



ROYAL MANITOBA WINTER FAIR – March 25th – March 30th, 2024

VENDOR APPLICATION FOR TRADESHOW SPACE

Provincial Exhibition of Manitoba

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

E: tradeshow@provincialex.com

P: (204)726-3590 x1003

www.royalmanitobawinterfair.com

Visit our website www.royalmanitobawinterfair.com to download the **2024 Vendor’s Manual** prior to submitting your application.

NOTE: All applications are subject to review and approval. Application submission does not guarantee space. Applications not accepted will have their application fee fully refunded. ****Applications will not be reviewed for space availability unless all required information, including at least 50% deposit is received.**

Company Name: _____

Address: _____

City, Prov: _____ PC: _____

Contact Person: _____ Phone: _____

Email: _____ Cell: _____

Website: _____

List **all** products and/or services you wish to exhibit in the show. Should your application be accepted, you will be permitted to display and sell **only** those products and services as approved on this list.

Please initial to indicate that you have read, understand, and agree to the following:

2024 Vendor’s Manual: _____
Insurance Requirements: _____

Electrical Requirements _____
Fire Regulations: _____

Space Rates (includes 8’ draped back and 3’ draped sides)

	<u>Booth Space</u> (Does not include electrical)
Manitoba Room	\$700.00
UCT Pavilion	\$700.00
MNP Hall (10’w x 10’d)	\$700.00
Blue Hallway (10’w x 8’d)	\$600.00
Main Street (10’w x 8’d)	\$450.00
Arena Concourse (10’w x 8’d)	\$850.00
Main Concourse (10’w x 8’d)	\$950.00
Corner Booth Fee (booth open on 2 sides)	\$125.00
Tradeshow Gold (see manual for details)	\$250.00

Company Name: _____

Preferred Location (please list desired location: _____

Rate: # of 10' x 10' Booths: _____ x Rate: \$ _____ = \$ _____

Corner Booth Fee: \$125.00 x _____ # of Booths \$ _____

Tradeshow Gold: (\$250) \$ _____

Additional Electrical Service Order provided by the Keystone Centre (please see full Rules and Regulations in RMWF Tradeshow Manual			
<u>Service Description</u>	<u>Rate</u>	<u>Quantity</u>	<u>Total</u>
15 AMP	\$120		
20 AMP A-Frame	\$125.00 each		
30AMP	\$350.00		
50 AMP (Stove Plug) – 120 /208 VOLT	\$400.00		
60 AMP	\$600.00		
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 's equipment. <u>Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.</u>			
Total Electrical Required:			

Vendor Passes

Each booth space comes with 2 weekly admission passes for your workers to enter the fair. If you would prefer daily passes, there is a **\$15.00 +GST fee** to convert a weekly pass to daily passes. Additional passes may be purchased when submitting your application or before March 1st, 2024 at the vendor rate

Additional Vendor Passes: \$12.00 daily pass x _____ = \$ _____

 \$35.00 3 day pass x _____ = \$ _____

 \$70.00 weekly pass x _____ = \$ _____

Conversion fee= \$ _____

Passes at vendor price are only available until March 22nd, 2024. After March 22nd they become full price

CAFÉ Fee: CAFÉ Non-Member = \$25.00
 CAFÉ Member = \$0 (Membership #: _____) \$ _____
 (Mandatory Fee ALL Vendors are required to pay with application unless Member. Please include Member #)

Subtotal: \$ _____

GST (11910 5955 RT0001): (5% of subtotal) \$ _____
 Convenience Fee: (3% of total) \$ _____

TOTAL DUE: (subtotal & GST + Convenience Fee)	\$ _____
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Payment Information:

****Please note: all credit card payments are subject to a 3% convenience fee which needs to be included in the total due**

Indicate form of payment: Cheque #: _____ VISA: _____ MasterCard: _____ E-Transfer _____

** Please make **cheques** payable to: **Provincial Exhibition of Manitoba.***

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

Email: rhonda@provincialex.com

- Subject Line / Notes: **2024 RMWF Tradeshow**

Credit Card #: _____ Expiry Date: _____ / _____

Cardholder Name: _____ CVC Code: _____

Cardholder Signature: _____

I am an authorized representative of the above-named organization with the full power and authority to sign and deliver this application. The company agrees to comply with all the policies contained in the Vendor Manual.

The Provincial Exhibition reserves the right to deny any application/contract for any reason. There will be **no refunds** issued for cancelled space after February 14th, 2023. **Certificate of insurance is required to participate in event.**

Signature of Vendor Contact

Date

By signing this application, the Vendor agrees to allow their contact information to be released and used for advertising purposes in conjunction with the Personal Information & Protection Act. By signing this application, the vendor also agrees to allow the Provincial Exhibition to give out their contact information to consumers for sales and customer service information. If you do not want your information released, please check off the box below.

No, I do not want to release my contact information.