

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, October 5th, 2024, from 10:00am to 4:00pm
Sunday, October 6th, 2024, from 10:00m 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 September 1st, 2024. Applications received will be reviewed weekly leading up to the event. If not selected, you will be placed on a waiting list.

Cost

Inside: \$100 per 8 foot table. \$200 for a 10X10 booth. Electrical is **not** an additional cost.

Outside: \$100 for a 10X10 (parking stall) space.

There will be a \$16.00 fee for those who do not have a City License as we will provide one for you. Tables, chairs, and table skirting is available at no extra cost. All credit card payments are subject to a 3% convenience fee.

Payment

Payment will be required by September 1st, 2024.

E-transfers may be sent to finance@provincialex.com (no password required).

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

What is provided?

All indoor vendors will receive one (1) table and two (2) chairs per booth space. Skirting for your table is available. All outdoor vendors will be responsible for providing their own tables, chairs, and skirting.

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 events.

Set up/Take Down

Set up: Friday, October 4th from 12pm-6pm and Saturday, October 5th from 8:00-10:00am

Take Down: Sunday, October 6th 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 leave valuables unattended at your booth. Outside vendors are highly encouraged to put products away over night. Security will not be available on site.

Smoking

This is a non-smoking/vaping event. Smoking and vaping are strictly prohibited within the Display Building No. II 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

Admission will be free.

Cancellation Policy

Fees are non-refundable after September 1st, 2024. 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!