

THE 20th ANNUAL
**MANITOBA CONSTRUCTION
CONFERENCE** **2009**
FEBRUARY 3 & 4
WINNIPEG CONVENTION CENTRE

EXHIBITOR KIT

SUBJECT

SUBJECT

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#1 CONFERENCE COMMITTEE

Co-chairs

Sean Scott	CSAM
Stan Kruse	MHCSP

Committee members

Marla Fillion	CSAM
Pamela Moat	CSAM
Derek Pott	CSAM
Keith Steffano	CSAM
James Worthing	CSAM
Tara Zukewich	CSAM
Wendy Freund Summerfield	MHCA
Elaine Alvis	MHCSP
Greg Huff	MHCSP
Phil McDaniel	MHCSP
Heather Maclean	MHCSP
Riza Reyes	MHCSP
Jo-Anna Guerra	Workplace Safety & Health

Tradeshow

Ron Mark	Ready Event Marketing
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#2 SHOW FACILITIES

Winnipeg Convention Centre
375 York Avenue
Winnipeg, MB R3C 3J3
Telephone: (204) 956-1720 • Fax: (204) 943-0310

Leadership Luncheon Special Presentation

Monday February 2
 12:00 p.m. - 2:00 p.m.

#3 SHOW HOURS

Tuesday February 3
 8:00 a.m. - 4:30 p.m.
 5:30 p.m. - 6:30 p.m.

Wednesday February 4
 8:00 a.m. - 4:30 p.m.

#4 MOVE-IN / MOVE OUT

There are no set move-in times. A forklift will be available. However, for special move-in time requests please call Ron Mark, Ready Event Marketing at (204) 219-4442.

Move-In Monday, February 2
 8:00 a.m. - 8:00 p.m.

Move-Out Wednesday, February 4
 after 4:30 p.m.

A limited number of dollies and a forklift will be made accessible to all exhibitors, however if exhibitors have their own dollies, we encourage you to bring them with you
 If you are using the elevators to bring your supplies to your exhibit on the third floor, please use only the **FREIGHT ELEVATORS. DO NOT USE THE PASSENGER ELEVATOR TO TRANSPORT SUPPLIES.**

For deliveries via vehicle transportation, entrance to the third floor loading dock can be accessed from the Edmonton Street ramp.

REMOVAL OR DISMANTLING OF EXHIBITS OR EXHIBIT MATERIAL ONLY PERMITTED AFTER SHOW ENDS AT 4:30 P.M. WEDNESDAY, FEB. 4TH, 2009.

#5 ACCOMMODATIONS

Special Rates have been negotiated for exhibitors at the:

Delta Winnipeg
 305 St. Mary Avenue
 Telephone: (204) 942-0551 • Toll Free: 1-888-311-4990

Other hotels close to the Winnipeg Convention Centre are:

Best Western Charterhouse Hotel
 330 York Avenue
 Telephone: (204) 942-0101

Place Louis Riel Suite Hotel
 190 Smith Street
 Telephone: (800) 665-0569

Radisson Hotel
 288 Portage Avenue
 Telephone: (204) 956-0410

Please make sure you tell the Delta Winnipeg you are a Manitoba Construction Conference participant when making your bookings so you will receive the discounted room rate.

#6 UTILITIES (electrical)

If you have ordered electrical service in your booth at the time that you secured your booth space, we will make those arrangements with the Winnipeg Convention Centre.

#7 TELEPHONES / INTERNET

Temporary telephone or internet connections may be arranged **through the Winnipeg Convention Centre**.

Exhibitors who wish to discuss their requirements may do so by phoning the Winnipeg Convention Centre Maintenance Department:

Attention: Mary Fehr
(204) 957-4538

**ALL SERVICES ORDERED ARE PAYABLE
DIRECTLY TO WINNIPEG CONVENTION CENTRE**

#8 DISPLAY CONTRACTOR

Each exhibitor will be supplied with one 8' draped table and two folding chairs. Additional items such as carpets or furniture may be rented from our Show Contractors Central Display Ltd. Central Display will be mailing their own order forms. If you do not receive your order forms soon please call Central Display directly at 237-3367.

**RENTALS ARE PAYABLE
DIRECTLY TO CENTRAL DISPLAY LTD.**

Cetral Display Ltd.
7 – 850 Marion Street
Winnipeg, MB R2J 0K4
Telephone: (204) 237-3367 • Fax: (204) 235-1063

A service desk will be on-site during move-in.

#9 SIGNAGE

Overhead signs hung from the ceiling **are not** allowed.

NO Helium filled balloons are to be given out.

#10 ELECTRICAL SAFETY CODE REQUIREMENTS

All electrical connections, installations, assemblies, motors or any electrical Operating gear must conform to the Canadian Standards Association requirements. It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on, or about his booth complies with the above regulations. This includes electrical merchandise as well as lighting and exhibit equipment. Should any of this equipment not comply, it is recommended that you request temporary permission to exhibit while the necessary electrical approvals and certification is being sought.

Electrical equipment for which approval is sought, should be submitted to:

Canadian Standards Association
50 Paramount Road
Winnipeg, MB R2X 2W3
Telephone: (204) 632-6633 • Fax: (204) 632-1796

#11 STORAGE

Crates will be stored for the duration of the show and returned to exhibitors upon completion of the show. Each crate must have the company name and booth number clearly marked.

#12 STAFFING OF EXHIBITS

It is the Exhibitor's responsibility to staff their exhibit at all times during show hours.

#13 EXHIBITOR PERSONNEL ACCESS

Prior to show opening, exhibitor access will be provided via the South end elevators beginning at 7:00 a.m. upon presentation of your exhibitor badge.

During show hours upon presentation of your Exhibitor badge.

#14 FOOD SERVICES

Any beverage and/or food (other than sampling) being served to the public at your exhibit booth **must be ordered** through the Director of Food & Beverage Operations, at the Winnipeg Convention Centre telephone (204) 956-1720 or fax (204) 943-0310. **No food or beverages will be allowed in your booth without prior approval of the Winnipeg Convention Centre.**

#15 SOUND LEVELS

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

#16 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. (City By-Law # 1076-75).

PLEASE REPORT ANYONE WHO APPEARS TO BE SOLICITING BUSINESS IN THE EXHIBIT HALL, to Show Management.

#17 CLEANING

Show Management is responsible for the cleaning of all aisle, stage and public spaces. It is the exhibitor's responsibility to clean their exhibit space! Therefore, exhibitors should either bring cleaning equipment i.e. vacuum cleaner, etc. or make arrangements for cleaning services, as provided by the Winnipeg Convention Centre or Central Custom Display.

Booths must be clean and clear of all carpet tape on Move-Out. The Winnipeg Convention Centre will charge an additional fee of \$15.00 per hour for removal of tape residue.

** A SPECIAL CARPET TAPE, which is easily removed and leaves no residue, is available and may be purchased from Central Display (during move-in)**

#18 MEDICAL / EMERGENCY HEALTH CARE

In case of a Medical Emergency, the Winnipeg Convention Centre's Security Department located on the 2nd floor in front of the escalators, St. John Ambulance will also be located in the trade show area.

#19 SECURITY / INSURANCE

Show Management and the Chief of Security for the Winnipeg Convention Centre have arranged for 24 hour security of the Show Hall. However, the Show assumes no responsibility for theft or damage of materials and advises that it is important for exhibitors to arrange for their own insurance for all exhibit materials covering transit and Show days.

#20 PARKING LIMITED PARKING PASSES ARE AVAILABLE FOR EXHIBITORS

If you ordered parking passes at the time that you secured your exhibit space, they are included in this package. THANK YOU for your support of the Manitoba Construction Conference. With your hard work and commitment we are looking forward to a success. Your input is important to us! We have another exciting event for the industry with a new floor plan, more exhibit space and an expanded media campaign. If you have any comments or suggestions about the show, please do not hesitate to contact Ron Mark, Trade Show Manager at 219-4442. Your Input is very important to the continuing success of the show! If you have questions or require assistance on-site during the show, watch for Ron and Jan. They will be on the Trade Show floor throughout the show and happy to assist in any way. For a downloadable map of available parking downtown visit www.downtownwinnipegbiz.com.

#21 SMOKING AND ALCOHOLIC BEVERAGES

The Winnipeg Convention Centre is a Non-Smoke environment, which includes the loading dock area. Alcoholic beverages are not permitted on the show floor.

#22 ANIMALS

With the exception of seeing eye dogs, there are no animals permitted in the Winnipeg Convention Centre at any time.

THANK YOU for your support of the Manitoba Construction Conference. With your hard work and commitment we are looking forward to a success.

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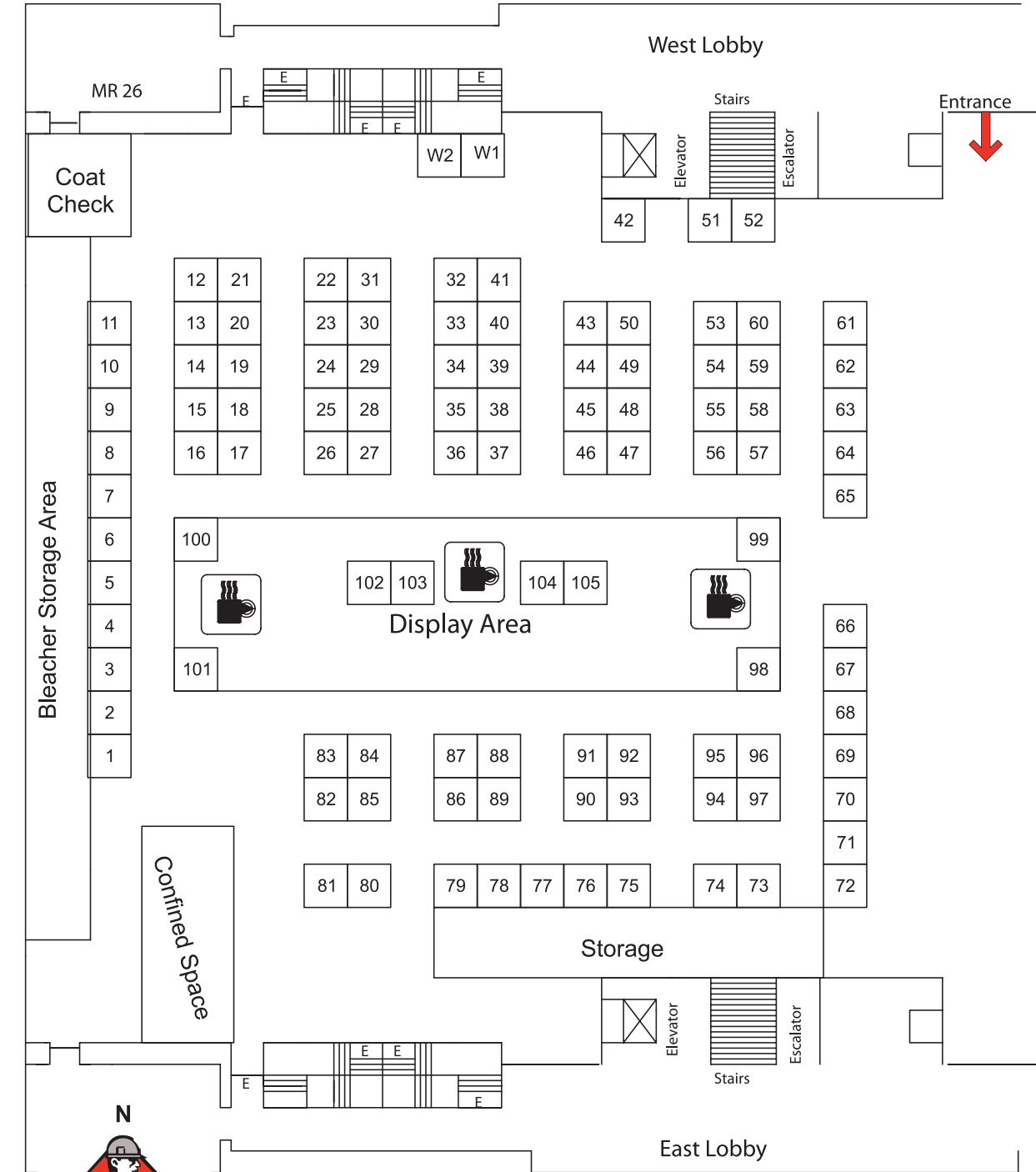
MANITOBA CONSTRUCTION CONFERENCE

EDUCATION: SAFETY HEALTH ENVIRONMENT & CONSTRUCTION SKILLS

PROUDLY CO-HOSTED BY

Construction Safety Association of Manitoba
Sean Scott, Conference Co-chair
290 Burnell Street, Winnipeg, MB R3G 2A7
Phone: 204-775-3171 Fax: 204-779-3505
sean@construcitonsafety.ca

Manitoba Heavy Construction Safety Program
Stan Kruse, Conference Co-chair
1236 Ellice Avenue, Winnipeg, MB R3G 0E7
Phone: 204-947-1379 Fax: 204-943-2279
stan@mhca.mb.ca



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