



**April 7, 8, 9 2017**  
**Keystone Centre**  
**Brandon, Manitoba, Canada**

# **EXHIBITOR KIT**

## ***Please Read – Very Important Information***

- **MOVE IN & SET-UP** – Preferably Thursday, April 6<sup>th</sup> 2:00 p.m. to 8:00 p.m. or 8:00 a.m. to 12 noon, Friday, April 7<sup>th</sup>
- Forklift available for move-in – **please pre-book with Show Manager**
- **TAKE DOWN**- Exhibits must remain intact until 5:00pm on Sunday. Exhibitors should note that The Show, Your Fellow Exhibitors and Our Guests expect this!
- Exhibitor Pass Allotment/ Additional Passes
  - 1-3 Booths = 4 passes-no charge
  - 4-5 booths = 8 passes-no charge
  - 6 booths = 12 passes-no chargePasses will be available, along with booth and room designation upon checking in at the HOME SHOW OFFICE which is located at the South end of the *MANITOBA ROOM*. Extra exhibitor passes are available for \$4.00 each. Manager reserves the right to limit quantities.
- Booths must be *attended* at all times during show hours.
- **BE ON TIME** – Make sure your booth is staffed *20 minutes* prior to starting time each day.
- **NO TAKE DOWN** allowed before 5:00 p.m. on Sunday, April 9th
- **PLEASE NOTE SHOW HOURS FOR 2017:**
  - Friday, April 7th – 1:00 p.m. – 9:00 p.m.*
  - Saturday, April 8th – 10:00 a.m. – 8:00 p.m.*
  - Sunday, April 9th – 12 noon – 5:00 p.m.*
- Complimentary Coffee and Donuts available in Exhibitor's Lounge, located in the UCT Boardroom, on **Friday, Saturday and Sunday morning**.
- **Keystone Food Services** will deliver your pre-ordered meals to your booth for your convenience. The order form and instructions are included in this package.
- Once again the **Keystone Food Services** will have a healthy assortment of sandwiches and salads available to buy at the **Keystone Cafe**, located inside the **Curling Club (access is off Main Street hallway or from the Curling Club)**
- EXHIBITOR'S APPRECIATION AND AWARDS / SPONSORED BY MTS, will take place Saturday evening at 8:00 pm in the City Square.
- Exhibitors will receive One Decorated Table, 2 Chairs and Electrical Outlet, if required.
- Display carpet available for rent at *special rates* – please pre-book with your booth registration.

This year marks our **51st Anniversary of the Brandon Home and Leisure Show** at the Keystone Centre. I would like to take this Opportunity to welcome all exhibitors and wish them the very best for the 2017 Show.

**Regards,**

**Dave Melcosky**

**General Manager**

**Wifi password: home**