

# Royal Manitoba Winter Fair Exhibitor's Manual

March 31<sup>st</sup> – April 5<sup>th</sup>, 2025



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

[www.provincialexhibition.com](http://www.provincialexhibition.com)

Dear Exhibitor,

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 Exhibitors!

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

The information included is a valuable tool in making your tradeshow experience a success. The manual is designed to provide information regarding display tips and regulations, move-in/move-out times, insurance liability, 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 6 on how to win the best booth awards at the RMWF.

\*Please see Page 11 for an opportunity to better promote your tradeshow booth at the RMWF.

If you require additional information, please contact the Tradeshow Manager at (204) 726-3590 ext. 1003 or email [tradeshow@provincialex.com](mailto: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](mailto:tradeshow@provincialex.com)

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

- Applications are to include all fees.
- Application submission does not guarantee space. Applications will not be reviewed for space availability unless all required information is complete, and the fees are received.
- The Provincial Exhibition has the sole discretion as to who is accepted and what products are allowed to be sold/promoted.

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 13<sup>th</sup> Street  
Brandon, MB R7A 4S8  
Main Office Number: (204) 726-3590

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

Average Temperatures:

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

**Show Dates**

Monday, March 31<sup>st</sup> to Saturday, April 30<sup>th</sup>, 2025

**Move In Date**

Saturday, March 29<sup>th</sup>, 2025 – 9:00am to 5:00 pm

Sunday, March 30<sup>th</sup>, 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 1<sup>st</sup>, 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 5<sup>th</sup> after 6:00 pm*

*Lower Hallways: Saturday, Saturday, April 5<sup>th</sup> after 6:00 pm*

MNP Hall, Arena & Main Concourses: Saturday, April 5<sup>th</sup> – 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 31<sup>st</sup>, 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 <b>not</b> include electrical)
Manitoba Room (10’w x 8’d)	\$721.00
UCT Pavilion (10’w x 8’d)	\$721.00
MNP Hall (10’w x 10’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)	\$250.00

\*\*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.

**Multiple Display Booth Discount**

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

**Payment Requirements**

**Full and final payment for exhibit space must be made before March 1st, 2025**, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

**Electrical Service at Booth**

<b>Additional Electrical Service Order</b>	
<b>Provided by the Keystone Centre (please see full disclaimer in RMWF Tradeshow Manual)</b>	
<b><u>Service Description</u></b>	<b><u>Rate</u></b>
15 AMP – 120 VOLT (additional AMPs)	\$96.30
15 AMP A-Frame – (4)	\$385.20
20 AMP A-Frame – (4)	\$428.00
30AMP Twist-Lok – 120/208 VOLT	\$321.00
50 AMP (Stove Plug) – 120 /208 VOLT	\$374.50
60 AMP 3 Phase power supply (Hubble)	\$535.00
Hubble Cord	\$321.00
<b>The service provided includes the 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 the exhibitor’s equipment.</b>	

***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.***

**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.

**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.

**Parking**

No reserved parking is available. The Keystone Centre parking lot is rush parking for exhibitors as well as the public. Please Park trailers in designated locations at the south end of the parking lot.

**Banking Facilities**

There are no banking or coin change facilities on site. However, cash withdrawals can be made through the bank machines located throughout the Keystone Centre.

Please note that mobile devices, including cell phones, and wireless or satellite debit and credit card machines are not guaranteed to work consistently throughout the building. Please confirm with your service provider if you will be able to use your device within the Keystone Centre.

**Shipping, Receiving & Deliveries**

Any deliveries to the Exhibitors before the RMWF should be clearly marked with the name of the Exhibitor. 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 18<sup>th</sup> St.

Brandon, MB R7A 7C5

**Exhibitor’s Name**

**Overhead Door #8**

**Shipments may not be received before Wednesday, March 20, 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 exhibitor’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](http://www.gov.mb.ca/finance/taxation) to ensure you understand your requirement to collect and remit the applicable PST on your sales/services.

## **Display Information**

The information in this manual is intended to provide a foundation for constructing a commercial exhibit at the Royal Manitoba Winter Fair. Exhibitors are expected to create a professional, attractive, eye-catching display that does not infringe on adjacent or neighboring booths or aisles. All booth displays, signage, decorations, and products **must be contained entirely within the space allocated in the contract agreement.**

The Provincial Exhibition staff as well as any designated Safety Inspector shall have, at all times, the right to enter and inspect the booth space allotted to the exhibitor.

The exhibit space includes an 8ft high curtained backdrop and two 3ft high curtained side arms. **Tables, chairs, carpets, etc. are not included in the exhibit space.** You may bring your table and chairs or rent them through **Display Manitoba**. If you need to rent them through Display Manitoba, please place the order by **Monday, March 17<sup>th</sup>, 2025**, and use the form that is included at the end of the manual.

### **Awards**

When designing your booth, don’t forget about the **Royal Manitoba Winter Fair Booth Awards**. There will be prizes for the “Best Single Booth,” “Best Multiple Booth” (2 booths or more), and “Most Innovative Booth.” The booths will be judged Monday, March 31<sup>st</sup> after 4 PM. The winners of the awards will have their booth and location announced in the Main Arena on Tuesday, April 1<sup>st</sup>.

## **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.

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

### **C.A.F.E.**

The Provincial Exhibition is a member of the Canadian Association of Fairs and Exhibitions (C.A.F.E.). C.A.F.E. has strengthened the fair industry by introducing innovative new entertainment options, bringing vendors and fair 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 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](http://www.canadian-fairs.ca).

### **Cancellations**

In the event, the Exhibitor cancels their application for exhibit space(s) **before February 1<sup>st</sup>, 2025, 25% of their booth cost will be forfeited.**

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.

### **Corner Booth Assignments**

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 exhibitors the 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.

### **Damage & Defacing of Keystone Centre Property**

Exhibitors 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, it needs to have a locking gas cap as per the fire safety regulations. If the gas tank can only be popped open from inside the vehicle and the doors remain locked at all times, this will be sufficient.

All display vehicles need to have 1 set of keys left with the Tradeshow Manager.

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 exhibitors or between exhibitors and the Provincial Exhibition concerning the interpretation of these rules and regulations, the Provincial Exhibition will request details of the complaint(s) in writing. The complaint(s) will be forwarded to the Provincial Exhibition’s General Manager to be replied to in writing. The interpretation and subsequent decision of the Provincial Exhibition will be final.

### **Exhibit Product/Services Approval**

All products/services, including raffles and draws, **must** be indicated on the **application form and receive approval** from the Provincial Exhibition. The Provincial Exhibition reserves the right to withhold approval of the Exhibitor’s products or services. Should an Exhibitor wish to distribute a product or service free of charge, written approval will be required, and approval may not be provided should another Exhibitor be selling said product or a similar product or service. At the request of the Provincial Exhibition, an Exhibitor shall immediately remove any product or service included in an exhibit for which approval has not been given.

**\*Prohibited:** Free distribution of wooden or book matches, helium balloons, and non-helium balloons is not permitted. All other types of giveaways must be approved in writing by the Provincial Exhibition.

No used or second-hand articles or goods are permitted for sale.

No Exhibitor may sell articles bearing the logo of the Provincial Exhibition, RMWF, Manitoba Summer Fair, or Manitoba Ag Ex without written permission from the Provincial Exhibition of Manitoba.

The Provincial Exhibition reserves the right to prohibit exhibits or exhibitors considered objectionable by the Provincial Exhibition management.



**Exclusivity**

The Provincial Exhibition of Manitoba does not guarantee exclusivity to any exhibitor unless specifically stated in writing.

**Exhibitor Conduct**

All exhibitors are expected to conduct themselves respectfully and professionally in all their dealings with other exhibitors, attendees, and the Provincial Exhibition staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors failing to conduct business professionally may be removed from the show.

**Exhibitor Passes**

Vendors will be allocated 2 WEEKLY passes for each 10’ x 10’ booth purchased.

**Additional passes** may be purchased at a rate of:

<b>Daily passes:</b>	\$11.40 per daily pass
<b>3-day passes:</b>	\$33.30 per 3-day pass
<b>Weekly passes:</b>	\$66.60 per weekly pass

Vendors will only be able to purchase or convert additional weekly and daily passes at the Exhibitor rate until NOON on the first day of the Fair.

**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 13<sup>th</sup> Street  
Brandon, MB R7A 4S8

**Insurance coverage meeting the above requirements must be maintained during the period of Sunday, March 30<sup>th</sup>, 2025, to Sunday, April 6<sup>th</sup>, 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 7<sup>th</sup>, 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 Manager 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** 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 Exhibitor / Participant, including its owner, rider, products, or employees. Exhibitors and participants must maintain insurance on their exhibit, equipment, animals, and staff at their own expense.

The exhibitor/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 claims of any persons whomsoever. The Provincial Exhibition assumes no liability for damages or losses resulting from or related to the failure of the Exhibitor to comply with the provisions of the agreement. Under these circumstances, the Provincial Exhibition is under no obligation to refund the Exhibitor’s fees.

## **Payment of Tradeshow Space**

All fees are required with the application to the tradeshow. Applications that do not include payment will not be processed until received. Applications must be received by **February 15th, 2025**, to participate.

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

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

- Email Address: [finance@provincialex.com](mailto: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
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 Exhibitors’ 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**

Handwritten signs are not permitted. All signs must be produced professionally. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space

### **Smoking**

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

### **Soliciting**

Soliciting business and distributing samples or souvenirs or using costumed personnel is not permitted in the aisles, other exhibitors’ booths, or building entrances or exits anywhere on the grounds of the RMWF. In addition, exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area of another exhibitor, conducting business, or speaking with another exhibitor. 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 exhibitors.

### **Sound Systems**

Exhibitors who are using amplifiers or similar devices to attract attention to the exhibitor’s booth must contain the sound within their exhibit. The Provincial Exhibition reserves the right to control sound if it becomes a nuisance to adjoining exhibits.

### **Staffing Exhibits**

Exhibitors are required to maintain staff in their exhibits at **ALL** times during the show hours. The buying public is on the floor until the last minute and expects exhibitors to be present. Security is certainly a concern when exhibits are not staffed at all times.

### **Subletting**

Exhibitors 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 Tradeshow Manager for the Provincial Exhibition of Manitoba.

### **Infraction Enforcement**

Staff will monitor exhibitor booth operations throughout the Royal Manitoba Winter Fair to ensure that all exhibitors comply with the rules and regulations. Booth infractions will be issued to exhibitors as needed

by the Provincial Exhibition’s staff and will be recorded in the exhibitor’s file. Booth infractions will be used to determine future acceptance into our shows. In addition, the Provincial Exhibition of Manitoba may invoke a **fine of \$250.00** for any of the booth infractions as outlined below.

Booth infractions may be issued if exhibitors fail to comply with the following:

- Have the booth opened and closed as per fair hours.
- Have the booth staffed for all of the fair hours.
- Have the booth and all products displayed within the licensed area.
- Sell any items on the prohibited materials merchandise list.
- If complaints are received from patrons and/or other exhibitors.
- Adhering to Rules & Regulations as outlined in the Exhibitor’s Manual.
- Being cooperative with Provincial Exhibition Directors and staff, Paladin Security personnel, and Keystone Centre personnel.
- 

## **Brandon Fire Department Regulations**

The following Manitoba Fire Code Regulations shall be observed by all exhibitors at the Keystone Centre Complex, Brandon.

### **Booth/Display Requirements**

- Vertical panels at the back of the booth shall not exceed **eight (8) feet** in height. Exceptions to the eight (8) foot regulation may be allowed by the Keystone Centre Complex and the Brandon Fire Department although pre-approval is required.
- All booths shall be constructed with non-combustible or limited-combustible materials.
- Tents, that allow access to the public, must be fire resistant or treated with a flame retardant solution to meet with a flame test as per the Manitoba Fire Code.
- Accumulation of combustible materials within a booth is prohibited.

**Exhibitors 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 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 a 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 a permit, by a licensed contractor.
- Appliances that are heat-producing shall be provided with an adequate barrier to protect the public.
- When these appliances are operational they shall not be left unattended.
- All appliances must be approved for indoor use to be operated inside.

**Fire Exits**

- Exit doors shall be kept free of obstructions at all times. Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairwells, and other exit areas.
- The entire width of the exit door/s shall be maintained free of obstructions.

**Exit Signs**

- Exit signs must be visible from any location in a room.
- Temporary exit signs may be required, to identify exit travel or exit door locations, if a display obstructs the existing exit signs.

**Fire Hose Cabinets, Fire Alarm Pull Stations, Portable Fire Extinguishers**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment will be required. Nothing is to be stored in front of any fire safety devices at any time.

**Notification of Warning**

- Failure to comply with the above regulations may result in issuing a Notification or 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.

# Notification of Warning



## BRANDON FIRE AND EMERGENCY SERVICES

120 19<sup>th</sup> 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

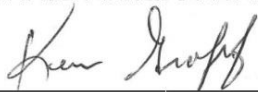
#### OFFENSES, PENALTIES AND ENACTMENT

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



**ROYAL MANITOBA WINTER FAIR**  
**MARCH 25<sup>th</sup> – March 30<sup>th</sup>, 2025**  
**EXHIBITOR ORDER FORM**

Unit 1A, 1200 13<sup>th</sup> St, Brandon, MB R7A 4S8  
 P: (204) 727-4837 E: [info@displaymanitoba.ca](mailto:info@displaymanitoba.ca)

Qty.	Description	Order Price	Total	Qty.	Description	Order Price	Total
<b>TRADE SHOW BOOTH</b> <small>*Decorated Table - skirting 3 sides, a white tablecloth, 2 chairs set up within the Keystone Centre facility</small>				<b>DRAPE PARTITIONING</b>			
	10x10 Booth Plain	\$65.00			3' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$6.00	
	10x20 Booth Plain	\$115.00			8' Blue <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/>	\$7.00	
	10x30 Booth Plain	\$165.00			12' Blue <input type="checkbox"/> Black <input type="checkbox"/>	\$8.00	
	10x10 Booth Decorated*	\$95.00					
<b>DECORATED TABLES (Skirting Blue <input type="checkbox"/> Black <input type="checkbox"/> )</b>				<b>LINENS</b>			
	8' Decorated (3 sides)	\$70.00			White Linen Tablecloths	\$8.00	
	6' Decorated (3 sides)	\$70.00			Blue Table Skirting	\$30.00	
	4' Decorated (3 sides)	\$55.00			Black Table Skirting	\$30.00	
	Round Cocktail Tables	\$25.00					
<b>FURNITURE</b>				<b>CARPETING (INSTALLED)</b>			
	Chair (s)	\$10.00			10' x 10' (grey)	\$125.00	
	Barstools	\$15.00			10' x 20' (grey)	\$210.00	
	Waste Basket	\$7.00			10' x 30' (grey)	\$300.00	
	Artificial Trees	\$40.00					
<b>Subtotal A</b>				<b>Subtotal B</b>			
<b>REMINDER. ADVANCE PAYMENT IN FULL, INCLUDING SALES TAXES IS REQUIRED ON ALL ORDERS.</b>				Subtotal A & B			
				7% PST			
				5% GST			
				<b>TOTAL</b>			

**NOTE: Orders received during set-up on a C.O.D. basis only and are subject to a 25% late fee.**

**All payments must be received before event day.**

**The invoice will be sent approximately 2 weeks before the event and will include a link to pay online with a credit card. The invoice will be your confirmation that we have received your order, if you have sent an order but have not received an invoice, please contact us directly.**

Today's Date: \_\_\_\_\_ PO Number: \_\_\_\_\_

\*Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City, Prov: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Contact Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_



## 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.