

Manitoba Ag Ex
Manitoba Finals Rodeo
Commercial Exhibitor's Manual
October 24th – 26th, 2019



Dear Exhibitor,

The Provincial Exhibition of Manitoba Board of Directors and staff welcome you to the Manitoba Rodeo Finals at Manitoba Ag Ex. The successful partnerships with the Manitoba Rodeo Cowboys Association, NAERIC Barrels of Cash, Manitoba Superhorse and Hagan Performance & Ranch Horse are continuing again this year!

We are excited to continue to build the tradeshow into one that the competitors and the public will want to visit and shop at!

The information included in this manual 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 Operations Manager at (204) 726-3590 ext. 1003 or email tradeshow@provincialex.com.

We look forward to working with you in October.

Tradeshow and Operations Manager
Provincial Exhibition of Manitoba
Phone: (204) 726-3590 ext. 1003
Fax: (204)725-0202
tradeshow@provincialexhibition.com
www.manitobaagex.com

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Once again the Manitoba Ag Ex will host Manitoba's largest all breed cattle show, the Manitoba Finals Rodeo, NAERIC Barrels of Cash Sale & Futurity, Manitoba Superhorse 50/50 Futurity and Hagan Performance & Ranch Horse Sale. The western horse portion of Manitoba Ag Ex will take place primarily in Westoba Place, while the cattle portion will take place in the Westoba Agricultural Centre of Excellence. While you are at the show be sure to take the time to wander down and see the horse and cattle exhibitors!

THE MANITOBA FINALS RODEO

The Manitoba Rodeo Cowboys Association approves amateur rodeos in the provinces of Manitoba and Saskatchewan and in North Dakota, USA. The MRCA amateur rodeo includes the following events: Bareback Riding, Bull Riding, Saddle Bronc, Tie Down Roping, Steer Wrestling, Team Roping and Ladies Barrel Racing.

During the season, rodeo competitors collect points for their placings at each rodeo. The top 10 in each event at season end are invited to compete at the "Sudden Death" Manitoba Rodeo Finals. Finalists compete to earn the year end Championship titles, trophy saddles, buckles and prize money.

NAERIC BARRELS OF CASH SALE & FUTURITY

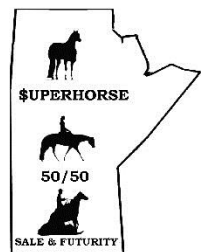


In 2008 a group of Equine Ranchers formed a Light Horse Marketing group. A plan to hold an Auction and a Futurity to help market our foals was formed. The NAERIC BARRELS OF CASH SALE & FUTURITY was started and the sale has been held every fall since. Approximately 40 foals are sold each year and only foals sold through the sale are eligible to come

back as 5 year olds to run in the Futurity for a purse of \$9,000.00. A Stake Race has also been added for horses 6 and over who have been sold through the Barrels of Cash Sale. The Futurity and Stake race have been growing every year. With over 100 horses and riders competing in this event a great weekend of Barrel Racing is sure to be had!

MANITOBA SUPERHORSE 50/50 FUTURITY

The Manitoba Superhorse 50/50 Futurity is a success story unparalleled in Western Canada. Its success has been dependent upon the support of the Manitoba breeders who bring their good weanlings to the sale each fall and give half the selling price back to the futurity pot and upon the support of the buyers who pack the stands each fall as they bid on the weanling they think will come back and win the two year old Futurity. The Manitoba Superhorse 50/50 Futurity has been a phenomenon in the horse industry with the futurity pot growing to make it the richest futurity in Western Canada. The show gives many people the opportunity to see the finished product from several different breeders in one venue. The sale gives horsemen a chance to see how good their eye is. It is a gamble that many enjoy taking and one that pays handsomely when all is said and done.



HAGAN PERFORMANCE & RANCH HORSE SALE



The Hagan family farm consists of three families that have been involved in every aspect of ranching and farming. Located in Southwestern Manitoba, the family stands behind their mission statement: "To start with the best horses we can, make them real ranch horses, horses that we use for our day to day ranching and offer them for sale with honesty and integrity."

The Hagan Performance and Ranch Horse sale is a select sale comprised of horses from only the Hagan family. Three families united to produce "been there done that," safe, family friendly horses. The Hagans work extremely hard to create extensive videos of each horse and have buyers come out to the ranch to stay and test ride their horses. The Hagan family will bring great horses that can be viewed prior to the sale on Saturday!

Important Reminders

Application forms to the Manitoba Rodeo Finals Tradeshow are available on our website (www.manitobaagex.com).

- Application is to include a minimum 50% deposit. The remaining 50% is due September 30, 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 received.
- The Provincial Exhibition has the sole discretion as to who is accepted to participate in the Tradeshow.

Where possible, all correspondence will be done via email. If you need to send correspondence or payments to us via regular mail, our mailing address is:

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

Show Dates

Thursday October 24, 2019 – Saturday October 26, 2019

Move In Date

Wednesday October 23, 2019 – 8:30am to 4:00pm
Thursday October 24, 2019 – 8:00am to 3:00pm.

When you arrive to move in, please come to the Tradeshow desk, located on the Main Concourse by the East Doors to check in **prior** to moving any items in.

If you require an earlier or later move in time or if you have a large display, please contact the Tradeshow Manager to arrange your move in. There will be a few dollies available for use. As all the tradeshow space is located on the Arena Concourse, a forklift is not available, but there may be a pallet jack available for you to use.

Show Hours

Thursday October 24 th	6:30PM to 11PM (or the close of the show)
Friday October 25 th	6:30PM to 11PM (or the close of the show)
Saturday October 26 th	6:30PM to 11PM (or the close of the show)

Please note The arena will be used during the day and the public will be encouraged to attend. I encourage you to be open from Noon onwards on the Friday and Saturday, however if you are not able to be open until 6:30PM that is permitted.

Move Out Date

Saturday October 26, 2019 – after the close of the show.

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 \$250.00 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, October 27, 2019.

Booth Fees

The booth rates for 2019 Manitoba Ag Ex tradeshow will be \$300 for a 10' x 8' booth.

Booth fees include 2 weekend passes to the Rodeo, 15AMP electrical service (2 household sockets), an 8' backdrop curtain and 3' sidearm curtains. If additional electricity is required, it may be purchased for \$40 per 15AMP's and the additional electrical requirements must be included on the application form.

If you would like to convert the weekend pass to 3 daily passes, there is a \$10 charge. **Additional passes** may be purchased at a rate of:

Daily passes:	\$10 per daily pass
Weekend passes:	\$25 per weekly pass

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.

Full and final payment for exhibit space must be made prior to September 30, 2019, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in. Payments that are returned NSF will be charged a \$25.00 processing fee.

Hotel Listings

There is a high demand for hotel rooms during the Manitoba Rodeo Finals and Manitoba Ag Ex. We recommend you book your hotel room well in advance in order to ensure availability. Please visit the link below for the Brandon Tourism website which offers a listing of hotels.

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.

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 Manitoba Ag Ex 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 Manager
1175 18th St.
Brandon, MB R7A 7C5
Exhibitor's Name

Canada Room Barn (overhead door #8)

**Shipments may not be received prior to Friday October 19, 2018.
Only PREPAID shipments will be accepted.**

Please note The Provincial Exhibition of Manitoba and the Keystone Centre does not accept responsibility for the security, condition, or safekeeping of any shipments received on the exhibitor's behalf. The Provincial Exhibition of Manitoba and the Keystone Centre 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 to ensure you understand your requirement to collect and remit the applicable PST on your sales/services.

Accommodation Tax

We would greatly appreciate it if you would let us know how many nights you'll be spending in hotels during Manitoba Ag Ex 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

These guidelines are intended to provide a foundation for constructing a commercial exhibit at the Manitoba Ag Ex. 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 2 – 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 Wednesday October 9th, 2019 and use the form that is included at the end of this manual.

The Manitoba Ag Ex 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 are NOT permitted 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.

Cancellations

In the event the Exhibitor cancels their application for exhibit space(s) prior to or on September 30, 2019, 25% of their booth cost will be forfeited.

No refunds will be issued for cancellations after September 30, 2019.

The Provincial Exhibition will consider requests for refunds for cancellations due to death or other major emergency. Documentation may be required.

Corner Booth Assignments

Corner booth spaces, where Rodeo guests may enter your booth from 2 sides, are limited. Exhibitors who want a corner booth should indicate this on their application form and then the Tradeshow Manager will assign all corner booth locations. We offer our returning exhibitors first right of refusal of their previous years space. 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 Manager.

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

Dispute Resolution

In all cases of irresolvable disputes 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 had not been given.

Free distribution of book matches, helium balloons and all other 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 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 by the Provincial Exhibition of Manitoba 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 and volunteers. 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

Exhibitors will receive 2 weekend passes with their booth. If you would like to convert the weekend pass to daily passes, there is a \$10 charge. **Additional passes** may be purchased at a rate of:

- Daily passes: \$10 per daily pass
- Weekend passes: \$25 per weekly pass

Vendors will only be able to purchase additional passes at the reduced rate or convert daily passes until 6:30PM on Thursday October 24th, 2019.

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 A, 1200 13th Street
Brandon, MB R7A 4S8

Insurance coverage meeting the above requirements must be maintained during the period of Wednesday October 23, 2019 to Sunday October 27, 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@provincialex.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 Tuesday October 1, 2019 by fax (204-725-0202) or email (tradeshow@provincialex.com).

Internet & Phone Line Hook Up

Wireless internet access is available throughout the Keystone Centre. There is no charge for wireless internet. If you require wireless internet access, please contact the Tradeshow Manager for the code 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 Rodeo.

<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.

Final payment is due by September 30, 2019 – the amount due will be confirmed in the confirmation email you will receive.

If you are applying after September 30, 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: rhonda@provincialex.com
- Password: agextradeshow
- Subject Line/Notes: 2019 MB Ag Ex 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 the Exhibitor's property. Please take appropriate measures to protect your booth and its contents.

Security Precautions

- Do not leave briefcases, calculators, cameras, electronic equipment 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 or on the Keystone Centre grounds.

Soliciting

Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitors' booths, or building entrances or exits anywhere on the grounds of Manitoba Ag Ex. 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. Salespeople 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 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 Manager for the Provincial Exhibition of Manitoba.

Infraction Enforcement

Staff will monitor exhibitor booth operations throughout the Manitoba Ag Ex 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 – combustible 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 combustible 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). The cords 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.

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.



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



MANITOBA AG EX
OCTOBER 24 – 26, 2019

Unit 1-A, 1200 13th 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
FURNITURE					SPECIAL SERVICES				
	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		DRAPE PARTITIONING (ADDITIONAL)				
	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	
CARPETING (INSTALLED)						12' Blue	\$7.00	\$8.00	
	10' x 10' (blue/grey)	\$100.00	\$125.00		REMINDER. . . ADVANCE PAYMENT IN FULL, INCLUDING SALES TAXES IS REQUIRED ON ALL ORDERS.				
	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.									
DECORATED TABLES					SUB-TOTAL				
	6' Decorated (3 sides)	\$60.00	\$70.00		8% MB Retail Sales Tax				
	8' Decorated (3 sides)	\$60.00	\$70.00		GST No: R100623792				
	4' Decorated (3 sides)	\$50.00	\$55.00		5% GST				
	Plain Table 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	\$30.00	\$35.00		TOTAL				

NOTE: All advance orders must be received by Wednesday October 9, 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 1-A, 1200 13th 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