

Midway Market
Tradeshow Exhibitor's Manual
Manitoba Summer Fair
June 7th-11th, 2023



Dear Tradeshow Exhibitor,

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 Manager:
204-726-3590 ext.1003 or email tradeshow@provincialex.com.

We are looking forward to working with you in June.

Tradeshow Manager
Provincial Exhibition of Manitoba
Phone: 204-726-3590 ext. 1003
Email: tradeshow@provincialex.com

Important Reminders

Application forms are available on our website (www.provincialexhibition.com) under the Manitoba Summer Fair tab (click on Tradeshow).

- **A 50% deposit is due with application.**
- **Application submissions do not guarantee space. Applications will not be reviewed for space availability unless all required information is complete. All spaces are first come first serve. No spaces will be held without a 50% deposit with application.**
- **You DO NOT need a City of Brandon sellers permit.**
- **Food trucks/vendors need a VALID food permit.**



tempfood.pdf

Required documents

- **Copy of insurance**
- **Copy of Health certificate**
- **Copy of Food permit (if you are a food vendor)**

Show Dates

Wednesday, June 7th to Sunday, June 11th, 2023

Move In Date

Tuesday, June 6th – 9:00am to 5:00pm

When you arrive to move in, please come to the Tradeshow office, located in the Dome Building 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 Manager to arrange for your move in. If you have not contacted the Tradeshow Manager, it will be assumed that you will move in on Tuesday June 6th between 9:00am and 5:00pm and will not require any mechanical assistance.

Show Hours

Wednesday	June 8	4pm to 11pm
Thursday	June 9	4pm to 11pm
Friday	June 10	2pm to 11pm
Saturday	June 11	12pm to 11pm
Sunday	June 12	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 12th, 2023

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 \$150.00 charge.

Booth Fees

Outdoor Space Tradeshow booth (per linear foot): \$40.00
A deposit of 50% is required with your application and final payment must be made 2 weeks prior to the move in date which is May 24, 2023.

The minimum space requirement for an outdoor space is 10' of frontage. The outdoor spaces have a depth of 20", but please remember that customers will not be able to access your space from the sides. If you require additional depth, contact the Tradeshow Manager to make arrangements. Please ensure that your frontage and depth requests include all the space that you will be using. For example, if you have a 10' x 10' tent plus a display/storage vehicle which is 10' x 20', you will require a space that has 20' of frontage and 20' of depth. As well, if you have a display vehicle, that vehicle will be parked for the duration of the Fair.

Non-Profit Organizations and Charities are eligible to receive a discount on the cost of their booths. Please contact the Tradeshow Coordinator for more information. 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 week of the Manitoba Summer Fair. We recommend you book your hotel room well in advance to ensure availability. Please visit the link below for all hotel listings in Brandon, MB. <http://www.booking.com>

Parking

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

If you have a cube truck or a large vehicle, including vans, that you store additional merchandise in or plan on camping in, please contact kristen@provincialex.com to make **parking arrangements for your vehicle prior to May 26th, 2023.**

Banking Facilities

There is no banking or coin change facilities on site.

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 and grounds. Please confirm with your service provider if you will be able to use your device within the Keystone Centre grounds.

Shipping, Receiving & Deliveries

Any deliveries to the Exhibitors prior to and during the Manitoba Summer Fair should be clearly marked with the Name of the Exhibitor. Please make sure they are shipped to the Dome Building address.

Provincial Exhibition of Manitoba
Attn: Prov. Ex Tradeshow Manager
Unit A-1 1200 13th Street
Brandon, MB R7A 4S8
Exhibitor's Name

Shipments may not be received prior to Monday May 1st, 2023.
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 www.gov.mb.ca/finance/taxation to ensure you understand your requirement to collect and remit the applicable PST on your sales/services.

Display Information

These guidelines are intended to provide a foundation for constructing a commercial exhibit at the Manitoba Summer 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.

As an outdoor exhibitor, you are responsible for your own tent, table, chairs, lighting, etc. Please remember when you are deciding on tents, that while we have security on site, it is highly recommended that your tent have a wall panel to close at night.

ALL TENTS MUST BE WEIGHTED – NO PEGS OR STAKES ARE ALLOWED.

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.

Booth Assignment

The Provincial Exhibition of Manitoba will assign ALL tradeshow space.

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 of Manitoba 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 not a C.A.F.E. member, the fee will be \$25.00 per location. 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.

Camping

Camp sites will be assigned on a first come, first served basis and all camping must be pre-booked. For campsite information or to book your camping site please contact **Kristin Laing Breemersch at kristen@provincialex.com.**

Cancellations

In the event the Exhibitor needs to cancel their application for exhibit space(s) prior to April 28th, 2023, 25% of their booth cost will be forfeited.

No refunds will be issued for cancellations after May 1st, 2023

The Provincial Exhibition of Manitoba will take into consideration refunds for any cases of 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.

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.

The display vehicle, as well as any table 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 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 Exhibition will be final.

Electricity

Electrical Service Order provided by the Keystone Centre (please see full Rules and Regulations in MSF Tradeshow Manual)			
Service Description	Rate	Quantity	Total
15 AMP – 120 VOLT	\$96.30		
15 AMP A-Frame – (4)	\$385.20		
20 AMP A-Frame – (4)	\$428.00		
30AMP Twist-Lok – 120/208 VOLT	\$321.00		
50 AMP (Stove Plug) – 120 /208 VOLT	\$374.50		
60 AMP 3 Phase power supply (Hubble)	\$535.00		
Hubble Cord	\$321.00		
The service provided includes installation of temporary power lines to the booth, maintenance during the show, electrical energy and removal of service at the conclusion of the event. However, it does not include connecting/disconnecting to exhibitor's equipment.			

Please remember to bring a 50' extension cord.

Exclusivity

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

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 of Manitoba. The Provincial Exhibition reserves the right to withhold approval of the Exhibitor's products or services. 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 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 Summer Fair 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.

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.

Exhibitor Passes

Exhibitors will be allocated 2 WEEKLY passes for every 10' linear feet purchased. If additional passes are required, the passes should be purchased in advance. Passes will be available for purchase until 4PM on Wednesday June 7th, 2023.

Daily passes:	\$9 per daily pass
Weekly passes:	\$27.50 per weekly pass

Vendors will only be able to purchase additional weekly passes or convert daily passes until 4PM on the 1st day of the Fair.

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
1200 – 13th Street, Unit 1
Brandon, MB R7A 4S8

Insurance coverage meeting the above requirements must be maintained during the period of Tuesday, June 6th, 2023 to Monday, June 12th, 2023.

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. 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 **Gallagher Insurance Brokers at (204) 925-7251**.

Insurance certificates are to be sent to the Provincial Exhibition of Manitoba by Monday, May 26th, 2023 email (tradeshow@provincialex.com).

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 deposit of 50% is required with your application and final payment must be made 2 weeks prior to the move in date which is May 24, 2023.

Applications that do not include the deposit will not be processed.

Booths are first come first serve, booths will not be reserved without a 50% deposit.

If you are paying by e-transfer, here is the information you will require:

Email Address: rhonda@provincialex.com

Password: MSFtradeshow

Subject Line / Notes: 2023 MSF 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 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 person's/activity to on-site security immediately.

Signage

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, e-cigarettes and vaping is 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 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 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 Manager for Provincial Exhibition of Manitoba.

Infraction Enforcement

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:

- 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 Concessionaire Manual.
- Being co-operative with Provincial Exhibition Directors and Staff, MAXX 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. Please note that there are revisions to the Brandon Fire Department Regulations.

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.

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 (17" x 17" approx.) 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 5 lbs. ABC dry chemical fire extinguisher, with a current inspection tag, 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.
- 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.

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

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

Notification of Warning



BRANDON FIRE AND EMERGENCY SERVICES

120 19th 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: *Kevin Groff*

Date: _____

Fire Prevention Officer
Brandon Fire and Emergency Services

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 the event, please visit the onsite office.