

Royal Manitoba Winter Fair Vendor's Manual

March 25th – March 30th, 2024



Application deadline: February 15th, 2024

The Manual is subject to change. Please refer to the website for the most recent version.

www.provincalexhibition.com

Dear Vendor,

The Provincial Exhibition of Manitoba Board of Directors and staff welcome you to the Royal Manitoba Winter Fair. The Royal Manitoba Winter Fair is looking forward to welcoming returning favourites as well as some great new Vendors!

The Commercial Vendor's Manual has been revised to include new safety procedures and regulations. Please read carefully to ensure you are updated with all relevant information to have a successful event.

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.

We appreciate your continued support and are here to assist you with anything you need.

*Please see Page 11 for an opportunity to better promote your tradeshow booth at the RMWF. If you require additional information, please contact the Tradeshow Coordinator at (204) 726-3590 ext. 1003 or email tradeshow@provincialex.com.

We look forward to working with you in March.

Mark Humphries
General Manager
Provincial Exhibition of Manitoba
P: (204) 726-3590 ext. 1003
E: mark@provincialex.com

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Application forms for the Royal Manitoba Winter Fair (RMWF) are available on our website (www.royalmanitobawinterfair.com).

- Application is to include a minimum 50% deposit. The remaining 50% is **due February 15th, 2024.**
- 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.
- The Provincial Exhibition has the sole discretion as to who is accepted and what products are allowed to be sold or promoted.
- **You DO NOT need a City of Brandon sellers’ permit.**
- **Food trucks/Concessionaires need a VALID food permit.**

Where possible, all correspondence will be done via email. If you need to send correspondence or payments to us via regular mail, the mailing address of the Provincial Exhibition of Manitoba’s office is:

Provincial Exhibition of Manitoba

Unit 1A – 1200 13th Street
Brandon, MB R7A 4S8
Main Office Number: (204) 726-3590

The Provincial Exhibition staff will move their office to a temporary location at the Keystone Centre one week prior to the start of the fair into the **Pioneer Lounge**. The phone number will remain the same.

Average Temperatures:

High:	3.30°C	-3.43°C	6.00°C	7.23°C	6.48°C
Low:	-3.85°C	-14.33°C	-0.43°C	-6.36°C	-4.57°C

Show Dates

Monday, March 25th to Saturday, March 30th, 2024

Move In Date

Saturday, March 23rd, 2024 – 9:00 am to 5:00 pm
Sunday, March 24th, 2024 – 9:00 am to 5:00 pm

Move-in will be by appointment. A form will be available on our website and will also be emailed to Vendors in late January, early February. The form will need to be returned to the Tradeshow Coordinator by Monday, March 4th, 2024, indicating your move-in time preference.

When you arrive, please come to the **Tradeshow Booth**, located in the Manitoba room to sign in.

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

Manitoba Room, UCT Pavilion, MNP, Blue Hallway, Lower Hallways
Monday to Saturday: 10:00am to 6:00pm

Arena & Main Concourses
Monday to Saturday: 10:00am to close of show (approx. 10:00 PM)

Move Out Date

Manitoba Room, UCT Pavilion, MNP, Blue Hallway, Lower Hallways
Saturday, March 30 **after** 6:00 pm

Arena & Main Concourses
Saturday, March 30 **after** close of the show (approx. 10:00 PM)

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 Vendor will incur a **\$200.00** charge and may not be accepted into any future Provincial Exhibition events.

All vendors will need to be fully moved out of the Keystone Centre by 12:00pm on Sunday, March 31st, 2024, unless prior arrangements have been made with the Tradeshow Coordinator.

Booth Fees

Booth fees include a curtained booth with an 8’ backdrop curtain and 3’ sidearm curtains. *This does NOT include tables or chairs. * Vendors 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 **Monday, March 4, 2024**, and email info@displaymanitoba.ca to place your order.

Non-profit organizations and charities are eligible to receive a 15% discount on the cost of their booths.

Corner booth spaces, meaning that fair guests may enter your booth from 2 sides, are limited and assigned on a first come, first served basis. We do offer our returning vendors first right of refusal of their previous year’s space. The fee for corner access is **\$125 (in addition to the cost of the booth)**. If you pay for but do not receive a corner booth, we will reimburse you the cost paid for the corner booth.

	<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

Multiple Display Booth Discount

For exhibits that require more than 4 booths, the first 4 booths will be at full price with the additional booths receiving a 25% discount per booth.

Payment Requirements

Full and final payment for exhibit space must be made prior to February 15th, 2024, unless otherwise stated. If this financial obligation is not met, the vendor will not be permitted to proceed with move-in.

Electrical Services at Booth

Electrical Service Order Provided by the Keystone Centre	
Service Description	Rate
15 AMP – 120 VOLT (additional AMP's)	\$120.00
20 AMP A-Frame – (4)	\$125.00 each
30AMP	\$350.00
50 AMP (Stove Plug)	\$400.00
60 AMP	\$600.00
<p>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 vendor’s equipment. <u>Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.</u></p>	

Hotel Listings

There is a high demand for hotel rooms during the week of the Royal Manitoba Winter Fair. We recommend you book your hotel room well in advance to ensure availability. RMWF is offering vendors an exclusive price on hotel rooms at Victoria Inn, located at 3550 Victoria Avenue in Brandon.

- Single Room including 1 breakfast- \$129.99/night
- Double Room including 2 breakfasts- \$135.99/night

Please contact Victoria Inn at 204-725-1532 to get this exclusive offer, tell them you are booking under the RMWF Tradeshow to receive this deal.

- Book early due to limited room availability.

Parking

No reserved parking is available. The Keystone Centre parking lot is rush parking for vendors as well as the public. ***Please park trailers in designated locations at the south end of the parking lot. – See attached map for reference.***

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. **In case of a power outage, The Provincial Exhibition is not responsible for providing alternative sources and product spoilage or equipment damage. We suggest bringing an alternative power source or generator.**

Shipping, Receiving & Deliveries

Any deliveries to the Vendors prior to the RMWF should be clearly marked with the name of the Vendor. Please ensure the shipment is clearly labelled (see below) and is shipped to the Keystone Centre.

The Keystone Centre

Attn.: Prov. Ex. Tradeshow Coordinator

1175 18th St.

Brandon, MB R7A 7C5

Vendor's Name

Overhead Door #8

**Shipments may not be received prior to Wednesday, March 20th, 2024.
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 vendor'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 visit 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

The information in this manual is intended to provide a foundation for constructing a commercial exhibit at the Royal Manitoba Winter Fair. Vendors are expected to create a professional, attractive, eye-catching display that does not infringe on adjacent or neighboring 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 vendor.

The exhibit space includes an 8ft high curtained backdrop and two 3ft high curtained side arms. **Tables, chairs, carpet, etc. are not included in the exhibit space.** 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 Monday, March 1st, 2024, and email Display Manitoba at info@displaymanitoba.ca to place your order. You may also call 204.727.4837.

The Royal Manitoba Winter 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 will assign ALL tradeshow space.

Vendors are NOT to move, switch or trade locations. Vendors who do so will be fined \$250, may be asked to leave, and will not be accepted as a vendor at future Provincial Exhibition of Manitoba events.

C.A.F.E.

The Provincial Exhibition 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 coordinators 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 a C.A.F.E. member, there is no charge. If you are not a C.A.F.E. member, the fee will be **\$25.00**. 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.

Cancellations

In the event the Vendor cancels their application for exhibit space(s) **prior to February 1st, 2024, 25% of their booth cost will be forfeited.**

After February 1, 2024, all cancellations will be non-refundable.

In the event the fair is cancelled for reasons beyond our control **3% of the booth cost** will be forfeited for service fees.

The Provincial Exhibition will take into consideration refunds for any cases of cancellations due to death or other major emergency.

Damage & Defacing of Keystone Centre Property

Vendors 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 with the Tradeshow Coordinator.

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 vendors or between vendors 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.

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 PRIOR to event time.

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.

***Prohibited:** 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 vendor unless specifically stated by the Provincial Exhibition of Manitoba in writing.

Vendor Conduct

All vendors are expected to conduct themselves in a respectful and professional manner in all their dealings with other vendors, attendees, and the Provincial Exhibition staff. Professional conduct is to be maintained at all times. Vendors failing to conduct business in a professional manner may be removed from the show.

Vendor Passes

Vendors will be allocated 2 WEEKLY passes for each 10' x 10' booth purchased. **Additional passes** may be purchased and/or converted at the Vendor rate until **midnight, Sunday, March 22nd**. After March 22nd, passes must be purchased online at regular price.

Daily passes:	\$12.00 per daily pass
3 Day Passes:	\$35.00 per 3-day pass
Weekly passes:	\$70.00 per weekly pass

Insurance (Liability Insurance required for event)

The vendor/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 vendor's insurance policy:

Provincial Exhibition of Manitoba

Unit A1 – 1200 13th Street
Brandon, MB R7A 4S8

Insurance coverage meeting the above requirements must be maintained during the period of Sunday, March 24th, 2024, to Sunday, March 31st, 2024.

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

Vendors/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** a 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 our local insurance company.

Insurance certificates are to be sent to the Provincial Exhibition of Manitoba by March 4th, 2024, by email (tradeshow@provincialex.com).

Internet & Phone Line Hook Up

Wireless internet access is available throughout the Keystone Centre. There is no charge for the wireless internet; however, the connection cannot be guaranteed. If you require wireless internet access, please contact the Tradeshow Coordinator for the password when you arrive.

If you require a hard-line internet connection, you will need to order the **hard-line connection** through the Keystone Sales Office. Please use the link below to fill out the request form. Hard line internet orders need to be placed a **minimum of 15 business days** (3 weeks) before the opening of the Fair.
<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 Vendor / Participant, including its owner, rider, products or employees. Vendors and participants must maintain insurance on their exhibit, equipment, animals, and staff at their own expense.

The vendor and associates agree 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 Vendor to comply with the provisions of the agreement. Under these circumstances, the Provincial Exhibition is under no obligation to refund the Vendor's fees.

In case of a power outage, The Provincial Exhibition is not responsible for providing alternative sources and product spoilage or equipment damage. We suggest bringing an alternative power source or generator.

Payment of Tradeshow Space

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

Applications that do not include payment will not be processed until received. Applications must be received by **February 15th, 2024**, to participate.

You may pay by **debit card, credit card, cheque, or e-transfer only**. Credit Card Info on Application Form.

- 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.

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

- Email Address: rhonda@provincialex.com
- Subject Line / Notes: **2024 RMWF Tradeshow – Booth Name**

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 Vendors' property. Please take appropriate measures to protect your booth and its contents.

Security Precautions

- Do not leave electronics, briefcases, calculators, cameras, 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 persons/activity to on-site security immediately.

Signage

Vendors are permitted to display professional signs representing their products only in those areas for which they have contracted space. (No handwritten 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 vendors' booths, or building entrances or exits anywhere on the grounds of the Royal Manitoba Winter Fair. In addition, vendors are not permitted to solicit patrons while the patron is standing in the licensed area of another vendor, conducting business, or speaking with another vendor. 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 vendors.

Sound Systems

Vendors who are using amplifiers or similar devices for the purposes of attracting attention to the vendor'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

Vendors 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

Vendors 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**.

Tradeshow Gold \$250

Tradeshow Gold provides an opportunity for Vendors to increase their visibility and promote their products at the Royal Manitoba Winter Fair. This opportunity includes rotational announcer recognition in Westoba Place Arena and Westoba Agricultural Centre of Excellence, logo with website link on the tradeshow page of the Royal Manitoba Winter Fair website, social media presence.

Infraction Enforcement

Staff will monitor vendor booth operations throughout the Royal Manitoba Winter Fair to ensure that all vendors comply with the rules and regulations. Booth infractions will be issued to vendors as needed by the Provincial Exhibition's staff and will be recorded in the vendor'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 vendors 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 vendors
- 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 vendors at the Keystone Centre Complex, Brandon.

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.

Vendors 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
- No indoor use of propane of any size.
- Outdoor use of propane is permitted.

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 gasses of a similar nature.

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
- 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.

Notification of Warning

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

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



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

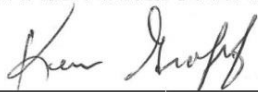
OFFENSES, PENALTIES AND ENACTMENT

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: 

Date: _____

Fire Prevention Officer
Brandon Fire and Emergency Services

KEYSTONE CENTRE ELECTRICAL RULES AND REGULATIONS

Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker, or a local approval from the Office of the Fire Commission – Phone 204-726-6855. All electrical connections, assemblies, motors or any electrical operating gear must conform to all federal, provincial, local electrical and fire codes.

All services are sold on a per booth or per exhibitor basis. The connection in a booth cannot be shared.

Wall, column, and permanent building utility outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise.

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 exhibitors equipment.

One standard double electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps, additional units must be ordered to prevent overloading. Exhibitors shall be prohibited from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "Centre's Electrician" has checked equipment for source of problem and corrected malfunction. Such device to be a part of the equipment or may be installed as part of the initial installation. When approved by a "Centre's Electrician" normal circuit protection will be adequate.

Under no circumstances shall anyone other than the "Centre's Electrician" or a licensed electrical contractor who has been given permission by the Keystone Centre make electrical connections or disconnections. Supplying of services by outside contractors within the Keystone Centre may result in a fee charged to the supplier or client.

The Keystone Agricultural & Recreational Centre reserves the right to check and inspect any and all electrical connections, equipment, and facilities, which any customer uses while in the Centre. "The Centre's Electrician" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.

All complaints must be presented by the exhibitor before the close of the exhibition in order to be properly investigated.

Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation, may be executed without "The Centre's Electrician", however, all service connections and overload protection to such equipment must be made by "The Centre's Electrician or appointed Electrician" only.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

Unless otherwise directed, the "Centre's Electricians" are authorized to cut floor coverings to permit installation of service.