



April 5, 6, 7 2019
Keystone Centre
Brandon, Manitoba, Canada

EXHIBITOR KIT

Please Read – Very Important Information

- **MOVE IN & SET-UP** – Preferably Thursday, April 4th 2:00 p.m. to 8:00 p.m. or 8:00 a.m. to 12 noon, Friday, April 5th
- 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 7th*
- **PLEASE NOTE SHOW HOURS FOR 2018:**
 - Friday, April 5th – 1:00 p.m. – 9:00 p.m.*
 - Saturday, April 6th – 10:00 a.m. – 8:00 p.m.*
 - Sunday, April 7th – 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 MORNINGS ONLY.**
- 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 AND AWARDS EVENING will be held in MNP Hall, Upstairs on the main concourse. Watch for Home Show Staff at the south end of the Manitoba Room for further directions.
- 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 **53rd 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 2019 Show.

Regards,
Dave Melcosky
General Manager

Wifi password: home