

## EXHIBITOR GUIDE

**Contact:** [lauren@ibam.mb.ca](mailto:lauren@ibam.mb.ca)

**Event:** IBAM BROKERCON 2026: Treasured Past, Brilliant Future: Tradeshow

**Date:** Thursday, April 9, 2026

**Event Location :** RBC Convention Centre | 375 York Avenue | Winnipeg, MB | R3C 3J3

The exhibit area will be located on the second floor of the North Building, room 2E–H.

Exhibitor booth locations are assigned by IBAM.

### Tradeshow Dates & Operating Times

Exhibitor Setup	10:00 am – 12:00 pm
Tradeshow	4:30 pm – 8:00 pm
Exhibitor Teardown	8:00 pm – 11:00 pm

### Setup & Teardown

All booths are to be set up on Thursday, April 9, 2026, between 10:00 am and 12:00 pm.

Upon arrival, your 8' x 8' booth will be outfitted with one 8' long skirted table with two chairs. There is an 8-foot-high draped backwall and 3-foot-high draped sidewalls.

Teardown hours will be from 8:00 pm – 11:00 pm on Thursday, April 9, 2026. Any items left at RBC Convention Center after 11:00 pm will be removed at the exhibitor's expense.

Exhibits must remain open and intact for the duration of the event.

### Electrical Requirements

Exhibitors are responsible for arranging their own electrical requirements (i.e. power and lighting) directly through RBC Convention Centre.

To book, visit [Order Services - RBC Convention Centre Winnipeg](#).

Exhibitors will be billed directly for any special requirements by the service provider, as these (including electrical outlets) are not included in the sponsor and exhibitor packages.

**Exhibitor Requirements Checklist – see this [link from RBC](#)**

- We recommend you obtain insurance and submit to [Lauren](#) at IBAM by March 13, 2026.
- Limit of Liability or Amounts Insured: \$500,000.
- If you do not have the insurance coverage specified herein, event-specific insurance can be purchased through [Marsh Canada](#).

### **Exhibit Policies & Standards**

IBAM reserves the right to prohibit any exhibit or part of an exhibit that, in the organizers' opinion, is not suitable to or in keeping with the character or purpose of the event.

### **Cancellation & Refund Policy**

After February 20, 2026, all ticket sales are final and non-refundable.

**Ticket Changes:** All ticket changes or transfers must be completed by **March 20, 2026**. No changes or transfers will be permitted after this date.

### **Liability & Assumption of Risk**

Attendees assume all risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendees may experience or incur in connection with attending the IBAM Convention and Tradeshow. Attendees hereby release, covenants not to sue, discharge, and hold harmless IBAM, its employees, agents, and representatives, of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

### **Shipping & Storage**

If your booth is being shipped directly to the RBC Convention Centre, please make arrangements with [Central Display](#).

Central Display Ltd.

Phone: (204) 237-3367

Email: [info@centraldisplay.ca](mailto:info@centraldisplay.ca)

**Important note:** Exhibitors are responsible to ensure that any items shipping after the event are labeled and returned to the shipping area.

### **RBC Convention Center: Event Floor Plan**

[Click here.](#)

A more detailed floor plan with booth locations will be provided at a later date.

### **Guidelines for RBC Convention Center**

- **No Damage:** Don't use nails, pins, tape (masking, duct, packing), or glue on walls, floors, ceilings; repairs cost extra.
- **Cleanliness:** Leave spaces as you found them; remove all packing materials and tape residue.
- **Aisles Clear:** Keep aisles clutter-free during setup, dismantle, and show hours.
- **Storage:** Don't store boxes/crates under tables; use provided labels for removal.
- **Decorations:** No stick-on decals or balloons; decorations must not block other exhibits.
- **Labor:** Only authorized IATSE staff can do specialized lighting or ceiling work.
- **Animals:** Only service animals or approved exhibit animals allowed; must be controlled.
- **WiFi:** Free public Wi-Fi is available throughout.
- Food or beverage products may not be distributed or sold or given away as samples by organizations without prior written authorization of RBC Convention Center.
- All materials, boxes, equipment, signs etc., brought into RBC Convention Center by the exhibitor must be cleaned up and removed by 11:00 pm on April 9, 2026, which is the end tear down.
- If any materials or garbage are left behind, the Exhibitor may be subject to additional charges by RBC Convention Centre.

See the [RBC Convention Centre website](#) for more information.

### **Accommodations**

For those requiring hotel accommodation, room blocks are available at two nearby hotels:

#### **Fairmont Winnipeg**

2 Lombard Place | Winnipeg | MB | R3B 0Y3 | (204) 957-1350

**Start Date:** Monday, April 6<sup>th</sup> | **End Date:** Friday, April 10, 2026

#### **Group Rate:**

- **219.00 CAD per night - Last Day to Book: Monday, March 2, 2026**

[Book Your Fairmont Room\(s\)](#)

**Delta Hotels Winnipeg**

350 St. Mary Avenue | Winnipeg | MB | R3C 3J2 | 204-942-0551

**Start Date:** Wednesday, April 08, 2026 | **End Date:** Friday, April 10, 2026

**Group Rate:**

- 225.00 CAD per night - **Last Day to Book: Wednesday, February 19, 2026**

[Book Your Delta Room\(s\)](#)