



Prairie Theatre Exchange Venue (Wayfinding) Guide

393 Portage Avenue
Unit 300
3rd Floor, Portage Place
Winnipeg, MB R3B 3H6
204-942-5483 (Box Office)

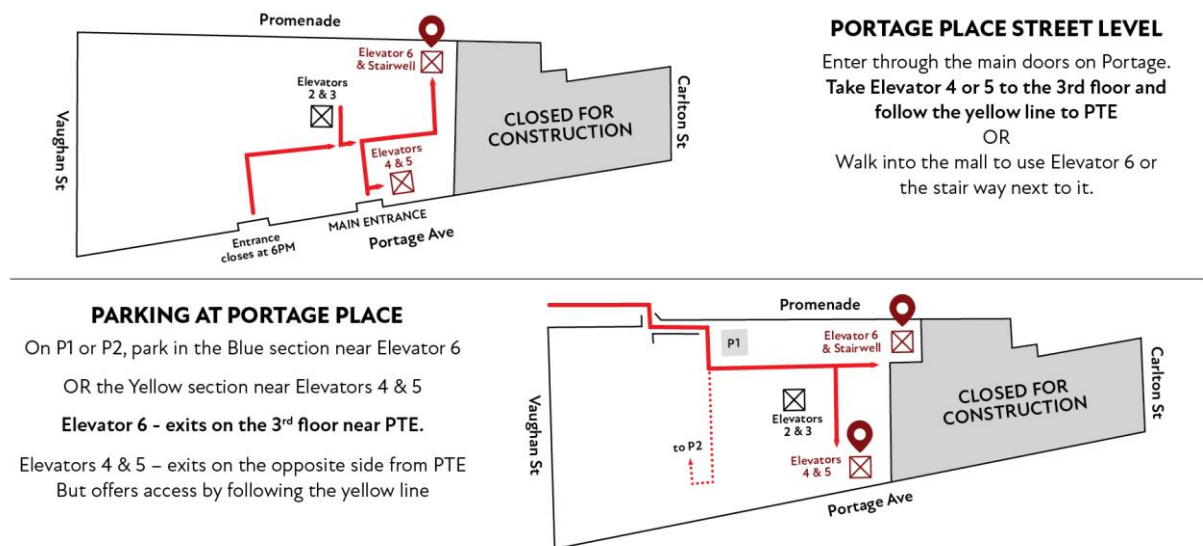
Thank you for deciding to attend a performance at Prairie Theatre Exchange (PTE).

We hope this Venue Guide will help you to prepare for your visit. If you have any questions, please do not hesitate to call our Box Office for assistance at 204-942-5483:

Performance Weeks: Monday 1pm to 6pm, Tuesday through Saturday 1pm to 7:30pm, Sunday 12:00pm – 3pm.

Non-Performance Weeks: Tuesday through Saturday 1 to 6pm. Closed Monday and Sunday.

Getting to Prairie Theatre Exchange



Prairie Theatre Exchange is in Portage Place on the third (3rd) floor. To get to Portage Place you can walk, bike, drive, take a taxi/Uber, Transit Plus or a bus.

If you drive, there is heated underground parking available onsite. Access to the parkade is only available through the Vaughan/Promenade Entrance. The parking lot entry clearance is 6'11" high and can be accessed from 6am-12am (midnight). Parking for the evening is \$7.

Please note that on the nights that there are events at Canada Life Centre, the cost of parking increases to \$15. If you're attending PTE during an event, you will receive an email the day before your performance with a special code on the ParkMobile website, which will reduce your price to \$9. You will get the link when you receive the code. On non-event nights, **you must pay before coming upstairs**. You'll find the pay machines next to the elevator lobby.

To reach PTE from the parkade, you can take Elevator 6 in the parkade directly to the third (3rd) floor. Elevators 4 and 5 also go to the third (3rd) floor and connect to PTE via a marked path through an office area — just follow the yellow line on the floor and signage to find your way to the theatre. The outside of the Elevator lobbies in the parkade are painted green, with the numbers in white.

If you take a bus, most buses will drop you off in front of the mall or across the street. If it is possible, exit on Portage Avenue at Edmonton St.

– Westbound stop (in front of Portage Place): #10543

– Eastbound stop (across the street): #10581

The main entrance to Portage Place is located mid-block between Edmonton and Kennedy Streets and has a sign above the doors that says “PORTAGE PLACE OFFICES”. This is the main entrance for PTE and **the only doors that will be open when you come for the show.**

If you take a taxi/Uber, Winnipeg Transit Plus, or someone is dropping you off, request the drop-off at the Portage Place Offices doors on Portage Avenue. All other doors to the mall will be locked. You can be picked up at the same spot after the show. If you have trouble getting in, call **204-942-5483** for assistance.

If you bike, enter through the Portage Place Offices door. There is a bike rack in the Prairie Theatre Exchange lobby.

When you enter Portage Place through the Portage Place Offices doors, you’ll be in a lobby with Elevators #4 and #5 on your right. These elevators do go to the third (3rd) floor and connect to a path through office corridors that leads to PTE. **Follow the yellow line on the floor** and directional signage on the third (3rd) floor to reach the theatre.

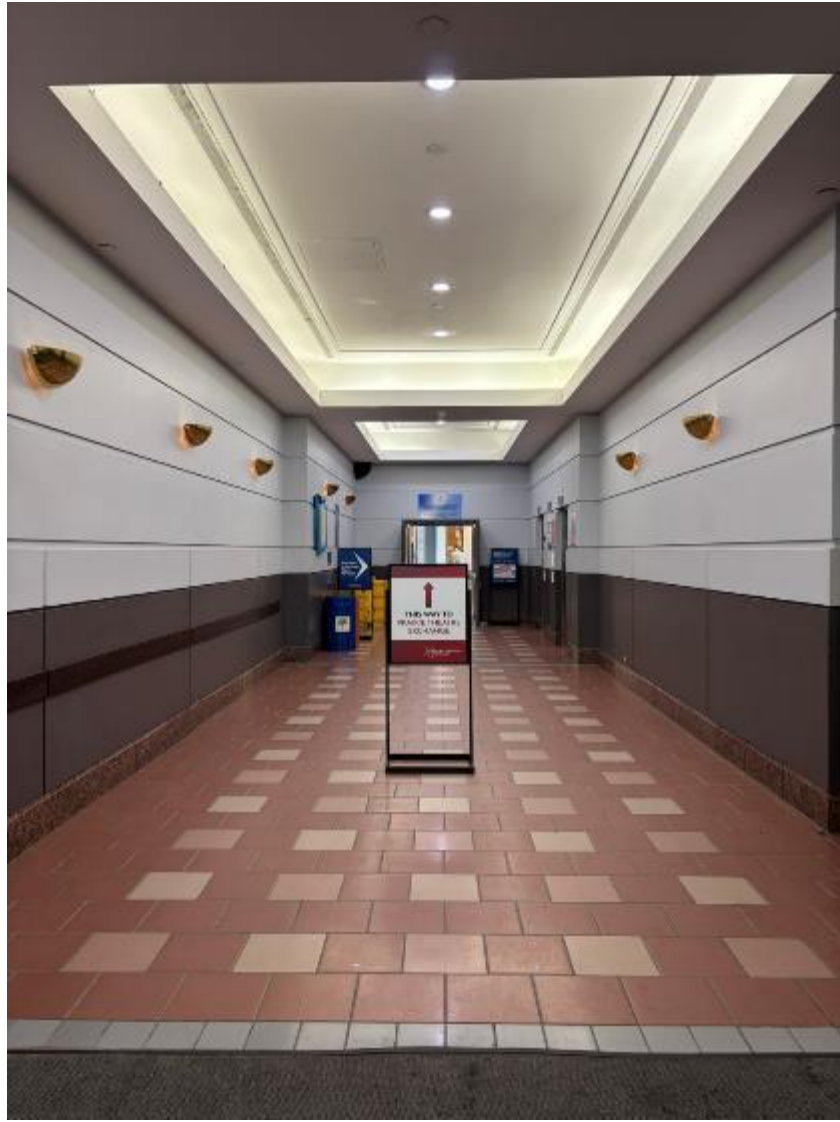


Image Description: A view from inside Portage Place after entering through the Portage Place Offices doors, with Elevators 4 and #5 on the right. A sign in the center of the hallway reads "This Way to Prairie Theatre Exchange" with an arrow pointing forward. This hallway leads into the main mall area.



Image Description: Inside the mall after exiting the office corridor. A blue staircase is on the left with a Prairie Theatre Exchange sign at its base pointing forward to guide guests. A vendor kiosk is positioned in the middle of the hallway, and retail storefronts line the right side. Guests should continue walking straight down this hallway toward the white wall ahead.

If you are able and prefer to take the stairs, you can use Stairwell 3, located beside Elevator 6. PTE is located on the third (3rd) floor, up 58 steps from the main floor.

If you are accessing the theatre from the parking lot, you can reach the third (3rd) floor using Elevators 6, 5, or 4. Follow signage and floor markings to reach PTE.

The third (3rd) floor has a lot of natural light (during the day) that comes in from a large skylight.

If you came up using Elevator 6, you'll be facing office windows across an open area. There is a wall to your left and a string of lights overhead. A walkway along the wall leads to the office windows, with a railing on the right.

If you came up to the 3rd floor in Elevator 4 or 5, when you get off the elevator, you'll find a yellow line on the floor and a sign directing you to follow it through the doors on your left. You'll come out next to the offices and the wall will be on your right.



Image Description: A sign for PTE with an arrow to help direct guests once on the third (3rd) floor.

Once on the third (3rd) floor there is a large Prairie Theatre Exchange sign to help orient and direct you to the theatre.

Once you arrive



Image Description: A photo of the Box Office from the mall. The two wickets are on the right as you approach the theatre. The lights are on and people are inside ready to serve customers.

When you approach the theatre, you will first come to the Box Office. There are two box office windows. Each window will have its own line. Both windows will be on your right.

If you use a wheelchair, there is an accessible window on the left wall of the Box Office.

If you already have your tickets, there is no need to stop at the Box Office or wait in the Box Office line-up.

On the right before you get to the Box Office, there is a display case which will have posters and other theatre-related information in it.

The double doors of the theatre lobby will be propped open on show days.

At the doors, the floor changes from tile (that is in the rest of Portage Place) to a rubber floor. There is a metal divider where the flooring changes and it slopes a bit upward at that point. Please watch your step.

When you get to the doors a volunteer will scan your paper or digital ticket and will let you into the lobby.

The lobby is long and access to washrooms, the Lounge, the Colin Jackson Studio, the Café and the Mainstage will all be on the right. In the evening, the lighting in the lobby is soft and indirect.



Image Description: A photo of the lobby of PTE. It is long like a hallway and access to washrooms, the lounge and both theatres is on the right.

There may be a lot of people in the lobby. They are all waiting to go and see the same play that you are. Some people may be in lines at the lounge or the café. If you want to buy something from these areas, please join the line (if there is one). If you do not want anything, you do not need to join a line. If you find the sound of people talking too loud, please come prepared with sound dampening headphones, ear plugs or whatever else you may need to feel comfortable.

There are many seating areas in the lobby. Most of the seating is on the left. There is a glass wall behind this seating. You do not need to purchase a drink or snack to use any of the seating.

Washrooms



Image Description: A photo of the entrance to the washrooms at PTE. A water fountain is between the two doorways. There are no doors, just doorways. The water fountain is located in an alcove in the wall between the two entries.

There are two (2) washrooms in the lobby of PTE, located to right as soon as you enter the lobby from the mall.

The washrooms at PTE are not gendered. That means that you can use whichever washroom you would like to.

The stalls in both washrooms have walls that extend close to the floor for privacy. There are no urinals in either washroom.

Both washrooms have tile floors.

The entrance/doorway to the washroom on the left is slightly larger than the one on the right. The entrance on the left is 58". The entrance to the washroom on the right is 35".

There is a garbage can located just inside the entrance of the left washroom that makes the entrance area a little narrower. The width goes from 58" at the entrance to 43" between the garbage can and the wall.

Both washrooms have accessible stalls inside of them. The washroom on the left has room for a mobility device user and a caregiver. It also has a private sink. The accessible stall in the washroom on the right does not have a private sink in it. The accessible stalls also have a baby changing table in them.

All of the toilets and sinks are automatic. This means that the toilets may flush while you are seated on them – it might be surprising when they flush.

There is a water fountain outside of the washroom on the left.

Back to the Lobby

After the washrooms, on the right, is a display area that has photos of the actors and artistic team who created the play.



Image Description: The display case in the lobby. It contains photos and information about shows. In this photo the materials are for the show Bad Parent.

Once you pass the display area, the Lounge will be on your right.

The Lobby Lounge

If you would like to purchase a drink you can access the Lounge, which sells both alcoholic and non-alcoholic beverages, as well as some treats. The Lounge is on the right, has a concession and some seating. The Lounge is open to the lobby, but there is a track along the floor for the sliding doors that are often open, so please watch your step.

You can take your drink with you into the theatre, but food is not allowed inside the theatre.



Image Description: A group of people sit in the lounge. A few people are standing. Some have drinks, others do not. There are many conversations happening between the people.

Another place to purchase a non-alcoholic drink or treats is at the Café. It is further down the lobby, past the Colin Jackson Studio.

Across from the lounge is the centre island, tucked up against the glass windows. The centre island is a volunteer desk. If you encounter any issues with parking in the Portage Place parkade, the volunteer at this counter can help you. They will also sell raffle tickets that help to support Prairie Theatre Exchange.

Past the lounge are the doors to the PTE administration offices (which are locked) and the Colin Jackson Studio.

Colin Jackson Studio

The Colin Jackson Studio is a black box theatre that seats 79 people.

The seats are light grey. They can recline slightly, and sometimes they may do that unexpectedly if you shift your weight suddenly.

There is 1 row of seats on the floor of the studio and 5 rows on risers. There is a centre aisle to access the seating.

You will enter on the right of the seating, walk in front of the first row and make your way to the centre aisle to get to your row.

If you use a wheelchair, PTE staff will remove two of the seats from the front row to make room for you.



Back to the Lobby

Past the Colin Jackson Studio is the Café. Any drinks you buy at the lounge or the café can be taken into either theatre, but food is not allowed in the theatres themselves.



Image Description: A photo of the café at PTE. The café counter is located on the right, with a Pepsi fridge behind it. The entrance to the Mainstage theatre is visible in the background.

At the end of the lobby, past the Café, is the entrance to the Mainstage theatre.

Cherry Karpyshin Mainstage Theatre



Image Description: A photo of the red archway entrance to the Cherry Karpyshin Mainstage Theatre. The arch is outlined in red, with signage above reading "Mainstage" and "Cherry Karpyshin Theatre." A small wall-mounted television is visible on the right.

There is a big red arch at the entrance to the Cherry Karpyshin Mainstage.

At the arch is a television. If you are late for the show, you can watch what is happening on stage on the television until a safe time for volunteer usher(s) to take you to your seat. Sometimes your seat cannot be accessed after the show starts, in which case the usher will take you to the first, and most easily accessible, seat. You cannot enter the theatre late except at a safe moment and only when accompanied by a volunteer usher.



Image Description: The doors to the Cherry Karpyshin Mainstage Theatre are open. On the left, through the doors, part of the staircase up to the seats is visible.

After you go through the arch, you will turn right and enter a smaller lobby just for the Cherry Karpyshin Mainstage.

The Cherry Karpyshin Mainstage Theatre has 323 seats.

The Cherry Karpyshin Mainstage is a thrust or $\frac{3}{4}$ round stage – that means that the audience sits on three sides of the stage and the action is directed to all three sides.

The maximum number of wheelchair accessible seating is five (5) for each show.

When you are in this lobby there will be two (2) sets of stairs on your left and two (2) sets of stairs on your right to get up to the seats. There is also a walkway on either side to the floor seating. Please note there is a metal bar/transition bar on the floor by the walkway.

Once in the theatre there are steps up to the seats. The railing on the steps is intermittent so that rows of seats can be accessed. Every second step is a platform and is larger than the one before it.

If you are sitting in the front row of seating, your feet will be on the stage. Please keep any bags tucked safely under your seat.

Working dogs – if you are bringing a working dog with you, please let Box Office know when ordering your tickets – there are some seats in the area referred to as the side pie and centre pie (triangular sections of the theatre) that have a little more legroom and may provide more space for you and your dog.

Leg room – as well as the side and centre pie sections, the centre at the back has some extra legroom.

There is a seating map online. It can be found here: <https://www.pte.mb.ca/plan-your-visit/theatre-maps>



Image Description: A photo of the inside of the theatre from the back of the seating area looking down towards the stage.

Please do not step on the painted part of the stage, or touch anything on the set.

Please also remember that food is not allowed in the theatre, but drinks are.

Cell phones must be turned off. The lights and sounds are very distracting for the actors and for the other audience members seated around you.

Relaxed Performances

One performance for each play is designated as a Relaxed Performance, usually the second Friday of the two-week run. Relaxed Performances are designed for those who may benefit from a more relaxed approach to theatre viewing. House lights (the lights over the audience) will be left on at a low level, recorded sounds will be played a little quieter, audience members are encouraged to be authentically themselves – fidget, move, stim, vocalize – whatever you need to do to enjoy the performance and you can exit and enter the theatre if needed.

Volunteer ushers will be on hand to help you find your seats, the washrooms, fountains etc.

Movement – at times you may feel the need to leave the theatre and watch the performance on the television by the arch or to use the washroom – this is ok. However, as the Mainstage theatre is a thrust stage, the entrance that you used to get to your seat may be the same that the actors use to enter and exit the stage. Trying to leave at the same time as an actor is entering or exiting the stage can sometimes prove dangerous for both yourself and the actors. If there is action in the play that requires an entrance or exit of an actor as you are trying to leave, a volunteer usher will advise you to wait and will help you find a safe time to leave the theatre. Please listen to the volunteer – they are here to help you and to ensure your safety. Once you are out of the seating area, you may find an actor running from one door to another in order to make their next stage entrance – please be mindful of this, the actors cannot stop, chat, or change their route as the play depends on them being in the right place at the right time.

Quiet room – there will be a Quiet room/area set up for those who may need a break from the performance. The location of the Quiet room may change depending on the play. Please check the show-specific Fact Sheet if you would like to know the location ahead of your visit. On the day of the performance, a volunteer can help you find the Quiet room.

Content & Sensory Advisory – for each Relaxed Performance a Content & Sensory Advisory sheet will be prepared. The Advisory sheet explains a little about the play, will highlight any sudden lighting or sound changes, have photos of the cast (actors) in it, and will help you prepare for that specific play/performance. If you would like access to a Content & Sensory Advisory sheet, you can either let the Box Office know when you book your tickets or find it on the play page on the PTE website (pte.mb.ca) approximately one (1) week prior to each Relaxed Performance.

End of the Performance

At the end of the performance the cast of actors will come onto stage to bow. They may come out to bow more than once depending on the applause and reaction from the audience. Sometimes these bows (called curtain calls) can be quite loud – please be prepared for this. Please wait until the actors have left the stage and all the lights overhead come on fully before you exit the theatre. Unlike when you entered the theatre, everyone will be leaving at the same time so it might take a little longer before you are out in the lobby. Because there are a lot of steps in the theatre and each person moves at a different speed, please be patient with others as you exit.

Please do not step on the painted part of the stage or touch anything on the set as you leave.

After the show you can still use the washrooms, but the café and the lounge will be closed.

Questions

If you have questions about Relaxed Performances or the play itself, please call the Box Office at 204-942-5483 or email boxoffice@pte.mb.ca.

Thank you!

Thank you for attending a play at Prairie Theatre Exchange. We are excited that you have chosen to spend some time with us and hope to see you again!