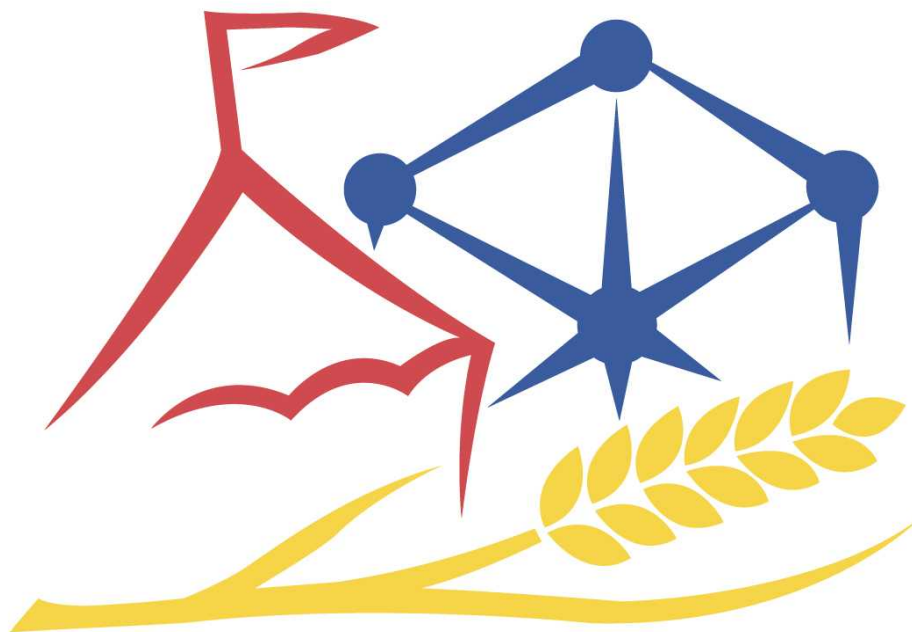




Manitoba Summer Fair



Tradeshow Exhibitor's Manual  
Manitoba Summer Fair  
June 9 – 13, 2010



**MANITOBA**  
**SUMMER FAIR**



Manitoba Summer Fair



Dear Exhibitor,

Welcome to the 128<sup>th</sup> edition of the Manitoba Summer Fair.

We believe you will find the information contained in it a valuable tool in making your experience a success.

This manual is designed to provide information regarding display regulations, move-in/move-out times, and other useful tips. It is important that you share this information with others working your booth during the fair hours and those persons responsible for setting up and tearing down your exhibit.

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

We are looking forward to working with you in June.

Jennifer Skiehar  
Tradeshow/Program Coordinator  
Provincial Exhibition of Manitoba  
Phone: 204-726-3590 ext. 1003  
Fax: 204-725-0202  
Email: [jenniferskiehar@brandonfairs.com](mailto:jenniferskiehar@brandonfairs.com)



## **QUICK REFERENCE SHOW FACTS**

Application submissions do not guarantee space. Applications will not be reviewed for space availability unless all required information is complete.

Where possible all correspondence will be done via email or fax if you do not have email access. If you do need to send correspondence or payments to us via regular mail the fixed address of the Provincial Exhibition of Manitoba's office is:

Provincial Exhibition of Manitoba  
115 – 10<sup>th</sup> St  
Brandon, MB R7A 4E7  
Main Office Number: 204-726-3590  
Fax Number: 204-725-0202

The Provincial Exhibition staff will move their office to a temporary location one week prior to the start of the fair. The phone number will remain the same, however the address of the temporary office location is:

The Keystone Centre  
Attn: Provincial Exhibition Tradeshow/Program Coordinator  
1175 18<sup>th</sup> St.  
Brandon, MB R7A 7C5

Please use this address if you are shipping packages prior to the show. Please also remember to include your company name on the shipment.

### **2009 Statistics**

Total Gate Attendance	99,865
Average Temperatures	High: 24.2 C Low: -2.4 C

### **SHOW DATES**

Wednesday June 9<sup>th</sup> to Sunday June 13<sup>th</sup>, 2010

### **MOVE IN DATE**

Tuesday June 8<sup>th</sup> - 9:00am to 5:00pm

**\*Please note\*** If need an earlier 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 arrange for your move in. If you have not contacted the Tradeshow Coordinator, it will be assumed that you will move in within the 9-5 hours and will not require any mechanical assistance.

### **SHOW HOURS**

Wed. June 9 – 4pm to 12am  
Thurs. June 10 – 4pm to 12am  
Fri. June 11 – 2pm to 12am  
Sat. June 12 – 12pm to 12am  
Sun. June 13 – 12pm to 8pm



### MOVE OUT DATE

Move out can begin after the close of show on Sunday. All exhibitors need to be fully moved off of the Keystone Centre grounds by 12:00pm on Monday June 14<sup>th</sup>, 2010.

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.

### Parking

No reserved parking is available. The Keystone Centre parking lot will be rush parking for exhibitors as well as the general public. We apologize for any inconvenience. CanadInns (attached to the Keystone Centre on the West side) also has parking; however there may be a parking fee for the day.

### Security

The Provincial Exhibition of Manitoba provides general building and grounds security for the duration of the show including published move-in/out dates. However, 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 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 person's/activity to an OBO security officer immediately

### Banking Facilities

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

### Taxes

Please call (204)945-5603 to ensure you understand your requirement to collect and remit the applicable PST on your sales/services.

### **IMPORTANT: Certificate of Liability Insurance**

As an exhibitor participating in the Manitoba Summer Fair you must carry adequate Comprehensive General Liability insurance with a *minimum* property damage/bodily injury limit of \$1,000,000 Canadian. The policy also needs to include the Provincial Exhibition of Manitoba as additionally insured.

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

**Policy Effective Date:** Tuesday June 8<sup>th</sup>, 2010

**Policy Expiration Date:** Monday June 14<sup>th</sup>, 2010



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

If you already have Comprehensive Liability Insurance and have added the Provincial Exhibition of Manitoba as additionally insured, please provide the Provincial Exhibition of Manitoba with a copy of the insurance coverage form. Fax the copy directly to the Provincial Exhibition at 204-725-0202.

### **DISPLAY GUIDELINES**

These guidelines and regulations are intended to provide a foundation for constructing a commercial exhibit at the Manitoba Summer Fair. Exhibitors are expected to create attractive, eye-catching displays that do 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.

### **EXHIBITS APPROVAL**

All products/services must receive approval by the Provincial Exhibition of Manitoba. The Provincial Ex reserved the right to withhold approval of the Exhibitor's products or services. At the request of the Provincial Ex, an Exhibitor shall immediately remove any product or service included in an exhibit for which approval had not been given.

### **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 has to be popped open from inside the vehicle and the doors will remain locked at all times, this will be sufficient.

## **BRANDON FIRE DEPARTMENT REGULATIONS**

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

### **Floor Plans**

- A copy of the event floor plans shall be sent to the Keystone Centre Complex and the Brandon Fire Department at least one (1) week prior to the event. Should you have any questions please contact the Fire Prevention Division @ 729-2409.

### **Aisles**

- A minimum of **Ten (10) foot** pedestrian aisles shall be maintained at all times within all exhibit halls. ie. Manitoba Room, UCT Hall and Convention Room.
- When displaying trailers **Ten (10) foot** aisles shall be in place **after** slide out rooms and pull out steps on trailer have been extended.
- Aisles will be kept as clear and uncluttered as possible during set-up and dismantle hours.

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

- Booths/Displays in the Blue Hallway, Main Street, Canada Room Hallway, and Keystone Arena Concourse corridors shall be no more than **eight (8) feet** in depth.



- Booths/Displays in the Keystone Centre Arena Concourse are to be situated directly against the exterior wall. If necessary, concession canopies shall be removed or displays/booths placed below or to the side to allow this happen.
- Booths/Displays in the Keystone Centre Arena Concourse that back onto the arena seats are not allowed.
- Booths/Displays in the Keystone Centre Ticket Concourse Hallway shall only be allowed on the south side of this concourse.
- Booths/Displays in the Main Street Hallway shall only be allowed on the south side of this concourse.
- Booths/Displays in the Blue Hallway (north and south from Main Street) shall only be allowed on the east wall.
- Booths/Displays in the Centre of Excellence Hallway shall be no more than **ten (10) feet** in depth.
- Booths/Displays in the Centre of Excellence West Entrance Hallway shall be one of the following – **ten (10) feet** in depth on the south wall and **ten (10) feet** in depth on the north wall OR **twenty (20) feet** in depth on the south wall ONLY, OR **ten (10) feet** in depth on the south wall and back to back **eight (8) foot** booths in the middle with NO booths on the north wall.
- Booths/Displays in the Centre of Excellence East Entrance Hallway shall be no more than **eight (8) feet** in depth.
- Booths/Displays in all corridors shall be no closer than **thirty (30) feet** from exit doors.
- Booths/Displays in corridors shall be placed continuously on one side only.
- 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.
- Accumulation of combustible materials within a booth is prohibited.
- **Exhibitors are responsible for maintaining their display within the space assigned.**

### Use of Propane

- **One (1), 5 lb.** propane cylinder will be permitted per booth.
- A maximum of **three (3), 5 lb.** propane cylinders will be permitted per booth that is **twenty (20) feet** or larger.
- The propane shall be used for demonstration purposes only.
- The propane shall be positioned in the booth so that there is a minimum of **five (5) feet** space between each propane cylinder.
- Used propane tanks/cylinders over (5) lbs. shall not be permitted.
- New/empty propane tanks/cylinders are allowed to be on displays.
- A minimum 3A10BC dry chemical fire extinguisher shall be provided for each booth containing propane cylinders.

### Cooking

- Cooking processes that produce Grease – Laden Vapors are not allowed without exhaust and fire suppression systems that conform to the Manitoba Building Code.
- Re-warming of pre-cooked food is allowed.
- Re-warming devices shall not exceed 288 sq. inches of surface area.
- Re-warming devices shall be placed on a non-combustible surface.
- Re-warming devices shall be kept a minimum of 2 feet from combustible materials.
- Re-warming devices and heated products must be isolated away from the public or be protected with a clear plastic shield.



- A minimum 3A10BC dry chemical fire extinguisher shall be provided for each booth containing heat producing appliances.

### **Electrical Equipment**

- All electrical equipment (portable panels etc.) shall be tied directly into the electrical panels. This shall be done by a qualified electrician.
- Extension cords shall be for temporary use and in good repair.
- All appliances shall comply with Manitoba Electrical Code or C.S.A.
- Ceiling tiles shall not be lifted to accommodate electrical drop cords.

### **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 may be required.

### **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.
- A minimum 3A10BC dry chemical fire extinguisher shall be provided for each booth containing heat producing appliances

### **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.

### **Miscellaneous Requirements**

- Fire sprinkler head restriction shall not be allowed. A minimum of **two (2) feet** clearance is required beneath the sprinkler heads.
- Displays or use of hay, straw is permissible only if treated with a fire retardant material and pre-approved by the Brandon Fire Department.
- 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.



## Manitoba Summer Fair



- When fuel burning appliances are operating, Carbon Dioxide monitoring is required.

### **Fire Lanes**

- Fire lanes must be kept clear and accessible at all times to provide access for fire fighting apparatus. **Thirty (30) feet** is the required width
- No parking is allowed in fire lanes, in front of fire hydrants and exit doors

### **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.



Manitoba Summer Fair



## **CONCESSIONAIRES**

### Drink Orders

Concessionaires selling drinks must purchase and sell Coca-Cola products. These products need to be ordered through the Tina Hersley, Concessions Manager for the Keystone Centre. Please contact her directly using the info below to place your order(s) at least one week prior to the start of the show. Your price must be greater than or equal to the price the Keystone Centre sells their drinks for.

Tina Hersley  
Concessions Manager  
Keystone Centre  
#1-1175 18th Street  
Brandon, MB R7A 7C5  
Tel:(204)726-3513

### Coolers

If you need to order a cooler for your drinks, please contact Jarrod with Coca-Cola to arrange for this. His phone number is (204) 724-4154.

### Temporary Health Permit

As a concessionaire, a temporary permit needs to be obtained for your exhibit space. To apply, please contact Stefane Gravelle, our local Public Health Inspector at the Health and Safety office here in Brandon. His contact info is as follows:

Stefane Gravelle, Public Health Inspector  
Environmental Health Branch  
Health Protection Unit (West/North Region)  
(Box 13) 1129 Queens Avenue  
Brandon, MB R7A 1L9  
Tel: (204) 726-6601 Fax: (204) 726-6567



Manitoba Summer Fair



## Fire Prevention Policy

August / 2007

### Cooking Facilities – Safety Guidelines for Indoor Activities

The following regulations have been established by the Brandon Fire and Emergency Services regarding Indoor Cooking Activities.

**Purpose:** To provide information and guidance to establish a reasonable / acceptable level of safety when involved in temporary activities that produce grease laden vapors.

Cooking processes producing grease laden vapors such as deep fryers or frying in oil of depth shall require:

1. Fire Suppression and Ventilation equipment that comply with NFPA 96.
2. Propane Cylinders are limited to a maximum of 2kg (5lb).
3. All pressurized cylinders are to be secured to prevent accidental damage to the valve systems
4. All cooking appliances shall have a minimum of 1 m. clearance to combustible materials.
5. A "K" type fire extinguisher with a current inspection tag.
6. Vendors are to be trained in the use of the fire extinguisher..

Cooking Facilities Policy effective as of January 1, 2008.



## BOOTH OPERATION & INFRACTIONS

Staff will monitor exhibitor booth operations throughout the Manitoba Summer 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 also 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:

- Having the booth opened and closed as per fair hours
- Having the booth staffed for all of the fair hours
- Keeping the booth and all products displayed within licensed area
- Having complaints received from patrons and/or other exhibitors
- Adhering to Rules & Regulations as outlined in the Exhibitor's Manual
- Cooperating with Provincial Ex staff and OBO security staff

### Not Acceptable

The usage and/or sale of the following materials are 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. Bales of any kind are not permitted for décor use unless they have been sprayed with a fire retardant spray.

### Prohibited Materials, Merchandise

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 fire-arms
6. Use of flammable liquids or dangerous chemicals

## OPTIONAL EQUIPMENT

Tents, curtaining, tables, chairs etc. are not provided for exhibit space. These and other items may be rented through Display Manitoba. Prepaid orders are to be made directly through Display Manitoba. Please find the attached sheet with contact information if you have other questions. Prizes subject to change at Display Manitoba's discretion.

Please remember to bring along an extension cord if you ordered electricity as the outlet for your booth may not be right in your booth. Please also remember to pack clothing to protect you from the varying Manitoba weather.



Manitoba Summer Fair



# Display Manitoba

1500 RICHMOND AVE, BRANDON, MAN. R7A 7E3

Phone/Fax: (204) 727-4837 G.S.T. NO. R100623792

## EXHIBITOR RENTAL INVOICE & STATEMENT

QTY.	DESCRIPTION	ADV. ORDER PRICE	LATE ORDER PRICE	TOTAL AMOUNT	QTY.	DESCRIPTION	ADV. ORDER PRICE	LATE ORDER PRICE	TOTAL AMOUNT
<b>FURNITURE</b>					<b>SPECIAL SERVICES</b>				
	Chair (s)	\$ 8.00	\$10.00			White Linen Table Cloths	\$ 5.00	\$ 7.00	
	Stools	\$12.00	\$15.00			Blue Table Skirting	\$15.00	\$18.00	
	Waste Basket	\$ 5.00	\$ 7.00						
	Artificial Trees (4' to 6')	\$35.00	\$40.00		<b>DRAPE PARTITIONING (per lineal foot)</b>				
					3'	Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$ 3.00	\$ 4.00	
					8'	Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$ 4.00	\$ 5.00	
					12'	Blue	\$ 6.00	\$ 7.00	
<b>CARPETING (installed)</b>					<b>REMINDER . . . Advance payment in full, including sales taxes is required on all orders.</b>				
	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 oil, cuts or other means after being laid - a damage surcharge will apply.								
<b>DECORATED TABLES</b>					<p style="text-align: right;"><b>SUB-TOTAL</b></p> <p style="text-align: right;"><b>7% Man. Rev. Tax</b></p> <p style="text-align: right;"><b>5% G.S.T.</b></p> <p style="text-align: right;"><b>TOTAL</b></p>				
	6' Decorated (3 sides)	\$45.00	\$55.00						
	8' Decorated (3 sides)	\$45.00	\$55.00						
	4' Decorated (3 sides)	\$35.00	\$40.00						
	Plain Table 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	\$30.00	\$35.00						

This is your Invoice & Statement. Please pay - no other shall be submitted. (Interest 2% per month on overdue accounts.)

**NOTE: All advance orders must be received 7 days prior to event date.  
Orders received during set-up on C.O.D. basis only.  
All payments must be received prior to show opening.**

**PLEASE REMIT TO: DISPLAY MANITOBA  
1500 Richmond Avenue  
Brandon, Manitoba R7A 7E3**

PLEASE TYPE OR PRINT

TODAY'S DATE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_ BOOTH NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CHEQUE ENCLOSED  VISA  MASTERCARD

CREDIT CARD #: \_\_\_\_\_ NAME: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_



## **THE MANITOBA SUMMER 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.

### **CANCELLATIONS**

In the event the Exhibitor needs to cancel their exhibit space(s) prior to April 9, 2010, 25% of their booth cost will be forfeited.

No refunds will be issued for booth cancellations after April 9, 2010.

The Provincial Exhibition of Manitoba will consider refunds on a case by case basis for cancellations due to death or other major emergency.

### **DAMAGE & DEFACING TO 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.

### **DISPUTE RESOLUTION**

In all cases of irresolvable dispute between exhibitors or between exhibitors and the Provincial Exhibition of Manitoba concerning interpretation of these rules and regulations, the Provincial Exhibition of Manitoba 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 Ex will be final.

### **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 professional manner in their dealings with other exhibitors, attendees and the Provincial Ex 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.

### **INTERNET & PHONE LINE HOOK UP**

Debit machines requiring a phone line and/or Internet access need to be ordered through Westman Communications Group at least 10 days before the opening of the show. Please visit the following link to place your order directly through them <http://www.westmancom.com/business/keystone.php>. If you have any questions please call Westman Communications at 204-725-4300. To our knowledge, there is no wireless Internet access available.

### **LIABILITY**

The Provincial Exhibition will not be liable for any loss, damage or injury to the Exhibitor, its products or employees. Exhibitors must maintain insurance on their exhibit and staff at their own expense. The exhibitor agrees to indemnify and hold harmless the Provincial Exhibition,



## Manitoba Summer Fair



the Keystone Centre and its employees against any and all claims of any persons whomsoever, arising out of acts of omission of Exhibitors or their employees. 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 Ex is under no obligation to refund the Exhibitor's fees.

### PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made prior to May 12, 2010, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

### PRODUCTS EXHIBITED

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 Summer Fair without written permission from the Provincial Exhibition of Manitoba. The Provincial Ex reserves the right to prohibit exhibits or exhibitors considered objectionable by the Provincial Ex management.

### SIGNS

Hand written 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 is not permitted within the Keystone Centre building.

### SOLICITING

Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitor's booths, or building entrances or exits anywhere on the grounds of the Manitoba Summer Fair. 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 Ex 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 grounds 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/Program Coordinator for Provincial Exhibition of Manitoba.



## **EXHIBITOR PRE-SHOW CHECK LIST**

### **TO THE PROVINCIAL EX OFFICE:**

- Send in completed application and full payment for my exhibit space
  
- Obtain proper insurance coverage and forward a copy to the Provincial Exhibition of Manitoba

### **Deadline Date**

Refer to your contract

Wed. May 12, 2010

### **GENERAL INFORMATION**

- Order Internet and/or phone line hook up through Westman Communications Group
  
- Order tables, chairs, stools, carpet, etc. from Display Manitoba (see order form)
  
- Pack extension cords, seasonal clothing, tape, etc.

Mon. May 17, 2010

Mon. May 24, 2010

Prior to leaving for the show