

Policies and Procedures

Christmas at the Dome is proudly hosted by the Provincial Exhibition of Manitoba, a registered agricultural society and non-profit charitable organization with the purpose of showcasing all sections of agriculture.

Please read carefully to ensure you are updated with all relevant information to have a successful event.

When: Saturday, December 2nd, 2023 from 10:00am to 4:00pm
Sunday, December 3rd, 2023 from 9:00am to 3:00pm

Where: Provincial Exhibition of Manitoba, Unit A, 1200 13th St. Brandon, MB R7A 4S8

Contact: Macayla Lyons – Tradeshow Coordinator
204-726-3590 ext 1003 – Email: tradeshow@provincialex.com

Application deadline is November 3rd, 2023. Applicant selections will be sent out by November 7th, payments are due within 3 days of selection. If not selected, you will be placed on a waiting list.

Cost

\$100 per 8 foot table. Electrical is **not** an additional cost. There will be a \$5 fee for those who do not have a City License as we will provide one for you. Tables, chairs, and table skirting is included. All credit card payments are subject to a 3% convenience fee.

Payment

Payment will be required before November 20, 2023.

E-transfers may be sent to Rhonda@ProvincialEx.com (no password required).

Cheques should be made out to Provincial Exhibition of Manitoba and mailed/dropped off.

What is provided?

All Vendors will receive one (1) table and two (2) chairs per booth space. Skirting for your table is available.

Electrical Usage

Electrical is included in the table rental and only available to the vendors placed along the outside walls. Vendors must use CSA approved extensions or power cords. All cords must be unplugged at the end of day for 2-day event.

Set up/Take Down

Set up: Friday, December 1st from 4pm-6pm and Saturday, December 2nd from 8:00-10:00am

Take Down: Sunday, December 3rd from 3pm-4pm

Important Building Information

The Dome Building is a treasured historical site/building. We ask that you respect the site and the building while you are here. You will not be allowed to attach items to the wall, remove screws, move furniture/displays or deface the property for your display. We want everyone to enjoy this space for years to come. Please let us know if you have any questions regarding your display.

Security

The Dome Building will be locked and secured when closed. Vendors leaving their items at their booth are at their own risk. Do not to leave valuables unattended at your booth.

Smoking

This is a non-smoking/vaping event. Smoking and vaping is strictly prohibited within the Display Building No. 11 per heritage regulations.

Permits

Vendors are responsible for any permits required to sell their products. This includes, but is not limited to, permits relating to food and liquor items. City License will be provided by the Provincial Exhibition should Vendor not have one.

Banking Facilities

There are no banking facilities on site.

Internet

We have limited Wi-Fi available on site. Please ask for the network and password if required.

Liability

The Provincial Exhibition of Manitoba will not be liable for any loss, damage, or injury to the Vendor, their display, vehicle, or product. The Vendor agrees to indemnify and hold harmless both the Provincial Exhibition of Manitoba, its Board Members, Employees, and Volunteers against any and all claims of any persons whomever. The Provincial Exhibition of Manitoba assumes no liability for damages or losses resulting from or related to failure of the Vendor to comply with provisions of the agreement. By attending this show, you accept these terms.

Entrance Fee

We will have a \$3.00 entrance fee for visitors; 6 years and under are free. We will give you and any assistants a hand stamp.

Cancellation Policy

Fees are non-refundable within 2 weeks prior to the event. If you end up unable to attend the event, please notify us as soon as possible as we may have someone on the waiting list.

Please visit the following website for Farmers' Market regulations:

https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers_market.pdf

We are looking forward to having you join us!