



**Association of
Manitoba
Municipalities**

AMM 2026 Fall Trade Show

**November 24 & November 25, 2026
Keystone Centre, Brandon, MB**

Join the Association of Manitoba Municipalities, meet AMM members and share how your organization will benefit their municipalities. This year's show will have over 160 booths, with bulk display space available.

Trade Show Hours

Show hours: Tuesday November 24 | 9:00am-4:00pm, 7:30pm-9:30pm
Wednesday, November 25 | 8:00am – 1:00pm
Show Location: Keystone Centre | 1175 18th St Unit 1, Brandon, MB
Canada Room, Exhibition Hall & City Square

Booth Pricing

*Prices exclude GST

10 x 10 Booth:	\$1,025
10 x 20 Booth:	\$1,950
20 x 20 Bulk Space:	\$2,900
20 x 40 Bulk Space:	\$5,750
40 x 40 Bulk Space:	\$9,750
40 x 60 Bulk Space:	\$11,500
40 x 80 Bulk Space:	\$14,000

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

Registration opens: September 8, 2026, 9:00am CT

To register, visit: <https://form.jotform.com/AMM2025/2026-amm-fall-trade-show>

Registration deadline: Tuesday, November 3, 2026

Important Dates & Agenda

<u>Tues Nov 3, 2026</u>	11:59pm	Registration Closes Cancellation Deadline
<u>Mon Nov 23, 2026</u>	9:00am - 2:00pm	Heavy Equipment Move In
	2:00pm - 8:00pm	General Move In Trade Show Registration
<u>Tues Nov 24, 2026</u>	7:00am - 8:30am	General Move In Trade Show Registration
	9:00am - 4:00pm	Trade Show
	12:30pm - 2:00pm	Lunch
	1:00pm - 2:00pm	Trade Show Presentations
	7:30pm - 9:30pm	Municipal Mixer in the Trade Show Halls
<u>Wed Nov 25, 2026</u>	8:00am - 1:00pm	Trade Show
	11:00am - 11:30am	Trade Show Presentations
	12:00pm - 1:00pm	Lunch
	1:00pm - 3:00pm	General Move Out
	2:00pm - 5:00pm	Heavy Equipment Move Out

Registration Includes

Refreshments, snacks and lunch on Tuesday, November 24 and Wednesday, November 25 for all registered exhibitors.

Access to the ***Municipal Mixer*** on Tuesday, November 24, from 7:30 p.m. – 9:30 p.m.

10' x 10' & 10' x 20' Booth Space Includes:

- 8' back drape and 3' sidewall drapes
- One 6' skirted table
- Two folding chairs
- One 15-amp electrical outlet

Bulk Space (20' x 20' and Greater) Includes:

- Two 6' skirted tables
- Four folding chairs
- One 15-amp electrical outlet

**Exhibitors are responsible for providing their own extension cords*

Municipal Mixer in the Trade Show Halls

Exhibitors do not need to staff their booths during the Municipal Mixer; however, trade show booths must remain set up, presentable, and visually appealing. We recommend that exhibitors secure or remove any valuables, giveaways, prizes, or other items of concern before leaving their booth unattended.

We highly encourage exhibitors to attend the ***Municipal Mixer***, as it provides a valuable opportunity to network and connect with AMM members.

**We ask all exhibitors to partake in the Municipal Mixer in a responsible and respectful manner. Please be mindful of your consumption of alcohol, always ensure professional conduct, and continue to represent your organization in a positive and courteous way. Exhibitors are also encouraged to look out for one another and support a safe, welcoming environment for all attendees.*

Information and Regulations

Cancellation / Refund Policy

- ◆ Cancellation of space must be received by AMM via email no later than November 3, 2026. 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
- ◆ 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 by November 7, 2026.
- ◆ For exhibitors interested in obtaining additional coverage for this event, below is a link to PAL Canada, where a straightforward exhibitor operation can obtain three days' worth of coverage for as little as \$17: <https://www.palcanada.com/index.php/en-us/policies/event-participants/exhibitor>

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 trade show.
- ◆ 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 trade show coordinator at 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.
- ♦ 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.
- ♦ When the show closes to the public at 12:00 pm on Wednesday, 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.

Exhibitor Draws

- ♦ Exhibitors assume full responsibility of collecting attendee contact information.
- ♦ All draws will be completed, by the exhibitor, no later than 11:00am on Wednesday, November 25, 2026.
- ♦ Prize delivery is the responsibility of the exhibitor. AMM will not distribute or handle any exhibitor prizes.

Wireless Internet

- ♦ Complimentary wireless internet access will be available throughout the trade show area.
 - ♦ **Network:** Guest
 - ♦ **Password:** AMMFALL26

Setup and Takedown

General setup: **Monday, November 23, 2026 | 2:00pm – 8:00pm**
Tuesday, November 24, 2026 | 7:00am – 8:30am

Heavy equipment setup ONLY: **Monday, November 23, 2026 | 9:00am – 2:00pm**

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

Setup up must be complete by Tuesday, November 24 at 8:30am

General takedown: **Wednesday, November 24, 2026 | 12:00pm – 2:00pm**

Heavy equipment takedown: **Wednesday, November 25, 2026 | 2:00pm – 5:00pm**

*** If booths are taken down before 12:00pm on Wednesday, November 25, a \$250 fine will be incurred on the following years' registration.

Canada Room will load in and out through Door 8. The Exhibition Hall, City Square, and Canada Room Hallway will load in and out through Door 16. A Dock Master will be on site for all move-in and move-out times to assist with loading and unloading logistics.



Other Products & Services for your booth

Additional electrical products and services can be arranged through the Keystone Centre. Please see the Electrical Service Order Form attached at the end of this package.

All other booth products and services, including Material Handling, can be ordered from Pinnacle Event Rentals. Please see the attached Exhibitor Rental Package at the end of this package.

Sponsorship

Sponsoring an AMM Convention provides a unique opportunity to connect directly with government decision-makers, municipal leaders from every region, and the citizens who are shaping Manitoba's future.

You may want to sponsor if you are looking to increase your impact across Manitoba, support the important work of municipal governments, and be part of the conversation when these leaders come together. There are many opportunities to get involved, and each partnership can be personalized to meet your businesses unique goals and objectives.

With your support, we can make these conventions stronger than ever. We invite you to confirm your participation today and join us in moving Manitoba forward.

Please email conventions@amm.mb.ca for more information.

Helpful Links

Accommodations:

AMM does not have any accommodation room blocks or booking codes secured for the 2026 Fall Convention. A list of accommodation options in Brandon can be found here:

<https://brandontourism.com/hotels-motels-inns/>

Facility Map:

<https://keystonecentre.com/facility-map/>

For more information:

Carolyn Caldwell

tradeshow@amm.mb.ca

780.863.7174

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

***AMM reserves the right to review and approve all trade show 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.



ELECTRICAL SERVICE ORDER FORM 2025-2026

Keystone Agricultural & Recreational Centre Inc.

Keystone Centre is the exclusive provider of all electrical services. All orders must be recieved Two Week prior to event start date.

Scan or email completed forms to Julie@keystonecentre.com or Jessica@keystonecentre.com
or fax to (204) 727-5552

EXHIBITOR INFORMATION		METHOD OF PAYMENT	
Event Name:		PLEASE CIRCLE PAYMENT METHOD:	
Booth #(s):			
Company Name:		MASTERCARD VISA	
Address:		CARD #:	
		EXPIRY DATE:	
		CARD HOLDER:	
Phone #:		CVV:	
Fax #:		SIGNATURE:	
Email:		DATE:	
PAYMENT DETAILS			
A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of the original order will be applied.			
ELECTRICAL SERVICE			
Extention cords are not provided , Electrical drops will be placed as close as possible to each booth location. Exhibitors are responsible for supplying their own extention cords and power bars as needed. *NOTE: Power is 120/208 VOLT.			
(ORDERS RECEIVED AFTER THE DEADLINE – ADD 35%). All services are sold on a per booth or per exhibitor basis per event .			
SERVICE DESCRIPTION	RATE + GST/PST	QUANTITY	TOTAL
15 AMP single receptacle- 120 VOLT	\$95		
15 AMP - A-Frame (4 receptacle) - 120 VOLT	\$285		
20 AMP single receptacle- 120 VOLT	\$105		
20 AMP A- Frame (4 receptacle) - 120 VOLT	\$315		
30 AMP - 120/208 VOLT	\$265		
50 AMP - 120/208 VOLT	\$360		
100 AMP single phase/3 phase-only in designated areas	\$825		
CONNECTION TYPE REQUIREMENT			
Note: For All Specialty Electrical Requests Please Note Plug and Equipment Type			
LABOUR RATES			
Special requests may have additional labour rates. Please contact the Keystone Centre for more information			

KEYSTONE CENTRE ELECTRICAL RULES AND REGULATIONS

Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker, or a local approval from the Office of the Fire Commission – Phone 204-726-6855. All electrical connections, assemblies, motors or any electrical operating gear must conform to all federal, provincial, local electrical and fire codes.

All services are sold on a per booth or per exhibitor basis. The connection in a booth cannot be shared.

Wall, column, and permanent building utility outlets are not part of booth space and are not to be used by the exhibitor unless they are purchased and paid for. Unauthorized use of receptacles with bill accordingly and a 15% unauthorized service fee will be charged on top of usage rate.

The service provided includes installation of temporary power lines to the booth, maintenance during the show, electrical energy and removal of service at the conclusion of the event. However, it does not include connecting/disconnecting to exhibitors equipment.

One standard double electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps, additional units must be ordered to prevent overloading. Exhibitors shall be prohibited from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "Centre's Electrician" has checked equipment for source of problem and corrected malfunction. Such device to be a part of the equipment or may be installed as part of the initial installation. When approved by a "Centre's Electrician" normal circuit protection will be adequate.

Under no circumstances shall anyone other than the "Centre's Electrician" or a licensed electrical contractor who has been given permission by the Keystone Centre make electrical connections or disconnections. Supplying of services by outside contractors within the Keystone Centre may result in a fee charged to the supplier or client.

The Keystone Agricultural & Recreational Centre reserves the right to check and inspect any and all electrical connections, equipment, and facilities, which any customer uses while in the Centre. "The Centre's Electrician" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.

All complaints must be presented by the exhibitor before the close of the exhibition in order to be properly investigated.

Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation, may be executed without "The Centre's Electrician", however, all service connections and overload protection to such equipment must be made by "The Centre's Electrician or appointed Electrician" only.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.



Exhibitor Rental Package

Show: AMM Fall Trade Show 2026

Date: November 24 - 26, 2026

Location: Keystone Centre, Brandon

Show Rentals Supplied

Draped Booths

- 8' high back wall with 3ft high arms
- 1 x 6' rectangle table with a black tablecloth and black skirting
- 2 x standard chairs

Bulk Booths

- 1 x 6' rectangle table with a black tablecloth and black skirting
- 2 x standard chairs

Any additional rentals and/or services required can be ordered by completing this form and submitting to events@pinnacleeventrentals.ca or calling 204-515-5515. Once the order has been received, a confirmation email with payment options and a contract will be sent to the contact provided. Completed forms and payment must be received 7 days prior to the event start.

Inventory is subject to availability.

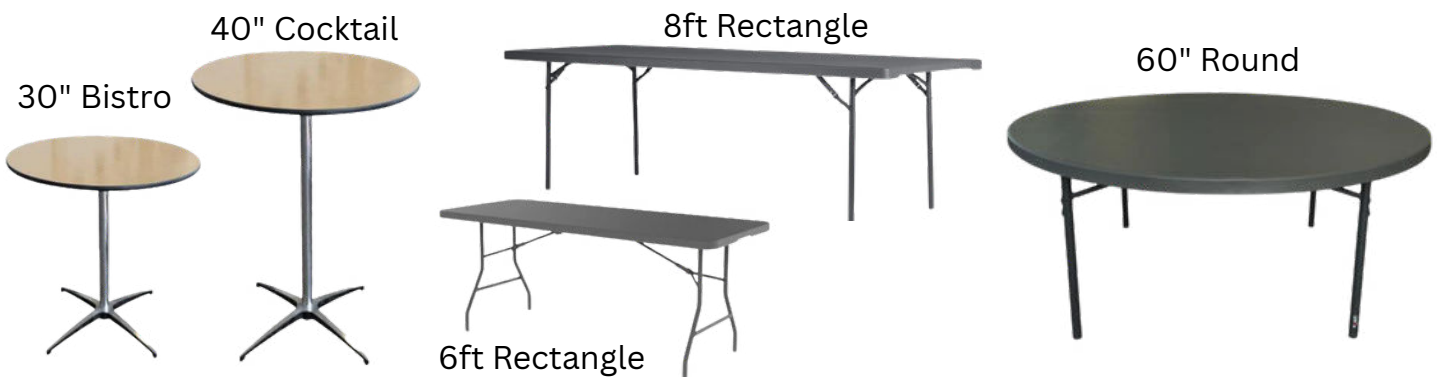
Organization Name:	Booth #:
Billing Address:	Contact Name:
	Contact Phone:
	Contact Email:



Tables

QTY	Item	Image	Price / Unit
	8ft Table with Skirting ☐ Black ☐ White ☐ Ivory	 BLACK SHOWN ABOVE	\$45.00
	6ft Table with Skirting ☐ Black ☐ White ☐ Ivory	 IVORY SHOWN ABOVE	\$45.00
	Cocktail Table with Cover ☐ Black ☐ White ☐ Ivory	 WHITE SHOWN ABOVE	\$25.50
	8ft Rectangle Table (no cover)		\$16.00
	6ft Rectangle Table (no cover)		\$16.00
	60" Round Table (no cover)		\$16.00
	30" Bistro Table (no cover)		\$14.00
	40" Cocktail Table (no cover)		\$14.00

Additional rental inventory can be viewed on our website [here](#).



Completed forms and payment must be recieved within 7 days of show ingress.
 Email completed forms to events@pinnacleeventrentals.ca or call 204-515-5515 to place your order.

Tablecloths

QTY	Item	Image	Price / Unit
	60x120" Tablecloth ☐ Black ☐ White	 BLACK SHOWN ABOVE	\$11.00
	90x156" Tablecloth Provide Colour Choice	 WHITE SHOWN ABOVE	\$15.00
	Cocktail Table Tablecloth Provide Colour Choice	 MERLOT SHOWN ABOVE	\$15.00
	60x120" Tablecloth ☐ Black ☐ White ☐ Ivory	 WHITE SHOWN ABOVE	\$15.00

Carpet

QTY	Item	Image	Price / Unit
	10' x 10' Grey Low-Pile Carpet		\$140.00
	10' x 20' Grey Low-Pile Carpet		\$270.00
	10' x 30' Grey Low-Pile Carpet		\$405.00
	Bulk Area Grey Low-Pile Carpet		\$1.40 / sqft

Additional rental inventory and tablecloth colour options can be viewed on our website [here](#).

Stools

QTY	Item	Price / Unit
	Gunmetal Barstool	\$12.50
	Wishbone Bar Stool with Cushion	\$15.00
	Ghost Barstool	\$12.50
	Willow Barstool with Cushion	\$15.00

Gunmetal Barstool



Ghost Barstool



Willow Barstool



Wishbone Barstool



Additional rental inventory can be viewed on our website [here](#).

Completed forms and payment must be recieved within 7 days of show ingress.
Email completed forms to events@pinnacleeventrentals.ca or call 204-515-5515 to place your order.

Miscellaneous

QTY	Item	Image	Price / Unit
	Draw Drum		\$25.00
	TV Stand		\$100.00
	40" Smart TV (with HDMI)		\$300.00
	Chrome Stanchion (includes red velvet rope)		\$13.00 per 2
	Black Stanchion		\$13.00 per 2
	Garment Rack		\$15.00
	Waste Basket		\$5.00

Additional rental inventory can be viewed on our website [here](#).

Production Services

By filling out this section, you are requesting that your exhibit/booth be supplied with daily janitorial services for the duration of the show. This service includes vacuuming and emptying waste baskets prior to each show day. Price includes pre-show cleaning. <i>Special instructions should be sent in writing to events@pinnacleeventrentals.ca a minimum of 7 days prior to event.</i>	Booth Size: Days at Show:
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Exhibit Installation / Dismantle Services

<i>Labour service forms, contract signed and payment must be completed no less than 7 days prior to the event start.</i> Labour services may be limited and will be provided on a first come, first serve basis.	Booth # (if known):			
Regular Hours per Person (Mon - Fri, 8am - 5pm) <i>Installer Rate (CLIENT SUPERVISED) \$70/hour</i> <i>Supervisor Rate \$80/Hour</i>	Date	Start Time	# of Staff	# of Hours
Overtime Hours per Person (Evenings, Weekends, & Holidays) <i>Installer Rate (CLIENT SUPERVISED) \$105/hour</i> <i>Supervisor Rate \$120/Hour</i>				
<i>*Minimum 4 hours per person, per shift</i>				
Please Note: <i>All custom exhibits must come with setup instructions/diagrams and display-specific tools. Please indicate if special tools are required, as well as the type of display (Octanorm, Rotor Lock, etc.)</i> <i>The card on file will be charged the minimum labour 7 days prior to the ingress date. If payment is not made, labour services will not be provided.</i> <i>Payment for the difference between the minimum labour and final hours will be processed once labour is completed.</i>				
Special Instructions:				

Inbound Material Handling

Should you require Material Handling services for your booth/exhibit, please submit this form filled out with the rest of this package seven (7) days prior to show dates to events@pinnacleeventrentals.ca.

Inbound Material Handling Services Include:

1. Receiving and advance storage of your display material at the Pinnacle warehouse up to 21 days prior to event.
2. Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
3. Removal and storage of empty boxes and crates during show.
4. Return of empty boxes and crates to your booth following the show.

Up to 300lbs - \$180

Over 300lbs - \$60 per 100lbs

Total shipment weight will be rounded to the next one hundred pounds. Final charges will be calculated from the actual weight received.

of Cartons:

of Crates:

of Pallets:

Total # of Pieces:

Total Weight of Shipment:

Shipping Address

9:00am - 5:00pm
Monday - Friday

Shipping Address

Pinnacle Event Rentals
147 12th Street
Brandon, Manitoba
R7A 4L8

Outbound Material Handling

Should you require Material Handling services for your booth/exhibit, please submit this form filled out with the rest of this package seven (7) days prior to show dates to events@pinnacleeventrentals.ca.

Outbound Material Handling Services Include:

1. Removal of display material from the show floor.
2. Transport of your display materials to the Pinnacle warehouse.
3. Storage for up to five (5) days upon which time Pinnacle reserves the right to charge for storage OR ship out your material "collect" via a carrier of our choice.

Up to 300lbs - \$180

Over 300lbs - \$60 per 100lbs

Client is responsible for making pick up arrangements with their preferred carrier.

Total shipment weight will be rounded to the next one hundred pounds. Final charges will be calculated from the actual weight received.

of Cartons:

of Crates:

of Pallets:

Total # of Pieces:

Total Weight of Shipment:

Shipping Address

9:00am - 5:00pm
Monday - Friday

Shipping Address

Pinnacle Event Rentals
147 12th Street
Brandon, Manitoba
R7A 4L8