

WINNIPEG *Women's* SHOW



2024 Winnipeg Women's Show **EXHIBITOR HANDBOOK**

**RBC Convention Centre
3rd Floor - Hall D
375 York Avenue, Winnipeg, MB**

PRODUCED BY

EmpowerHER Events
70 Macbell Road
Winnipeg, MB R3V 1P3

P: 204.977.4788 Ext. 2

E: info@winnipegwomensshow.com

www.winnipegwomensshow.com

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SHOW MANAGEMENT

The **Winnipeg Women's Show** is managed and produced by: EmpowerHER Events

- **Dolores Thiessen, Show Manager** - info@winnipegwomensshow.com

Please Note: This information has been prepared for your assistance. It is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in this Exhibitor Handbook. If you are not the person setting up the booth for this show, please forward this information to the person responsible. Thank you!

SHOW DATES AND HOURS

Saturday, March 23 10:00am - 6:00pm
Sunday, March 24 10:00am - 5:00pm

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

RBC Convention Centre - 3rd Floor - Hall A N.
375 York Avenue
Winnipeg, MB R3C 3J3

Contact: Debbie Johnson
P: 204.957.4505
E: debbiej@wcc.mb.ca

CENTRAL DISPLAY - SHOW DISPLAY

Exhibitor Package: [Exhibitor Package - Tables/ Chairs / Carpet / Display Items Rental Form / Early Deliveries / Material Handling Service Form](#)

P: 204.237.3367

W: www.centraldisplay.ca

SHOW FACILITY FORMS

Exhibitor Forms:

[Food & Beverage Sampling](#)

[Electrical Services](#)

[Utilities](#)

[Sign and Banner Installation](#)

- Central Display will also have a Service Desk on site during move-in from 10:00 am—6:00 pm on Friday, March 22, 2024.
- **Booth price does NOT include tables, skirting, chairs, lights,** These items are the responsibility of the exhibitor and may be rented from Central Display.
- **Booth price does NOT include Electricity!** This is the responsibility of the exhibitor and may be ordered from RBC Convention Centre. See link above.
- RBC Convention Centre Ordering services: For services not listed above, please [CLICK HERE](#) to get all services supplied by the Centre. Want to save money? **Online ordering is available up to 2 days prior to ingress with Online Discount Rate.** [CLICK HERE TO ORDER ONLINE.](#)

COVID-19 RE-OPEN PROTOCOL

NEW FOR 2024 - We want to encourage guests to the facility to continue to operate based on their own level of comfort. Although proof of vaccination and masks are no longer required to enter the facilities at RBC Convention Centre, we suggest self-monitoring for symptoms, staying home if you are ill, and the self-regulated use of masks as determined by the individual. *****These policies are subject to change as update public health orders are issued.**

INTERNET / WIFI INFORMATION

RBC Convention Centre provides TELUS WI-FI throughout the building 10Mbps, at no charge. For more information [CLICK HERE](#). However, if you would prefer your own connection for Wireless or Hard Wired Internet click on this form: [INTERNET/TECHNOLOGY](#)

EXHIBITOR BADGES

- All badges must be picked up on Move-in Day at the Registration Desk before Show begins.
- Exhibitor Badges are generic and will only be labeled with "Exhibitor"... no company or individual name.
- Badges must be worn at all times on the Show Floor and are for personnel ONLY.
- Four badges will be provided per Booth when you check in. If your company requires more, please contact us directly. A charge of \$5 will be required per badge for anything over your allotted 4 badges.

EMERGENCY CONTACT

Show Management does not have a show office phone number. All office calls will be forwarded to a cell phone on site for limited access only. For emergencies, please contact the RBC Convention Centre direct at 204.957.4538

INSURANCE

- Show Management is not responsible for any liability connected with the acceptance or the use of any exhibitor or by anyone choosing their product or service.
- The exhibitor agrees to indemnify and hold harmless Show Management from any and all claims, causes of action, and suits arising out of or resulting from any damage, injury, or loss to any persons, including, but not limited to loss of property, goods, wares, or merchandise, caused by , arising out of, or in any way connected with the exercise by the exhibitor or the privileges granted herein.
- Exhibitor should take steps necessary to insure him/her against any such loss, and if requested, exhibitor will provide proof of business liability insurance. Exhibitors who do not have insurance can go to www.palcanada.com (search for EXHIBITOR application) for your quote on coverage for the weekend at very reasonable prices.
- In any policy of insurance obtained by exhibitor regarding this show, exhibitor shall name EmpowerHER Events as additional insured subject to a minimum \$2,000,000 liability limit.
- Exhibitor will make good any damage to the building or fixtures caused by the exhibitor or any of the exhibitors' agents or employees.
- Exhibitors are responsible for any loss of their equipment and/or display material resulting from accidental breakage, misplacement, theft, fire or natural disaster.

SMOKING / VAPING

The RBC Convention Centre is within city limits and therefore as with all public buildings in Winnipeg, is a NON-SMOKING venue. Law prohibits smoking AND vaping anywhere in the building. Smoking or E-cigarettes must be 8 metres away from the building entrance. Show Management is not responsible for any fines incurred by exhibitors with regards to smoking.

SOLICITATION

No peddlers or agents are allowed on the premises. Distribution or depositing of advertisements or handbills is NOT ALLOWED without the express permission of Show Management. **Please report anyone who appears to be soliciting business in the exhibit halls to Show Management.**

COMPLIMENTARY PASSES

Each exhibitor will be provided a quantity of tickets to be used for pre-promotional purposes ONLY! **Distribution of these passes onsite during the show is prohibited.** Companies observed distributing tickets onsite will be asked to leave the show without recourse as noted in your contract. **This term is non negotiable.**

BOOTH STANDARDS

- The show strives for high quality exhibits and displays. Please make sure your display is clean, all equipment is in proper working condition and is well maintained.
- Free standing bulletin boards and/or signs may be used, providing neighbouring exhibitors are not blocked or hidden from view.
- Unfinished surfaces may not be exposed to the neighbouring booths nor can you extend the height of your booth without permission from Show Management.
- Any promotional material on display at an Exhibitor's booth that is deemed improper must be removed if so instructed by Show Management.
- **A maximum of 8 feet** in height will be strictly enforced by Show Management for all displays. Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. At all times Show Management reserves the right to make final decisions in this regard.

BOOTH CONSTRUCTION / DRAPERY

- All Standard Booths include one 8' high back drape and two 3' high side drapes. Corner Booths have the option of 2 eight foot high back drapes (charges may apply for this change).
- All exhibits must comply with wall dimensions unless otherwise authorized by Show Management in advance of the Show. Permission for alternate dimensions, including height, must be obtained EACH YEAR even if permission was granted the previous year.
- **Our official show display colours are Black drape with Black accent on tables.** All tables rented for this event will come with black drape only unless otherwise ordered.
- Materials cannot be attached to the booth draping using nails, pins, screws, or staples which will in any way affect the surface. We recommend using "S" Hook(s) which are readily available at the Central Display booth during set-up. Contact Central Display for alternate hanging/fixture options.

NOTE: *Although every effort has been made to maintain the space you reserved, last minute changes sometimes makes some booth changes necessary. These changes are at the discretion of Show Management and will be a lateral or improved move only. Any upgraded charges will be absorbed by Show Management.*

BOOTH SIGNAGE / BANNERS

- All booths **must** have professionally lettered signage. Signs may be hung on the back drape bar in your booth.
- Special hooks are available from Central Display on request.
- Signs may also be hung from the ceiling 12ft above your booth. RBC Convention Centre must be contacted for hanging these signs. Exhibitor must be present when ceiling signage is hung. See page 3 for form.

FOOD & BEVERAGE SAMPLING GUIDELINES

The RBC Convention Centre Catering Department has exclusive food and beverage distribution rights within the Centre. Please refer to page 3 for the forms.

CRATES AND STORAGE

Crates cannot be stored at your booth—please make other arrangements for them at the show. There are designated storage areas for all exhibitors...see floor plan or Show Management on site.

STAFFING

All booths must be staffed at least half hour prior to doors open and during all show hours. An empty booth presents poorly for the show and your company. Please ask one of our staff to help if you are alone and need temporary relief at your booth during show hours.

USE OF BOOTH SPACE

Exhibit space may not be shared, transferred or sublet without the written permission of Show Management. Only products or services listed on your application may be promoted at your booth. Exhibitor's booth space cannot be used for display or promotion of any item or service for which the company is not a legal representative, or that has not been authorized by Show Management. **This includes any contest or draw prize at the booth that promotes another non-exhibiting company.** Only the company that has officially registered as an exhibitor is permitted to conduct business within the booth. You may obtain and promote prizes or services from other official show exhibitors. **SHARING OF BOOTHS IS NOT PERMITTED without Show Management approval.**

SECURITY

Security personnel will be on duty during Move-In and Move-Out, however you should watch your display and merchandise accordingly. Remove valuables that can be easily moved at the end of each day before leaving, or cover your merchandise with sheets or tarps. Show Management and the RBC Convention Centre are not responsible for any loss or damage to person, property or merchandise.

PRIZE DRAWS

Exhibitor draws and promotional giveaways must be approved by Show Management prior to the Show. Exhibitor draws and promotional giveaways must be free and clear of any financial obligation on the part of the winner. Contest terms and conditions and list of prizes available and their value must be clearly posted. Non-exhibiting companies cannot be promoted within the booth prize.

HANDOUTS / DISPLAYS

There will be no distribution or displaying of any items including but not limited to: samples, souvenirs and promotional material, allowed outside your rented display space. Items distributed, suspended or in any way displayed within your rented area which may cause damage to the facilities or other exhibits (i.e. stickers, helium filled balloons, double sided tape) are prohibited. The RBC Convention Centre Management reserves the right to submit a cleaning bill to the listed company for removal of peel and stick labels, balloons on ceiling, tape on floors, etc. and hold accountable the parties involved. Show Management assumes no responsibility for these charges.

ATTENDEE LISTS

According to Canadian Privacy Act, attendee data or mailing lists compiled by the Exhibitor at the Show or provided by the Show may not be shared, sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. It is the responsibility of the Exhibitor to ensure the safekeeping of any Attendee Data Lists.

SOUND LEVELS

When audio equipment is being used or product demonstrations conducted, please remember to be considerate of surrounding exhibitors and keep confined within your space. Show Management reserves the right to mediate any sound disputes, which may arise between exhibitors.

ALCOHOL

Alcoholic beverages in Exhibitor booths is prohibited. If you are an exhibitor that is promoting or selling alcohol, you are responsible to make sure you are abiding by all RBC Convention Rules & Regulations. [CLICK HERE](#) to view On-Site Policy.

FIRE AND SAFETY GUIDELINES

Exhibits must comply with all RBC Convention Centre Fire & Safety Regulations. If your display includes a roof or canopy, you MUST have a fire extinguisher within your booth. As you are permitted to supply your own tables and display material, please note that your display and table coverings should be made of non-flammable material. All coverings may be subject to Fire Marshal Scrutiny and his/her word is final.

GARBAGE

Garbage and Recycling bins are placed in regular intervals throughout the show. Please use these during show hours. Extra boxes and shipping or packing material may be left in aisles after show hours. RBC Convention Centre staff will take care of this for you. Unless you have made special arrangements with the Centre staff or Central Display for booth cleaning, no one will enter your space after hours.

CARE OF BUILDING

For complete rules and regulations at RBC Convention Centre, please click on link to see the [Rules & Regulations](#).

MOVE-IN

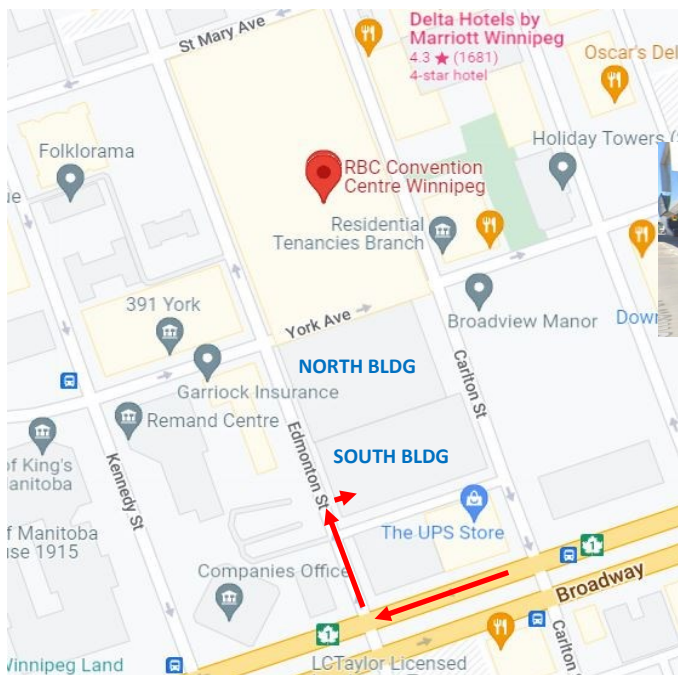
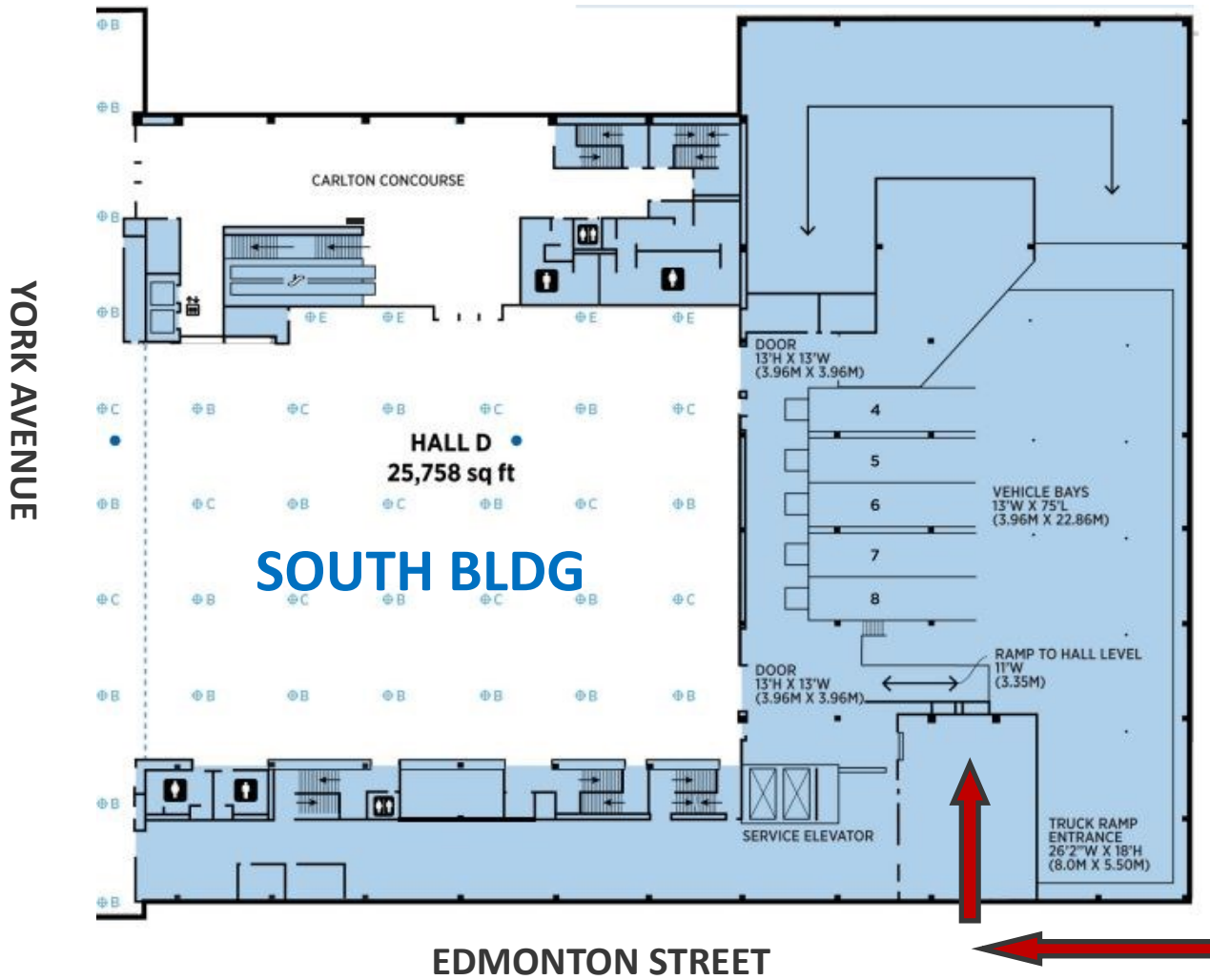
Show Location	RBC Convention Centre - Hall D - 3rd Floor 375 York Avenue Winnipeg, MB 204.957.4538
Move-In Date & Hours	Friday, March 22, 2024 10:00 am - 6:00 pm Note: We have a single day for move-in. Please schedule your time accordingly to ensure you have completed your set up by 6:00 pm. Waiting till the last available minute can cause delays for others and yourselves. Exhibitors not completely moved in by 6:00 pm will have to make special arrangements with Show Manager and Venue Security for access to building after these hours.
Moving Equipment	Please bring your own dollies, trolleys, wheelers or moving wagons. The venue and Show Management does not have any moving equipment available for consumer use.
Loading & Unloading	Loading and unloading of vehicles can be done from the 3rd floor loading dock at South Side of building. (Enter from Edmonton St. between Broadway & York Avenue). A dock master will be there to direct you. Please see map on Page 8 for directions. We will close the floor to move in at 6:00 pm SHARP on Friday, March 22nd to allow the display company ample time to do final clean up and complete our display curtains before doors open to the public on Saturday.
Late Comers/No Shows	Any reserved space not claimed and occupied (or for which no special arrangements have been made) prior to 6:00 pm on Friday, March 22, 2024 may be resold or reassigned by Show Management without recourse by the exhibitor or any obligation by Show Management for any refund whatsoever.
Pre-Show Meeting	At 9:30 am on Saturday, March 23rd we will conduct a pre-show meeting for all exhibitors. Please make every effort to be here on time so we can get through our information and allow time to return to our booths and prepare for a 10:00 am opening. Meeting will discuss rules, planning, and projected outcomes.
General Labour Requirements	Exhibitors may set up, operate and dismantle their own exhibits using their own staff and employees. If you require assistance for booth assembly, storage or material handling, please call Central Display (204.237.3367) to make arrangements.

MOVE-OUT

Move-Out Date & Hours	Sunday, March 24, 2024 5:00 pm - 10 pm
Dismantling	Dismantling of exhibits prior to 5:00 pm on Sunday, February 19, 2023 is STRICTLY PROHIBITED . Exhibitors who dismantle or begin to disassemble their booths prior to closing may be refused entrance in future events. An announcement will be made when it is clear to dismantle your exhibit.
Removal Deadline	All exhibits, equipment and apparatus must be completely removed from the building by 10pm Sunday, March 24, 2024 unless otherwise arranged with the RBC Convention Centre Management.

RBC Convention Centre - Hall B policies state that during Move-In and Move-Out, children under the age of 12 are NOT permitted on the show floor. This policy is for the safety of your children.

RBC CONVENTION CENTRE LOADING MAP



SOUTH BLDG



EDMONTON STREET

DOOR PRIZE SPONSORSHIP OPPORTUNITY!

Would you like to be a part of the Women's Grand Prize Giveaway Contest?

We will offer an amazing prize package in conjunction with Exhibitors who want to be a part of a spectacular GRAND DOOR PRIZE!

Every Complimentary pass has a ballot on the back which can be dropped off at the Front Door. All online passes will be automatically entered when scanned at the show. Winner will be picked at end of Sunday's show.

WOMEN'S SHOW GRAND PRIZE PACKAGE CONTEST

WORTH OVER \$????

To be eligible to enter:

- Prize must be worth a minimum of \$400.
- No discount certificates will be accepted...must be for full service or prize ONLY.
- All prizes to be brought to Registration Desk prior to show opening.

We will accept a **maximum of 12 companies** to participate. Each participant will be given a "Grand Prize Certificate" to display in their booth during the show as a show sponsor.

What you will receive for giving away a prize:

- Exhibitor will be listed as a Show Sponsor for Winnipeg Women's Show. (Logo must be provided) This will be displayed on all Social Media, Website and Show Guide of the Show.
- Logo to be displayed as a "Featured Sponsor" of the Grand Prize Package at the show.
- Certificate for your booth to display during the show as Show Sponsor.
- Unlimited Complimentary passes to distribute to customers for pre-promotional use.
- Unlimited Online Complimentary promotional passes for emailing or social media use.

Deadline for submission is Friday, February 23, 2024. Submissions after the deadline may be accepted but will not be displayed because of printing deadlines.

For more information contact Show Management at info@winnipegwomensshow.com .