

Safety Services Manitoba OHS Conference
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue
Winnipeg, Manitoba R3H 0G3

Wednesday, January 20 – Thursday, January 21, 2027

Exhibitor Information Package

EXHIBITOR INFORMATION

Location:
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue
Winnipeg, Manitoba R3H 0G3
Exhibit Location: Centennial 2-5

Floor Plan:
A floor plan is subject to change, and booth locations will be provided no later than 2 weeks before the conference.

Booth Details:

- Booth dimensions are 10 feet wide by 8 feet deep.
- 8' high back wall and 3' high side wall in blue drape
- One 6-foot table with 2 folding chairs
- Complimentary wireless internet
- Lunch and nutrition breaks
- All contents of your booth must be contained in the allocated space.
- All exhibits must be contained within the allocated space and cannot be over 11' 6" high.
- Exhibit booths will be allocated by Safety Services Manitoba on a first come, first serve basis.
- For all booth types, displays are to be contained in the assigned contracted space(s) and shall not interfere with neighbouring exhibitors.

Exhibit Ingress:
Tuesday, January 19, 2027

- Ingress will run between 1:00 p.m. – 5:00 p.m.

Exhibit Egress:
Thursday January 21, 2027

- Egress will run between **1:05 p.m. – 2:15 p.m.** or after **3:30 p.m**.

Exhibitors may begin display removal on Thursday January 21 at 1:05 p.m. but must be completed by 2:15 p.m. Those that cannot complete removal during this time will need to wait until the conference concludes at 3:30 p.m. Any booths not removed by 4:30 p.m. 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. Dismantling of the displays prior to the official removal time is not permitted.

Shipping & Receiving:
Exhibitors sending their items ahead of the conference will need to make arrangements with **Central Display** who will be offering their services for an additional fee, their package can be found here: **Central Display Exhibitor Package.** They will ensure your items are waiting at your booth on Tuesday, January 19.

The Victoria Inn Hotel and Convention Centre will not accept deliveries directly. Each exhibitor will be responsible for making their own arrangements directly with Central Display for delivery and picking up of all items.

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.

Service Provider:
Central Display Ltd. is Safety Services Manitoba, exclusive service provider. Additional items can be purchased with Central Display you can download it **here.**
***Note:** Your booth location will be provided 2 weeks prior to the event and is not required to secure any items from Central Display.*

Electrical:
Each exhibitor will be responsible for securing their own electrical. Electrical services can be arranged with Central Display by completing the order form attached to this email.

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

Insurance:
It is recommended that each vendor has a Certificate of Insurance, minimum liability of $1,000,000.00 is recommended. Safety Services Manitoba and the Victoria Inn do not require proof of insurance.

Draws & Giveaways:
Draws and prizes are welcome. It will be your responsibility to contact door prize winners from your booth unless prior arrangements have been made with Safety Services Manitoba.

Lead Retrieval:
Lead Retrieval is available as an add-on for $199 and may be purchased anytime prior to the conference through your **exhibitor portal**. Powered through the Pheedloop app, this service allows exhibitors to scan attendee badges using smartphones to capture lead information in real time. Please ensure accurate email addresses are provided for all booth staff requiring access, as users must log in to the Pheedloop app on their mobile devices to use this service.
To purchase this service, please follow these steps.

- Access your exhibitor portal, by using the Welcome email that was sent you.
- Once logged in, please select "Exhibitor Tools" on the left-hand side.
- Select "Lead Retrieval"
- Select "Purchase Lead Retrieval for $199"

CONFERENCE INFORMATION

Conference Agenda and Registration:
Conference registration will begin at 7:30 a.m. on Wednesday, January 20 and 8:00 a.m. on Thursday, January 21. A complete agenda for the conference can be found on our **conference website - agenda**

Conference Hours:
Wednesday, January 20 from 7:30am – 4:15pm
Thursday, January 21 from 8:00am – 3:45pm

Booth representatives should be at their booths from:
Wednesday, January 20 from 7:15am – 4:15pm
Thursday, January 21 from 7:45am - 3:30pm

Conference Name Badges:
Conference badges will be distributed at the registration on Tuesday January 19 during ingress. Included with your booth:

- 2 passes which will gain your access to all Keynote Presentations and meal services. Attendance of all workshop presentations is reserved for all registered delegates.
- Please provide the name of the 2 representatives no later than **Friday, December 18, 2026.** We will need First Name, Last Name and email address.

Attendees without conference badges will not be permitted access to the exhibit floor or conference. Additional passes can be purchased online on our **conference website**

ACCOMMODATION INFORMATION

The Victoria Inn Hotel and Convention Centre is the official hotel for the 2027 Safety Services Manitoba OHS Conference.

Before booking your guestroom, please review the following information.

- Conference rate of **$167** plus taxes per night for a standard room
- Conference rate is available for: January 18 – 21, 2027
- Reservations can be made by contacting the hotel directly at 204-786-4801 or toll-free at 1-877-VIC-INNS. Please reference Group #**381459** or Safety Services Manitoba Conference.

Parking:

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

Safety and Security:

All invitations to exhibit that are accepted have been made so on the understanding that:

- Exhibits will conform to all fire codes and regulations.
- All space between curtain backgrounds and the facility wall must be left accessible and cannot be used for storage.
- Non-smoking rules will be adhered to. Smoking is to be in designated areas only.
- Exhibitors are responsible for taking every precaution against damage, loss or theft for the duration of the event. This includes booth setup and removal times.
- Areas that can be locked will be locked after tradeshow hours outlined above.
- After trade show hours, access to the Victoria Inn Hotel and Convention Centre is restricted to employees and designated Safety Services Manitoba staff. Exhibitors bear sole risk for their property.
- Safety Services Manitoba and the Victoria Inn Hotel and Convention Centre assumes no responsibility for loss or damage. Exhibitors shall assume all responsibility for all loss or damage to its property.

CONTACT INFORMATION

Any questions regarding the conference or your exhibitor booth can be directed to:

Elena Gagliardi
Event Coordinator
E: conference@safetymb.ca
T: 204-995-8997

We look forward to welcoming you in January.