

Exhibitor Manual

Welcome Paramedicine Across Canada Expo Exhibitors

On behalf of the PACE committee, thank you for choosing to exhibit at PACE 2019, September 19 – September 21 at the **RBC Convention Centre, 375 York Avenue, Winnipeg, Manitoba, Canada.**

The Exhibitor Manual is an important resource for planning a successful exhibiting experience. It includes all the information you need to plan for a smooth, efficient, and profitable show. Use this manual to strategize, organize, and maximize your participation.

Quick look schedule

Date	Time	Instructions
September 19	07:00 – 08:00 am	Vehicles move in
	10:00 am – 05:00 pm	Setting up of exhibits
	06:00 pm	Paramedic Market Open, Night Market
September 20	09:00 pm	Paramedic Market Closes
	09:30 am	Paramedic Market Open
	04:30 pm	Paramedic Market Closes
September 21	09:30 am	Paramedic Market Open
	1:30 pm	Paramedic Market Closes
	2:00 pm	Soft Move out (Small Items Only)
	5:30 pm	Full access move out

Move in instructions

The *Paramedic Market* is situated in Hall C on the 3rd floor of the RBC Convention Centre (see attached map). Access to Hall C is from the “Truck Ramp Entrance” on the south end of the RBC Convention Centre with access off Edmonton Street (Arrow #4). Vehicle exhibitors **MUST** arrive at 07:00 am so the vehicles can be positioned prior to exhibition booth assembly.

All other exhibitors can move in after 10:00 am. Access to the 3rd floor is from the “Truck Ramp Entrance” on the south end of the RBC Convention Centre with access off Edmonton Street (Arrow #4). Unloading of equipment and supplies will occur at the loading docks at the “Vehicle Bays”. Once unloaded, please exit the loading dock area immediately to allow access of other exhibitors.

There will be the RBCCC Service Desk located on the show floor to direct where your booth should be, or any further Event Services orders.

**IF YOU HAVE ANY ISSUES ACCESSING THE LOADING DOCK
PLEASE CONTACT SECURITY AT 204-957-4523**



Move out instructions

The Paramedic Market closes immediately following the September 21 lunch break. All exhibitors can **begin packing up at 2:00 pm** after carpets have been removed. As there will be sessions continuing in Hall D, the movement of equipment and supplies to the south loading docks will occur in the hall way behind Hall D. **ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 5:30 PM.** The closing ceremonies end at 5:30 pm., at that time, the wall between Hall C and Hall D will be opened to allow the vehicles to leave. **VEHICLES MUST BE REMOVED BETWEEN 5:30pm and 7:00 PM.**

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

1. Keep aisles clear until Central Display removes aisle carpet. No dollies, carts or other items are permitted on aisle carpet.
2. Dismantle your booth completely.
3. Bring all of your items to the loading dock
4. Once you have finished loading your items into your vehicle, the Dock Master will direct your vehicle to leave the loading dock to make room for the next vehicle.

Thank you for understanding that we need to keep the loading docks moving!

*Construction waste (e.g. Carpet, wood, bricks, cabinets, etc.) **MUST** be removed from the venue by the exhibitors. Pack out what you pack in!

The Central Display Service Desk will be located on the show floor during egress for any questions or service.

Central Display Ltd

PACE 2019 has contracted with Central Display Ltd for draping and carpeting the Paramedic Market floor. Be sure to review the attached order form for additional furniture or other booth supplies. Included with the order form you will find the **Inbound and Outbound Material Handling** forms.

RBC Convention Centre – Exhibitor Regulations

Be sure to review the attached Exhibitor Regulations from the RBC Convention Centre. This reference list of services and information material is designed to assist you in enhancing your experience at PACE 2019.

Marketing Opportunities

PACE 2019 App

The PACE Committee is committed to a paperless event and has invested in a mobile app for all attendees, speakers and exhibitors available for all mobile devices.

- 1) Download the Eventmobi app
- 2) Search “pace2019”



Be sure to create a profile if you have not already done so. This is your tool to communicate with everyone at PACE 2019 via direct messaging or by setting up appointments.

Push Message Alerts

Send attendees direct alerts through the mobile app. Use this feature to encourage attendees to visit your booth. Information on Push Message Alerts can be found on the PACE website under “Exhibitor Registration”.

Lunch Hour Presentations

Do you have a product or service that you want to highlight at PACE? Register for a 15-minute presentation on the Paramedic Market stage. A limited number of opportunities will be available for exhibitors to speak to the attendees over the lunch break on Friday and Saturday. Registration for these presentation spots can be found on the PACE website under “Exhibitor Registration”.

PACE Contact Information

204-292-5301

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