



**Association of  
Manitoba  
Municipalities**

## **AMM 2025 Fall Tradeshow**

**Tuesday November 25, 2025  
RBC Convention Centre Winnipeg**

Join the Association of Manitoba Municipalities, meet AMM members and share how your organization will benefit their municipalities. This year's show will have 140 booths, with bulk display space available.

### **Tradeshow Hours**

**Show hours: 9:00am-4:00 pm, 7:00pm-9:00pm**

**Third Floor Exhibition Halls A & B**

\*Dedicated Tradeshow Afternoon 1:30-4:00 pm, Municipal Mixer 7:00-9:00 pm

### **Booth Pricing**

\*Prices exclude GST

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<b>10 x 10 Booth</b>	<b>\$925*</b>
<b>10 x 20 Booth:</b>	<b>\$1,800*</b>
<b>20 x 20 Booth:</b>	<b>\$2,750*</b>
<b>20 x 40 Booth:</b>	<b>\$5,450*</b>
<b>20 x 60 Booth:</b>	<b>\$6,950*</b>
<b>40 x 40 Booth:</b>	<b>\$9,250*</b>
<b>40 x 60 Bulk Space:</b>	<b>\$11,000*</b>
<b>40 x 80 Bulk Space:</b>	<b>\$13,500*</b>

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**Booths sell out fast. Be sure to get yours now!**

**Registration opens: September 18, 2025**

To register, visit <https://form.jotform.com/251314456477258>

**Registration deadline: Wednesday, November 5, 2025**

\*\*\* If booths are taken down before the end of the show, a \$250 fine will be incurred on the following years' registration.

\*\*\* AMM reserves the right to interpret and make final decisions regarding all tradeshow rules and regulations.

\*\*\*AMM reserves the right to review and approve all tradeshow vendor registrations as it sees fit. Those vendors that are not approved by the AMM will be notified and issued a full refund as soon as possible.

# Information and Regulations

## Cancellation / Refund Policy

- ◆ Cancellation of space must be received by AMM via email no later than November 5, 2025. If cancellation notice is not received by the date specified, the exhibitor shall forfeit 100% of booth payment. Cancellation requests can be sent to [tradeshow@amm.mb.ca](mailto:tradeshow@amm.mb.ca)
- ◆ AMM is not responsible for any other expenses, such as travel or hotel.

## Proof of Insurance

- ◆ All exhibitors are required to show evidence of adequate general liability insurance coverage by providing a certificate(s) of insurance.
- ◆ The certificate(s) of insurance must include the following and be in full force for the duration of the show. All certificates of insurance issued must:
  - ◇ Include the name of the insured, insurance provider, and the company affording the coverage
  - ◇ Evidence of general liability in the amount of \$2,000,000
  - ◇ Include policy number and effective and expiration dates of each policy
  - ◇ Provide for thirty days written notice to AMM of cancellation of any of the coverage
  - ◇ Be issued to AMM, 1910 Saskatchewan Avenue W, Portage la Prairie, MB, R1N 0P1
- ◆ Please submit proof of coverage to [tradeshow@amm.mb.ca](mailto:tradeshow@amm.mb.ca) by November 5, 2025.

## Show Security

- ◆ Exhibitors are responsible for their property at all times. Please ensure exhibitor tags are worn at all times to identify exhibitors.

## Display Restrictions and Safety

- ◆ As a protection to all exhibitors, AMM reserves the right to restrict / remove exhibits which, in its judgment, because of noise, safety or for any other reason, may be objectionable and / or detract from the character of the tradeshow.
- ◆ Good Neighbour Policy
  - ◆ Any items in your display may not be higher than 4 feet at the sides of your booth, nor may any item or articles in your booth be taller than 8 feet. Including signage / pop-ups.
  - ◆ Any carpeting or flooring must remain inside the perimeter of your booth.
  - ◆ No changes to the draping layout are permitted.
  - ◆ The purpose of this policy is to allow the public to see past a booth to the next booth as they approach.
  - ◆ Each booth will be checked for compliance with this policy prior to the show opening.
- ◆ Should you have a display that cannot comply with this policy, please contact the tradeshow coordinator at [tradeshow@amm.mb.ca](mailto:tradeshow@amm.mb.ca)
  - ◆ This applies to bulk spaces regarding anything other than equipment.
- ◆ Unfinished wood, cardboard, etc. panels must be painted or otherwise appropriately finished if visible from other booths.
- ◆ All booths must be staffed during show hours.
- ◆ Subletting of exhibit space is prohibited. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by AMM.

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- ♦ The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permits, fire, safety, and health.
- ♦ The exhibitor is responsible for all damage caused by the exhibitor to their property, to the facility and to all property owned or leased in connection with the show by AMM.
- ♦ Each exhibitor displaying / showcasing equipment and / or products that are combustible must provide an appropriate, functional and valid fire extinguisher to be displayed within their booth at all times.
- ♦ Exhibitors with vehicles / motorized equipment in the building must comply with the following:
  - ◇ Matting and plastic liner must be placed under tires and engine.
  - ◇ Disconnect the battery.
  - ◇ Less than a ¼ tank of gas
  - ◇ Tires / car must be cleaned before entering the hall.
  - ◇ Keys must be turned into security.
- ♦ When the show closes to the public at 9:00 pm on Tuesday November 25, exhibitors can remove their displays. No displays can be removed from the show prior to the show closing. **If booths are taken down before the end of the show, a \$250 fine will be incurred on the following years' registration.**
- ♦ Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. Should you require assistance, please contact the event service provider listed below.
- ♦ All charges for event service providers are the responsibility of the exhibitor.

## Wireless Internet

- ♦ Complimentary wireless internet access will be available throughout the tradeshow area.

## Exhibitor Draws

- ♦ Exhibitors assume full responsibility of collecting attendee contact information.
- ♦ All draws will be completed, by the exhibitor, no later than 8pm on TUES NOV 25.
- ♦ Prize delivery is the responsibility of the exhibitor. AMM will not distribute or handle any exhibitor prizes.

## Setup and Takedown

Heavy equipment ONLY move-in times: **Monday, November 24, 12:00pm - 4:00pm**

- ♦ Includes anything that will need to be driven or moved into the hall through other means than a man door.

General setup: **Monday, November 24, 2:00pm – 6:00pm**

**Tuesday, November 25, 6:30am – 8:30am**

**Setup up must be complete by Tuesday November 25 at 8:30am**

General takedown: **Tuesday, November 25, 9:00 pm – 11:00 pm\*\*\***

**Wednesday, November 26, 9:00am – 12:00pm**

Heavy equipment move-out times: **Wednesday, November 26, 9:00am – 12:00pm**

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## Registration Includes

For 10x10 booth space:

- ♦ 8' back drape and 3' sidewall drapes
- ♦ One 6' skirted table
- ♦ Two folding chairs
- ♦ One 750W electric outlet

For bulk space:

- ♦ Two 6' skirted table
- ♦ Four folding chairs
- ♦ One 750W electric outlet

## Other Products & Services for your booth

All other booth products and services, including Material Handling, can be ordered from Central Display using the link below.

<https://irp.cdn-website.com/2f2c431a/files/uploaded/-AMM+Fall+Convention+exhibitor+package+REVISED.pdf>

## Sponsorship & Swag Bags

Please refer to the Sponsorship Package in the link below.

[https://amm.mb.ca/download/other\\_documents/AMM25-SPONSORSHIP-PACKAGE-FINAL.pdf](https://amm.mb.ca/download/other_documents/AMM25-SPONSORSHIP-PACKAGE-FINAL.pdf)

If you would like to donate items for Convention Attendee Swag Bags or have questions regarding sponsorship opportunities, please contact [conventions@amm.mb.ca](mailto:conventions@amm.mb.ca)

## Helpful Links

Accommodations:

<https://www.tourismwinnipeg.com/places-to-stay/hotels>

Parking:

<https://www.wcc.mb.ca/venue/parking/>

For more information:

**Carolyn Caldwell**

[tradeshow@amm.mb.ca](mailto:tradeshow@amm.mb.ca)

**780.863.7174**

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