibit is different from the given trade name, which allows for confusion unless a standard number system is utilized.

9. ELECTRICAL CODE

An [Electrical Service Order Form](#) with the [rules & regulations](#) pertaining to same printed on reverse, is available on the Centre's website at www.wcc.mb.ca/exhibitors/order-forms/.

Exhibitors are not allowed to use the Centre's plug in receptacles. Electrical panels are installed as needed upon receipt of the Electrical Services Order Form.

Before any electronic equipment can be connected, the equipment must have a CSA approval sticker or local approval from the Office of the Fire Commission. Phone 945-3373.

An electrical permit will be required for the show. The Centre will register for this permit from the City of Winnipeg with the fee included in the final invoice from the Centre.

10. SECURITY

Work passes should be supplied by the show producer on either the southeast or southwest stairs from the second floor to the third floor. This would eliminate the need for security passes to be issued. This area is to be staffed by the Show Management or alternately by the Centre staff at the prevailing hourly rate during ALL ingress/egress periods.

11. SHOW SECURITY

It is the RBC Convention Centre Winnipeg's practice to provide, at the client's expense, security staff to trade shows. The number of staff and scheduled hours are determined in consultation with the client and a cost estimate is submitted to the client for review, before being entered into the event details.

12. ADVERTISING/SHOW INFORMATION

The show office telephone number(s) and if applicable, the show WEBSITE should be included in all advertising. If any Celebrities will be appearing in the show, the show times, dates and admission prices should be provided.

The Centre requests that the show telephone number and WEBSITE be provided in advance to the Centre's General Office in order that this information can be provided to the public upon request via the Centre's switchboard operator.

Any printed advertising should include the Corporate Logo of the Centre. This can be provided by the Centre upon request in black & white or colour format.

13. SWITCHBOARD/INFORMATION OPERATOR

For all consumer shows, the Show Manager/Management firm must provide a telephone contact number of the show office, which will be staffed after the normal business hours (8:30 am – 4:30 pm Mon-Fri-normal business hours) for public information. If this service is not available, the Centre will provide an after hour receptionist to cover the hours of the show (after 4:30 pm and/or weekends or statutory holidays). The fees for this service will be charged to the Show/Show Management at prescribed rates.

14. EQUIPMENT RENTAL/USE

The RBC Convention Centre Winnipeg will not rent any material handling equipment, other than the flying platform (Scissor Lift) or forklift at the prevailing rate. Only RBC Convention Centre Winnipeg licensed operators may operate this equipment. Other equipment as required by trade show/exhibitions is to be arranged for privately. Use of forklifts, electric or gas powered, is not permitted on any carpeted surfaces. The show is to provide its own material handling equipment such as pallet trucks and fourwheelers.

15. THIRD FLOOR EXHIBITION HALL ONLY

It is important that all forklift operators are informed to drive slowly as these units mark the floor if handled incorrectly. The Manitoba Labour Board and the RBC Convention Centre Winnipeg require that only experienced and licensed drivers handle this equipment. A valid license must be presented upon request.

16. DELIVERIES

All deliveries for exhibits are to be made directly to the third floor, via the truck entrance ramp off Edmonton Street. Drivers are to be notified that they are to wait until the ramp doors are completely open before proceeding into the building. The same applies when leaving through the Carlton Street exit.

NOTE: ALL DELIVERIES TO THE GROUND FLOOR MEETING ROOMS ARE TO BE MADE SOLELY THROUGH THE EDMONTON AND ST. MARY STREET GROUND LEVEL LOADING DOCK.

The RBC Convention Centre Winnipeg will not accept shipments of any kind for trade show/exhibitions. All materials should be consigned to the contracted display company for the show.

17. **ELEVATOR OPERATOR**

The RBC CCW will provide, at no additional charge to the client, one Elevator Operator, who will be responsible to provide access to the show floor to any attendees or participants who are unable to use the escalators or stairs. The Elevator Operator's schedule will be communicated, in the event details, by the Coordinator.

18. **MATERIAL REMOVAL**

It is suggested that show management inform the exhibitors to use Material Removal Authorization forms for all material that is sold or being removed by individuals. This ensures proper security.

If exhibitors are having heavy crates, etc., removed at the completion of a show, they should inform the carriers, who will be coming to pick up same, in order that they send the number of persons required to do the job. The Centre personnel are not expected and will not be aiding the carriers to lift and move heavy articles.

ANY MATERIALS THAT ARE NOT REMOVED FROM THE CENTRE AT THE STIPULATED TIME WILL BE HANDED OVER TO A STORAGE COMPANY FOR HOLDING AT THE EXPENSE OF THE EXHIBITOR OR SHOW MANAGEMENT. THE EXHIBITOR AGREES THAT THE CENTRE HAS THE RIGHT TO DISMANTLE AND PACK ANY PROPERTY OF THE EXHIBITOR WHO HAS FAILED TO DO SO IN THE TIME ALLOTTED, OR MAY ORDER SUCH WORK DONE AT THE SOLE EXPENSE OF THE EXHIBITOR WITHOUT INCURRING ANY LIABILITY FOR DAMAGE OR LOSS.

All tape, etc. that is used to mark spaces on walls 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 or show management whatever the case might be. 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.

19. **STORAGE**

Storage of crates or display material is not allowed in any of the first or second floor meeting rooms and wall panel storage rooms. Provision for external storage is to be made by the show/event management.

20. **LICENSES/TAXES**

The show/event management is responsible for all license and taxes due to the municipal, provincial and federal governments. (Includes municipal business and entertainment licenses/taxes if applicable)

21. **TELEPHONE/INTERNET ACCESS**

Telephone/Internet access orders should be forwarded directly to the Centre using the telephone/Internet services order form. Service order forms are part of the exhibitor's packages, which are available on-line at www.wcc.ca/exhibitors/order-forms/.

22. **CONCESSIONAIRES**

The Centre must approve in advance, any concessions where goods are sold during a show. The show management will be responsible for \$70.00 per day for each concessionaire. This amount is to be paid to the Centre prior to the opening of the event (it will be the responsibility of the show management to collect from each concessionaire). The Centre also charges concession fees for all sales. The fee for crusades, selling books, tapes, etc., is 25% gross sales per day. Concession fees for merchandise sold at concerts & entertainment events are negotiated on a separate basis. All fees for concessionaires not collected in advance will be billed to the show management at the conclusion of the event.

23. **CASH FOOD CONCESSIONS**

Where the show management/client requests a cash food concession, a minimum of \$600 in sales must be achieved or the client will be charged at prevailing hourly rates for a minimum of four hours or for total hours worked by staff. Staff assigned to concessions includes: waitress, bus person and cashiers.

24. **FOOD/BEVERAGE POLICY**

The Centre provides exclusive food & beverage services within the Centre. All alcoholic beverages are regulated under the regulations of the Manitoba Liquor Control Commission. Your Event Coordinator can provide full clarification for these services.

25. **INSURANCE**

The Centre requires that all LICENSEES have comprehensive general liability insurance. Licensees will provide evidence of coverage (copy of certificate) for comprehensive general liability insurance to a minimum single combined limit of \$2 million bodily injury and property damage, or such other limit as the Centre may deem appropriate, and tenant's legal liability insurance to a minimum limit of \$500,000. The Centre reserves the right to specify increased limits respecting liability insurance per event. The Licensee further agrees that it will procure public liability, property damage, employer's liability and fire and extended perils coverage's in such limits as Centre shall require and a certificate of insurance evidencing such coverage in form and content satisfactory to the Centre and shall be delivered to the Centre by Licensee at least FIVE DAYS prior to the date upon which the Licensee is to take possession of any of the designated areas. LICENSEE/Clients, who do not have an insurance company, can make application through the Centre to AON Reed Stenhouse/Sports-Can insurance consultants Ltd. An application form must be completed and received by the Centre a MINIMUM OF THREE WEEKS PRIOR to the date of the event. Coverage cannot be guaranteed by the Centre and is subject to all conditions/limitations as designated by the broker/insurance company. Consult the Centre's Comprehensive General Liability Insurance information sheet and application form – as attached.

26. **S.O.C.A.N. FEES**

Pursuant to a license agreement between the Society of Composers, Authors and Music Publishers of Canada (SOCAN), the Centre is obligated to collect SOCAN license fees, in accordance with applicable tariffs, from all Licensees and users of the facility in respect of the performance of musical works on the premises which are arranged for authorized by the Licensee. If you have arranged for music at your event, the Centre will assess the SOCAN licensing fees payable by you, in accordance with the applicable tariffs. To obtain the fee for your event contact your Event Coordinator.

27. **I.A.T.S.E.**

For any events requiring specialized lighting, sound and other theatrical equipment for event, performances, etc. labour must be contracted/completed by employees of Local 63 of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada (I.A.T.S.E.). Local contact – Mr. Barry Kraft (204) 291-6778.

This requirement if for the 3rd floor exhibition hall and does not include other event set up items such as: setting stages, seating maintenance of equipment, food & beverage set up, etc., as these are provided by the Centre. For further information on these services, contact your Event Coordinator.

28. **OUTSIDE CONTRACTORS**

Supplying of services by outside contractors within the RBC Convention Centre Winnipeg, may result in a fee charged to the supplier and/or client. The Centre must approve such services in advance of the event.

29. **HELIUM FILLED BALLOONS**

Helium used for balloons and balloon decorations is restricted within the Centre. Any exhibitors using balloons for booth décor must ensure that all balloons are secured and upon the completion of the show, must deflate all balloons in order to ensure no balloons are released. Your Event Coordinator must be advised of all exhibitors who require helium balloons prior to your event. *A fee no less than \$250 will be assessed to the Show Manager/Management where the Centre must undertake the removal of any helium filled balloons, which have come un-tethered.*

30. **SOLICITING AT SHOWS**

Anyone who is soliciting during the exhibitions without show management authorization will be asked to leave by the Centre and/or event security.

31. **TICKETMASTER**

For public shows/exhibitions, operation of advance and event day box office in the Centre is carried out by TICKETMASTER. Clients are to be advised to contact TICKETMASTER directly (204) 985-6834 to make necessary arrangements. TICKETMASTER will retain the box office receipts. Within three working days after the end of the event, the Centre is required to make settlement with TICKETMASTER in order that funds/settlement can be made to the show management.

32. **TICKET TAKERS**

For all public trade and consumer shows, the Convention Centre requires that RBC CCW Ticket Takers, at the expense of the client, shall work at all public entrance points to the show. Staffing level is assessed based on anticipated attendance and traffic to the show, as follows:

For all shows with a projected attendance of 5,000 or more: Two ticket takers will be required at all "Principal Entrances" (all those entrances where tickets are collected).

For access to the third floor: There will always be a minimum of two ticket takers for either the East or West Gate entrances. When both entrances are used, two ticket takers at each will be required.

RBC CCW Ticket Takers will not be required for "Secondary Entrances" (those entrances where tickets are not collected, but where access may be controlled by checking for hand stamp or wrist band). Show Management may control these Secondary Entrances with their own staff or contract the RBC CCW to do so.

The Ticket Takers are Security Department employees and their scheduled hours will be determined in consultation with the client. A cost estimate will be submitted and reviewed with the client before being entered into the event details by the Coordinator.

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



UTILITY SERVICE RATES ORDER FORM

ELECTRICAL SERVICES

PRE ORDER DISCOUNT RATE

- APPLICABLE TO ORDERS RECEIVED 7 DAYS PRIOR TO OPENING OF EVENT

SERVICE DESCRIPTION (IMPORTANT): Please read the Electrical Rules and Regulations on reverse side. All electrical orders must comply with these rules and regulations. (C.S.A. or local approval)	RATES		* SPECIFY IF NEUTRAL (/) IS REQUIRED	QUANTITY	TOTAL \$
	PRE ORDER DISCOUNT RATE	REGULAR RATE			
Standard 15 Amp - 120 Volt Double Outlet	96.00	119.00			
Standard 15 Amp - 120 Volt Fourplex w/flat cord	171.00	244.00			
20 Amp Single Phase - 120 Volt Single Outlet	113.00	158.00			
30 Amp Single Phase - 120 Volt Single Outlet *	143.00	195.00			
20 Amp Single Phase - 208 Volt *	137.00	190.00			
30 Amp Single Phase - 208 Volt (Tradeshows/dryer plug) *	171.00	244.00			
40 Amp Single Phase - 208 Volt *	227.00	292.00			
50 Amp Single Phase - 208 Volt (Stove plug) *	232.00	338.00			
20 Amp 3 Phase - 208 Volt *	189.00	256.00			
30 Amp 3 Phase - 208 Volt *	211.00	265.00			
40 Amp 3 Phase - 208 Volt *	232.00	292.00			
50 Amp 3 Phase - 208 Volt *	269.00	394.00			
60 Amp 3 Phase - 208 Volt *	305.00	427.00			
70 Amp 3 Phase - 208 Volt *	416.00	594.00			
100 Amp Single or 3 Phase - 208 Volt *	508.00	738.00			
200 Amp Single or 3 Phase - 208 Volt *	664.00	944.00			
400 Amp Single or 3 Phase - 208 Volt *	1,263.00	1,808.00			
30 Amp 3 Phase - 600 Volt *	262.00	524.00			
60 Amp 3 Phase - 600 Volt *	454.00	648.00			
100 Amp 3 Phase - 600 Volt *	671.00	957.00			
200 Amp 3 Phase - 600 Volt *	1,035.00	1,484.00			
400 Amp 3 Phase - 600 Volt *	1,663.00	2,365.00			

NOTE:

- Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker or a local approval from the Office of the Fire Commission - Phone 204-945-3373.
- The Centre requires a drawing of your exhibit space detailing machine positions and electrical connections prior to installations of 208 or 600 volt service. This cost includes installation, maintenance, electrical energy and removal of service at the conclusion of event. This cost does not include connecting or disconnecting to exhibitor's equipment.
- One standard Double Electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps additional units must be ordered to prevent overloading. The cost of each Standard Double Electrical Service Unit includes installation to one specific point, maintenance, electrical energy and removal of service at the conclusion of the event.
- Connection Charges cover the cost of electrical conditions, temporary lines and bringing power lines to booth. Service includes bringing power to one point and one connection in booth. Charges include maintenance during show, removal after show and current consumption. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.
- Motor Service Connections - One-half horsepower or larger must be 208 or 600 volt. (Minimum charges range from one-half to four hours.)

Labour Rates:	Monday - Friday	8:00 a.m. - 4:30 p.m.	\$70.00/hour	Sunday - Thursday	Midnight to 8:00 a.m.	\$210.00/hour
	Monday - Sunday	4:30 p.m. - Midnight	\$140.00/hour	Civic & Statutory Holidays		\$210.00/hour

• **ELECTRICAL SERVICE WILL BE PROVIDED AS ORDERED. ANY CHANGES TO ORIGINAL ORDER WILL RESULT IN ADDITIONAL CHARGES.**

• **NO REFUNDS WILL BE ISSUED ON ORIGINAL ORDERS.**

• **CREDIT OR REFUND WILL NOT BE ISSUED FOR ELECTRICAL SERVICE PROVIDED AND NOT USED.**

SUB TOTAL \$ _____

PROVINCIAL SALES TAX 8% _____

GST REG #R121426019 5% _____

TOTAL \$ _____

Company Name _____ Event _____ Date of Event _____

Company Address _____ City _____ Prov or State _____ Postal Code _____

Phone Number - Head Office _____ Phone Number - Local _____ Fax No. _____

Name of Representative (Please Print) _____ Title _____

Email: _____ Date _____

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

Effective July 1, 2015

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
 IF PAYING BY CREDIT CARD, PLEASE SPECIFY:

CREDIT CARD: _____ EXPIRY DATE _____

CARD NUMBER: _____

CARDHOLDER NAME _____

BOOTH NO. 

ELECTRICAL RULES AND REGULATIONS

ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, provincial, and local electrical and fire codes.

ALL equipment regardless of source of power must comply with all safety codes.

EXHIBITORS SHALL BE PROHIBITED from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "RBC CCW Electrician" has checked equipment for source of problem and corrected malfunction.

UNDER NO CIRCUMSTANCES shall anyone other than the "RBC CCW Electrician" or a licensed electrical contractor who has been given permission by the RBC Convention Centre Winnipeg make electrical connections or disconnections.

EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment or may be installed as part of the initial installation. When approved by a "RBC CCW Electrician" normal circuit protection will be adequate.

USE OF open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.

The RBC Convention Centre Winnipeg reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer uses while in the Centre. "RBC CCW Electrician" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.

All complaints must be presented by the exhibitor before the close of the exhibition in order to be properly investigated.

SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "RBC CCW Electrician", however, all service connections and overload protection to such equipment must be made by "RBC CCW Electrician" only.

ALL EQUIPMENT must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

ALL MATERIAL and equipment furnished by the Centre for this service order shall remain the Centre's property and shall be removed ONLY by the Centre at the close of the show.

WALL, COLUMN and permanent building utility outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise.

ELECTRICAL POWER for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.

UNLESS OTHERWISE DIRECTED, Convention Centre electricians are authorized to cut floor coverings to permit installation of service.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

CREDIT WILL NOT BE GIVEN FOR ELECTRICAL SERVICE INSTALLED AND NOT USED.

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque to the full amount of the order which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, MasterCard).
3. All utility rates charged will be in accordance with the Pre Order Discount Rate or Regular Rate.

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES
375 YORK AVENUE WINNIPEG, MANITOBA R3C 3J3
Phone: (204) 957-4538 Fax: (204) 957-4576 E-mail: maryf@wcc.mb.ca



UTILITY SERVICE RATES ORDER FORM PLUMBING & OTHER SERVICES

PRE ORDER - APPLICABLE TO ORDERS RECEIVED 7 DAYS PRIOR TO OPENING OF EVENT

SERVICE DESCRIPTION		Number of Connections/ Outlets	PRE ORDER -- RATES --		REGULAR RATE		TOTAL \$
			1 ST Connection/fill	Each Add. Connection/fill	1 ST Connection/fill	Each Add. Connection/fill	
PLUMBING SERVICES							
COMPRESSED AIR* - 100 PSIG (Connection up to ½")	SIZE OF LINE _____ *AVAILABLE ON THE 3 RD FLOOR ONLY		\$122.00	\$122.00	\$158.00	\$158.00	
WATER ONLY - 40 PSIG (Connection up to ½")	SIZE OF LINE _____		\$78.00	\$78.00	\$100.00	\$100.00	
WATER AND DRAIN - 40 PSIG	SIZE OF LINE _____		\$126.00	\$126.00	\$160.00	\$160.00	
GAS 3 - ½" WATER GUAGE PRESSURE	NOTE: SERVICE CHARGE ONLY GAS FITTER BY EXHIBITOR		\$166.00	N/A	\$221.00	N/A	
DRAINAGE - 2" DRAIN LINE	SIZE OF DRAIN _____ CONNECTION _____		\$78.00	\$78.00	\$100.00	\$100.00	
OTHER SERVICES - PLEASE NOTE: INTERNET SERVICES PROVIDED EXCLUSIVELY BY RBC CCW							
CABLE T.V.	LIMITED LOCATIONS PLEASE ENQUIRE		\$127.00	\$39.00	\$166.00	\$53.00	
NOTE: Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment will be charged on a time and material used basis in addition to the connection charge. A separate connection charge will be made for each piece of equipment using connected service, whether connected direct or otherwise. Charges may apply for air, drainage or water used. Pipe fitters are available for compressed air, water and drainage at \$70.00 per hour Monday - Friday during normal working hours, \$140.00 per hour after normal working hours, and \$210.00 on civic and statutory holidays. No guarantee can be made on minimum pressure. If pressure is critical the exhibitor should arrange to have a pressure regulator valve installed.					SUB TOTAL \$ _____ PROVINCIAL SALES TAX 8% _____ GST REG #R121426019 5% _____ TOTAL \$ _____		

Company Name _____ Event _____ Date of Event _____

Company Address _____ City _____ Prov or State _____ Postal Code _____

Phone Number – Head Office _____ Phone Number – Local _____ Fax No. _____

Name of Representative (Please Print) _____ Title _____

Technical Contact (If Applicable) _____

Email: _____ Date _____

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

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
 IF PAYING BY CREDIT CARD, PLEASE SPECIFY:

CREDIT CARD: _____ EXPIRY DATE _____

CARD NUMBER: _____

CARD HOLDER NAME _____

 FLOOR

 BOOTH NO.

RULES AND REGULATIONS

EXHIBITORS/CLIENTS ARE PROHIBITED from opening or removing the covers on the floor ports without a RBC C.C.W. maintenance employee present; preferably the plumber or electrician.

Hot tubs will **NOT** be allowed to hold **ANY** water if displayed on the first or second floor.

The **RBC Convention Centre Winnipeg plumber** must approve the size of drain hoses and the rate of flow before hot tubs or other water containers can be drained.

Exhibitors intending on filling hot tubs will be required to order the water hookup and drain. Be aware that the initial fill is part of the water hook-up charge. There may be a surcharge levied for refills, based on consumption.

The RBC Convention Centre Winnipeg recommends that exhibitors provide their own filter system to ensure clean water.

Exhibitors will be responsible for any and all damage and any liability caused by faulty equipment owned by the exhibitor and/or installation of same.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque or credit card to the full amount of the order which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, Master Card).
3. All utilities rates charged will be in accordance with Schedule A or B.

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES
375 YORK AVENUE
WINNIPEG, MANITOBA R3C 3J3



RBC CONVENTION CENTRE WINNIPEG REGULATIONS AND POLICIES

The RBC Convention Centre Winnipeg 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:
 - All utilities including phones and internet accesses 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 **16**, 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 RBC CONVENTION CENTRE WINNIPEG WILL NOT ACCEPT SHIPMENTS OF ANY KIND FOR TRADE SHOW/EXHIBITIONS. ARRANGEMENTS MUST BE MADE THROUGH THE DISPLAY/SHIPPING COMPANY.