

Royal Manitoba Winter Fair
Concessionaire Manual

March 31st – April 5th, 2024



Application deadline: February 15th, 2025

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

www.provincalexhibition.com

Dear Concessionaire,

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 favorites as well as some great new Concessionaires!

The Concessionaire Manual has been revised to include new rules and regulations. Please read carefully to ensure you are updated with all pertinent 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 12 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.

Macayla Lyons
Tradeshow Coordinator
Provincial Exhibition of Manitoba
P: (204) 726-3590 ext. 1003
E: tradeshow@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 March 1st, 2025**.
- All credit card payments are subject to a 3% convenience fee.
- Application submissions do not guarantee space but are placed on a waiting 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 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 temporarily to the **Pioneer Lounge** at the Keystone Centre one week before the start of the fair.

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 31st to Saturday, April 5th, 2025

Move In Date

Saturday, March 29th, 2025 – 9:00am to 5:00 pm
Sunday, March 30th, 2025 – 9:00 am to 5:00 pm

When you arrive, please come to the **Tradeshow Office**, located in the **Pioneer Lounge** to check in **before** moving any items in.

Please note If you require an earlier or later move-in time or if you have a large display or trailer that needs to be maneuvered with a truck or forklift, please contact the Tradeshow Manager by Friday, March 1st, 2025, to arrange your move-in. There will be a few dollies available for use.

Show Hours

Manitoba Room, UCT Pavilion
Monday to Saturday: 10:00 am to 6:00 pm

MNP Hall, Arena & Main Concourses

Monday to Saturday: 10:00 am to close of the show (approx. 10 pm)

Lower Hallways

Monday to Saturday: 10:00 am to 6:00 pm

Move Out Date

Manitoba Room, UCT Pavilion: Saturday, April 5th **after** 6:00 pm

Lower Hallways: Saturday, Saturday, April 5th **after** 6:00 pm

MNP Hall, Arena & Main Concourses: Saturday, April 5th – close of the show (**approx. 10:00 pm**)

No exhibit booth shall be cleared of any merchandise or dismantled in whole or in part before 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 before official closing, the Exhibitor will incur a \$200.00 charge and may not be accepted into any future Provincial Exhibition events.

All exhibitors will need to be fully moved out of the Keystone Centre by 12:00 pm on Sunday, March 31st, 2025

Booth Fees

The booth rates for the 2025 Royal Manitoba Winter Fair tradeshow have not increased from 2020. The rates for a 10' booth which will include an 8' draped back and 3' draped sides will be as follows:

	<u>Booth Space</u>
	(Does not include electrical)
Manitoba Room (10'w x 8'd)	\$721.00
UCT Pavilion (10'w x 8'd)	\$721.00
Blue Hallway (10'w x 8'd)	\$618.00
Main Street (10'w x 8'd)	\$465.00
Arena Concourse (10'w x 8'd)	\$875.00
Main Concourse (10'w x 8'd)	\$1050.00
Corner Booth Fee (booth open on 2 sides)	\$125.00
Tradeshow Gold (see manual for details)	\$500.00

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.

Electrical Service at Booth

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

Additional Electrical Service Order

Provided by the Keystone Centre (please see full disclaimer at the end of the RMWF Tradeshow Manual)	
<u>Service Description</u>	<u>Rate</u>
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 concessionaire's equipment. <u>Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.</u></p>	

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 payment for exhibit space must be made before February 15th, 2025, unless otherwise stated. If this financial obligation is not met, the concessionaire will not be permitted to proceed with move-in.

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 concessionaires 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 concessionaires as well as the general 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 such as 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.

Shipping, Receiving & Deliveries

Any deliveries to the Concessionaires before the RMWF should be clearly marked with the name of the Concessionaire. Please ensure the shipment is clearly labeled (see below) and is shipped to the Keystone Centre.

The Keystone Centre

Attn.: Prov. Ex. Tradeshow Manager

1175 18th St.

Brandon, MB R7A 7C5

Concessionaire's Name

Overhead Door #8

Shipments may not be received before Wednesday, March 26th, 2025.

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 concessionaire'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/service

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 the right to enter and inspect the booth space allotted to the vendor at any time.

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 Thursday, February 15th, 2025, 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.

Concessionaires are **NOT** to move, switch, or trade locations. Concessionaires who do so will be fined \$250, may be asked to leave, and will not be accepted as a concessionaire 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 concessionaires 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 concessionaires. 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, 2025, 25% of their booth cost will be forfeited.**

After February 1st, 2025, 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

Concessionaires 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 one 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 concessionaires or between concessionaires and the Provincial Exhibition concerning 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 Concessionaires at the event. Concessionaires 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 concessionaire, unless specifically stated in writing.

Concessionaire Conduct

All concessionaires are expected to conduct themselves in a respectful and professional manner in all their dealings with other concessionaires, attendees, and the Provincial Exhibition staff. Professional conduct is to be maintained at all times and failing to do so may result in removal from the event.

Concessionaire Passes

Concessionaires 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 5:00 PM Sunday, March 30th.

Daily passes:	\$11.40 per daily pass	
3-Day passes:	\$33.30 per 3-day pass	
Weekly passes:	\$66.60 per weekly pass	Price plus GST

Insurance (Liability Insurance required for the event)

At his or her own cost, the concessionaire/ vendor shall procure a Commercial General Liability (CGL) insurance policy or other insurance forms 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. This insurance must remain in full force and effect during the time of this Agreement. The insurance policy must have a policy territory that 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

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

Insurance coverage meeting the above requirements must be maintained during the period of Sunday, March 30th, 2025, to Sunday, April 6th, 2025.

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

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 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 and **email** 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 your local insurance company.

Insurance certificates are to be sent to the Provincial Exhibition of Manitoba by March 7th, 2025, 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 hardline internet connection, you will need to order the hardline connection through the Keystone Sales Office. Please use the link below to fill out the request form. Hardline 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, 2025**, to participate.

You can pay by **debit card, credit card, cheque, or e-transfer only**. Please note that all credit card payments, whether online application or in the office, are subject to a 3% convenience fee.

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

- Email Address: finance@provincialex.com
- Subject Line / Notes: **2025 RMWF Tradeshow**

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, blasting agents and explosives.
2. Flammable cryogenic gases
3. Storage or display of ammunition and/or firearms.
4. 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 Concessionaires' 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. Handwritten signs are prohibited.

Smoking

Smoking, e-cigarettes, and vaping are not permitted within the Keystone Centre or on the Keystone Centre Grounds.

Soliciting

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. 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. Soliciting business, distributing samples or souvenirs, and using costumed personnel is not permitted in the aisles, other booths, building entrances or exits anywhere on the grounds of the RMWF.

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 Exhibition reserves the right to control sound if 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 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 concessionaire booth operations throughout the Royal Manitoba Winter Fair to ensure that all concessions comply with the rules and regulations. Booth infractions will be issued to concessionaires as needed by the Provincial Exhibition's staff and will be recorded in the concessionaire'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 \$200.00** 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 and designated space
- Not adhering to designated space
- Sell any items on the prohibited materials merchandise list.
- If complaints are received from patrons and/or other vendors
- Not 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.

Concessionaires

Drink Orders

Concessionaires selling drinks **must** purchase and sell **Pepsi-Cola products**. These products need to be ordered through Tina Hersley, Operations Manager for Centerplate. Please contact her, preferably by email, directly 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

Tel: 204-726-3513
Email: Bryce.Cotton@sodexo.com

Sodexo
Keystone Centre
#3-1175 18th Street
Brandon Manitoba
R7A 7C5

There is a 4 week window needed to order Pepsi products. If you require additional product during the event, a representative from Centerplate will pick 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 Pepsi-Cola to arrange for the cooler. There is a **6 week** window needed to order coolers. Please note that the coolers do not come with locks; if you require a locking cooler, you need to order a locking cooler. Sandy may be contacted at **(204) 727-3885** or **sandy.johnston@pepsico.com**.

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.

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, March 4th, 2025**. 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.

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.

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 gases 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 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.

Notification of Warning

- Failure to comply with the above regulations may result in issuing a Notification of Warning letter. A copy of the letter may be 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.

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 complies with NFPA 96 and may require Ventilation Equipment that complies with NFPA 96; and
 - “K” type fire extinguisher with current inspection tag.
 - All units with a cooking suppression system will need to have a current NFPA.96 sticker. The paperwork that is issued with the sticker needs to be provided to the Tradeshow Manager and show a clean inspection. All fire extinguishers need to have a current inspection card and the paperwork supporting the inspection card will need to be provided to the Tradeshow Manager.
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.

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

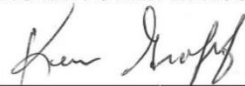
OFFENSES, PENALTIES AND ENACTMENT

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

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.

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: _____