



RBC CONVENTION CENTRE WINNIPEG • JANUARY 26-29, 2023

Exhibitor's Kit

(Amended January 6, 2023)

Show Hours

LADIES NIGHT

Thursday, January 26, 3:00 PM – 9:00 PM (Ladies get in for free on Thursday!)

Friday, January 27, 3:00 PM – 9:00 PM

Saturday, January 28, 10:00 AM – 7:00 PM

Sunday, January 29, 10:00 AM – 4:00 PM

From January 23-29, 2023

The Show Office will be onsite at
RBC Convention Centre, Winnipeg
Phone: 204-975-8202



RBC Convention Centre

W I N N I P E G



RBC CONVENTION CENTRE WINNIPEG • JANUARY 26-29, 2023

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Move-in and Move-out Schedules

will be posted on the website under “Exhibitor Resources”

[Exhibitors | Mid Canada RV & Marine Sale](#)

Bulk Space will not have piping and drapes.

Bulk Dealers may order this directly from Central Display at an additional cost.

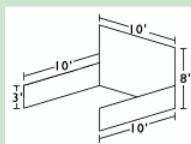
[Exhibitors | Mid Canada RV & Marine Sale](#)

Booths will be 10' x 10' with an 8' back drape and 3' sidearms.

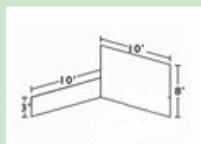
Electrical, tables and chairs are not included.

Booth exhibitors may order this directly from Central Display at an additional cost.

[Exhibitors | Mid Canada RV & Marine Sale](#)



Standard Booth



Corner Booth



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Book services with RBC Convention Centre

Book electrical, installation of banners, plumbing, cleaning, or internet services directly with RBC Convention Centre.

BOOK ONLINE

Try RBC Convention Centre's new online ordering system to access exclusive online rates. You will save time and money while contributing to shared sustainability efforts by reducing paper consumption! You will receive instant confirmation your order has been received and the dedicated Exhibitor Services Team will review your order to ensure it is ready to go when we welcome you onsite!

[Click here to book your service\(s\) ONLINE with RBC Convention Centre.](#)

Deadline for online orders with the discount rate is January 13.

For assistance with online ordering or any of the service order forms, please contact Exhibitor Services 204-957-4513 or email services@wcc.mb.ca.

DOWNLOAD PRINTABLE FORMS

All orders processed by **phone, email, or in-person** will be charged at regular on-site prices. Order forms are available for download in a PDF format. Please select the form(s) you require by clicking on the link below.

[Click here to access PRINTABLE FORMS for RBC Convention Centre.](#)

NOTE: You will need to download and complete the "[Payment Authorization Form](#)" to complete the order process.

Email **ALL** forms to services@wcc.mb.ca.

PLEASE NOTE

RBC Convention Centre offers FREE access to wireless Internet available to all Exhibitors. If you require a hard line, please order in advance. Download their form here: <http://www.wcc.mb.ca/download/forms-en/Internet-Order-Form-2017-Revised.pdf>

All signage to be hung by RBC Convention Centre must be dropped off before 11:00 AM on Monday, January 23 at the RBC Convention Centre Loading Dock (Third Floor). Forms must be completed and sent to <C:\Users\mattheww\AppData\Local\Temp\msoDEF6.tmp> ([wcc.mb.ca](http://www.wcc.mb.ca))

CONTACT RBC CONVENTION CENTRE – EVENT SERVICES

For further inquiries or information: Phone: 204-957-4538
Email: services@wcc.mb.ca



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Booth Display Furnishings

Receive a substantial discount when you order furnishings, chairs, tables, lighting, stations, carpet and more **at least 7 days in advance prior to move-in** through Central Display.

[Click here to access the SHOW DECORATOR KIT.](#)

Send completed forms by:

Email: info@centraldisplay.ca

Fax: 204-235-1063

For more information call: 204-237-3367.

Shipping for Trade Show Exhibitors

Contact Central Display to arrange for delivery of booth displays, brochures and supplies prior to the show. These items will be delivered to your assigned space. Central Display will charge for this service.

[Click here for Shipping-Regulations-2022 with RBC Convention Centre](#)



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Advertising

Help promote the show by adding the show logo to your company:

- ✓ Website
- ✓ Social media – Facebook and Instagram
- ✓ Indoor display monitors
- ✓ Outdoor digital signs

Download the show logo at [Exhibitors | Mid Canada RV & Marine Sale](#).

Like, follow, and share the show on social media!

Facebook:

- [Manitoba RV Show & Sale | Facebook](#)
- [Mid-Canada Boat Show & Sale | Facebook](#)

Instagram:

- [Manitoba RV Show \(@manitobarvshow\) • Instagram](#)
- [Mid Canada Boat Show \(@midcanboatshow\) • Instagram](#)

Don't forget to add a text box that says: "Buy your tickets here!" and embed the following link: [Mid-Canada RV & Marine Sale 2023 \(tix123.com\)](#)

Tickets

Tickets are sold directly from the Mid-Canada RV & Marine Sale websites and on-site during the show. Please check out the link on the show site to see how easy it is to buy tickets. There will also be kiosks and full-service cashiers throughout the outside of the show area for guests to purchase tickets in person.

Bulk tickets for exhibitors only: If you would like to book bulk tickets, please email me so I can provide you with a promo code to use to purchase your tickets online. NOTE: there are no refunds on exhibitor bulk ticket purchases.

Ticket prices:

Stocking Stuffer Special	\$12	Until December 31, 2022
Adult Tickets	\$18	January 1 – January 29, 2023
<i>No charge for 17 and under</i>		



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Liability Insurance

It is the responsibility of each exhibitor to provide Mid-Canada RV & Marine Sale with a Certificate of Insurance for Commercial General Liability Insurance with limits of not less than \$2,000,000 per occurrence and including a cross liability clause and a thirty (30) Day Notice to the RV & Marine Sale of any cancellation or material change to the policy. The RVDAMB and MMPDA are to be named as additional insured with respect to all operators arising out of the Exhibitor's participation in the Show.

Exhibitors will NOT be permitted to set-up without a copy of your certificate on file and there will be no recourse for any monies paid.

Submit your certificate of insurance to showmanager@manitobarvshow.ca before January 10, 2023.

Third-Party Liability Insurance must include the following additional insured listed as:

- Recreation Vehicle Dealers Association of Manitoba, 503-386 Broadway, Winnipeg, MB R3C 3R6
- Mid-Canada Marine and Powersports Dealers Association, 503-386 Broadway, Winnipeg, MB R3C 3R6
- RBC Convention Centre Winnipeg, 375 York Avenue, Winnipeg, MB R3C 3J3

Please email your insurance company requesting that they provide you with a certificate of insurance extending your third-party liability naming RVDA, MMPDA and the RBC Convention Centre. Typically, this is done quickly and at no additional charge.

Alternatively you can purchase show insurance from <https://www.exhibitorinsurance.com/pub/srch/?e=RVDAM2023>. Arrangements have been made so they can answer any questions and provide you with a certificate of insurance for the show.



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Exhibitor Passes



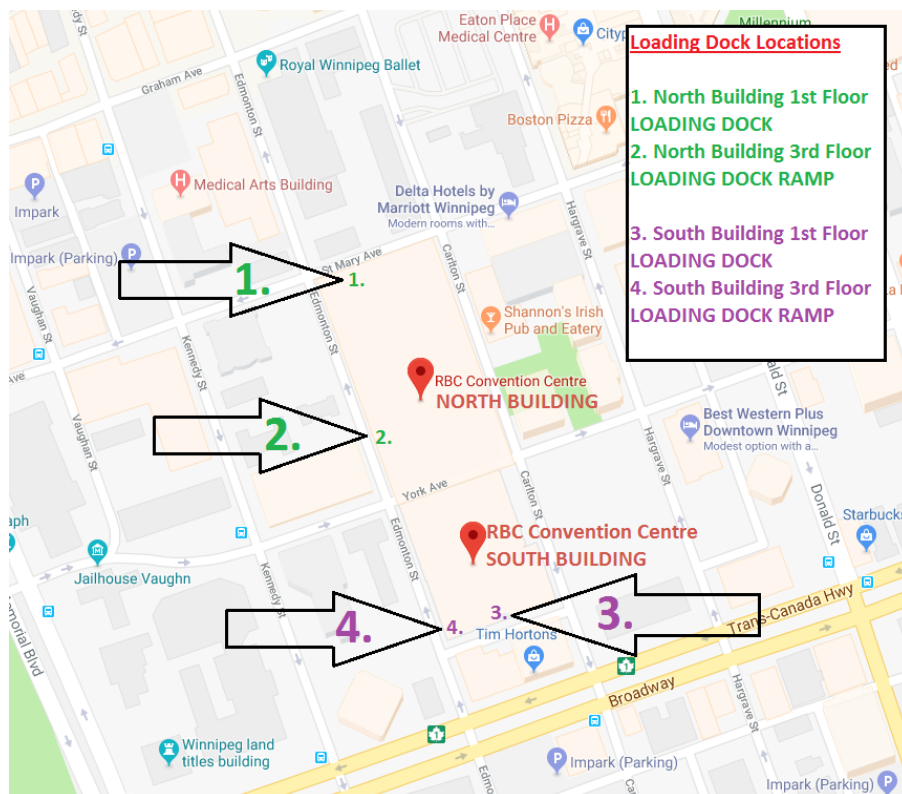
Exhibitor Passes will be ready for pick-up in the Show Office during Move-In. These passes are fully transferable to other members of your team. Always wear or have your pass on your person and be ready to produce it if asked by Security or Show Management. Show Management will determine the number of Exhibitor Passes per exhibitor. These are for the use of exhibitors only and NOT for general admission. Show Management has the right to confiscate any misuse of these passes.

It is your responsibility to distribute the passes among your team and any OEM's you have working in your exhibit space. The Show Office and/or The Show Information Booth will not be responsible for holding or distribution of your passes during show time.



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Map to RBC Convention Centre Loading Dock Locations



Loading Dock Access Directions:

If you have any issues, please call Security at 204-957-4523

North Building 1st Floor LOADING DOCK

- Accessed by Edmonton Street, just before St Mary Avenue.
- Turn down the back lane and back into the loading dock.

North Building 3rd Floor LOADING DOCK RAMP

- Accessed on Edmonton Street, just past York Avenue.
- Buzzer at the bottom of the ramp to call Security for access.
- DO NOT drive to the top of the ramp before the door opens.

South Building 1st Floor LOADING DOCK

- Accessed by Carlton Street OR Edmonton Street, parallel to Broadway.
- Turn down the back lane just before Broadway if taking Carlton Street OR just after Broadway, if taking Edmonton Street.
- Loading dock is halfway down the lane.

South Building 3rd Floor LOADING DOCK RAMP

- Accessed by Edmonton Street, just past Broadway and the back lane.
- Rollup door at the bottom of the ramp.
- Call the phone number on a big sign to call Security for access.
- Call the same phone number when leaving the Loading Dock.



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General Information

ATTENDEE LISTS

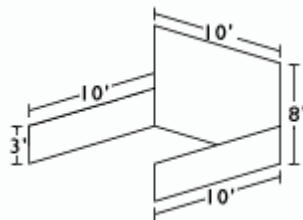
Attendee data or mailing lists compiled by the Exhibitor at the Show or provided by the Show may not be shared, sold, or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. It is the responsibility of the exhibitor to ensure the safekeeping of any Attendee Data Lists. Email marketing must comply with CASL Guidelines.

BALLOONS

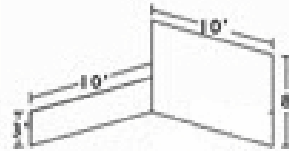
Helium-filled balloons are not allowed as per RBC Convention Centre Rules & Regulations unless your business specialty is based on helium-filled balloons. Non-helium filled balloons on sticks are allowed. Approval by Show Management is required.

BOOTH DIMENSIONS

All Booths are 10' x 10' with one 8' high back drape & two 3' high side drapes. Corner booths have one 8' high back drape and one 3' high side drapes with one open side. 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.



Standard Booth



Corner Booth

BOOTH DISPLAY CANOPY

If you are planning your display to include a roof or canopy, you MUST first contact the Show Manager prior to the show at 204-975-8202 as neighbouring exhibitors will have to be contacted to ensure there is not conflict or infringement to their booths. If approved by Show Management you MUST have a fire extinguisher within your booth to comply with all RBC Convention Centre Fire & Safety Regulations.

DOLLIES / CARTS

A limited number of moving dollies and carts are available on a first-come, first-served basis. Exhibitors should provide their own carts to expedite Move-In & Move-Out.

Carts/dollies CANNOT be rolled across show floor once aisle carpet has been laid. Aisle carpet will be laid Thursday morning.

EGRESS / MOVE OUT

Please respect show hours and do not dismantle, pack up, or remove any part of your booth display until 4:00 pm Sunday. Tear down prior to this time is disrespectful to other exhibitors and any attendees still remaining in the hall. Tear down prior to this time may result in the loss of exhibitor's booth privileges for the following year.



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ELEVATORS - FREIGHT

Exhibitors NOT requiring the 3rd floor loading dock can use the West or East freight elevators to take their items to their vehicles in Upper-Level Parking (freight elevators do not go to Lower-Level Parking, ONLY UPPER-LEVEL PARKING – North Building only).

ELEVATORS - PASSENGER

Exhibitors with smaller hand-carried items can use the passenger elevators (Northwest, Southwest, and Southeast). Passenger elevators provide access to your vehicle in both Upper & Lower parking levels.

MEDICAL / EMERGENCY / LOST CHILD

In the event of a medical Emergency during the show, contact RBC Convention Centre Security Desk, located on the 2nd floor at the top of York Avenue stairs/escalators or call 204-957-4523 and Security will provide medical assistance. Please also notify the Show Office or a show staff member so we can assist. If life threatening call 911 and inform Show Office.

PARKING

Parking is not provided by the Show. The RBC Convention Centre has two levels of underground parking. Access to the freight elevator is from the Upper Level only. Visit WCC for more information or to obtain a downloadable map of available parking downtown, visit: [Getting Around | Downtown Winnipeg BIZ](#)

NOTE: WCC parkade is cash or credit card only (no debit). No parking will be allowed on the Loading Dock for Exhibitors.

SECURITY

Uniformed RBC Convention Centre security personnel will be on duty during the show as well as during Ingress and Egress, 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 persons, property, or merchandise.

SERVICE DESKS

Central Display and the Convention Centre will both have service desks set up in the hall during Move-In on the West side of Hall A. If you've pre-ordered any display items or power and it isn't there when you arrive, simply go to their service desk to notify them.

For all other information please go to the RBC Convention Centre website: [Exhibitors - RBC Convention Centre Winnipeg](#)



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Contact Information

Show Office

386 Broadway, Suite 503, Winnipeg MB R3C 3R6

Ph: 204-975-8202

[Mid Canada RV & Marine Sale \(midcanadarvandmarinesale.ca\)](http://midcanadarvandmarinesale.ca)

From January 23 – 29 Show Office will be onsite at

RBC Convention Centre, Winnipeg

Phone: 204-975-8202

Michelle Penner, Show Manager

Cell: 204-975-8202

Email: showmanager@manitobarvshow.ca or map@strauss.ca

