



THE BUILDING CONFERENCE

PRESENTED BY:



October 20, 2026 | Victoria Inn Hotel & Convention Centre
buildingconference.ca | 204-777-2662 ext. 200

EXHIBITOR REGISTRATION AND INFORMATION

Please complete the first two pages and email to info@buildingconference.ca

Company: _____

Address: _____

City: _____ Province: _____ Postal: _____

Primary Contact Name: _____

Phone: _____ Email: _____

Company Category: _____
(i.e. Electrical Contractors)

Company Representatives: _____

*Please list all staff that will
be attending the tradeshow
booth.*

Exhibitors are entitled to two complimentary lunches in the Exhibitor Lounge. Extra lunch tickets are available for purchase on the day of the event. All exhibitor representatives must be registered in order to enter the tradeshow area.

NOTE: Tickets to the Keynote Luncheon are sold separately at www.buildingconference.ca

BOOTH INFORMATION

FORKLIFT: ☐ Yes, I require the use of a forklift for set-up + tear-down

The Conference Manager will contact you closer to the event regarding setup

ELECTRICAL CONNECTION: ☐ Yes, I will require an electrical connection for our booth

There will be no additional charge for standard electrical connections.

BOOTH CHOICE: ☐ Premium Booth: \$1350.00 + GST ☐ Standard Booth: \$1250.00 + GST

All booths are 8' X 10' and include pipe & drape plus 2 chairs. View the floor plan in this booklet and list your preferred locations below (subject to availability).

First Choice _____ Second Choice _____ Third Choice _____

Booths with special electrical or space requirements cannot be guaranteed. Please include any additional requests for consideration below.

Registration continued on page 2 →



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SPONSORSHIP OPPORTUNITIES

☐ **GOLD SPONSOR** **\$3,300** (4 Available)

- Dedicated signage at the event recognizing your company as a major sponsor
- Company name & logo on event handout material, signage, posters, pamphlets etc.
- Company name & logo on conference website with a link to your company website
- Logo recognition throughout the event
- VIP seating for 4 at keynote luncheon
- Booth in the exhibitor area (Value \$1250)
- Verbal recognition at the event
- Opportunity to include brochure in attendee bag
- Opportunity to put a vehicle or display equipment in prominent location on tradeshow floor

☐ **RECEPTION SPONSOR** **\$2,500** (4 Available)

- Dedicated signage at the event recognizing your company as a sponsor
- Company name & logo on event handout material, signage, posters, pamphlets etc.
- 50 reception drink tickets with your company name and logo for you to distribute
- Company name & logo on Conference website with a link to your company website
- Booth in the exhibitor area (Value \$1250)
- Verbal recognition at the event

☐ **SILVER SPONSOR** **\$1,800**

- Dedicated signage at the event recognizing your company as a sponsor
- Company name & logo on event handout material
- Company name & logo on Conference website with a link to your company website
- Logo recognition throughout the event
- Booth in the exhibitor area (Value \$1250)
- Verbal recognition at the event

CONFIRMATION & PAYMENT

- ☐ I have read and understood the cancellation policy and exhibitor rental agreement / terms & conditions.
The exhibitor rental agreement / terms & conditions follows this agreement. Please maintain a copy for your reference.

PAYMENT:

- ☐ I would like to receive a secure link to complete payment via credit card.
Please fill out the contact name and email address of the person who will remit payment.

Name: _____

Email: _____

- ☐ I would prefer to be invoiced to the company information on the front page.

It is understood that this agreement retains only to the rental of the exhibit space. The exhibitor agrees that The Building Conference and its employees, contractors and sub-contractors accept no responsibility for damage, theft or any loss to displays, materials or personal property. The exhibitor agrees to pay the rental fee prior to the show date.

CANCELLATION POLICY: Cancellations will be accepted until August 1, 2026. Cancellations received in writing prior to this date will be entitled to a full refund. Any cancellations received after August 1, 2026 will not be entitled to a refund and the exhibitor agrees that The Building Conference has the right to resell the space at no benefit to the exhibitor who has cancelled. Any space not paid for in full by August 21, 2026 will be released back to the available pool.

EXHIBITOR RENTAL AGREEMENT: TERMS & CONDITIONS

1. SET-UP AND TEAR-DOWN

- Exhibitors **MUST** complete their set-up on **Monday, October 19, 2026 between noon and 8:00 pm.** **There will be no exceptions allowed.** Show hours are **Tuesday, October 20, 2026 from 9:00 am – 4:30 pm.**
- Exhibitors must remove their booths and materials from the facility by 8:00 pm on Tuesday, October 20, 2026.
- Exhibitors that have indicated the need for a forklift will be contacted by the Conference Manager prior to the event..

2. RENTAL

Agreement: Submission of a signed contract and payment of the rental fee in full will indicate agreement with the terms and conditions stated in this document.

(a) Booth Space Assignment

Booth locations will be assigned after registration has been completed and approved, and payment is received in full. Conference organizers will make their best effort to avoid placing exhibitors in close proximity of those offering competing products and services. Confirmation will be sent from The Building Conference when the Rental Agreement has been accepted. Should the payment have already been received in full, where booth space is no longer available, the total payment received will be promptly returned in full.

(b) Commissionable Sales

The Victoria Inn & Convention Centre has waived their right to a commission on all sales by exhibitors at the Marketplace. In lieu a \$ 65.00 flat fee must be paid to the Victoria Inn if you intend to sell items at the marketplace. If you are displaying product or services but not selling on site you are not liable to pay the fee.

(c) Tradeshow Duration

The Building Conference requires all booths to be set up for the duration of the tradeshow, 9:00 am – 4:30 pm.

(d) Special Booth Requests

Booths with special electrical or space requirements cannot be guaranteed. Please make arrangements with the conference manager well in advance of the event.

3. BOOTH DESIGN, DECORATION AND ASSIGNMENT

Basic Booth

Assigned display area is approximately 8' deep X 10' wide. One 6' draped and skirted table and 2 chairs will be provided along with side and back draping. The exhibitor agrees to confine his/her presentation to the contracted space only. Booth signs will not be provided. All booths will be numbered for easy identification.

Additional Booth Materials

Should you require additional display materials, rental arrangements can be made directly with Central Display. Exhibitor packages for The Building Conference are available on the homepage of their website, centraldisplay.ca.

Central Display Ltd.
Terri Simard
info@centraldisplay.ca
(204) 237-3367

4. DISPLAY COMPANY, HANDLING AND SHIPMENTS

The Victoria Inn Hotel & Convention Centre (VIHCC) has appointed the following company as the preferred supplier:

Central Display Ltd.
Terri Simard
info@centraldisplay.ca
(204) 237-3367

Should you wish to provide an alternate supplier, a fee will apply. Central Display is able to arrange to receive and store your booth ahead of time and store it or ship it after the event. Please make these arrangements by contacting Central Display directly. Arrangements must be made at least 10 days prior to the event.

5. MEALS AND REFRESHMENTS

Two (2) complimentary exhibitor lunch tickets will be provided by The Building Conference for registered exhibit representatives per booth. This lunch will be served in the exhibitor lounge. Additional exhibitor lunch tickets will be available for purchase on event day. **NOTE:** *Tickets to the Keynote Luncheon are sold separately at www.buildingconference.ca*

6. ARRIVAL PROCEDURES

- Set-up must be completed between noon and 8:00pm on Monday, October 19th.
- Arrive to the Convention Centre entrance off Berry Street (not the hotel entrance on Wellington Avenue).
- Load-in may be done through garage doors 1 & 2 on the west side of the Convention Centre (accessed by going around the south side of the building).
- On conference day, doors open at 7:30am for exhibitors and 9:00am for attendees.

7. LIABILITY

(a) Insurance

Every reasonable precaution will be taken to prevent losses and protect the interest of Exhibits. Under no circumstances will the VIHCC, The Building Conference, or Central Display Ltd., nor their employees and/or agents be held accountable or liable for such losses and or damages however caused and the same are released from accountability or liability for any damage, loss, harm, injury to person or any property of the Exhibitor, however caused, or any of its officers, agents, employees or representatives, nor for goods sent to the VIHCC, before or remaining after the exhibit, nor while in transit to or from the exhibit or during the exhibit.

The VIHCC will not assume any responsibility for articles left in the hotel before, during or after the exhibition, unless prior arrangements have been made. Due to limited space, all items must be removed following an event. Any items left will be subject to a storage fee or will be discarded.

(b) Liability for Damages

Pursuant to the agreement, Exhibitors shall be liable for any damages caused by same, or by their representatives, to building floors, walls, and columns, as well as to the property of other Exhibitors. Exhibitors shall refrain from using, or allowing the use of nails, screws, hoods, or other fixtures for fastening objects to building structures. Any damages caused by any Exhibitor, their agents or employees shall be repaired at the Exhibitor's expense.

(c) Fire Prevention

All decorations, displays, materials and signage must comply to the VIHCC fire prevention standards. The Building Conference, or any designated employee of the VIHCC, will have the authority to remove any item or materials that are considered to be fire hazards to the VIHCC.

(d) Other Exhibitors

Any activity by any Exhibitor must not be such as to cause inconvenience to other Exhibitors.



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8. MANAGEMENT

The Building Conference reserves the right at any time to change display times, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights, or sound, and to expel Exhibitors or their personnel if, in the opinion of The Building Conference, their conduct or presentation is objectionable to other show participants.

9. ADDITIONAL TERMS AND CONDITIONS

- Active selling / marketing is restricted to those who have purchased booth space.
- Exhibitors may not actively sell or market at the conference outside of their booth space.
- Exhibitors are not permitted to use the PA system at the event.

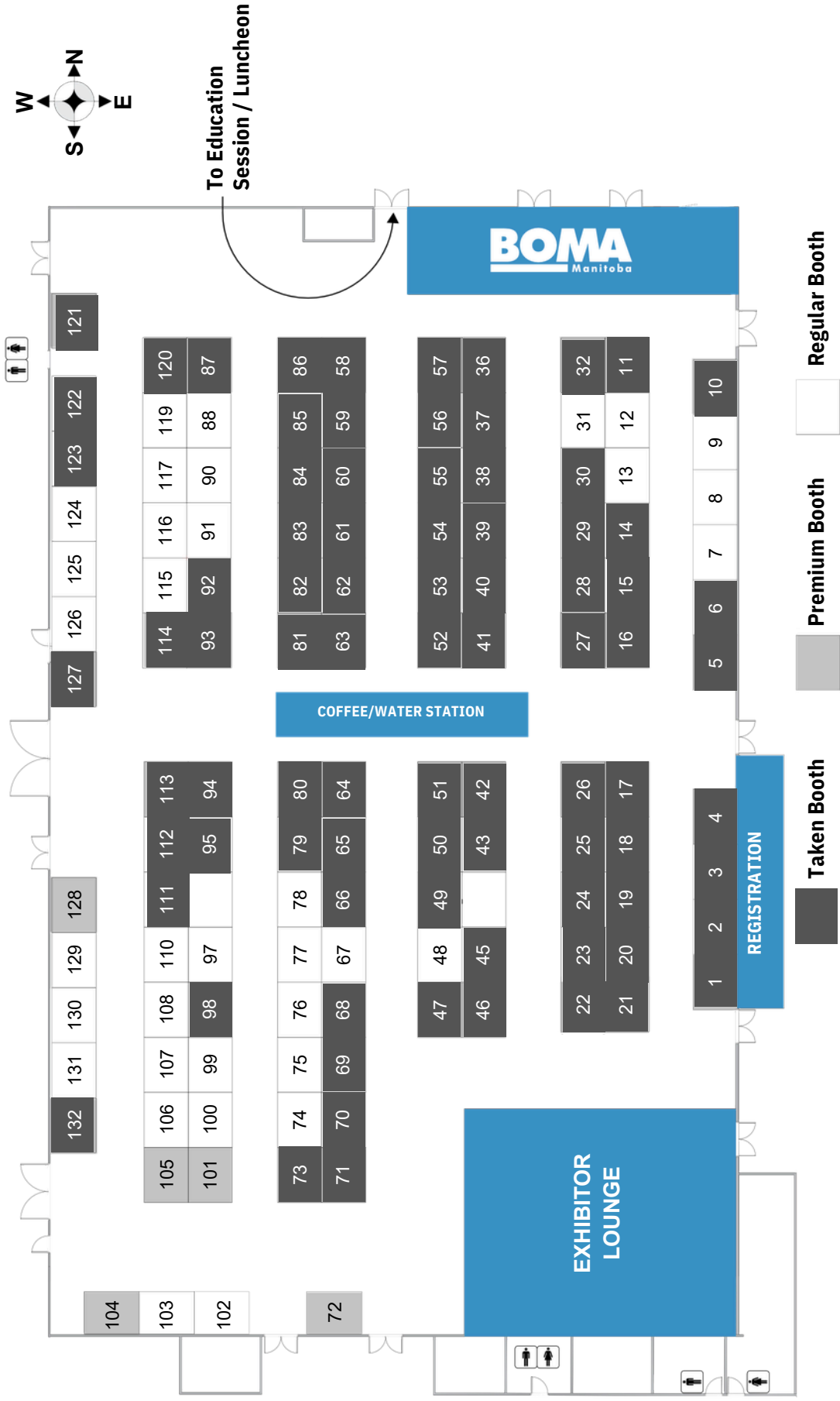
10. IMPORTANT INFORMATION

1. All Building Conference information, including schedules, will be available on our website buildingconference.ca
2. Please note that the tradeshow portion of the conference is free for attendees and the public and runs concurrently with the conference sessions and luncheon. The tradeshow floor can be expected to be busier during scheduled conference breaks.
3. Tradeshow exhibitors are welcome to take part in the education sessions and keynote luncheon by purchasing tickets through the website (buildingconference.ca) when they become available in September.
4. If you require hotel rooms, contact irynap@vicinn.com

For any questions directly related to the conference please call (204) 777-2662 ext. 200 or email info@buildingconference.ca

IMPORTANT SPAM EMAIL NOTICE: The Building Conference does not sell vendor or attendee information nor do we hire any third parties to contact you regarding your registration, attendee lists, or payment (aside from the initial secure payment link). If you hear from anyone outside of info@buildingconference.ca or the team at the BOMA office (@bomamanitoba.ca), please assume that is spam. Feel free to reach out to info@buildingconference.ca if you have questions about anything you are sent.

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PLEASE NOTE: This is a tentative floor plan and is subject to change depending on actual booths purchased.