



PRESENTED BY:

# EXHIBITOR REGISTRATION AND INFORMATION

Exhibitors are entitled to **two complimentary** Manitoba Building Expo Exhibitor passes (which include lunch provided to the exhibitors). Extra lunch tickets are available for purchase.\*

Please complete the form below and email a scanned copy to [lise@bomamanitoba.ca](mailto:lise@bomamanitoba.ca).

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Representatives: \_\_\_\_\_

*Please list all staff that will be present during the tradeshow*

\_\_\_\_\_  
\_\_\_\_\_

All exhibitor representatives **MUST** be registered in order to enter the tradeshow area. Please contact us for additional exhibitor badges.

**ELECTRICAL CONNECTION/WIRELESS:** There will be no additional charge for standard electrical connections and wireless internet access.  Yes we will require an electrical connection for our booth

**CANCELLATION POLICY:** Cancellations will be accepted until August 1, 2020. Cancellations received in writing prior to this date will be entitled to a full refund. Any cancellations received after August 1, 2020 will not be entitled to a refund and the exhibitor agrees that Manitoba Building Expo has the right to resell the space at no benefit to the exhibitor who has cancelled. Any space not paid for in full by August 21, 2020 will be released back to the available pool.

**LOCATION OF BOOTH:** All booths are 8' X 10'. View the floor plan and list your preferred location (subject to availability).

Premium Booth: \$1200.00 + GST     Standard Booth: \$1100.00 + GST

First Choice \_\_\_\_\_      Second Choice \_\_\_\_\_      Third Choice \_\_\_\_\_

## CONFIRMATION & PAYMENT

- VISA     Mastercard     AMEX
- Cheque enclosed     Invoice my company

All payment of fees must be submitted prior to the conference. Please make cheques payable to Manitoba Building Expo.

	/	
Card Number	Expiration Date	CVV Code

Address of Credit Card

Card Holder's Name (please print)	Signature

It is understood that this agreement retains only to the rental of the exhibit space. The exhibitor agrees that Manitoba Building Expo and its employees, contractors and sub-contractors accept no responsibility for damage, theft or any loss to displays, materials or personal property. The exhibitor agrees to pay the rental fee prior to the show date.

\*Tickets to the keynote luncheon will be sold separately.



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## EXHIBITOR REGISTRATION AND INFORMATION

### TO REGISTER:

Complete the registration form. Print, scan and email back to [lise@bomamanitoba.ca](mailto:lise@bomamanitoba.ca)

- Exhibitors **MUST** complete their set-up on Monday, October 26, 2020 between noon and 8:00 pm. **There will be no exceptions allowed.** Show hours are Tuesday, October 27, 2020 from 9:00 am – 4:30 pm.
- Exhibitors must remove their booths and materials from the facility by 8:00 pm on Tuesday, October 27, 2020.

## EXHIBIT RENTAL AGREEMENT: TERMS AND CONDITIONS

### 1. RENTAL

Agreement: Submission of a signed contract and payment of the rental fee in full will indicate agreement with the terms and conditions stated in this document.

#### **(a) Booth Space Assignment**

Booth space allocation will be assigned after registration has been completed and approved, and payment is received in full. The management reserves the right to assign space in such a way as to avoid duplication of service and/or product. Confirmation will be sent from Manitoba Building Expo when the Rental Agreement has been accepted. Should the payment have already been received in full, where booth space is no longer available, the total payment received will be promptly returned in full.

#### **(b) Commissionable Sales**

The Victoria Inn & Convention Centre has waived their right to a commission on all sales by exhibitors at the Marketplace. In lieu a \$ 65.00 flat fee must be paid to the Victoria Inn if you intend to sell items at the marketplace. If you are displaying product or services but not selling on site you are not liable to pay the fee.

### 2. BOOTH DESIGN, DECORATION AND ASSIGNMENT

#### **Basic Booth**

Assigned display area is approximately 8' deep X 10' wide. One 6' draped and skirted table and 2 chairs will be provided along with side and back draping. The exhibitor agrees to confine his/her presentation to the contracted space only. Booth signs will not be provided. All booths will be numbered for easy identification.



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## EXHIBIT RENTAL AGREEMENT: TERMS AND CONDITIONS

### 3. DISPLAY COMPANIES

The VIHCC has appointed the following companies as preferred suppliers:

**Central Display Ltd.**  
7 – 850 Marion Street  
Winnipeg, MB, Canada R2J OK4  
(204) 237-3367

**Evolution Presentation Technologies**  
967 Wall Street  
Winnipeg, MB, Canada, R3G 2V4  
(204) 594-3010

Should you wish to provide an alternate supplier, a fee will apply.

### 4. HANDLING AND SHIPMENTS

#### (a) Shipping and Receiving

All shipments sent to the hotel will only be received if they contain the following shipping information:

TO: Victoria Inn Hotel and Convention Centre  
1808 Wellington Avenue, Winnipeg, Manitoba R3H 0G3  
C/O: **Date of Conference, Conference Name. # of boxes**

#### (b) The Exhibitor Must:

- notify the shipper that it is their responsibility to load and unload all items in the hotel. All items that are too large to be removed by hand may require a power tail gate or fork lift access. The VIHCC is not equipped with a loading dock.
- make all necessary arrangements for pick up by completing all appropriate documents in their entirety.

### 5. LIABILITY

#### (a) Insurance

Every reasonable precaution will be taken to prevent losses and protect the interest of Exhibits. Under no circumstances will the VIHCC, Manitoba Building Expo, or Central Display Ltd., nor their employees and/or agents be held accountable or liable for such losses and or damages however caused and the same are released from accountability or liability for any damage, loss, harm, injury to person or any property of the Exhibitor, however caused, or any of its officers, agents, employees or representatives, nor for goods sent to the VIHCC, before or remaining after the exhibit, nor while in transit to or from the exhibit or during the exhibit.

The VIHCC will not assume any responsibility for articles left in the hotel before, during or after the exhibition, unless prior arrangements have been made. Due to limited space, all items must be removed following an event. Any items left will be subject to a storage fee or will be discarded.

#### (b) Liability for Damages

Pursuant to the agreement, Exhibitors shall be liable for any damages caused by same, or by their representatives, to building floors, walls, and columns, as well as to the property of other Exhibitors. Exhibitors shall refrain from using, or allowing the use of nails, screws, hoods, or other fixtures for fastening objects to building structures. Any damages caused by any Exhibitor, their agents or employees shall be repaired at the Exhibitor's expense.



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## EXHIBIT RENTAL AGREEMENT: TERMS AND CONDITIONS

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### (c) Fire Prevention

All decorations, displays, materials and signage must comply to the VIHCC fire prevention standards. Manitoba Building Expo, or any designated employee of the VIHCC, will have the authority to remove any item or materials that are considered to be fire hazards to the VIHCC.

### (d) Other Exhibitors

Any activity by any Exhibitor must not be such as to cause inconvenience to other Exhibitors.

## 6. MANAGEMENT

Manitoba Building Expo reserves the right at any time to change display times, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights, or sound, and to expel Exhibitors or their personnel if, in the opinion of Manitoba Building Expo, their conduct or presentation is objectionable to other show participants.

## 7. MEALS AND REFRESHMENT BREAKS

2 Complimentary meals and refreshments will be provided by Manitoba Building Expo for registered exhibit representatives (2 exhibitor lunch tickets will be provided per booth.) This lunch will be served in the exhibitor lounge. Meals and refreshments will also be available for purchase on event day.

## 8. ARRIVAL PROCEDURES

The VIHCC will not receive items prior to 48 hours in advance of the start of the exhibition.

Use of the hotel fork lift is available at \$50.00 per hour. All deliveries must be arranged in advance. Please contact the sales department at [sales@vicinn.com](mailto:sales@vicinn.com)

Deliveries will not be accepted between 11:30am and 1:00pm.

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For any questions directly related to the conference please call (204) 777-2662 or email [lise@bomamanitoba.ca](mailto:lise@bomamanitoba.ca).

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## SPONSORSHIP OPPORTUNITIES

**GOLD SPONSOR** **\$3,200**

- Dedicated signage at the event recognizing your company as a major sponsor
- Company name & logo on event handout material, signage, posters, pamphlets etc.
- Company name & logo Expo website with a link to your company website
- Logo recognition throughout the event
- VIP seating for 4 at keynote luncheon
- Booth in the exhibitor area (Value \$1100)
- Verbal recognition at the event
- Opportunity to include brochure in attendee bag
- Opportunity to put a vehicle or display equipment in prominent location on tradeshow floor

**SILVER SPONSOR** **\$1,700**

- Dedicated signage at the event recognizing your company as a sponsor
- Company name & logo on event handout material
- Company name & logo on Expo website with a link to your company website
- Logo recognition throughout the event
- Booth in the exhibitor area (Value \$1100)
- Verbal recognition at the event

### TO SPONSOR:

**For more information:**

Call (204) 777-2662 or email [lise@bomamanitoba.ca](mailto:lise@bomamanitoba.ca).

Email your completed sponsorship form. Print, scan and email back to [lise@bomamanitoba.ca](mailto:lise@bomamanitoba.ca).

### SPONSOR INFORMATION: (Please check desired sponsorship category above and fill out the following information.)

Contact Person:  Title:

Company:  Address:

City:  Province:  Postal:

Website:  Phone:

Email:

- VISA    MASTERCARD    AMEX
- Cheque enclosed    Invoice my company

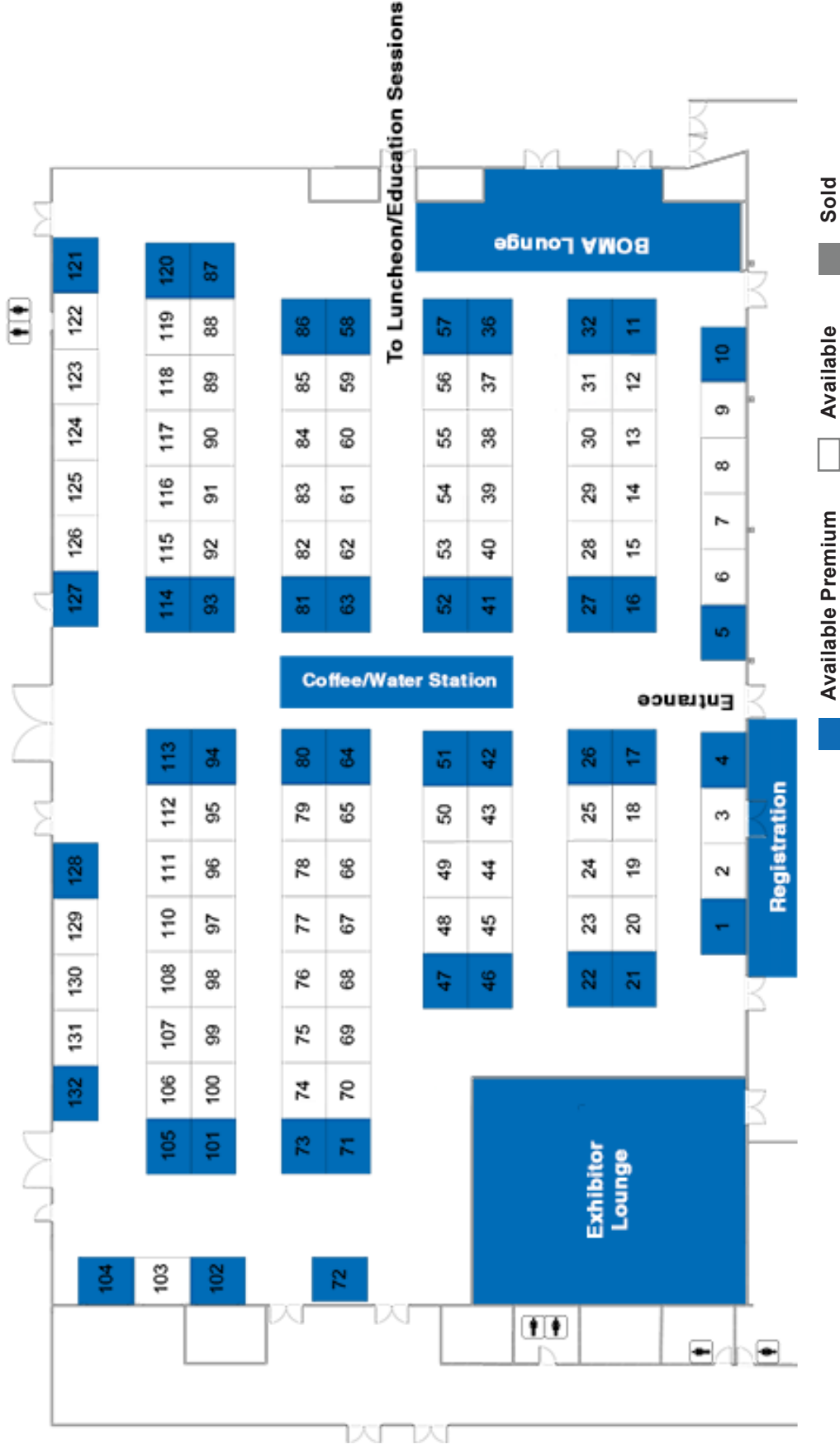
<input type="text"/>	/	<input type="text"/>
Card Number	Expiration Date	CVV

Cardholder's Name (please print)

Signature

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PLEASE NOTE: This is a tentative floor plan and is subject to change depending on the purchase of multiple booths.