

EXHIBITOR PACKAGE



Manitoba
Association of
Watersheds

2026 Manitoba Watersheds Conference

Watershed Districts and the Power of Collaboration





BOOTH SET-UP

Registration

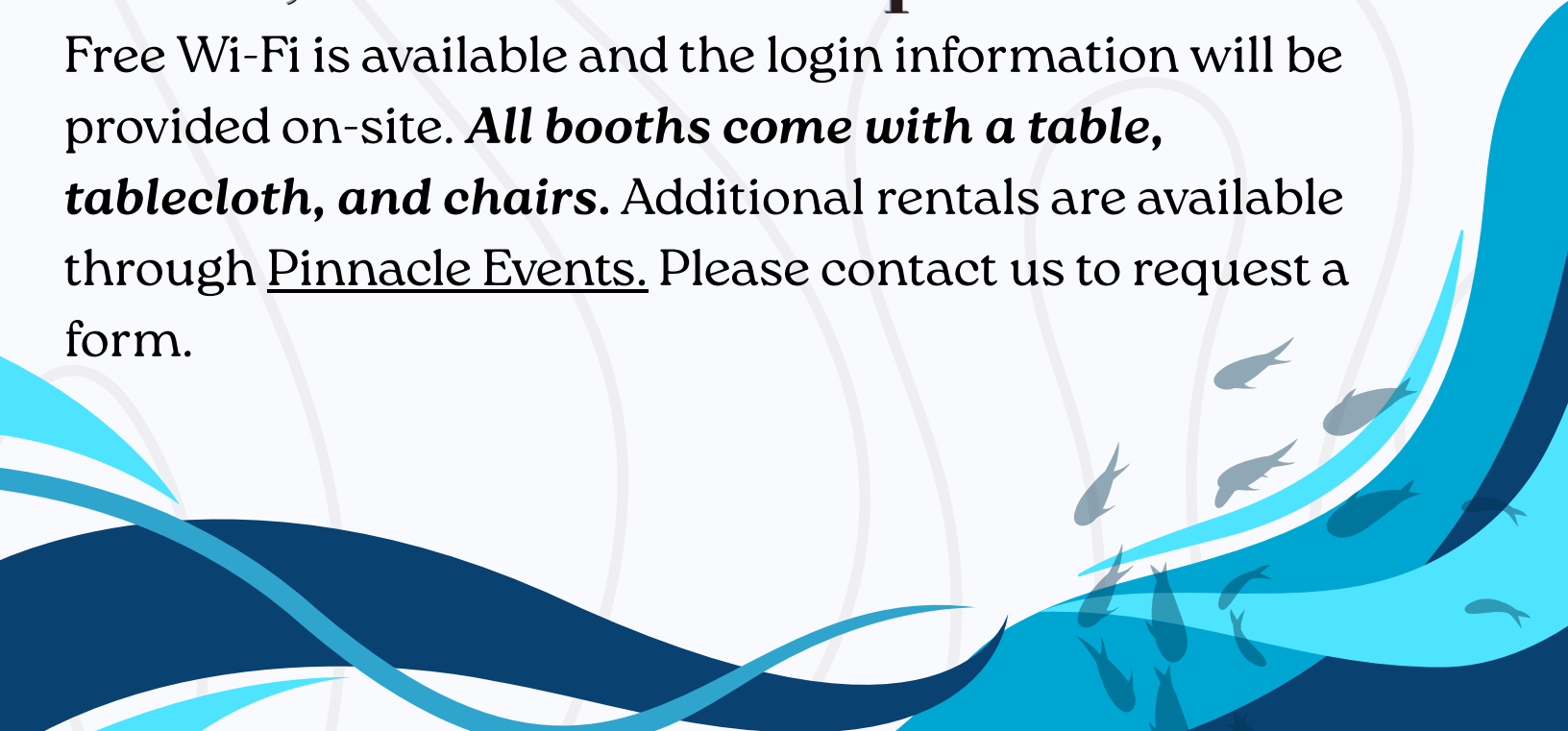
The registration desk is located outside of the UCT Pavilion at the Keystone Centre and will be open for exhibitors from 3:30 PM - 5:00 PM on Sunday, December 6 and again at 7:00 AM on Monday, December 7. Exhibitors are invited to set up their booth during either of those times.

Building Access & Parking

The trade show is hosted in City Square. Entrances A or B are the closest for entry.

Power, Internet & Setup

Free Wi-Fi is available and the login information will be provided on-site. ***All booths come with a table, tablecloth, and chairs.*** Additional rentals are available through [Pinnacle Events](#). Please contact us to request a form.



SCHEDULE

Sunday, December 6

Exhibitor Setup

3:30 - 5:00 PM

Monday, December 7

Exhibitor registration and setup

7:00 - 8:30 AM

Trade show opens

8:30 AM

Lunch break

12:00 - 1:00 PM

Break on trade show floor

2:40 - 3:00 PM

Icebreaker on trade show floor

5:00 - 7:00 PM

Tuesday, December 8

Trade show opens

8:30 AM

Break on trade show floor

10:45 - 11:15 AM

Lunch break

12:00 - 1:00 PM

Break on trade show floor

3:00 - 3:30 PM

Exhibitors may take down their booths anytime
after the last break at 3:30 PM on Tuesday,
December 8.



MEALS & BANQUET

Meals & Dietary Restrictions

Reminder that breakfasts will not be provided at the event. Networking breaks and lunches on Monday and Tuesday will be served in the Manitoba Room. For those attending the banquet, dinner will be included.

All dietary restrictions should be provided at the time of registration. If you make any changes to your list of attendees, please notify us immediately.



TERMS & CONDITIONS

Exhibitor Cancellation Policy

Exhibitor booth cancellations received in writing by **October 31** will be refunded the booth cost, less a 50% administrative fee. Exhibitor booth cancellations received **after October 31** will **not** be refunded.

Insurance

Please provide a Certificate of Insurance with a minimum Commercial General Liability limit of \$2,000,000.

Please list the following as an Additional Insured:

Manitoba Association of Watersheds

Unit 201, 1465 Buffalo Place

Winnipeg, MB R3T 1L8

Event: Annual Conference

Dates: December 7-9, 2026

Please forward the certificate to Christina Sawisky at christina@manitobawatersheds.org no later than November 27, 2026.

Sponsor a hole with Prairie Putt!



Prairie Putt will be featured as part of the Icebreaker activity on Monday December 7th! For an additional \$100, sponsoring exhibitors will receive a booth size upgrade and an exclusive mini putt hole.

Increase visibility and drive traffic to your booth! Feel free to get creative with your green - decorate it, add a challenge, offer a hole-in-one prize, use a QR code, or do a donation putt (\$1 donated for every hole-in-one). Make your booth stand out and have some fun!

Limited spots
available!



 @theprairieputt



Exhibitor Rental Package

Show: 2026 Manitoba Watersheds Conference

Date: December 7 - 9th, 2026

Location: Keystone Centre, Brandon

Show Rentals Supplied

Draped Booths

- 8' high black back wall with 3ft high arms
- 1 x 8' rectangle table (small booth), 2 x 8' rectangle tables (large booth)
- 1 x standard chair (small booth), 2 x standard chairs (large booth)
- 1 x Non-floor length black tablecloth per table

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.

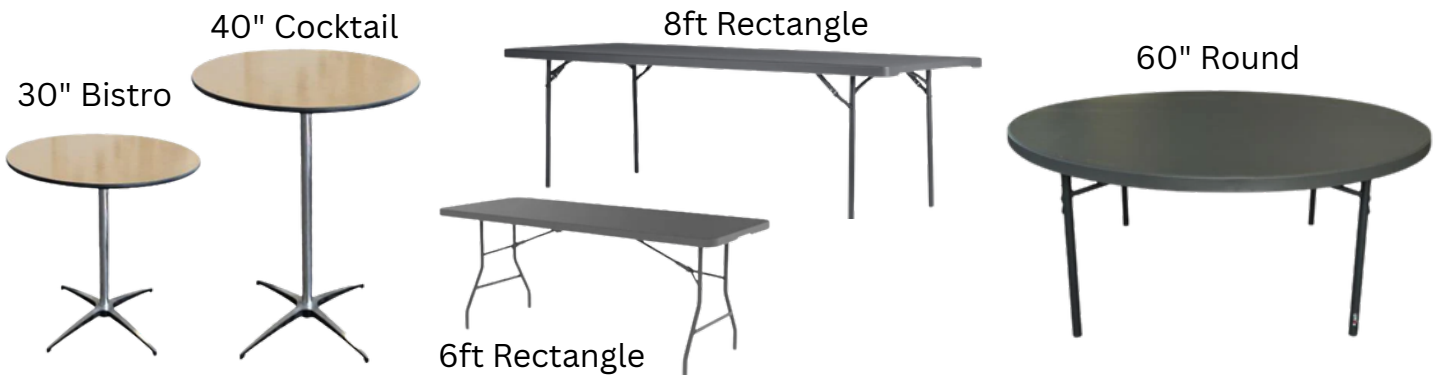
Organization Name:	Booth #:
Billing Address:	Contact Name:
	Contact Phone:
	Contact Email:



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](#).

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) Installer Rate (CLIENT SUPERVISED) \$70/hour Supervisor Rate \$80/Hour Overtime Hours per Person (Evenings, Weekends, & Holidays) Installer Rate (CLIENT SUPERVISED) \$105/hour Supervisor Rate \$120/Hour <i>*Minimum 4 hours per person, per shift</i>	Date	Start Time	# of Staff	# of Hours
Please Note: 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>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. <i>Inbound Material Handling Services Include:</i> 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 <i>Total shipment weight will be rounded to the next one hundred pounds. Final charges will be calculated from the actual weight received.</i>	# 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
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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. <i>Outbound Material Handling Services Include:</i> 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 <i>Client is responsible for making pick up arrangements with their preferred carrier.</i> <i>Total shipment weight will be rounded to the next one hundred pounds. Final charges will be calculated from the actual weight received.</i>	# 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
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