



PRAIRIE
LIVESTOCK
EXPO 2024
prairielivestockexpo.ca

Prairie Livestock Expo 2024
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue
Winnipeg Manitoba R3H 0G3

Wednesday, December 11, 2024

Exhibitor Information Package

EXHIBITOR INFORMATION

Location:

Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue
Winnipeg Manitoba R3H 0G3

Exhibit Location: Centennial Ballroom

Floor Plan:

The **exhibitor floor plan** will be available on our website no later than Wednesday, November 27.

Booth Details:

- Booth dimensions are 10 ft wide by 8 ft deep.
- 8 ft high back wall and 3 ft high side wall in charcoal grey.
- Exhibit booths cannot be over 11' 6" high.
- Complimentary wireless internet
- Displays are to be contained in the assigned contracted space(s) and shall not interfere with neighbouring exhibitors.
- Exhibit booths will be allocated by Prairie Livestock Expo and will be done on a first-come, first-served basis. Any booth requests can be indicated on the **[online exhibitor registration form](#)**.

Exhibit Ingress:

Tuesday, December 10

- Ingress will run between 1:00 pm – 8:00 pm

Wednesday, December 11

- 7:00 am – 9:00 am

All exhibitors must be completely set up by 9:00 am on Wednesday, December 11.

Exhibit Egress:

Wednesday, December 11

- Egress after 6:00 pm once the event concludes.
- Exhibitors may begin display removal on **Wednesday, December 11 only after 6:00 pm and must be completed by 10:00 pm.**
- **Dismantling of the displays prior to the official removal time is not permitted.**

Any booths not removed by 10:00 pm will be dismantled and stored by Central Display at the cost of the exhibitor. Exhibitors must contact Central Display directly for the return of their displays.

Shipping & Receiving:

Exhibitors wishing to send their items ahead of the conference will need to make arrangements with Central Display, who will be offering their services for an additional fee. Central Display's Service package is available [here](#).

Should you use their services, Central Display will ensure your items are waiting at your booth on December 10. Alternatively, you can bring items with you when you arrive for ingress.

Tuesday, December 10

- Ingress will run between 1:00 pm – 8:00 pm

Wednesday, December 11

- 7:00 am – 9:00 am

All exhibitors must be completely set up by 9:00 am on Wednesday, December 11. Any exhibitor using an alternate service provider to ship and set up their display booth must adhere to the ingress and egress times listed above. For security reasons, access to the exhibit floor outside of these hours will not be permitted.

The Victoria Inn Hotel and Convention Centre will accept deliveries **no earlier** than 48 hours in advance of the event. Any items sent earlier than 48 hours in advance of the event will not be accepted. All items must be removed from the venue no later than 24 hours following the event. Each exhibitor will be responsible for making their own arrangements for delivery and pick-up of all items.

Shipping Details:

Victoria Inn Hotel & Convention Centre
Amie Haldane-Wilsone
1808 Wellington Ave
Winnipeg MB R3H 0G3

Attention: Prairie Livestock Expo 2024

Please make sure that your company name and booth number are CLEARLY identified on all deliveries. If you have more than one box, then please make sure that this is clearly identified on all boxes (e.g. 1 of 5, 2 of 5).

Note: *Your booth location will be provided 2 weeks prior to the event and is not required to secure any items from Central Display.*

Service Provider:

Central Display is Prairie Livestock Expo's exclusive service provider. Any additional rentals and/or services required can be ordered by using the forms found in the exhibitor package [here](#).

Electrical:

Each exhibitor will be responsible for their own electrical requirements. This service may be arranged with Central Display by completing the order form [here](#).

Internet:

Complimentary wireless internet is provided by the Victoria Inn Hotel and Convention Centre.

Insurance:

All exhibitors MUST have a minimum of \$1,000,000 public liability insurance. (The Certificate of Insurance may be requested.)

Draws & Giveaways:

Draws and prizes are welcome. Public announcements may be made from the exhibitor registration desk indicating winners and booth locations.

EVENT INFORMATION**Show Hours:**

Show hours are from **9:00 am – 6:00 pm**

A complete agenda for the event can be found on the [event website](#)

Booth representatives must be at their booths during the show hours.

Event Badges:

Event badges/lanyards will be distributed at the registration desk during ingress. Business cards are recommended for insertion into the badges.

ACCOMMODATION INFORMATION

A block of rooms has been reserved at the Victoria Inn Hotel and Convention Centre. To make your reservations please contact (204) 786-4801 and reference **Prairie Livestock Expo** or **Group #279675**. The Expo rate is **\$139 plus applicable taxes**. This rate will be available from Monday, December 9 to Thursday, December 12, 2024.

These rooms will be available until Friday, November 8, 2024.

After this date, guests may still call to reserve rooms, but they will be reserved based on availability.

Parking:

The Victoria Inn Hotel and Convention Centre offers outdoor complimentary parking for all attendees.

Safety and Security:

Requirements for all trade show exhibitors:

- Prairie Livestock Expo and the Victoria Inn Hotel and Convention Centre assume no responsibility for any exhibitor damage, loss or theft. Exhibitors are responsible to take every precaution against damage, loss or theft for the duration of the event.
- After trade show hours, the Victoria Inn Hotel and Convention Centre's exhibit floor will be accessible only to employees and designated staff.

CONTACT INFORMATION

All exhibitor questions can be directed to:

Elena Gagliardi

Exhibitor Coordinator

Prairie Livestock Expo 2024

E: egagliardievents@outlook.com

All general questions can be directed to:

Dallas Ballance

GoodwinBallance Communications

E: info@prairielivestockexpo.ca

W: prairielivestockexpo.ca

We look forward to your participation in this exciting event.