

# Suite Life Trade Show Exhibitors Guide 2022

Presented by Superior Asphalt & Paving

**TUESDAY, MARCH 8, 2022 | VICTORIA INN & CONFERENCE CENTRE**

**\*\* Details subject to change before March 1, 2022\*\***

## **MOVE-IN**

Monday, March 7, 2022	1:00 - 4:00 pm
Tuesday, March 8, 2022	6:00 - 7:30 am

## **MOVE-OUT**

Tuesday, March 8, 2022	4:00 - 6:00 pm
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## **DETAILED SCHEDULE**

Delegate Registration, Hot Buffet Breakfast: 7:30 am

Trade Show & Conference Hours: 7:30 - 3:30 pm

Trade Show Hours for General Public: 9:00 – 11:45 am and 1:30 pm - 4:00 pm

Luncheon: 11:45 – 1:15pm

## **BOOTH SELECTION, FORMAT & DRAPERY**

Booth location has been allocated on a first-come, first-serve basis as qualified by date received and at the discretion of the Trade Show Co-chairs. You will be given a choice of available booth spaces via email.

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 available. It is recommended that all booths be “pop-up/free-standing” or table tops.

## **SHOW THEME | CARNIVAL: GET YOUR GAME ON**

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

## **EXHIBITOR BADGES / LUNCHEON TICKETS**

Exhibitors receive up to four badges. Please provide the names of your booth staff by filling out this [FORM](#) by **March 1, 2022**. Exhibitor badges will be placed at your booth on show day, and they **include both breakfast and lunch for two booth representatives**. Additional meals can be purchased online.

**Badges must be worn at all times during show hours.**

To purchase additional luncheon tickets, please visit: <https://www.ppmamanitoba.com/trade-show-conference>

## **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 the loading dock located at the south-west corner of the hotel. Entrance is from the west side parking lot. The dock is directly accessible to the trade show floor – Centennial South.

Neither the Hotel nor Professional Property Managers Association assume 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 8, 2022.

## **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 white linen table cloths, skirting and two chairs are provided for your use. Please email [info@ppmamanitoba.com](mailto:info@ppmamanitoba.com) if you do not require a table so they can be removed during set up.

## **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
- To comply with MB Health regulations, everyone entering the Victoria Inn (exhibitors and guests) is required to show proof of vaccination with ID and to wear masks anytime you are not actively eating or drinking.

## **INSURANCE/SAFETY**

Neither Show Management, Show Sponsor 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. No exhibitor shall tear-down prior to the 4:00 pm show closing without special circumstances.

## **INTERNET SERVICE**

Complimentary internet/wireless is available for your use. No password is required.

## EXHIBITOR REGISTRATION FEES / MEMBERSHIP FEES

All exhibitors must be members in good standing of the PPMA. Please ensure that your 2022 membership fees are paid prior to March 1, 2022. 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 28, 2022. No refunds will be allowed after March 1, 2022.

## TRADE SHOW VISITOR ADMISSION

Exhibitors will be emailed complimentary passes to the show, which can be forwarded to your clients and contacts.

Firms are encouraged to invite clients and customers to do business between the hours of 9:00-11:45 am and 2:30-4:00 pm.

## 22. 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**

You will be sent an example of both badges in advance of the show so that you can properly identify the decision-makers.

## 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. **Exhibitor will be responsible for contacting the winners after the show and arranging for delivery of prizes.** Draws may be made at the close of the show, time allowing.

## EXHIBITOR GRAND PRIZE DRAW

All exhibitors (firms) will be entered into a “Grand Prize Draw” for exhibiting in the trade show. Complete the evaluation form found in the exhibitor booth package and return it to the registration desk along with your business card to be entered into the draw. Winner will be announced at the close of the show.