

Brandon Home & Leisure Show
Exhibitor's Manual

April 9-11, 2021



Dear Exhibitor,

The Sponsors, Management and Staff would like to welcome you to the 55th Annual Brandon Home & Leisure Show. We are very excited to see the diverse number of exhibitors that are participating in the 2021 show.

We have created a Home Show manual to help with any questions your may have and to offer everyone the best experience possible at the show.

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 show hours and those persons responsible for setting up and tearing down your exhibit.

If you require additional information, please contact the Tradeshow Manager at (204) 727-4837 or email info@brandonhomeshow.ca

We look forward to working with you in April.

Tradeshow Manager
Phone: (204) 727-4837
info@brandonhomeshow.ca
www.brandonhomeshow.ca

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Important Reminders

Application forms for the Brandon Home & Leisure Show are available on our website at www.brandonhomeshow.ca

- Applications are to include a minimum of 50% deposit. The remaining 50% is due February 15th, 2021.
- Application submission does not guarantee space. Applications will not be reviewed for space availability unless all required information is complete and the 50% deposit is included.
- Exhibitors from the 2020 Brandon Home & Leisure Show who apply and pay for booth space prior to December 15, 2020 will have first right of refusal of their previous year’s (2019/2020) booth location.

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 Brandon Home & Leisure Show’s office is:

Brandon Home & Leisure Show
Unit 1A – 1200 13th Street
Brandon, MB R7A 4S8
Main Office Number: (204) 727-4837

The Brandon Home Show Manager and staff will move their office to a temporary location at the Keystone Centre the week prior to the start of the show. Reaching us by email is best at that time.

Show Dates

Friday, April 9 to Sunday, April 11, 2021

Move In Date

Thursday, April 8, 2021 – 2:00pm to 7:00pm
Friday, April 9, 2021 – 8:30am to 12:00pm

When you arrive to move in, please come to the Tradeshow Office, located at the South end in the Manitoba Room to check in **prior** to moving any items in.

Please note If you require an earlier 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 prior to Friday, March 12, 2021 to arrange your move in. There will be a few dollies available for use.

Show Hours

Friday: 12:00pm to 9:00pm
Saturday: 10:00am to 8:00pm
Sunday: 12:00pm to 5:00pm

Please be on time. Make sure your booth is staffed 20 minutes prior to starting each day.

Move Out Date

Sunday at 5:00pm

No exhibit booth shall be cleared of any merchandise or dismantled in whole or in part prior to the official closing.

Exhibitors will need to be fully moved out of the Keystone Centre by 8:00pm on Sunday, April 11, 2021 unless other arrangements have been made.

Booth Fees

To find updated booth rates, please go to www.brandonhomeshow.ca click on ‘Reserve Your Booth’, then click on ‘Click to find 2021 Booth Rates’ above the reservation form.

Booth fees include 15AMP electrical service (2 household sockets). If additional electricity is required, please order it from the Trade Show Manager.

Non-profit organizations and charities are eligible to receive a discount on the cost of their booths if they are located in a designated area. Please talk to the Trade Show Manager for details.

Full and final payment for exhibit space must be made prior to February 14th, 2021, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

City Fees

If you do not hold a City of Brandon Business License, you are required to pay \$60 on your registration and we will remit that on your behalf.

Hotel Listing

The Brandon Home & Leisure Show has blocked off rooms at the Victoria Inn for show vendors. You can also visit the link below for the Tourism Brandon website which offers a listing of hotels. www.brandontourism.com/accomodations/hotels.

Parking

No reserved parking is available. The Keystone Centre parking lot is rush parking for exhibitors as well as the general public. Please park trailers and large vehicles on the East side of the parking lot close to the white Trade Fair Building in order to give the public more room to park up front.

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 prior to the Home Show should be clearly marked with the name of the Exhibitor. Please ensure the shipment is clearly labelled (see below) and is shipped to the Keystone Centre.

The Keystone Centre
Attn.: Brandon Home & Leisure Show Manager
1175 18th St.
Brandon, MB R7A 7C5
Exhibitor’s Name
Manitoba Room (overhead door #15)

**Shipments may not be received prior to Wednesday, April 9, 2021.
Only PREPAID shipments will be accepted.**

Please note The Brandon Home & Leisure Show does not accept responsibility for the security, condition, or safekeeping of any shipments received on the exhibitor's behalf. The Brandon Home & Leisure Show is not responsible for the condition of the shipments received or for verifying the number of packages in the shipment received.

Exhibitors' Lounge

Complimentary coffee and donuts will be available Friday, Saturday and Sunday mornings only.

Exhibitors' Night

This will take place Saturday, April 10th at 8:00pm after the show closes for the night. Details will be in your welcome package. Each 10x10 booth will receive 2 passes to the Exhibitors' Night. This is an ADULT ONLY event.

Food Service

The Keystone will have an assortment of food options available to purchase at the Keystone Café, located inside the Curling Club.

Display Information

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

The Brandon Home Show 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, as well as a table and 2 chairs. If you need to rent additional items such as carpet, cocktail tables, etc, please contact Trade Show Manager or Display Manitoba (info@displaymanitoba.ca) by Monday, March 15th, 2021.

When designing your booth, don't forget about the Annual Exhibitor Awards. The booths will be judged Friday, April 9th after 4PM

Brandon Home & Leisure Show 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 Brandon Home Show will assign ALL tradeshow space. Exhibitors from the 2019/2020 Brandon Home & Leisure Show who apply and pay for booth space prior to December 15, 2020 will have first right of refusal of their previous year's (2020) booth location.

Exhibitors are NOT to move, switch or trade locations.

Cancellations

In the event the Exhibitor cancels their application for exhibit space(s) prior to January 31, 2021, 25% of their booth cost will be forfeited. No refunds will be issued for cancellations after January 31, 2021.

In the event the fair is cancelled for reasons beyond our control 3% of the booth cost will be forfeited for service fees.

The Brandon Home & Leisure Show 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 first right of refusal of their previous year's space. The fee for corner access is \$100 (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.

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 in a respectful and professional manner in all their dealings with other exhibitors, attendees and the Brandon Home Show staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products

Exhibitor Passes

Vendors will be allocated the following passes:

1-3 booths = 4 passes

4-5 booths = 8 passes

6+ booths = 12 passes

Passes will be available, along with booth and room designation upon checking in at the Home Show Office located at the South end of the Manitoba Room. Extra passes are available or \$4.00 each. Trade Show Manager has the right to limit quantities.

Insurance

The exhibitor/participant, at his or her own cost, shall procure and maintain in full force and effect during the time of this Agreement, a Commercial General Liability (CGL) insurance policy or other insurance form acceptable to Provincial Exhibition of Manitoba management with a combined single limit of not less than **TWO MILLION DOLLARS (\$2,000,000.00 CAD)** for bodily injury or death and for

property damage. The insurance policy must have a policy territory which includes Canada, and be underwritten by an insurer acceptable to the Brandon Home & Leisure Show (generally AM Best rating of B+ or higher). The Brandon Home & Leisure Show must be added as an additional insured on the exhibitor’s insurance policy:

Brandon Home & Leisure Show
Unit A1 – 1200 13th Street
Brandon, MB R7A 4S8

Insurance coverage meeting the above requirements must be maintained during the period of Thursday, April 8, 2021 to Sunday, April 11, 2021.

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

Exhibitors/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 Trade Show Manager or staff.

If you already have Commercial General Liability Insurance in place and the Brandon Home & Leisure Show has been added as an additional insured, please provide the Brandon Home & Leisure Show with a certificate of insurance; this can be obtained from your insurance provider. Email a copy directly to info@brandonhomeshow.ca.

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 our local insurance company.

Insurance certificates are to be sent to the Brandon Home & Leisure Show by Monday, March 15, 2021 by email to info@brandonhomeshow.ca.

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, the password will be provided in your welcome package.

If you require a hard line internet connection, you will need to order the hard line connection through the Keystone Sales Office. Please use the link below to fill out the request form. Hard line 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 Brandon Home & Leisure Show will not be liable for any loss, damage or injury to the Exhibitor / Participant, including its owner, products or employees. Exhibitors and participants must maintain insurance on their exhibit, equipment, animals and staff at their own expense.

The exhibitor/participant/owner agrees to indemnify and hold harmless both the Brandon Home & Leisure Show 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 Brandon Home & Leisure Show 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 Brandon Home & Leisure Show is under no obligation to refund the Exhibitor’s fees.

Payment of Tradeshow Space

A 50% deposit is required with the application to the tradeshow. Applications that do not include the deposit will not be processed or have a booth reserved. Full payment must be made before February 15th, 2021 or risk forfeiting their booth.

If you are applying after February 15, 2021, full payment must accompany the application.

You may pay by cash, credit card, cheque or e-transfer. If you are paying by e-transfer, here is the information you will require:

- Email Address: rhonda@provincialex.com
- Password: Homeshow
- Subject Line / Notes: 2021 Home Show

Prohibited Materials and Merchandise

The usage and/or sale of the following materials is strictly prohibited:

1. Display, sales, or advocacy of items or paraphernalia that may be seen to promote in any way the use of illegal substances.
2. Live animals are not permitted at any time in booth locations. Service animals are exempt.
3. 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 Brandon Home & Leisure Show 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. 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. Sales people 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 for the purposes of attracting attention to the exhibitor's booth must contain the sound within their own exhibit. The Brandon Home Show reserves the right to control sound in the event that 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 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 Brandon Home & Leisure Show.

Tradeshow Sponsorship

Tradeshow Sponsorship provides an opportunity for Exhibitors to increase their visibility during, before and after the Brandon Home & Leisure Show. This includes your logo and linked website on the Brandon Home & Leisure Show website. Social Media promotion, as well as logo and/or ad placement in the Brandon Home Show Guide distributed by Design Your Home magazine. Contact the Trade Show Manager for Sponsorship opportunities at info@brandonhomeshow.ca.

The Home Show Stage

The Home Show stage will return once again this year. If you have a product that you would like to give a demonstration on or to talk about your business, we can schedule you on the Stage! As an Exhibitor, you know your product best and what better way to showcase your product or service than to demonstrate /present it on our Stage in front of our visitors. If you would like to participate, please contact the Tradeshow Manager by email at info@brandonhomeshow.ca.

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 with a flame test as per the Manitoba Fire Code

Hazardous Displays

- Hazardous displays of any nature shall not be permitted in any exhibition area. This includes but is not limited to hot flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, toxic liquids or gases, hazardous chemicals, or any hazardous liquids, solids or gases of a similar nature.

Use of Propane

- No indoor use of propane of any size.
- Outdoor use is permitted.

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 maybe 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 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

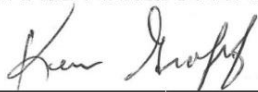
OFFENSES, PENALTIES AND ENACTMENT

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



Paladin Security



Loss Prevention Tips

Although there will be Security Staff on site and at the event there will be times when the areas are extremely vulnerable. Such cases would be when the halls open in the morning and when they close at night. At these times the traffic in and out of the rooms is the greatest, it is at these times that most exhibit items are stolen or go missing. Areas with after hour traffic are particularly vulnerable to *walk by theft*.

Here are some Loss Prevention Tips that will help the Security Staff with their duties as well as protect your merchandise and exhibit. When closing your booth at night:

1. Always attempt to put valuable merchandise in a place where it cannot be seen by the public.
2. If the item cannot be removed from the display area or hidden out of site try to cover it up with a blanket or tarp.
3. If you have a walk-in display or booth, place a table or put up a rope in front of the entrance to deter people from walking in.
4. If there is something that cannot be hidden or taken with you please notify security. They will do their best to keep an eye on it and may have helpful advice for you on suitable precautions.
5. If you have any issues and/or find that something is missing from your booth contact the nearest Security Officer and report it.

If you have any other questions or concerns regarding the security at an event the onsite office can be reached at (204) 726 3507.