

Manitoba Ag Ex
Commercial Vendors Manual
October 25-28, 2023



Dear Exhibitor,

The Provincial Exhibition of Manitoba Board of Directors and staff welcome you to Manitoba Ag Ex. 2023. This year we are celebrating our 50th Anniversary and excited to be hosting NATIONALS!

In addition to one of the largest livestock industry events in Western Canada, we are looking forward to revive and enhance the tradeshow areas showcased during the event to provide producers with product options including new innovation and technology.

The information included in this manual is a tool to make your tradeshow experience a success. The manual is designed to provide information regarding display tips and regulations, move-in/move-out times, liability insurance requirements, 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 Coordinator at (204) 726-3590 or email tradeshow@provincialex.com.

We look forward to working with you in October.

Mark Humphries
General Manager
Provincial Exhibition of Manitoba
Phone: (204) 726-3590 ext. 1001
mark@provincialex.com
www.manitobaagex.com

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Once again, the Manitoba Ag Ex will host Manitoba’s largest all-breed cattle show. The majority of the cattle portion will take place in the Westoba Agricultural Centre of Excellence Show Ring while the sheep show will be held in the Exhibition Hall. The tradeshow portion will take place throughout the halls, (where space permits) and in City Square. While you are at the show, be sure to take the time to wander down and see the sheep and cattle exhibitors.

Important Reminders

Application forms for the Manitoba Ag Ex Tradeshow are available on our website (www.manitobaagex.com).

In addition to Tradeshow space, All Vendors may be a Sponsor of the Manitoba AG EX Be sure to contact us for additional information.

- Application is to include a minimum 50% deposit. The remaining 50% is **due September 29th, 2023.**
- All credit card payments are subject to a 3% convenience fee.
- Application submissions do not guarantee space but are placed on a list of vendors for consideration
- Applications will be required to have all documentation in place along with the 50% deposit in order to be considered for space availability.
- The Provincial Exhibition of Manitoba 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

Show Dates

Wednesday, October 25 – Saturday, October 28, 2023

Moving In

Monday, October 23, 2023 – 2:00 pm to 5:00 pm (for selected equipment only) Vendors will be contacted.
Tuesday, October 25, 2023 – 9:00 am to 5:00 pm.

When you arrive to move in, please contact the Tradeshow Coordinator at the Historic Display Building No. II, also known as the Dome Building. Additional contact information to follow.

If you require an earlier or later move-in time or if you have a large display, please contact the Tradeshow Coordinator in advance to arrange your move-in. There will be a few dollies available for use. A forklift is not available, but a pallet jack may be available for you to use at an additional cost. Use of pallet jacks must be pre-scheduled at least 3 days prior to Move In. If a forklift is required, additional arrangements and fees will apply for a third party.

Show Hours

Wednesday, October 25th, 9:00 AM to 7:00 PM (or the close of the show)
Thursday, October 26th, 9:00 AM to 7:00 PM (or the close of the show)
Friday, October 27th, 9:00 AM to 7:00 PM (or the close of the show)

Saturday, October 28th, 9:00 AM to 4:00 PM (or the close of the show)

Moving Out

Saturday, Oct. 28th after 4pm or after the show, whichever is later.

Sunday, Oct 29th before 12:00 PM (noon).

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 without prior arrangements made. Should an exhibition booth be cleared of any merchandise or dismantled in whole or in part prior to the official closing, for health and safety protocols the Exhibitor will incur a \$200.00 charge.

All exhibitors will need to be fully moved out of the Keystone Centre by 12:00 pm on Sunday, October 29th, 2023, unless prior arrangements have been made with the Tradeshow Coordinator.

Booth Fees

The booth rates for the 2023 Manitoba Ag Ex tradeshow will be:

- \$600.00 per 10' x 8'
- \$1,200 for 20' x 8'
- \$1,500 for 30' x 8'
- \$2,000 for 40' x 8'

Booth fees include a curtained booth with an 8' backdrop curtain and 3' sidearm curtains. *This does NOT include tables or chairs. * Exhibitors are welcome to bring their own table and chairs OR order through Display MB. If you need to rent them through Display Manitoba, please place the order by **Friday, September 29, 2023**, and use the form that is included at the end of this manual.

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 29th, 2023, 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 as NSF will be charged a \$50.00 processing fee.

Hotel Listings

There is a high demand for hotel rooms during 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 list 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.

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 Federal and Provincial taxes on your sales/services.

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 the right to enter and inspect the booth space allotted to the exhibitor at any time.

The exhibit space includes an 8ft high curtained backdrop and two 3ft high curtained side arms. Tables, chairs, carpets, etc. are not included in the exhibit space **and are not available upon request.** 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 **Friday, September 29, 2023**, 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. Using the aisle to promote or encourage sales is prohibited.

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 without permission from the Provincial Exhibition's Trade Show Manager. Exhibitors who do so may be subject to a fine, dismissal and/or not be eligible for tradeshow space future events.

Cancellations

Should the Exhibitor cancel their application for exhibit space(s) prior to or on September 29, 2023, 25% of their booth cost will be forfeited.

No refunds will be issued for cancellations after September 29, 2023.

The Provincial Exhibition will consider requests for refunds for cancellations on a case by case matter in emergency situations.

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, locking gas caps are as per the fire safety regulations. It will be sufficient if the gas tank can only be popped open from inside the vehicle and the doors remain locked at all times.

All display vehicles need to have 1 set of keys left at the AG EX Livestock office.(in order to move the vehicle if required or in emergency situations.

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 the 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.

Electricity

Electricity is provided by the Keystone Centre with a base amount determined by the Keystone. Please ensure that you submit the correct electrical requirements with your application. If the electrical requirements submitted are incorrect, there will be additional costs as determined by the fee guide along with electrician fees.

Electrical Prices

15 AMP	\$120.00
20 AMP (A-Frame)	\$125.00 each
30 AMP	\$350.00
50 AMP (Stove Plug)	\$400.00
60 AMP	\$600.00

Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.

Exhibit Product/Services Approval

All products/services, including raffles and draws, must be indicated on the application form, and receive approval from the Provincial Exhibition.

The Provincial Exhibition reserves the right to approve or deny products for display or sale during the event. The decision is subject to the non-competition of other Tradeshow Vendors at the event. Vendors will be expected to immediately cease distribution if prior approval has not been obtained at the request of the Provincial Exhibition.

If products are being distributed free of charge, please indicate on the application the intention for review and approval on the application. This will ensure that all information is considered and approved prior to the event.

Items that are not to be sold, distributed, or given away:

- Book Matches, Helium Balloons or Ballons of any sort are prohibited.

Any items distributed free of charge must be declared on the application and is subject to approval. No sale or free items shall bear the Provincial Exhibition Logo (of any kind) Resale items are subject to be approved by the Provincial Exhibition of Manitoba. No used or second-hand products are permitted for sale.

Please indicate in detail the items available at your booth during the event to ensure that the Provincial Exhibition has the information available to determine eligibility and approval.

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 matters with other exhibitors, attendees, and the Provincial Exhibition staff and volunteers. Professional conduct is to be maintained at all times.

Insurance

The exhibitor/participant, at his or her own cost, must procure and maintain in full force and effect during the time of this Agreement, a Commercial General Liability (CGL) insurance policy or other insurance forms 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 Monday, October 23, 2023, to Sunday, October 29, 2023 with a copy provided to The Provincial Exhibition of Manitoba no later than October 1, 2023.

This insurance is designed to protect yourself, the attending general public, other exhibitors/participants, and fair organizers.

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

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 the copy directly 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 **any insurance broker in your area or in Brandon**.

Internet & Phone Line Hook Up

Wi-Fi is available throughout the Keystone Centre. There is no charge. You will receive the access code via email prior to the start of show or when you check in with the Tradeshow Coordinator at set up.

If you require a hardline internet connection, you will need to order the hardline connection through the Keystone Sales Office. Please use the link below to fill out the request form. Hardline internet orders need to be placed a minimum of 15 business days (3 weeks) before the opening of MB AG EX.

<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, products, or employees. Exhibitors and participants must maintain insurance on their exhibit, equipment, animals, and staff at their own expense.

The vendor and associates 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 Vendor’s fees.

Payment of Tradeshow Space

A 50% deposit is required with the application to the tradeshow in order to be considered and processed.

Final payment is due by September 29, 2023, – the amount due will be confirmed in the confirmation email you will receive.

If you are applying after September 29, 2023, 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
- Subject Line/Notes: 2023 MB Ag Ex Tradeshow & (the name of your booth/business)
- Please note that payments by credit card are subject to a 3% convenience fee and will be applied to all credit card payments whether online application or in the office

*note that all credit card payments are subject to a 3% convenience fee. See payment options for all methods of payment.

Prohibited Materials and Merchandise

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

1. Laser pointers
2. Displays, 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. (and approved by Provincial Exhibition prior to set up)
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 person's/activity to on-site security immediately.

Signage

Exhibitors are permitted to display professional signs representing their products only in those areas for which they have contracted space.(no hand written signs)

Smoking

Smoking, vaping, and e-cigarettes 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 the 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. For your booth security, it is highly recommended to have staff at your booth 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 Provincial Exhibition Tradeshow Coordinator

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 any part of the Tradeshow manual as presented. (Manual is subject to change, so refer to the website version for the most up to date)

- :
- Not adhering to hours of operation
 - Not adhering to designated space
 - 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 and Emergency Services Regulations

Attention: Exhibitors:

The following Fire Safety 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 and Emergency Services 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 **nine (9) foot** pedestrian aisles shall be maintained at all times within all exhibit halls. ie. Manitoba Room, UCT Hall and Convention Room.
- When displaying trailers **nine (9) 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 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 Main Street Hallway shall begin no closer than **Eight (8) feet** from the intersection of the Blue Hallway.
- 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 (west wall) shall be no more than **Ten (10) feet** in depth.
- Booths/Displays in the Centre of Excellence Hallway (east wall) shall only be allowed south of intersection and shall be no more than **Eight (8) 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 and Emergency Services 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

- **No** propane cylinders will be permitted.
- Unless appliances that are being shown are approved for use indoors.
 - A maximum of **one (1), 5 lb.** propane cylinders will be permitted per booth that is **Twenty (20) feet** or larger. The propane shall be positioned in the booth so that there is a minimum of **Five (5) feet** space between each propane cylinder.
 - Propane shall be used for demonstration purposes only.
 - Used propane tanks/cylinders over (5) lbs. shall not be permitted (without BFES approval)
 - New/never filled propane tanks/cylinders are allowed to be on displays.
 - A minimum 5 lbs. ABC dry chemical fire extinguisher, with a current inspection tag, shall be provided for each booth containing heat producing appliances.

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.
- A maximum of (2) cooking and/or warming devices shall be permitted per booth. At least 2 feet of distance shall be maintained between cooking devices at all times.
- 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.

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

Vehicles and other combustion engines

- Gas caps for vehicles and other combustion engines that are displayed in an unmanned booth must be locked or sealed with adhesive tape. (with the exception of tanks that have never contained fuel).

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.

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 and Emergency Services.
- 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.
- When fuel burning appliances are operating, Carbon Monoxide 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.

S:\Fire Prevention\Permits\Special Events Permit Info\Issued Permits\Keystone Centre Events\
Exhibitors Regulations Sept 2017

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, 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 immediately and report it.

If you have any other questions or concerns regarding the security at an event, MAXX Security can be reached at (204) 720 - 6333.

Unit 1A – 1200 13th Street, Brandon MB, R7A 4S8
 204-727-4837 info@displaymanitoba.ca
www.displaymanitoba.ca



Qty.	Description	Order Price	Total	Qty.	Description	Order Price	Total
TRADE SHOW BOOTH <small>*Decorated Table - skirting 3 sides, white tablecloth, 2 chairs set up within the Keystone Centre facility</small>				DRAPE PARTITIONING			
	10x10 Booth Plain	\$65.00			3' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$6.00	
	10x20 Booth Plain	\$115.00			8' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$7.00	
	10x30 Booth Plain	\$165.00			12' Blue <input type="checkbox"/> Black <input type="checkbox"/>	\$8.00	
	10x10 Booth Decorated*	\$95.00					
DECORATED TABLES (Skirting Blue <input type="checkbox"/> Black <input type="checkbox"/>)				LINENS			
	8' Decorated (3 sides)	\$70.00			White Linen Tablecloths	\$8.00	
	6' Decorated (3 sides)	\$70.00			Blue Table Skirting	\$30.00	
	4' Decorated (3 sides)	\$55.00			Black Table Skirting	\$30.00	
	Round Cocktail Tables	\$25.00					
FURNITURE				CARPETING (INSTALLED)			
	Chair (s)	\$10.00			10' x 10' (grey)	\$125.00	
	Barstools	\$15.00			10' x 20' (grey)	\$210.00	
	Waste Basket	\$7.00			10' x 30' (grey)	\$300.00	
	Artificial Trees	\$40.00					
Subtotal A				Subtotal B			
REMINDER. . . ADVANCE PAYMENT IN FULL, INCLUDING SALES TAXES IS REQUIRED ON ALL ORDERS.				Subtotal A&B			
				7% PST			
				5% PST			
				(If paying by credit card) 3% Convenience Fee			
				TOTAL			

NOTE: Orders received during set-up on C.O.D. basis only and are subject to a 25% late fee. You will be subject to a 3% convenience fee for all credit card transactions. All payments must be received prior to event day. Invoice will be sent approximately 2 weeks prior to event and will include a link to pay online with a 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.

***Required information to process your order**

Today's Date: _____ PO Number: _____

*Company Name: _____ Booth No: _____

*Address: _____ *City, Prov: _____ *Postal Code: _____

*Contact Name: _____ *Phone: _____

*Email Address: _____

Unit 1A – 1200 13th Street, Brandon MB, R7A 4S8
204-727-4837 info@displaymanitoba.ca
www.displaymanitoba.ca



** Please make **cheques** payable to: **Display Manitoba**.*

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

Email: rhonda@provincialex.com

- Subject Line / Notes: **Display Manitoba**