

WINNIPEG

2026

OCT 4-7

TACCONCONF

TRANSPORTATION FOR A STRONG CANADA
LES TRANSPORTS POUR UN CANADA FORT

» **Exhibitor**
Reference Manual

» Manuel de référence pour les
exposants

Thank you for choosing to exhibit at the 2026 TAC Conference & Exhibition.

This Exhibitor Reference Manual covers the essentials of exhibiting at 2026 TAC Conference & Exhibition, covering key information not otherwise covered through the Global Convention Services online ordering portal.

Please review and share this information with your 2026 TAC Conference & Exhibition participating personnel and ensure that you have covered all the key requirements.

Reminder:

Certificate of Insurance (COI) – REQUIRED – TAC requires that each exhibitor provide a COI that clearly shows liability coverage of \$5 million covering the show dates and listing the *Transportation Association of Canada* as additional insured. If you do not have such insurance, information to help you easily acquire liability insurance is included on page 9. **Possession of a COI is a booth space contract requirement.**

Advance Warehouse Shipping and Material Handling Advanced receiving arrangements should be made early through Global Convention Services. Using Global Convention Service's advanced receiving system will eliminate any waiting times at the loading docks, allowing you to schedule labour and set up, avoiding costly delays.

Please reach out to us if you have any questions/concerns.

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RBC Convention Centre Winnipeg – Hall C

375 York Avenue Winnipeg, MB R3C 3J3

WHAT'S INCLUDED:

- ✓ **Draped exhibit space:** Includes an 8' high backwall drape and 3' high sidewall drape.
- ✓ **Table & Chairs:** One (1) 6' draped table and two (2) chairs ([upgrades available](#)).
- ✓ **Conference registration:** Includes one (1) complimentary ticket for full conference access. Learn more on the [Conference website](#). You should have received your discount codes by email.
- ✓ **Additional Exhibit Staff Discount:** Additional exhibit staff can register at discounted rates (limited passes based on your booth package): [see the website for rates](#). All passes purchased using Exhibitor discount codes will have their badge indicate "Exhibitor" which will allow staff access to the show floor 30 minutes (7:30am) in advance of opening to prepare each morning. If extra time is needed, you may make a request to jward@tac-atc.ca.

****All discount codes MUST be redeemed by September 8, 2026****

- ✓ **Access to the Conference Portal & App:** Once you are provided your login, please ensure you populate your profile and ensure your team is set-up to for lead retrieval scanning (included with the app using your smartphone).
- ✓ **Basic Wi-Fi everywhere in the Convention Centre**
- ✓ **Waste basket**

Your booth space **DOES NOT INCLUDE** the following:

- ✗ Carpet (mandatory)
- ✗ Insurance (mandatory)
- ✗ Material handling/Labour/Forklift service
- ✗ Electrical outlets
- ✗ Electronic equipment
- ✗ Additional furniture
- ✗ Advanced warehouse shipping and post-show storage facilities
- ✗ Set-up and tear-down services
- ✗ Parking
- ✗ Carpet cleaning
- ✗ Customs clearance/shipping

Show Colours

Drape: Black

Aisle carpet: Pepper (black and white)

CHECKLIST

IMPORTANT— During the move-in/move-out, the exhibit hall is considered a construction site. All personnel are required to use approved personal protective equipment (PPE) such as high visibility vests, hard-toe footwear, safety eyewear and hard hats when warranted. No sandals or high heels please.

Dollies in the common areas of the RBC Convention Centre are prohibited. All materials must be moved through the loading dock.

The following items are a summary of action items. Please ensure you review this reference manual, as well as the online portal provided to facilitate a seamless experience.

ACTION ITEM	CONTACT	ACTION	DEADLINE
Hotel Accommodations	TAC	Book your hotel room	ASAP
Pay for Your Booth	TAC	If paying by EFT, wire transfer or cheque, payment is due ASAP. Payment in full is required in advance of the conference	ASAP
Certificate of Insurance (COI)	TAC	Mandatory certificate of insurance, see page 9 (item 16) for details. Submit certificate to mthibedeau@tac-atc.ca	Aug 21
Exhibitor Appointed Contractor (EAC)	TAC	Please complete the EAC form to allow your contractors access to your booth to set-up. They are also required to provide a COI.	Aug 21
Catering	Convention Centre	See online portal for arrangements	Sept 4
Signage/Custom booth	Global Convention Services	See online portal for ordering.	Sept 4
A/V	Encore	Contact conference@tac-atc.ca to be connected to someone at Encore.	Sept 4
Booth Staff Registration	TAC	If you have not received your registration discount codes, please contact mthibedeau@tac-atc.ca – codes must be redeemed by September 8 to ensure a smooth on-site check-in	Sept 8
Shipping/Customs	ConsultExpo	See pages 11 & 12 for assistance.	See pages 11 & 12
Table & Chairs	TAC	See available upgrade options for ordering via your TAC Exhibition Booth Reservation	Sept 4
Booth Carpet & Additional Furniture	Global Convention Services	The hall is uncarpeted. Carpet is mandatory. See the online portal for ordering. Order by September 20 for discounted prices.	Sept 20
Material Handling	Global Convention Services	See online portal for arrangements.	Sept 24

ACTION ITEM	CONTACT	ACTION	DEADLINE
Forklift Services	Global Convention Services	See online portal for arrangements.	Sept 24
Advanced Warehousing/Storage	Global Convention Services	See online portal for arrangements. Shipping direct to show site is not permitted. Shipments will be refused by the RBC Convention Centre.	Aug 30 – Sept 24
Electrical	Convention Centre	See online portal for arrangements	Sept 25
Hanging and Rigging	Convention Centre	See online portal for arrangements.	Sept 25
Booth Cleaning	Convention Centre	See online portal for arrangements.	Sept 25
Booth Security	Convention Centre	Basic security to oversee the exhibit hall is included. If you have special requirements, please order in advance. See online portal for arrangements.	Sept 25
Move-out procedures/Return shipments	ConsultExpo	Your carrier must be onsite between 16:00 and 19:00. Materials left on the show floor after 20:00 is considered forced freight. Your material will be removed from the show floor and taken to the ConsultExpo storage facility for your carrier to pick-up. Additional charges will apply.	See pages 11 & 12
Create your profile in the Conference App	TAC	Company description and logo in English and French are due for the Conference App.	Mid-Sept
PPE	ALL	Bring your PPE for move-in/move-out. Persons in the area of trucks moving freight are required to wear PPE including steel-toed footwear and high-visibility vests. High-visibility vests are mandatory when mobile equipment is in use in the area.	
Parking	Convention Centre	Getting to the WCC – See page 12	See page 12
WiFi	Convention Centre	Basic WiFi is included for all to use.	

EXHIBITOR RULES AND REGULATIONS

1. SUBLET

Booths cannot be sublet or shared unless approved by TAC. Additional fees may apply.

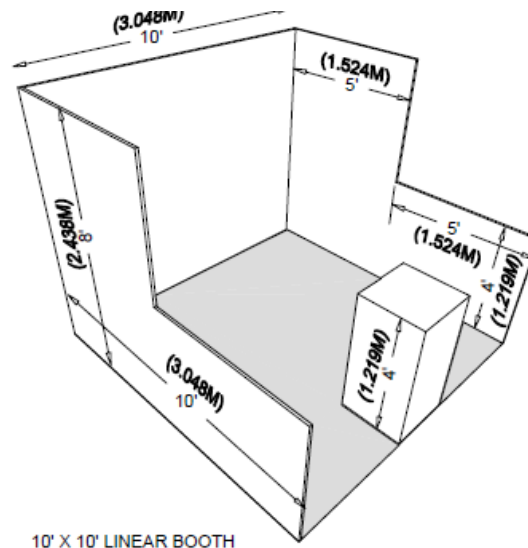
2. BOOTH ASSIGNMENTS

Booth space will be assigned on a first-come, first-served basis and/or sponsorship level. If the booths selected are filled, the closest possible booth will be assigned. TAC reserves the right to re-assign booth numbers and booth placement as needed at any time.

3. EXHIBITOR DISPLAY RULES

TAC display rules are in accordance with the [International Association of Exhibitions and Events \(IAEE\)](#) Rules and Regulations with minor exceptions noted in the Exhibitor Manual. Other exceptions may be made by special request at least 30 days in advance of the show.

- Hanging signs are only permitted for booths over 400 sq ft
- Height restrictions are depicted below.



BOOTH SPECIFICATIONS

All booths are 10' x 10' or 10' x 20', with the exception of the 20' x 20' island/peninsula booths as noted on the floor plan. Pipe and drape backs are 8' high and side rails are 3' high.

Display material cannot exceed 8'. Display material cannot be higher than 4' from the aisle to within 5' of the booth's back wall this to preserve sight lines. The height limit for island/peninsula booths is 16' with exceptions required in writing by the Transportation Association of Canada for any higher heights.

A booth must be at least 20' x 20' to have a hanging sign. All hanging signs require approval in writing to jward@tac-atc.ca.

All exposed parts of a display must have a finished surface versus exposed framing. Crates, containers, other packing materials and boxes may not be stored behind your booth.

4. ADVERTISING, PROMOTION & SALES

Exhibitor advertising and promotion must be limited to the confines of each exhibitor’s space. TAC reserves the right to ban any objectionable items and to prevent the distribution of any articles or products deemed unsuitable. The sale of consumer goods is prohibited and will result in a fine to the exhibiting company.

5. OUTSIDE CONTRACTORS (Exhibitor Appointed Contractor - EAC)

Exhibitors may use contractors other than the Official Exhibit Contractor to set up and dismantle exhibits if Exhibitor completes [the EAC form](#) no later than two weeks before move-in. This authorization must include a certificate of insurance for a minimum of \$5 million CDN as outlined in the Exhibitor Manual. The exhibitor assumes full responsibility for all acts of its contractors and agrees to hold harmless and indemnify TAC for any loss or any damage to the RBC Convention Centre. **TAC communications are only sent to the exhibiting companies; therefore, the exhibitor is responsible for ensuring their contractors have access to all required information.**

6. EXHIBITOR ADMISSION

Each 10' x 10' space includes one (1) Full Conference Pass (for exhibit booth staff use – these badges will indicate “Exhibitor”). A maximum of three (3) additional passes per 10' x 10' for exhibit booth staff may be purchased at a reduced rate. **All exhibit staff must pre-register.** Registration instructions will be shared starting in April.

7. SHOW HOURS

Exhibit booth staff will have access to the show floor according to the following schedule (program/schedule subject to change):

Sunday, October 4	Exhibitor move-in: (8:00-16:00) TACCONF begins Show Hours: 17:00-19:00
Monday, October 5	TACCONF continues Show Hours: 8:00-16:00 (Doors open to Exhibitors at 7:30)
Tuesday, October 6	Last day of the Exhibition Show Hours: 8:00-16:00 (Doors open to Exhibitors at 7:30) Exhibitor move-out: 16:00-20:00 *All items must be removed by 20:00 or subject to removal as “forced freight” at the exhibitor’s expense.

Exhibitors must have their TAC exhibitor badge for admittance during non-show hours and make arrangements with jward@tac-atc.ca **IF EXTRA TIME IS REQUIRED.**

During Exhibition hours, absolutely no shipments, equipment or material may be brought onto the Exhibition floor. All exhibitors are required to have their area completely set up before the Exhibition opens and will have access to the exhibit hall early each morning on show days to carry in supplies or make minor display adjustments.

No vehicle will be permitted in the exhibit hall for set-up/dismantle.

8. DAMAGE TO PROPERTY

The exhibiting company is liable for any damage caused to building floors, walls or columns or to standard booth equipment. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building floors, walls or columns or to standard booth equipment.

9. FOOD AND BEVERAGE

Any exhibiting company interested in providing food or beverages on the show floor, must be ordered from the Convention Centre. No outside contractors are permitted and no outside food and beverage is allowed inside the Convention Centre.

10. FIRE AND SAFETY REGULATIONS

No flammable liquids may be stored inside the Convention Centre. Prior notification and approval will be necessary from the local Fire Department to display any heat producing products or chemical materials, gases, etc., deemed hazardous by the fire department.

During the move-in/move-out, the Convention Centre is considered a construction site. All personnel are required to use approved personal protective equipment (PPE) such as Safety shoes, harnesses, gloves, safety eyewear and hard hats when warranted. Proper closed-toe footwear is always required during move-in/move-out.

11. LABOUR

Exhibitors are required to observe all contracts in effect between TAC, service contractors and the Convention Centre.

12. MATERIAL HANDLING

Global Convention Services is the official service partner appointed by TAC. Exhibitors are permitted to move in/out without assistance from Global Convention Services as long as the materials are moved by hand and without the use of any exclusive material handling equipment which includes: forklift, electric or manual pallet jacks or dollies.

Any 3rd party suppliers freight movement or materials that require additional equipment or services will be under the discretion and supervisor of Global Convention Services and applicable material handling charges will apply.

Receipt, off-loading of exhibitor materials, movement of freight, storage of empty crates/packing materials in the RBC Convention Centre, return of empty crates/packing materials at the conclusion of the event and return/reloading of materials of outbound carriers is the responsibility of Global Convention Services.

Empty containers as a result of exhibitors bringing in their own materials will be the responsibility of the exhibitor or they can secure storage through Global Convention Services as charges will apply.

13. SOUND/ODOR

All demonstration and sound equipment **MUST** be tuned to a conversational level and must not be objectionable to neighboring exhibitors. If TAC receives any complaints, exhibitor agrees to cease use of sound equipment.

14. DISMANTLING

Exhibitors' displays may not be dismantled or packed in preparation for removal prior to the official closing time. Every booth must be fully staffed and operational throughout the entire Exhibition. Failure to respect this rule may impact participation privileges in future TAC conferences (including the privilege of advanced access to booth sales the following year).

15. MEMBERSHIP STATUS

You/your organization must be a member in good standing at the time of purchase in order to qualify for membership discounts.

16. CERTIFICATE of INSURANCE (COI)

TAC requires that each exhibitor provide a COI that clearly shows liability coverage of \$5 million covering the show dates, October 4-6, 2026 and listing the Transportation Association of Canada as additional insured. If you do not have such insurance, [you may purchase insurance here](#). Possession of a COI is a **booth space contract requirement**.

Please provide these additional details to your insurance provider:

Amount: \$5 million CA

Show Dates: October 4-6, 2026

Venue: RBC Convention Centre, 375 York Avenue Winnipeg, MB R3C 3J3

Certificate Holder: Transportation Association of Canada, 401-1111 Prince of Wales Drive, Ottawa ON, K2C 3T2

Additional insured: Transportation Association of Canada

Failure to provide proof of the certificate by the Exhibition set-up date will result in immediate termination of the application without reimbursement.

17. COMMUNICATIONS

By taking part in TACCONF 2026, you will receive e-mail communications from TAC's official show vendors, and TAC to facilitate your success.

18. SECURITY GUARDS

Security services will be provided during closing hours to guard the Exhibition area. While precautions will be taken to prevent losses, TAC cannot accept any liability for loss or damage of any kind. Exhibitors are strongly urged to remove any valuables from their booth when they are not staffed.

19. ELECTRICAL REGULATIONS

Exhibit spaces do not include electrical outlets. Electrical orders may be placed with the Convention Centre (via their [online portal](#)). Any electrical equipment used in exhibits must meet CSA standards, as well as the standards of the exhibition venue.

20. PARALLEL EVENTS

No parallel events are permitted during scheduled [2026 TAC Conference & Exhibition](#) events. If you have any questions, please contact Jess Ward, jward@tac-atc.ca.

21. CODE OF CONDUCT

TAC is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue. Conference participants violating these rules may be expelled from the conference without a refund, at our discretion. Please refer to our participants' [code of conduct](#).

Exhibitors agree to abide by all rules and regulations adopted by TAC in the best interests of TACCONF. TAC shall have the final decision in adopting any rule or regulation deemed necessary before, during and after the Exhibition. TAC also reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights, or sound, and to expel exhibitors or their personnel if their conduct or presentation is objectionable to other participants. Exhibitors agree to confine their presentation within the contracted space only, and within the maximum height set by Exhibition rules and regulations and to maintain staff in their booth space during Exhibition hours. TAC reserves the right to alter or change the space assigned to exhibitors or the final floor plan as required.

Restrictions

TAC reserves the right to restrict exhibits that do not comply with rules and regulations set forth by TAC and the event venue(s). Exhibitors who refuse, after notice, to conform to rules and regulations will be asked to close their respective display(s) without reimbursement and liability to TAC.

CUSTOMS CLEARANCE AND SHIPPING

CONSULTEXPO CUSTOMS BROKERAGE & SHIPPING SERVICES (DOMESTIC AND INTERNATIONAL)

To request customs clearance and/or shipping services from ConsultExpo, please complete the ConsultExpo Order Form and Canada Customs Invoice and return to their office.

For your convenience, you may download their forms from <http://consultexpoinc.com/forms/> or go to their link and submit their forms directly online: <http://consultexpoinc.com/onlineforms/>.

If shipping via your own carrier from outside of Canada, please note that you will still require customs clearance services therefore please provide ConsultExpo with your shipment's tracking number (including, if using a courier such as FedEx or UPS).

CBSA RECOGNITION LETTER (for exhibitors from outside Canada)

To facilitate border procedures during entry into Canada, each participant should have a copy of [this letter](#) and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.

MOVE-OUT:

Your materials must be picked up between 16:00 and 20:00 on Tuesday, OCTOBER 6, 2026. If the Exhibitors carrier is unable to pick up during that time, please contact ConsultExpo - Jeff Labbé jeffl@consultexpoinc.com to make arrangements for Post Show storage. They will be onsite for the move out and be able to provide you with return labels.

Forced Freight: If your carrier has not checked in for move-out by OCTOBER 6, 2026 as of 19:00 - your material will be returned to the ConsultExpo warehouse as forced freight as of 20:00, at your expense. Your carrier would have to be rerouted to their warehouse with a few days delay expected.

Move-out Procedure

Exhibitors handling their own teardown and using their own vehicles should:

1. Wait for Global Convention Services staff to bring their empty containers to the booth. This will happen after aisle carpet has been removed, please be patient.
2. Pack their material.
3. Move all material to the loading dock or request assistance from a Global Convention Services handler or forklift operator to proceed with the move-out.
4. Notify Global when your materials are ready for move out. Global will tag the materials and bring them to the loading dock to be loaded in their assigned outgoing carrier or in a personal vehicle.
5. Leave their material at the dock while they get their vehicle.
6. Line up at the entrance to the loading dock and give their ticket to the dock traffic attendant, who will assign them to a loading door as soon as one becomes available.
7. Park their vehicle in position and load their material as quickly as possible.

Return Shipping

Material will not be returned automatically. The process benefits from some advance planning.

Exhibitors who choose not to use the official carrier, **ConsultExpo**, to return their material have the following responsibilities:

1. Call their carrier in advance to have their material picked up on move-out day, **before the move-out deadline** of October 6, 20:00. If the carrier hasn't checked in by 19:00, your material will be returned to the ConsultExpo warehouse as forced freight at your expense. Your carrier will need to be re-routed with a couple of days delay expected.
2. Attach a copy of their electronic bill of lading on all packages or complete a regular bill of lading by hand in three copies, making sure to include their account number. Note: The Convention Centre does not provide bills of lading for any carrier. See the official carrier and customs broker onsite if necessary.
3. Number all packages (e.g., 1 of 2, 2 of 2) and specify their shipping address, their cell phone number, and their booth number.
4. Notify the dock master when the shipment is ready to be picked up by their carrier. Provide the dock master with a copy of their duly completed bill of lading.

Please note:

- Convention Centre staff are not authorized to call carriers on exhibitors' behalf.
- Shipments leaving Canada require a commercial invoice in three copies, produced by the exhibitor and attached to the bill of lading. Carriers will not pick up packages without these completed forms.

PARKING

Cars

The RBC Convention Centre Winnipeg has two separate climate controlled underground parkades (North and South) with 729 parking stalls. Accessible parking stalls are located adjacent to each elevator with charging stations in the south parkade for electric vehicles. Our parkades are able to accommodate standard passenger vehicles (car, half-ton trucks and vans). Oversized SUVs and other vehicles that exceed parkade height restrictions (6 feet 5 inches) are invited to use surface parking lots or street parking available throughout the downtown area.

Just a friendly reminder that even though our parkade is monitored by Security Officers and cameras 24/7, it's still important that articles of value not be left or stored in any vehicle as the Convention Centre is not responsible for any loss or theft.

More information can be found on the [Convention Centre website](#).

LOADING DOCK

- The Convention Centre will NOT accept material deliveries

Sharon McGowan

Service Desk Coordinator

RBC Convention Centre

services@wcc.mb.ca

RBC CONVENTION CENTRE ACCESS TO THE 3RD FLOOR SOUTH LOADING DOCK

