

Midway Market
Concessionaire Manual
Manitoba Summer Fair
June 5th – 9th, 2024



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

www.provincalexhibition.com

Dear Tradeshow Concessionaire,

The Provincial Exhibition of Manitoba Board of Directors and staff welcome you to the Manitoba Summer Fair!

The **Manitoba Summer Fair** has been a social gathering in Western Manitoba for over 135 years, featuring education in agriculture, entertainment and community celebration. Our passion is the enhancement of the tradeshows during our event showcasing 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:
204-726-3590 ext. 1003 or email tradeshow@provincialex.com.

We are looking forward to working with you in June.

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

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Important Reminders

Application forms are available on our website (www.provincialexhibition.com) under "Participate", "Manitoba Summer Fair", "Vendor's Application & Manual"

- Application is to include a minimum 50% deposit. The remaining 50% is **due by May 1st, 2024.**
- All credit card payments are subject to a 3% convenience fee.
- Application submissions do not guarantee space but are placed on a list 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.
- **You DO NOT need a City of Brandon sellers' permit.**
- **Food trucks/vendors need a VALID food permit.**

Required documents

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



tempfood.pdf

Show Dates

Wednesday, June 5th to Sunday, June 9th, 2024

Move In Date

Monday, June 3rd – 9:00am to 5:00pm

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.

Please note If you require an earlier or later move in time, or you have a large display or trailer that needs to be maneuvered with a truck or forklift, please contact the Tradeshow Coordinator to arrange for your move in. If you have not contacted the Tradeshow Coordinator, it will be assumed that you will move in on Tuesday June 4th between 9:00am and 5:00pm and will not require any mechanical assistance.

Show Hours

Hours are subject to change and our events. We ask that all Vendors to open for our private events, please see the Tradeshow Coordinator for a full schedule.

Wednesday	June 5	4pm to 11pm
Thursday	June 6	4pm to 11pm
Friday	June 7	2pm to 11pm
Saturday	June 8	12pm to 11pm
Sunday	June 9	12pm to 8pm

Move Out Date

Move out can begin after the close of show on Sunday. All Vendors need to be fully moved off the Keystone Centre grounds by 12:00pm on Monday June 10th, 2024

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 \$150.00 charge.

Booth Fees

Outdoor Space (per linear foot): \$60.00

A deposit of 50% is required with your application and final payment must be made by May 1, 2024.

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 Coordinator to make arrangements. Please ensure that your frontage and depth requests include all 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. If you have a display vehicle, that vehicle will be parked for the duration of the Fair. Hitch length is also included in the space requirement. Your display vehicle may NOT be used for camping or over-night stay.

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 as NSF will be charged a \$50.00 processing fee.

Hotel Listings

There is a high demand for hotel rooms during the Manitoba Summer Fair. We recommend you book your hotel room well in advance 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 Vendors as well as the general public.

For access to the grounds, please use the "Vendors Gate" at 13th ST. & Brandon Ave, which allows all Vendors direct access to the grounds.

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 the Tradeshow Coordinator to make **parking arrangements for your vehicle prior to May 15th, 2024.**

Banking Facilities

There are 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 vendors prior to and during the Manitoba Summer Fair should be clearly marked with the name of the vendor. Please make sure they are shipped to the Dome Building address.

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

**Shipments may not be received prior to Monday, May 3rd, 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 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. Vendors are expected to create a professional, attractive, and 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.

As an outdoor vendor, 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 has a wall panel to close at night.

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

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 of Manitoba will assign ALL tradeshow spaces.

Vendors are **NOT** to move, switch or trade locations. Vendors who do so may be subject to a fine, 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 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 visit: www.provincialexhibition.com – Manitoba Summer Fair – Participation.

*****Camping will not be permitted as part of your display space.***

Cancellations

In the event the Vendor needs to cancel their application for exhibit space(s) prior to April 15th, 2024, 25% of their booth cost will be forfeited.

No refunds will be issued for cancellations after April 15th, 2024.

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

Damage & Defacing to 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 at the Tradeshow office. (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 Vendors or between Vendors 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

The Provincial Exhibition recommends that all outdoor vendors supply their own means of power. In case of a power outage, The Provincial Exhibition of Manitoba and the Keystone Centre will not be responsible for alternative power sources, product spoilage, equipment damage, or financial losses.

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.

Additional Electrical Service Order	
Provided by the Keystone Centre (please see full disclaimer at the end of the RMWF Tradeshow Manual)	
Service Description	Rate
15 AMP – 120 VOLT (additional AMPs)	\$120.00
20 AMP A-Frame – (4)	\$125.00 each
30AMP	\$350.00
50 AMP (Stove Plug)	\$400.00
60 AMP 3 Phase power supply (Hubble)	\$600.00
<p>The service provided includes the installation of temporary power lines to the booth, maintenance during the show, electrical energy, and removal service after the event. It DOES NOT include connecting/disconnecting to the Vendor's equipment. <u>Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.</u></p>	

Exclusivity

The Provincial Exhibition of Manitoba does not guarantee exclusivity to any vendor, 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 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.

Concessionaire Conduct

All concessionaires are expected to conduct themselves in a professional manner in their dealings with other concessionaires, vendors, attendees, and the Provincial Ex staff and volunteers. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Vendors failing to conduct business in a professional manner may be removed from the show.

Concessionaire Passes

Concessionaires will be allocated 2 WEEKLY passes for every 10' linear feet purchased. If additional passes are required, the passes MUST be purchased by 4:00 PM on Wednesday, June 5th, 2024.

Daily passes: \$9.00 per daily pass (includes GST)
Weekly passes: \$27.50 per weekly pass (includes GST)

Insurance

The Concessionaire/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 Concessionaire'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 4th, 2024 to Monday June 10th, 2024.

This insurance is designed to protect yourself, the attending general public, other concessionaires, vendors or participants, and fair organizers.

Concessionaires/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.**

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/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 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.

Final payment is due by May 1st, 2024, – the amount due will be confirmed in the confirmation email you will receive.

If you are applying after May 1st, 2024, 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: 2024 MSF 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.

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 the Concessionaire'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

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

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 Concessionaires' booths, or building entrances or exits anywhere on the grounds of the Manitoba Summer Fair. In addition, Concessionaires are not permitted to solicit patrons while the patron is standing in the licensed area of another Concessionaire, conducting business, or speaking with another Concessionaire. 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 Concessionaires.

Sound Systems

Concessionaires who are using amplifiers or similar devices for the purposes of attracting attention to the Concessionaire's booth must contain the sound within their own exhibit. The Provincial Ex reserves the right to control sound in the event that it becomes a nuisance to adjoining exhibits.

Staffing Exhibits

Concessionaires are required to maintain their 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

Concessionaires cannot 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 Coordinator for Provincial Exhibition of Manitoba.**

Infraction Enforcement

Provincial Exhibition of Manitoba Staff will monitor vendor booth operations throughout the Manitoba Summer 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 also invoke a fine of \$250.00 for any of the booth infractions as outlined below.

Booth infractions may be issued if concessionaires or 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 Concessionaires
- 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.

Drink Orders

Concessionaires selling drinks must purchase and sell Pepsi-Cola products. These products need to be ordered through Bryce Cotton, Operations Manager for Centerplate. Please contact him, preferably by email, using the contact information below to place your order(s). Your selling price must be greater than or equal to the price Centerplate sells their drinks for.

Bryce Cotton
Operations Manager
Centerplate Keystone Centre
#1-1175 18th Street
Brandon, MB R7A 7C5
Tel:(204)726-3513
Email: Bryce.Cotton@sodexo.com

Your initial drink order, including special orders or products not carried by Centerplate Keystone Centre, is to be placed by **Wednesday, May 15th, 2024**. If you require additional product, a representative from Centerplate Keystone Centre will be picking up your orders from your concession in the evening. This product will be delivered to your booth the following day.

Coolers

If you require a cooler for your drinks, please contact **Sandy Johnston with PepsiCo** to arrange for the cooler. Please note that the coolers do not come with locks. If you require a locking cooler, you need to order a locking cooler. Please note that to ensure you have a cooler, you will need to place your order with **Sandy by Friday, April 26th, 2024**. Sandy may be contacted at **(204) 573-5993** or by email at **Sandy.Johnston@pepsico.com**.

Temporary Health Permit

As a concessionaire, a health permit is required for your concession. To apply for a temporary health permit, please contact April Gravelle, our local Public Health Inspector at the Manitoba Health office here in Brandon. Apply for your health permit by **Monday, May 6th, 2024**. The guidelines and application form are included at the end of this manual. If you have any questions, here is her contact information:

April Gravelle, Public Health Inspector
Manitoba Health, Seniors and Active Living
Health Protection Unit (West/North Region)
340 9th Street
Brandon, MB R7A 6C2
April.Gravelle@gov.mb.ca
Tel: (204) 726-6062 Fax: (204) 726-6063

Brandon Fire Department Regulations

The following Manitoba Fire Code Regulations shall be observed by all Concessionaires 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.
- **Concessionaires 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 of 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 sources (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.

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 sight, 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.



Fire Prevention Policy

Cooking Facilities – Safety Guidelines for Indoor Activities

The following regulations have been established by the Brandon Fire and Emergency Services regarding Indoor Cooking Activities.

Purpose: To provide information and guidance to establish a reasonable / acceptable level of safety when involved in temporary activities that produce grease laden vapors.

Guidelines:

1. Cooking processes, such as deep fryers or frying in oil of depth, producing grease laden vapors shall require:
 - Fire Suppression System that comply with NFPA 96 and may require Ventilation Equipment that complies with NFPA 96; and
 - "K" type fire extinguisher with current inspection tag.
2. Propane cylinders limited to a maximum of 2kg (5lb).
3. All pressurized cylinders to be secured.
4. All cooking appliances to have a minimum of 1 m. clearance of combustible materials.
5. A minimum 5 lbs. ABC dry chemical fire extinguisher, with a current inspection tag, is required for each booth containing heat producing appliances.
6. Concessionaires to be trained in the use of the fire extinguisher.

Cooking Facilities Policy effective as of January 1, 2008.



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



APPLICATION FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT

EVENT

Name:	
Date From To:	Opening Times:
Location/Site:	
Coordinator/Organizer:	Phone: Home _____ Work _____ Cellular _____ Pager _____

PERMIT APPLICANT

Name (Person in Charge):	
Address:	Phone: Home _____ Work _____
Email: Postal Code:	Cellular _____ Pager _____
ASSOCIATED FOOD SERVICE ESTABLISHMENT (if applicable):	
Facility Number:	
DO YOU HAVE A MOBILE PERMIT? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes attach a copy with this application	

EQUIPMENT

Cooking:	Hot Holding:
Refrigeration:	Transport (Hot & Cold Holding):
Thermometer: Yes <input type="checkbox"/> No <input type="checkbox"/>	Thermometers (Metal Stem): Yes <input type="checkbox"/> No <input type="checkbox"/>
Uniforms/Hair Restraints:	Other:

BOOTH

Booth Name:	
Type:	Booth Number:
Floor:	Roof:
Handwash: <input type="checkbox"/> Piped Sink <input type="checkbox"/> Portable Container	Soap/Hand Drying Towels: _____
Drained to: <input type="checkbox"/> Sewer <input type="checkbox"/> Waste Receptacle	Refuse Container (Covered): Yes <input type="checkbox"/> No <input type="checkbox"/>

PROTECTION

Food Display: <input type="checkbox"/> Sneezeguard <input type="checkbox"/> Wrapped <input type="checkbox"/> Covered	Condiments: Covered Yes <input type="checkbox"/> No <input type="checkbox"/>
Single Service Utensils:	Straws: <input type="checkbox"/> Wrapped <input type="checkbox"/> Dispenser

A copy of the full menu MUST be submitted along with this application form. Any changes to the menu must be approved by the Public Health Inspector and approved menus will be strictly enforced.

COMMENTS: _____

Inspector: _____ Applicant: _____
 (Signature) (Signature)

Date: _____

Temporary Health Permit Guidelines & Application



TEMPORARY FOOD SERVICE ESTABLISHMENT GUIDELINE

A Temporary Food Service Establishment is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

All temporary food service establishments are subject to the requirements of Manitoba Regulation 339/88R, Food and Food Handling Establishments Regulation under *The Public Health Act*, and such other requirements as may be required by a Public Health Inspector.

IMPORTANT

All Temporary Food Service establishments must obtain a permit from a Public Health Inspector prior to opening.

ON SITE FOOD HANDLING AT A TEMPORARY FOOD SERVICE ESTABLISHMENT IS RESTRICTED TO REHEATING, HOT HOLDING AND/OR COLD HOLDING OF "PRECOOKED" AND "READY TO EAT" FOODS ONLY, UNLESS OTHERWISE APPROVED BY A PUBLIC HEALTH INSPECTOR.

UNLESS OTHERWISE AUTHORIZED BY A PUBLIC HEALTH INSPECTOR:

- ON SITE UTENSIL WASHING IS NOT PERMITTED
- CUTTING, CHOPPING, MIXING OR STUFFING OF FOOD IS NOT PERMITTED

Temporary Food Service Establishments operating in the City of Winnipeg may be required to obtain a Temporary Food Service Establishment Business License. Please contact the City of Winnipeg License Branch at 204-986-2234.

This is a guideline only. Additional items may be required by the Public Health Inspector pursuant to the Food and Food Handling Establishments Regulation (*The Public Health Act*).

GUIDELINE FOR THE OPERATION OF A TEMPORARY FOOD ESTABLISHMENT

1. PLANNING

Proper planning is essential to ensure a trouble free and safe event.

- All Temporary Food Service Establishments require a Health Permit, as stipulated in Manitoba Regulation 339/88R.
- All food operators must complete and submit the “*Application for a Temporary Food Service Establishment Permit*” (attached) at least **10 working days** prior to the event.
- All Temporary Food Service Establishments must provide or have reasonable access to toilet and handwashing facilities. The requirement for sanitary facilities at fairs, festivals and similar events is a shared responsibility between food booth operators and the event organizers. In this regard, the Manitoba’s “*Special Event Sanitation Guideline*” must be referenced to determine what is needed.
- If the Temporary Food Service Establishments will be operating in the City of Winnipeg, a Temporary Food Service Establishment Business License may be required. Please contact the City of Winnipeg License Branch at 204-986-2234.

Note: These guidelines only apply to areas of food safety and sanitation as required by Manitoba Regulation 339/88R. Other requirements in areas such as fire safety and building standards are the responsibility of the operator and local municipal authority.

2. BOOTHS & EQUIPMENT

Booths must be constructed to protect food, equipment and utensils from contamination and shall have:

- A valid Health Permit posted in a conspicuous location that is visible to the public.
- Water resistant roofs and walls will be required, depending on the location and duration of an outdoor event. The roofs and walls must cover the entire food preparation and display area without creating a risk of fire hazard.
- Smooth, non-absorbent, well-drained flooring such as concrete, asphalt or plywood fastened to pallets.
- Work surfaces that are smooth, easily cleanable and non-absorbent (e.g. laminate table tops, countertops).
- Barriers to restrict public access (i.e. table, counter).
- Adequate lighting with protection against breakage (i.e. shields).
- A covered garbage container to prevent the congregating of flies or other pests.

Equipment requirements for food booths include:

- A metal stem probe thermometer.
- Thermometers in refrigerators and coolers.
- Sufficient cooking, reheating, hot holding and adequate refrigeration equipment for the operation.
- Sufficient shelves and tables to hold equipment and store food at least 15 cm (6 inches) off the ground.

LOCATE EQUIPMENT SO AS TO PREVENT FOOD CONTAMINATION BY CONSUMERS OR PROVIDE EFFECTIVE SNEEZE GUARDS.

3. **BOOTH HANDWASH FACILITIES**

HANDWASHING FACILITIES ARE REQUIRED AT ALL FOOD BOOTHS AND ARE SUBJECT TO APPROVAL BY THE PUBLIC HEALTH INSPECTOR.

THE TYPE OF SYSTEM REQUIRED WILL DEPEND ON THE DURATION OF THE EVENT AND TYPES OF FOOD SERVED.

All Temporary Food Service booths must have adequate hand washing facilities.

- For booths operating **longer than 4 hours** and depending on the duration of the event and types of food served, the following water systems may be used for hand washing:
 - A pressurized potable water system drained to sewer.
 - Cold water electric pump with reservoir (20 litres/5 gal minimum) drained to a collection tank at least 15% larger in size. (Subject to approval of the Public Health Inspector)
 - Cold water hand pump with reservoir (20 litres/5 gal minimum) drained to a collection tank capable of containing all wastewater. (Subject to approval of the Public Health Inspector)
 - Cold water gravity reservoir or water jug with spigot (20 litres/5 gal. minimum) drained to a collection tank capable of containing all wastewater. (Subject to approval of the Public Health Inspector)
- For operations operating for **4 hours or less**, a water jug with spigot with drainage to a pail or basin of adequate size to collect the wastewater, or a system approved by a Public Health Inspector.
- All operators shall ensure the proper disposal of all wastewater to a sewer or other acceptable facility.
- All booths must have liquid soap and single service towels in dispensing units.

4. FOOD TRANSPORTATION, RECEIVING AND STORAGE

Protect foods from contamination (i.e. covers, packaging or display enclosures) and maintain proper food temperatures at all times during transportation, receiving and storage.

- Hot foods must be received hot and held at **60°C (140°F)** or hotter.
- Cold foods must be received cold and held at **5°C (41°F)** or colder and frozen food at **-18°C (0°F)** or colder.
- Transport food in insulated containers to assist in maintenance of temperatures.
- Store food in food grade covered containers, packaging or display enclosures.
- Store all food at least 15 cm (6 inches) off the floor.
- Condiments must be individually packaged or served from covered dispensers.
- Due to the risk of contamination, the storage of packaged food (i.e. drinks) in water or undrained ice is prohibited.

USE A METAL STEM PROBE THERMOMETER TO ENSURE PROPER FOOD TEMPERATURES DURING TRANSPORTATION, RECEIVING AND STORAGE.

5. FOOD PREPARATION

Ensure safe food preparation and handling at all times.

- On site preparation of potentially hazardous food is prohibited.
- Only reheating, hot holding and/or cold holding of “precooked” and “ready to eat” foods (i.e. hot dogs, precooked hamburger patties, precooked sausages) is allowed.
- Where deep fryers and other cooking equipment (grills, BBQs) are to be used, approval of the local authority having jurisdiction is required.
- **Uncooked foods** may only be handled and cooked at a temporary food booth when approved by a Public Health Inspector and subject to such conditions as may be specified by the Inspector.
- **Rapidly** cook or reheat ground red meats to **71°C (160°F)**. All poultry products should be cooked or reheated to **74°C (165°F)**. **Do not use steam tables for reheating food.**
- Store hot foods hot at **60°C (140°F)** or hotter.
- Store cold foods cold at **5°C (41°F)** or colder.

- Mechanical refrigeration is the preferred method. For events less than **4 hours** in duration, operators may use ice packs provided they are changed frequently to ensure proper temperatures are maintained.
- Use food-handling utensils (i.e. tongs, spoons, spatulas, etc) or disposable gloves to minimize manual contact. Discard gloves as often as necessary to prevent contamination of food and wash hands in between glove changes.
- Utensils contacting raw meat, fish, poultry or eggs must not be used for handling cooked product.
- All pre-packaged potentially hazardous food must be labeled in a manner that identifies what the food is, date of preparation, and name and address of the permitted establishment where it was prepared and packaged.

CUTTING, CHOPPING, MIXING AND STUFFING OF POTENTIALLY HAZARDOUS FOOD IS NOT PERMITTED IN THE FOOD BOOTH.

USE YOUR PROBE THERMOMETER TO ENSURE SAFE COOKING, REHEATING, COLD HOLDING AND HOT HOLDING TEMPERATURES.

6. FOOD SUPPLIES

All food supplies must be:

- Obtained from an approved source.
- Prepared in a Health approved Food Service or Food Processing Establishment.

Cultural events where wild game meat is proposed require a separate permit and must meet certain conditions. Contact the Public Health Inspector for further details at least **30 days** prior to the event.

HOME-PREPARED FOODS ARE PROHIBITED.

7. WATER SUPPLIES

- All water must be from an approved and potable source.
- All water hoses should meet "**NSF/ANSI STANDARD 61**" or equivalent for drinking water components. They are rated for potable water use, are usually white in color, are made of higher grade PVC and meet all food-grade requirements. NOTE: Most RV centers and big box home improvement stores carry them, as well as plumbing supply companies. Hardware stores may be able to special order them in for clients.
- All hoses used to fill the water storage tank or connect to a fixed water standpipe must be used exclusively for that purpose and must be protected from contamination when not in use.

8. **POTENTIALLY HAZARDOUS FOOD WARNING**

Potentially Hazardous Foods are foods capable of supporting the rapid growth of bacteria or germs that cause foodborne illness and include meat, fish, poultry, eggs, milk, dairy products, cooked cereals and cooked vegetables. Bacteria grow best on food held at temperatures ranging between 5°C (41°F) and 60°C (140°F). This temperature range is called the **DANGER ZONE**.

**ALWAYS KEEP POTENTIALLY HAZARDOUS FOOD OUT OF THE DANGER ZONE
DURING TRANSPORTATION, STORAGE, DISPLAY AND SERVICE.**

KEEP HOT FOODS HOT AT 60°C (140°F) OR HOTTER

KEEP COLD FOODS COLD AT 5°C (41°F) OR COLDER

KEEP FROZEN FOOD FROZEN AT -18°C (0°F) OR COLDER

9. **DISHES AND UTENSILS**

Use appropriate dishes and utensils.

- Use only single service cups, dishes, and cutlery that are stored so as to prevent contamination.
- Do not re-use single service items (i.e. plastic cutlery, foil pans, etc.).
- Prevent contamination by storing single service items in dispensers, individual packaging or other means (i.e. cutlery stored in a container with handles up).
- Provide at least 2 additional sets of clean serving utensils in case of contamination.
- On site utensil washing is not permitted without adequate facilities approved by a Public Health Inspector.

10. **WIPING CLOTHS**

Use wiping cloths to clean equipment, tables, counters and other surfaces on a regular basis.

- Store wiping cloths in an approved sanitizing solution (i.e. 100 mg/L chlorine, 200 mg/L quaternary ammonium compound or 12.5 mg/L iodine solution).
- Operator has to have the capability of testing the strength of the sanitizing solution (i.e. have test strips on hand).
- Do not use the same wiping cloths for food contact surfaces to clean spills on floors.

CHLORINE SANITIZING SOLUTION (100 ppm)

Use 10 ml (2 teaspoons) of bleach in 4 litres (1 gallon) of water.

11. PERSONAL HYGIENE

Reduce food contamination by practicing good personal hygiene.

- Don't work with food when sick or if you have cuts or sores on your hands.
- Don't smoke, eat or drink in the food booth.
- Wash hands with soap and dry with single service towels:
 - Before preparing food
 - After smoking, eating, drinking or taking a break
 - After using the washroom
 - After touching nose, mouth, hair, etc
 - After handling raw meats or money
 - After any activity that may contaminate hands
- Wear hair restraints (i.e. hat or hairnet).
- Wear clean clothing and clean full length aprons or smocks.
- Don't wipe hands or utensils on clothing or aprons.
- Avoid touching food with bare hands. Use utensils, tongs, gloves etc.
- Volunteers and minors require adequate instruction and/or training to ensure that foods are being handled safely and in accordance with the guidelines.

12. INSPECTIONS AND VIOLATIONS

- Ensure facilities, equipment and practices are in place and operating properly prior to inspection and opening.
- Correct all violations within the time frame specified by the Public Health Inspector.
- Failure to comply with the Regulation may result in charges (fines) and/or cancellation or suspension of the operating permit (closure) and/or penalties under The Public Health Act.