2027 PPMA Trade Show
Exhibitors Guide

Presented by Superior Asphalt & Paving

TUESDAY, MARCH 9, 2027 | VICTORIA INN & CONFERENCE CENTRE

MOVE-IN

Monday, March 8, 2027	1:00 - 4:00 pm
Tuesday, March 9, 2027	6:00 - 7:30 am

MOVE-OUT

Tuesday, March 9, 2026	4:00 - 6:00 pm

DETAILED SCHEDULE

Delegate Registration, Hot Buffet Breakfast: 7:30 – 8:30 am

Trade Show & Conference Hours: 7:30 – 4:00 pm

Trade Show Hours for General Public: 8:30 – 11:30 am and 1:30 pm – 4:00 pm

Luncheon: 11:45 – 1:15pm

BOOTH SELECTION, FORMAT & DRAPERY

Booth location will be assigned at the discretion of the Trade Show Committee.

The floor layout is an “open interactive concept”. Booth dimensions are 8’ x 10’. One line of pipe and drape will run along the backside of booths, but no other pipe and drape is provided. It is recommended that all booths be “pop-up/free-standing” or table tops.

SHOW THEME | True North Strong and Free at the PPMA Trade Show

We would like to encourage all exhibitors to take part in our theme contest and dress yourself and/or your booth for the theme. Get creative, as there will be prizes for the top

three decorated booths and/or costumes. Prizes will be announced and awarded at the end of the day. **Show us your Canadian Pride!**

EXHIBITOR BADGES / LUNCHEON TICKETS

Exhibitors receive up to four name badges. You will be contacted to provide your final exhibitor names by March 5, 2027. Exhibitor badges will be placed at your booth on show day. As a reminder, the cost of the booth includes breakfast but only two exhibitors for lunch. Additional lunches can be purchased by contacting Kerri at info@ppmamanitoba.com

Badges must be worn at all times during show hours.

PARKING

Parking for exhibitors is free and available in the parking lots adjacent to the hotel.

DELIVERIES

Exhibitors are asked to deliver their booths and boxes to garage door #1 located at the south-west corner of the hotel. Entrance is from the east side parking lot. Garage door #1 is directly accessible to the trade show floor – Centennial South.

Neither the Hotel nor the Professional Property Managers Association assumes any responsibility for lost or damaged personal property or equipment. All items must be removed from the trade show floor between 4:00 - 6:00 pm on Tuesday, March 9 2027.

STORAGE OF BOOTH CASES, PRODUCTS, CRATES

Storage space is available on the loading dock. Booth cases and boxes are not allowed on the show floor. All cases and boxes must be marked clearly with your contact information. They must be relocated to the storage area upon booth setup and can be retrieved at any time during the show.

ELECTRICAL/POWER CORDS & BARS

Every booth has access to electrical included in their registration rate. **Exhibitors must provide their own extension cords (25') and power bars.**

TABLES

6' tables with skirting and two chairs are provided for your use. Please email info@ppmamanitoba.com if you do not require a table or chairs so they can be removed during setup.

HOTEL REGULATIONS

All exhibits and displays are subject to the following conditions:

- Approval from the City of Winnipeg Fire Department as required
- When taping, tacking or stick-ems are to be used on any surface, permission must be obtained from the Banquet Manager or Banquet Supervisor
- Damage charges may apply where permission was not obtained from the Banquet Manager or Banquet Supervisor
- Doorways may not be obstructed in any way at any time

INSURANCE/SAFETY

The PPMA, Sponsors nor The Hotel assume any liability for loss or damage to exhibitor's products, equipment, booth materials or third parties. It is required that exhibitors secure a minimum of $2,000,000 coverage protecting all exhibit material from damage, theft and general liability. All exhibitors must be able to provide proof of insurance if requested. You are asked to ensure that your booth is staffed at all times to ensure the safety of all product and valuables.

SELLING OF GOODS

The show is **not** licensed for the purpose of direct sales from the floor. However, orders can be taken on the floor and leads can be followed up after the show.

BOOTH ATTENDANCE

Each exhibit booth must be open for the full duration of the trade show. Please tear down quietly if you have to tear down prior to the 4:00 pm show closing.

INTERNET SERVICE

Complimentary internet/wireless is available for your use. No password is required with the use of "Vic Inn Guest Fibre" pop up link and acceptance of terms.

EXHIBITOR REGISTRATION FEES / MEMBERSHIP FEES

All exhibitors must be members in good standing of the PPMA. Please ensure that your 2027 membership fees are paid prior to March 1, 2027. The Trade Show Committee reserves the right to refuse entry to exhibitors not in good standing. All exhibitor fees must be paid at the time of registration.

CANCELLATION POLICY

There will be a $50.00 cancellation fee charged for cancellations received before February 26, 2027. No refunds will be allowed after that time.

TRADE SHOW VISITOR ADMISSION

Exhibitors are encouraged to invite clients and contacts to attend the Trade Show free of cost. Please advise those you invite to see the registration booth staff to receive a Trade Show Visitors Pass.

You are encouraged to invite clients and customers to attend the Trade Show between the hours of 8:30 –11:30 am and 1:45 – 4:00 pm.

NAME TAG CATEGORIES—Delegates

Delegates will be categorized one of two ways: Decision-makers or staff. Since every property management firm is set up differently, we want to identify delegates by their ability to make purchasing decisions and not by their title.

Decision Makers | **RED** All Other Staff | **PLAIN**

EXHIBITOR DRAWS

Exhibitors are encouraged to provide prize draws at their booths. Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. The schedule of prizes and terms of the draw must be clearly stated on the entry form or signage at the booth. **The Exhibitor will be responsible for contacting the winners after the show and arranging for the delivery of prizes.** Draws may be made at the close of the show, time allowing. We strongly encourage exhibitors to make draws available to delegates and prospective customers only. Here are some suggestions for apps that can be used to help collect names if you prefer to go with a software option. The PPMA does not recommend or endorse any specific apps, so please research the use for your own needs: Random Name Picker, Wheel of Names, Viral Sweep, and many more on Google.

For any other information, please contact Kerri at info@ppmamanitoba.com