



Dear Exhibitor,

DEX / MMP/ Plant Expo is just around the corner! Exhibitor move-in begins Tuesday, April 2, 2019 at 2pm. Badge pick up available during exhibitor move-in.

**\*\*Please note that your booth must be fully set no later than 9:30AM on Wednesday April 3, 2019. \*\***

**Location:**

[Victoria Inn Hotel & Convention Centre](#)

1808 Wellington Ave

Winnipeg, MB R3H 0G3

**Move In/Out Instructions:**

**Exhibitor Move-In:**

Tuesday April 2, 2019 2:00 p.m. - 5:00 p.m.

Wednesday April 3, 2019 7:30 a.m. – 9:30 a.m. *(Hand Carry Items Only - no exceptions)*

**Onsite Contact: Tracy - 437-772-7557**

**Special Keynote Presentation**

Wednesday April 3, 2019 9:00 a.m. – 10:00 a.m.

**Trade Show Hours:**

Wednesday April 3, 2019 10:00 a.m. – 4:00 p.m.

**Exhibitor Move-Out:**

Wednesday April 3, 2019 4:00 p.m. – 6:00 p.m.

**Note: All exhibit items must be removed from the facility no later than 6:00 p.m.**

**Any items left on show floor after that time may be subject to additional fees.**

**Exhibitor Name Badges:**

It's quick and easy to register your exhibitor booth staff online.

- **MMP EXPO exhibitors:** [Click Here](#) and select "MMP Tradeshow Pass" to register staff who will be at your table.
- **DEX EXPO exhibitors:** [Click Here](#) and select "DEX Tradeshow Pass" to register staff who will be at your table.
- **PLANT exhibitors:** [Click Here](#) and select "Plant Tradeshow Pass" to register staff who will be at your table.

**Note: Online registration closes Monday April 1, 2019 – After this date, on-site registration will be available.**

### **Booth Inclusions**

Approximately 5ft deep by 8ft wide space, an 8ft table draped and two chairs. As a reminder, if you require other additional services such as lead retrieval, electrical connection, A/V, etc., please let us know and we will be happy to connect you with the necessary info. Conexsys will also be reaching out regarding lead retrieval.

### **Booth Number & Floorplan**

Booth numbers & floorplan will be provided upon your arrival to the show and are ***not required when ordering*** additional services. Simply provide your company name to the service provider. Attendees will easily find your company onsite via the Exhibitor Listing and Floorplans provided throughout the venue.

### **Insurance**

A certificate of insurance is required of all Exhibitors. Below are the requirements for your Certificate of Insurance (COI). Send this to your insurance provider today. Most insurance providers will draft your certificate at no charge. If you need to purchase insurance, see link below from exhibitorinsurance.com (automatically purchased online).

Contact your own insurance company to request a certificate of insurance. If you are exhibiting in multiple shows, only one certificate is necessary, however please note that the proper dates and additional insured should be listed.

### **Certificate must include the following:**

- Name of the Show: Design Engineering Expo
- Show Producer to be listed as Certificate Holder & Additional Insured: Annex Business Media, 111 Gordon Baker Rd, Toronto ON, M2H 3R1
- Show Venue to be listed as additional insured: Winnipeg 2019 – Victoria Inn Hotel & Convention Centre, 1808 Wellington Ave, Winnipeg, MB R3H 0G3
- Date of the Show: April 2-3, 2019 (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 deductible
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad Form Property Damage
- Cross Liability Clause
- Severability of Interest Clause

**Should you need to purchase insurance, please select the appropriate link below:**

[DEX Expo Winnipeg 2019](#)

[MMP Expo Winnipeg 2019](#)

[Plant Expo Winnipeg 2019](#)

### **Get the word out about your participation in the show!**

A pdf version of our trade show invitation is attached, along with show logos for you use.

Questions? Please contact me:

Tracy Lelyk, Event Manager, 437-772-7557; [tlelyk@annexbusinessmedia.com](mailto:tlelyk@annexbusinessmedia.com)