

Royal Manitoba Winter Fair  
Commercial Exhibitor's Manual  
March 25 – March 30, 2019



Dear Exhibitor,

The Provincial Exhibition of Manitoba Board of Directors and staff welcome you to the 112<sup>th</sup> Royal Manitoba Winter Fair. The Royal Manitoba Winter Fair is looking forward to welcoming returning favourites as well as some great new Exhibitors!

The Commercial Exhibitor's Manual has been revised to include new rules and regulations. New and revised information has been highlighted.

The information included is a valuable tool in making your tradeshow experience a success. The manual is designed to provide information regarding display tips and regulations, move-in/move-out times, insurance liability and other useful tips. We ask that you share this information with those who will be working your booth during fair hours and those persons responsible for setting up and tearing down your exhibit.

If you require additional information, please contact the Tradeshow and Program Coordinator at (204) 726-3590 ext. 1003 or email [tradeshow@provincialex.com](mailto:tradeshow@provincialex.com).

We look forward to working with you in March.

Tradeshow and Program Coordinator  
Provincial Exhibition of Manitoba  
Phone: (204) 726-3590 ext. 1003  
Fax: (204) 725-0202  
[tradeshow@provincialex.com](mailto:tradeshow@provincialex.com)  
[www.royalmanitobawinterfair.com](http://www.royalmanitobawinterfair.com)

## Table of Contents

Important Reminders .....	5
Display Information .....	8
The Royal Manitoba Winter Fair Rules & Regulations.....	8
Aisle Space .....	8
Alcohol.....	8
Booth Assignment .....	8
C.A.F.E.....	8
Cancellations .....	9
Corner Booth Assignments .....	9
Damage & Defacing of Keystone Centre Property .....	9
Display Vehicles .....	9
Dispute Resolution .....	9
Exhibit Product/Services Approval .....	9
Exclusivity.....	10
Exhibitor Conduct.....	10
Exhibitor Passes.....	10
Giving Lane .....	10
Insurance.....	10
Internet & Phone Line Hook Up .....	11
Liability.....	11
Payment of Tradeshow Space.....	11
Prohibited Materials and Merchandise.....	12
Security.....	12
Signage .....	12
Smoking.....	12
Soliciting .....	12
Sound Systems .....	13
Staffing Exhibits.....	13
Subletting .....	13
Tradeshow Gold .....	13
The Royal Stage.....	13
Infraction Enforcement.....	14
Brandon Fire Department Regulations .....	14
Booth/Display Requirements.....	14
Decorative Material .....	14
Hazardous Displays .....	14
Use of Propane .....	14

2019 Royal Manitoba Winter Fair – Commercial Exhibitor’s Manual

Electrical Equipment..... 15

Heat Producing Appliances..... 15

Fire Exits..... 15

Exit Signs ..... 15

Fire Hose Cabinets, Fire Alarm Pull Stations, Portable Fire Extinguishers ..... 15

**Notification of Warning**..... 15

Non-Compliance Tickets ..... 15

Notification of Warning.....16

Loss Prevention Tips .....17

Display Manitoba Order Form..... 18

## Important Reminders

Application forms for the Royal Manitoba Winter Fair (RMWF) are available on our website ([www.royalmanitobawinterfair.com](http://www.royalmanitobawinterfair.com)).

- Applications are to include a minimum of 50% deposit. The remaining 50% is due January 31, 2019.
- Application submissions do not guarantee space. Applications will not be reviewed for space availability unless all required information is complete and the 50% deposit is included.
- Exhibitors from the 2018 Royal Manitoba Winter Fair who apply and pay for booth space prior to December 15, 2018 will have first right of refusal of their previous year’s (2018) booth location.
- If you apply for your booth prior to December 15, 2018, you will receive a discount of \$75 off your application fee. The booth is to be paid in full by December 15, 2018 to be eligible for the \$75 discount.
- The Provincial Exhibition has the sole discretion as to who is accepted

Where possible all correspondence will be done via email. If you need to send correspondence or payments to us via regular mail, the mailing address of the Provincial Exhibition of Manitoba’s office is:

Provincial Exhibition of Manitoba  
Unit 1A – 1200 13<sup>th</sup> Street  
Brandon, MB R7A 4S8  
Main Office Number: (204) 726-3590  
Fax Number: (204) 725-0202

The Provincial Exhibition staff will move their office to a temporary location at the Keystone Centre one week prior to the start of the fair. The phone number will remain the same.

### Statistics

	2018	2017	2016	2015	2014
Total Gate Attendance:	110,000	112,000	110,000	102,000	108,800
Average Temperatures:					
High:	-3.43°C	6.00°C	7.23°C	6.48°C	-1.8°C
Low:	-14.33°C	-0.43°C	-6.36°C	-4.57°C	-13.8°C

### Show Dates

Monday, March 25 to Saturday, March 30, 2019

### Move In Date

Saturday, March 23, 2019 – 8:30am to 6:00pm  
Sunday, March 24, 2019 – 8:30am to 6:00pm

Move-in will be by appointment. A form will be available on our website and will also be emailed to Exhibitors in late January, early February. The form will need to be returned to the Tradeshow Coordinator by Monday, March 4 indicating your move-in time preference.

When you arrive to move in, please come to the Tradeshow Office, located in the Manitoba Room to check in **prior** to moving any items in.

**\*Please note\*** If you require an earlier or later move in time or if you have a large display or trailer that needs to be maneuvered with a truck or forklift, please contact the Tradeshow Coordinator to Friday, March 15<sup>th</sup>, 2019 to arrange your move in. There will be a few dollies available for use.

**Show Hours**

*Arena & Main Concourses*

Monday: 9:00am to close of show (approx. 10pm)  
Tuesday to Saturday: 10:00am to close of show (approx. 10pm)

*UCT Pavilion, Manitoba Room & Lower Hallways*

Monday: 9:00am to 7:00pm  
Tuesday to Saturday: 10:00am to 7:00pm

**Move Out Date**

UCT Pavilion, Manitoba Room & Lower Hallways: Saturday, March 30<sup>th</sup> after 7:00pm

Arena & Main Concourses: Saturday, March 30<sup>th</sup> – close of show (approx. 10:00pm)

No exhibit booth shall be cleared of any merchandise or dismantled in whole or in part prior to the official closing of your area as listed above. Should an exhibition booth be cleared of any merchandise or dismantled in whole or in part prior to the official closing, the Exhibitor will incur a \$200.00 charge and may not be accepted into any future Provincial Exhibition events.

All exhibitors will need to be fully moved out of the Keystone Centre by 12:00pm on Sunday, March 31<sup>st</sup>, 2019.

**Booth Fees**

The booth rates for the 2019 Royal Manitoba Winter Fair tradeshow have increased approximately 2%. The rates for a 10’ booth will be as follows:

Blue Hallway:	\$745.00
Manitoba Room & UCT Pavilion:	\$830.00
Arena Concourse:	\$880.00
Main Concourse:	\$995.00

Booth fees include 15AMP electrical service (2 household sockets). If additional electricity is required, it may be purchased for \$40 per 15AMPs and the additional electrical requirements must be included on the application form.

For exhibits that require more than 4 booths, the first 4 booths will be at full price with the additional booths receiving a 25% discount per booth.

Non-profit organizations and charities are eligible to receive a 15% discount on the cost of their booths, if they are located in one of the above mentioned locations.

Full and final payment for exhibit space must be made prior to January 31<sup>st</sup>, 2019, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

**Hotel Listings**

There is a high demand for hotel rooms during the week of Winter Fair. We recommend you book your hotel room well in advance in order to ensure availability. Please visit the link below for the Tourism Brandon website which offers a listing of hotels. [www.brandontourism.com/accomodations/hotels](http://www.brandontourism.com/accomodations/hotels)

**Parking**

No reserved parking is available. The Keystone Centre parking lot is rush parking for exhibitors as well as the general public. We apologize for any inconvenience. We do have Exhibitor Gate passes, which allow Exhibitors to enter the Keystone Centre grounds at 13<sup>th</sup> Street & Brandon Avenue. Canad Inns (attached to the Keystone Centre on the west side) also has parking; however, there is a parking fee for the day.

**Banking Facilities**

There are no banking or coin change facilities on site. However, cash withdrawals can be made through the bank machines located throughout the Keystone Centre.

Please note that mobile devices, including cell phones, and wireless or satellite debit and credit card machines are not guaranteed to work consistently throughout the building. Please confirm with your service provider if you will be able to use your device within the Keystone Centre.

**Shipping, Receiving & Deliveries**

Any deliveries to the Exhibitors prior to the RMWF should be clearly marked with the name of the Exhibitor. Please ensure the shipment is clearly labelled (see below) and is shipped to the Keystone Centre.

The Keystone Centre  
Attn.: Prov. Ex. Tradeshow Coordinator  
1175 18<sup>th</sup> St.  
Brandon, MB R7A 7C5  
Exhibitor’s Name  
Manitoba Room (overhead door #15)

**Shipments may not be received prior to Wednesday, March 20, 2019.  
Only PREPAID shipments will be accepted.**

*\*Please note\** The Provincial Exhibition of Manitoba does not accept responsibility for the security, condition, or safekeeping of any shipments received on the exhibitor’s behalf. The Provincial Exhibition is not responsible for the condition of the shipments received or for verifying the number of packages in the shipment received.

**Taxes**

Please call (204) 945-5603 or visit [www.gov.mb.ca/finance/taxation](http://www.gov.mb.ca/finance/taxation) to ensure you understand your requirement to collect and remit the applicable PST on your sales/services.

**Exhibitors’ Night (are we having this event?)**

Canad Inns Destination Brandon invites all exhibitors to the Exhibitors’ Night at the Great Western Roadhouse. The Exhibitors’ Night will be on Sunday, March 24<sup>th</sup>, 2019. Exhibitors will receive 2 passes per 10 foot booth. If you require additional passes, please contact the Tradeshow Coordinator.

**Accommodation Tax**

We would greatly appreciate it if you would let us know how many nights you’ll be spending in hotels during the Fair/Exposition and which hotels you’ll be staying at. This information will help us continue to put on quality events and draw visitors to the Brandon area. We are eligible for funding from the accommodation tax program based on the number of room nights our event generates.

## Display Information

The information in this manual is intended to provide a foundation for constructing a commercial exhibit at the Royal Manitoba Winter Fair. Exhibitors are expected to create a professional, attractive, eye-catching display that does not infringe on adjacent or neighbouring booths or aisles. All booth displays, signage, decorations and products **must be contained entirely within the space allocated in the contract agreement.**

The Provincial Exhibition staff as well as any designated Safety Inspector shall have, at all times, the right to enter and inspect the booth space allotted to the exhibitor.

The exhibit space includes an 8ft high curtained backdrop and two 3ft high curtained side arms. Tables, chairs, carpet, etc. are not included in the exhibit space. You may bring your own table and chairs or rent them through Display Manitoba. If you need to rent them through Display Manitoba, please place the order by Monday, March 11<sup>th</sup>, 2019 and use the form that is included at the end of the manual.

When designing your booth, don’t forget about the Royal Manitoba Winter Fair Booth Awards. There will be prizes for the “Best Single Booth,” “Best Multiple Booth” (2 booths or more) and “Most Innovative Booth.” The judges for the Booth Awards will include the Tradeshow/Program Coordinator and the RMWF Tradeshow Chair or the Events Manager. The booths will be judged Monday, March 25<sup>th</sup> after 4PM. The winners of the awards will have their booth and location announced in the Main Arena on Tuesday, March 26<sup>th</sup>.

## The Royal Manitoba Winter Fair Rules & Regulations

### ***Aisle Space***

Aisle space may not be used for exhibit purposes, general solicitation, or literature distribution. All exhibit material is strictly forbidden outside the immediate exhibit area.

### ***Alcohol***

Alcohol is not permitted in exhibits. Alcohol consumption is only permitted in designated areas.

### ***Booth Assignment***

The Provincial Exhibition will assign ALL tradeshow space. Exhibitors from the 2018 Royal Manitoba Winter Fair who apply and pay for booth space prior to December 15, 2018 will have first right of refusal of their previous year’s (2018) booth location.

Exhibitors are NOT to move, switch or trade locations. Exhibitors who do so will be fined \$250, may be asked to leave and will not be accepted as an exhibitor at future Provincial Exhibition of Manitoba events.

### ***C.A.F.E.***

The Provincial Exhibition is a member of the Canadian Association of Fairs and Exhibitions (C.A.F.E.). C.A.F.E. has strengthened the fair industry by introducing innovative new entertainment options, bringing vendors and fair managers together, and enabling all aspects of our industry to share ideas and grow. To continue the work of advocating and growing the fair industry, C.A.F.E. has implemented a fee for all tradeshow vendors. If you are a C.A.F.E. member, there is no charge. If you are not a C.A.F.E. member, the fee will be \$25.00. For additional information on becoming a C.A.F.E. member and the benefits of membership, please visit the C.A.F.E. website at [www.canadian-fairs.ca](http://www.canadian-fairs.ca).



### ***Cancellations***

In the event the Exhibitor cancels their application for exhibit space(s) prior to January 31, 2019, 25% of their booth cost will be forfeited. No refunds will be issued for cancellations after January 31, 2019.

The Provincial Exhibition will take into consideration refunds for any cases of cancellations due to death or other major emergency.

### ***Corner Booth Assignments***

Corner booth spaces, meaning that Fair guests may enter your booth from 2 sides, are limited and assigned on a first come, first served basis. We do offer our returning exhibitors first right of refusal of their previous year's space. **The fee for corner access is \$125** (in addition to the cost of the booth). If you pay for but do not receive a corner booth, we will reimburse you the cost paid for the corner booth.

### ***Damage & Defacing of Keystone Centre Property***

Exhibitors are not permitted to paint, nail, drill or attach any items to the floors, walls, ceilings or any part of the Keystone Centre buildings.

### ***Display Vehicles***

If you are bringing in a motor vehicle of any kind for display purposes, it needs to have a locking gas cap as per the fire safety regulations. If the gas tank can only be popped open from inside the vehicle and the doors remain locked at all times, this will be sufficient.

All display vehicles need to have 1 set of keys left with the Tradeshow Coordinator.

The display vehicle, as well as any tables and chairs, must fit inside the contracted space.

### ***Dispute Resolution***

In all cases of irresolvable dispute between exhibitors or between exhibitors and the Provincial Exhibition concerning interpretation of these rules and regulations, the Provincial Exhibition will request details of the complaint(s) in writing. The complaint(s) will be forwarded to the Provincial Exhibition's General Manager to be replied to in writing. The interpretation and subsequent decision of the Provincial Exhibition will be final.

### ***Exhibit Product/Services Approval***

All products/services, including raffles and draws, must be indicated on the application form and receive approval by the Provincial Exhibition. The Provincial Exhibition reserves the right to withhold approval of the Exhibitor's products or services. Should an Exhibitor wish to distribute a product or service free of charge, written approval will be required and may not be provided should another Exhibitor be selling said or a similar product or service. At the request of the Provincial Exhibition, an Exhibitor shall immediately remove any product or service included in an exhibit for which approval has not been given.

Free distribution of wooden or book matches, helium balloons and non-helium balloons is not permitted. All other types of giveaways must be approved in writing by the Provincial Exhibition.

No used or second-hand articles or goods are permitted for sale.

No Exhibitor may sell articles bearing the logo of the Provincial Exhibition, RMWF, Manitoba Summer Fair or Manitoba Ag Ex without written permission from the Provincial Exhibition of Manitoba.

The Provincial Exhibition reserves the right to prohibit exhibits or exhibitors considered objectionable by the Provincial Exhibition management.

**Exclusivity**

The Provincial Exhibition of Manitoba does not guarantee exclusivity to any exhibitor, unless specifically stated in writing.

**Exhibitor Conduct**

All exhibitors are expected to conduct themselves in a respectful and professional manner in all their dealings with other exhibitors, attendees and the Provincial Exhibition staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors failing to conduct business in a professional manner may be removed from the show.

**Exhibitor Passes**

Vendors will be allocated 2 WEEKLY passes for each 10’ x 10’ booth purchased. If additional weekly passes are required, they may be purchased at the Exhibitor rate of \$69.00.

Daily passes:	\$11.50 per daily pass
Weekly passes:	\$69.00 per weekly pass

Vendors will only be able to purchase or convert additional weekly and daily passes at the Exhibitor rate until NOON on the first day of the Fair.

**Giving Lane**

Giving Lane is an area of the Royal Manitoba Winter Fair that will showcase non-profit organizations, the work they are doing and how the community can become involved. It will also provide an opportunity for the organization to raise funds by selling raffle tickets or products. A current CRA Charity Number, which is in good standing, is required to participate.

Giving Lane will be located along Main Street (running east west from the Curling Club entrance) and will be open from 10AM – 7PM. Unlike other areas of the tradeshow, a booth in Giving Lane does not have to be manned at all times. However, to take full advantage of the opportunity to showcase your organization, it is recommended that you have the booth manned.

A 10’ x 8’ booth is \$425.00, which includes 15 AMP electricity. The booth will have an 8’ backdrop curtain and 3’ side curtains. With your booth, your organization will be listed (and linked to your website) on the Giving Lane page of the Royal Manitoba Winter Fair website.

**Insurance**

The exhibitor/participant, at his or her own cost, shall procure and maintain in full force and effect during the time of this Agreement, a Commercial General Liability (CGL) insurance policy or other insurance form acceptable to Provincial Exhibition of Manitoba management with a combined single limit of not less than **TWO MILLION DOLLARS (\$2,000,000.00 CAD)** for bodily injury or death and for property damage. The insurance policy must have a policy territory which includes Canada, and be underwritten by an insurer acceptable to the Provincial Exhibition of Manitoba (generally AM Best rating of B+ or higher). The Provincial Exhibition of Manitoba must be added as an additional insured on the exhibitor’s insurance policy:

Provincial Exhibition of Manitoba  
Unit A1 – 1200 13<sup>th</sup> Street  
Brandon, MB R7A 4S8

**Insurance coverage meeting the above requirements must be maintained during the period of Sunday, March 24, 2019 to Sunday, March 31, 2019.**

This insurance is designed to protect the attending general public, other exhibitors/participants, the fair organizers as well as yourself against possible lawsuits arising from your participation at our event.

**Exhibitors/Participants who have not provided proof of sufficient coverage will not be allowed to move in, participate and/or set up their booth(s) until the insurance certificate has been provided to the Provincial Exhibition management.**

If you already have Commercial General Liability Insurance in place and the Provincial Exhibition has been added as an additional insured, please provide the Provincial Exhibition with a certificate of insurance; this can be obtained from your insurance provider. Fax the copy directly to (204) 725-0202 or email to [tradeshow@provincialexhibition.com](mailto:tradeshow@provincialexhibition.com).

If you do not carry insurance normally, short-term insurance policies covering your liability exposure for the period of the event can be obtained by contacting Guild Insurance Brokers at (204) 729-4949 or 1-866-277-4949.

Insurance certificates are to be sent to the Provincial Exhibition of Manitoba by Monday, February 25, 2019 by fax (204-725-0202) or email ([tradeshow@provincialex.com](mailto:tradeshow@provincialex.com)).

### ***Internet & Phone Line Hook Up***

Wireless internet access is available throughout the Keystone Centre. There is no charge for the wireless internet; however, the connection cannot be guaranteed. If you require wireless internet access, please contact the Tradeshow Coordinator for the password when you arrive.

If you require a hard line internet connection, you will need to order the hard line connection through the Keystone Sales Office. Please use the link below to fill out the request form. Hard line internet orders need to be placed a minimum of 15 business days before the opening of the Fair.

<http://www.keystonecentre.com/meetings/internet-access/>

### ***Liability***

The Provincial Exhibition of Manitoba will not be liable for any loss, damage or injury to the Exhibitor / Participant, including its owner, rider, products or employees. Exhibitors and participants must maintain insurance on their exhibit, equipment, animals and staff at their own expense.

The exhibitor/participant/owner/rider agrees to indemnify and hold harmless both the Provincial Exhibition of Manitoba and the Keystone Centre including their respective Directors, members, employees, volunteers and/or the Show Committee against any and all claims of any persons whomsoever. The Provincial Exhibition assumes no liability for damages or losses resulting from or related to the failure of the Exhibitor to comply with the provisions of the agreement. Under these circumstances the Provincial Exhibition is under no obligation to refund the Exhibitor's fees.

### ***Payment of Tradeshow Space***

A 50% deposit is required with the application to the tradeshow. Applications that do not include the deposit will not be processed. If taking advantage of the early registration discount, full and final payment is due by December 15, 2018. Final payment is due January 31, 2019 if you do not take advantage of the early registration discount.

If you are applying after January 31, 2019, full payment must accompany the application.

You may pay by cash, debit card, credit card, cheque or e-transfer. If you are paying by e-transfer, here is the information you will require:

- Email Address: [sandi@provincialex.com](mailto:sandi@provincialex.com)
- Password: RMWFtradeshow

- Subject Line / Notes: 2019 RMWF Tradeshow

### ***Prohibited Materials and Merchandise***

The usage and/or sale of the following materials is strictly prohibited:

1. Laser pointers.
2. Display, sales, or advocacy of items or paraphernalia that may be seen to promote in any way the use of illegal substances.
3. Live animals are not permitted at any time in booth locations. Service animals are exempt.
4. Bales of any kind are not permitted for décor use unless they have been covered with a fire retardant spray.
5. Weapons of any kind (including but not limited to guns, knives, swords, spears, arrows), whether real, toy or replicas.

The use of the following material processes or equipment is strictly prohibited:

1. Fireworks
2. Blasting agents
3. Explosives
4. Flammable cryogenic gases
5. Storage or display of ammunition and/or firearms
6. Use of flammable liquids or dangerous chemicals

### ***Security***

The Provincial Exhibition of Manitoba provides general building security for the duration of the show including the published move-in/out dates.

**\*Please note\*** We are not responsible for any theft, loss of material or damage to Exhibitors' property. Please take appropriate measures to protect your booth and its contents.

### ***Security Precautions***

- Do not leave electronics, briefcases, calculators, cameras, etc. in unattended booths.
- Secure all items in your display at the end of each day and remove all items of value.
- Cover your display(s) at night.
- Never leave your exhibit unattended during move-in or move-out.
- Report all damage, lost items, or any suspicious persons/activity to on-site security immediately.

### ***Signage***

Handwritten signs are not permitted. All signs must be produced professionally. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space

### ***Smoking***

Smoking, e-cigarettes and vaping are not permitted within the Keystone Centre.

### ***Soliciting***

Soliciting business and distributing samples or souvenirs or using costumed personnel is not permitted in the aisles, other exhibitors' booths, or building entrances or exits anywhere on the grounds of the RMWF. In addition, exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area of another exhibitor, conducting business, or speaking with another exhibitor. Sales people are prohibited from operating in the aisles and must conduct business within the confinements of their own booth space while not conflicting with other exhibitors.

### **Sound Systems**

Exhibitors who are using amplifiers or similar devices for the purposes of attracting attention to the exhibitor’s booth must contain the sound within their own exhibit. The Provincial Exhibition reserves the right to control sound in the event that it becomes a nuisance to adjoining exhibits.

### **Staffing Exhibits**

Exhibitors are required to maintain staff in their exhibits at **ALL** times during the show hours. The buying public is on the floor until the last minute and expects exhibitors to be present. Security is certainly a concern when exhibits are not staffed at all times.

### **Subletting**

Exhibitors must not sublet, re-license or sell any portion of allocated exhibit space to another manufacturer, distributor, company or person without the written consent of the Tradeshow Coordinator for the Provincial Exhibition of Manitoba.

### **Tradeshow Gold**

Tradeshow Gold provides an opportunity for Exhibitors to increase their visibility and promote their products at the Royal Manitoba Winter Fair. This opportunity includes rotational announcer recognition in Westoba Place Arena and Westoba Agricultural Centre of Excellence, logo with website link on the tradeshow page of the Royal Manitoba Winter Fair website, social media presence and an 8’ skirted table with 2 chairs. The social media benefits include:

- Facebook and/or Twitter
- Posts will be at random times and days.
- Logo and website will be provided by the Exhibitor.
- Company logo will be added to the image below with the text “Proud Vendor at the 2019 RMWF Trade Show.”



- Website address will be included in the post text.

The schedule for the social media posts will be:

- Purchase Tradeshow Gold by December 15 and you will receive 10 social media posts between December 15, 2018 and March 24, 2019.
- Purchase Tradeshow Gold by January 30 and you will receive 5 social media posts between January 30, 2019 and March 24, 2019.
- Purchase Tradeshow Gold by March 15 and you will receive 2 social media posts between March 15, 2019 and March 24, 2019.

To purchase Tradeshow Gold for \$500, contact the Tradeshow Coordinator.

### **The Royal Stage**

The Royal Stage will return to the Manitoba Room again this year. If you have a product that you would like to give a demonstration on, we can schedule you on the Stage! The cost is \$50 per 30 minute demonstration. As an Exhibitor, you know your product best and would be able to determine if you would like to provide a demonstration and how many demonstrations you would like to have on the Stage. If

you would like to participate, please contact the Tradeshow Coordinator at (204) 726-3590 ext. 1003 or by email at [tradeshow@provincialex.com](mailto:tradeshow@provincialex.com).

## **Infraction Enforcement**

Staff will monitor exhibitor booth operations throughout the Royal Manitoba Winter Fair to ensure that all exhibitors comply with the rules and regulations. Booth infractions will be issued to exhibitors as needed by the Provincial Exhibition's staff and will be recorded in the exhibitor's file. Booth infractions will be used to determine future acceptance into our shows. In addition, the Provincial Exhibition of Manitoba may invoke a fine of \$250.00 for any of the booth infractions as outlined below.

Booth infractions may be issued if exhibitors fail to comply with the following:

- Have the booth opened and closed as per fair hours.
- Have the booth staffed for all of the fair hours.
- Have the booth and all products displayed within licensed area.
- Sell any items on the prohibited materials merchandise list.
- If complaints are received from patrons and/or other exhibitors.
- Adhering to Rules & Regulations as outlined in the Exhibitor's Manual.
- Being co-operative with Provincial Exhibition Directors and staff, Paladin Security personnel and Keystone Centre personnel.

## **Brandon Fire Department Regulations**

The following Manitoba Fire Code Regulations shall be observed by all exhibitors at the Keystone Centre Complex, Brandon.

### ***Booth/Display Requirements***

- Vertical panels at the back of the booth shall not exceed **eight (8) feet** in height (exceptions to the eight (8) foot regulation may be allowed by the Keystone Centre Complex and the Brandon Fire Department although pre-approval is required).
- All booths shall be constructed with non-combustible or limited – combustibile materials.
- Tents, that allow access to the public, must be fire resistant or treated with a flame retardant solution to meet with a flame test as per the Manitoba Fire Code.
- Accumulation of combustibile materials within a booth is prohibited.
- **Exhibitors are responsible for maintaining their display within the space assigned.**

### ***Decorative Material***

- All materials used for draping, decorations or dust covers must be fire resistant or treated with a flame retardant solution to meet with a flame test as per the Manitoba Fire Code

### ***Hazardous Displays***

- Hazardous displays of any nature shall not be permitted in any exhibition area. This includes but is not limited to hot flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, toxic liquids or gases, hazardous chemicals, or any hazardous liquids, solids or gases of a similar nature.

### ***Use of Propane***

- No indoor use of propane of any size.
- Outdoor use is permitted.

### ***Electrical Equipment***

- All electrical equipment (portable panels etc.) shall be tied directly into the electrical panels. This shall be done by a qualified electrician.
- Surge protected power bars may be used for temporary power source (CSA Approved).
- If an extension cord must be used it is required to be plugged into a permanent power supply (CSA Approved. Must be unplugged when not being used and without supervision).
- All appliances shall comply with Manitoba Electrical Code or C.S.A.
- Ceiling tiles shall not be lifted to accommodate electrical drop cords.

### ***Heat Producing Appliances***

- All appliances shall be U.L.C. approved.
- All natural gas/propane connections shall be conducted, under permit, by a licensed contractor.
- Appliances that are heat producing shall be provided with an adequate barrier to protect the public from burn injuries.
- When these appliances are operational they shall not be left unattended.
- All appliances must be approved for indoor use to be operated inside.

### ***Fire Exits***

- Exit doors shall be kept free of obstructions at all times. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairwells and other exit areas.
- The entire width of the exit door/s shall be maintained free of obstructions.

### ***Exit Signs***

- Exit signs must be visible from any location in a room.
- Temporary exit signs may be required, to identify exit travel or exit door locations, if a display obstructs the existing exit signs.

### ***Fire Hose Cabinets, Fire Alarm Pull Stations, Portable Fire Extinguishers***

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment will be required. Nothing is to be stored in front of any fire safety devices at any time.

### ***Notification of Warning***

- Failure to comply with the above regulations may result in issuing a Notification of Warning letter. A copy of the letter maybe found at the end of the manual.

### ***Non-Compliance Tickets***

- Failure to comply with the above regulations may result in the issuing of a Non-Compliance Ticket with fines subject to the fee schedule as per Fire Prevention By-Law No. 6063/12/93.



## Notification of Warning



### BRANDON FIRE AND EMERGENCY SERVICES

120 19<sup>th</sup> Street North  
Brandon, Manitoba R7B 3X6  
Phone (204) 729-2410 or (204) 729-2400  
Fax (204) 729-8970

**Fire Prevention Officer ~ Kevin Groff**  
Phone: (204) 729-2413  
e-mail: k.groff@brandon.ca

### Notification of Warning – Non-Compliant Building Safety

This letter is to officially address a complaint that was registered and confirmed by the Brandon Fire and Emergency Services regarding an improper usage of Fire & Life Safety Systems at \_\_\_\_\_, in the City of Brandon, on the date of \_\_\_\_\_.

#### Fire Safety

Fire lanes, exits, hose cabinets and electrical panels are to be clear and accessible at all times. Portable electrical panels used to supply power for temporary use must be free and clear of any combustibles. Water lines, sprinkler lines, electrical conduits or fixtures must not have anything hung from them. Brandon Fire and Emergency Services reserves the right to require any item that is deemed dangerous or unsafe corrected to comply with Bylaw No. 7200.

In the event that extension cords (must be CSA approved) are used to supply power for temporary use all extensions cords are to be unplugged after each use. Extension cords are not to cause a trip hazard in doorways or walkways.

Failing to follow these guidelines may result in fines and possibly removal from the premises.

BY-LAW NO. 7200

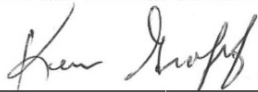
#### OFFENSES, PENALTIES AND ENACTMENT

32. Any person who contravenes, or does not comply, or improperly complies, or only partly complies with any provisions of this by-law commits an offence. Everyone who commits an offence is guilty of a summary offence and is liable to a fine as set out in the City’s annual fee schedule. You will be removed and restricted from any event held at this location until further notice. A new application would be required and approved before being allowed to participate in events at this location.

#### **Violation(s):**

- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_

**PLEASE NOTE: THIS IS A WARNING NOTICE. ADDITIONAL VIOLATIONS WILL RESULT IN PERMITS BEING REVOKED AND/OR FINES BEING ISSUED.**

Signed: 

Date: \_\_\_\_\_

Fire Prevention Officer  
Brandon Fire and Emergency Services





**Paladin Security**



## Loss Prevention Tips

Although there will be Security Staff on site and at the event there will be times when the areas are extremely vulnerable. Such cases would be when the halls open in the morning and when they close at night. At these times the traffic in and out of the rooms is the greatest, it is at these times that most exhibit items are stolen or go missing. Areas with after hour traffic are particularly vulnerable to *walk by theft*.

Here are some Loss Prevention Tips that will help the Security Staff with their duties as well as protect your merchandise and exhibit. When closing your booth at night:

1. Always attempt to put valuable merchandise in a place where it cannot be seen by the public.
2. If the item cannot be removed from the display area or hidden out of site try to cover it up with a blanket or tarp.
3. If you have a walk-in display or booth, place a table or put up a rope in front of the entrance to deter people from walking in.
4. If there is something that cannot be hidden or taken with you please notify security. They will do their best to keep an eye on it and may have helpful advice for you on suitable precautions.
5. If you have any issues and/or find that something is missing from your booth contact the nearest Security Officer and report it.

If you have any other questions or concerns regarding the security at an event the onsite office can be reached at (204) 726 3507.

# Display Manitoba Order Form



**ROYAL MANITOBA WINTER FAIR  
MARCH 25 – MARCH 30, 2019**

Unit A1, 1200 13<sup>th</sup> St., Brandon, MB R7A 4S8  
(204) 727-4837 – phone  
(204) 725-0202 – fax  
info@displaymanitoba.ca  
www.displaymanitoba.ca

## EXHIBITOR ORDER FORM

Qty.	Description	Adv Order Price	Late Order Price	Total	Qty.	Description	Adv. Order Price	Late Order Price	Total
<b>FURNITURE</b>					<b>SPECIAL SERVICES</b>				
	Chair (s)	\$8.00	\$10.00			White Linen Table Cloths	\$6.00	\$8.00	
	Stools	\$12.00	\$15.00			Blue Table Skirting	\$20.00	\$25.00	
	Barstools	\$18.00	\$24.00						
	Round Cocktail Tables	\$45.00	\$55.00		<b>DRAPE PARTITIONING (ADDITIONAL)</b>				
	Waste Basket	\$5.00	\$7.00			3' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$5.00	\$6.00	
	Artificial Trees	\$35.00	\$40.00			8' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$6.00	\$6.00	
<b>CARPETING (INSTALLED)</b>						12' Blue	\$7.00	\$8.00	
	10' x 10' (blue/grey)	\$100.00	\$125.00						
	10' x 20' (blue/grey)	\$175.00	\$210.00						
	10' x 30' (blue/grey)	\$250.00	\$300.00						
Carpet damaged by oils, cuts or other means after being laid – a damage surcharge will apply.					<b>REMINDER. . . ADVANCE PAYMENT IN FULL, INCLUDING SALES TAXES IS REQUIRED ON ALL ORDERS.</b>				
<b>DECORATED TABLES</b>									
	6' Decorated (3 sides)	\$60.00	\$70.00		SUB-TOTAL				
	8' Decorated (3 sides)	\$60.00	\$70.00		8% MB Retail Sales Tax				
	4' Decorated (3 sides)	\$50.00	\$55.00		GST No: R100623792		5% GST		
	Plain Table 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	\$30.00	\$35.00		<b>TOTAL</b>				

**NOTE: All advance orders must be received by Monday March 11, 2019.**

Orders received during set-up on C.O.D. basis only and are subject to a 25% late fee. All payments must be received prior to show opening. Invoice will be sent approximately 2 weeks prior to event and will include a link to pay online with credit card.

Invoice will be your confirmation that we have received your order, if you have sent an order but have not received an invoice please contact us directly.

Tables are tracked and you will be charged double for taking an item(s) from another booth without permission.

PLEASE REMIT ORDERS/CHEQUES TO: **DISPLAY MANITOBA**  
Unit A1, 1200 13<sup>th</sup> Street  
Brandon, MB R7A 4S8

Please Type or Print

Today's Date: \_\_\_\_\_ PO Number: \_\_\_\_\_

\*Name of Firm: \_\_\_\_\_ Booth No: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Contact Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\* Required information to process your order