

Brandon Home & Leisure Show
Exhibitor's Manual

April 11th-13th, 2025
Keystone Centre



Dear Exhibitor,

The Brandon Sportsman Show staff would like to welcome you to the show this year.

The *Brandon Home & Leisure Show Exhibitor’s Manual* has been created to include rules 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 at your booth during the Brandon Home & Leisure Show and those people responsible for setting up and tearing down your booth.

If you require additional information, please contact the Tradeshow Coordinator at (204) 726-3590 or email tradeshow@provincialex.com

We look forward to collaborating with you in April.

Kaila LaPointe

Tradeshow Coordinator
Brandon Home & Leisure Show
P: (204) 726-3590
E: tradeshow@provincialex.com

Application forms for the Brandon Home & Leisure Show are available on our website (www.brandonhowshow.ca)

- Applications are to include a minimum of 50% deposit. The **remaining 50% is due March 14th, 2025.**
- Application submission does not guarantee space.
- The Tradeshow Coordinator 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 Brandon Home & Leisure Show office is:

Brandon Home & Leisure Show
Unit 1A – 1200 13th Street
Brandon, MB R7A 4S8

P: 204-726-3590
E:tradeshow@provincialex.com

Show Dates

April 11th-13th, 2025

Move In Date

- Thursday April 10th 2:00 p.m. to 8:00 pm or
- Friday April 11th 8:00 a.m. to 11:00pm (formal set up or small items only. Overhead will not be open)

When you arrive to move in, please come to the **Tradeshow Office**, located in the **Manitoba Room** to check in **prior** to 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 Coordinator by Friday, March 14th, 2025, to arrange your move in. There will be a few dollies available for use.

Show Hours

Friday, April 11th, 2025 – 12:00 p.m. – 7:00 p.m.
Saturday, April 12th, 2025 – 10:00 a.m. – 7:00 p.m.
Sunday, April 13th, 2025 – 12:00 p.m. – 5:00 p.m.

Move Out Date

NO TAKE DOWN allowed before 5:00 p.m. on Sunday, April 13th, 2025.

Booth Fees

Manitoba Room	(10’w x 10’d)	\$500
UCT Room	(10’w x 10’d)	\$500
Curling Club	(10’w x 10’d)	\$475
City Square	(10’w x 10’d)	\$475
Main Street Hallway	(10’w x 8’d)	\$475
Corner Booth Fee	(booth open on two sides)	\$100

Reduced rates when booking more than four booths, call or email for multi-booth rates.

Electrical Service at Booth

Additional Electrical Service Order provided by the Keystone Centre (please see full Rules and Regulations in RMWF Tradeshow Manual)	
Service Description	Rate
15 AMP	\$120
20 AMP A-Frame	\$125.00 each
30AMP	\$350.00
50 AMP (Stove Plug) – 120 /208 VOLT	\$400.00
60 AMP	\$600.00
<p>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 's equipment. Special requests may have additional labour rates. Please contact the Provincial Exhibition of Manitoba for more information.</p>	
Total Electrical Required:	

Payment Requirements

Full and final payment for exhibit space must be made prior to March 14th, 2025, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

Parking

No reserved parking is available. The Keystone Centre parking lot is for exhibitors as well as the general public.

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 Brandon Home & Leisure 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
 1175 18th St.
 Brandon, MB R7A 7C5

Exhibitor’s Name
Overhead Door #8

**Shipments may not be received prior to Tuesday, April 1st, 2025.
Only PREPAID shipments will be accepted.**

Please note The **Brandon Sportsman Show** nor the **Keystone Centre** accept responsibility for the security, condition, or safekeeping of any shipments received on the exhibitor’s behalf. They are 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/services.

Display Information

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 exhibit space includes an **8ft high curtained backdrop and two 3ft high curtained side arms, an 8-foot dressed table and two chairs.** Carpet, high tops, and extra tables can be rented through **Display Manitoba**. If you need to rent them through Display Manitoba, please place the order by **Friday, March 14th, 2025**, and use the form that is included at the end of the manual.

Awards

When designing your booth, do not forget about the **Brandon Home & Leisure Show 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 on Friday after 4 PM.

The 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 forbidden outside the immediate exhibit area.

Alcohol

Alcohol is not permitted in exhibits. Alcohol consumption is only permitted in designated areas.

Booth Assignment

The Tradeshow Coordinator 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 Brandon Home & Leisure Shows.

Cancellations

In the event the Exhibitor cancels their application for exhibit space(s) **prior to February 23rd, 2025, 25% of their booth cost will be forfeited or you can defer the cost to the following show.**

In the event the Brandon Home & Leisure Show is cancelled for reasons beyond our control **3% of the booth cost** will be forfeited for service fees.

Corner Booth Assignments

Corner booth spaces, meaning that attendees may enter your booth from two sides, are limited and assigned on a first come, first served basis. 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 always remain locked, this will be sufficient.

- 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 exhibitors or between exhibitors and the Brandon Sportsman Show concerning interpretation of these rules and regulations, the Brandon Sportsman Show will request details of the complaint(s) in writing. The complaint(s) will be forwarded to the Brandon Sportsman Show Tradeshow Coordinator to be replied to in writing.

Exhibit Product/Services Approval

All products/services, including raffles and draws, **must** be indicated on the **application form, and receive approval** by the Brandon Sportsman Show and 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 Brandon Sportsman Show, 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 Brandon Sportsman Show.

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

The Brandon Sportsman Show reserves the right to prohibit exhibits or exhibitors considered objectionable by the Brandon Sportsman Show management.

Exclusivity

The Brandon Sportsman Show 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 Sportsman Show staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors failing to conduct business in a professional manner may be removed from the show.

Insurance (Liability Insurance required for event)

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 the Brandon Sportsman Show 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 Sportsman Show (AM Best rating of B+ or higher). The **Brandon Sportsman 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 10th, 2025, to Monday, April 14th, 2025.

This insurance is designed to protect the attending public, other exhibitors/participants, the tradeshow 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 Brandon Sportsman Show management.

If you already have Commercial General Liability Insurance in place and the Brandon Sportsman Show has been added as an additional insured, please provide the Brandon Sportsman Show with a certificate of insurance; this can be obtained from your insurance provider. **Email** a copy directly 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 our local insurance company.

Insurance certificates are to be sent to the Brandon Sportsman Show by Monday, March 17th, 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 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 hard-wire internet connection, you will need to order the **hard-wire connection** through the Tradeshow Coordinator, Macayla Lyons.

Liability

The Brandon Sportsman Show 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 agrees to indemnify and hold harmless both the Brandon Sportsman Show and the Keystone Centre including their respective Directors, members, employees and/or volunteers against all claims of any persons whomsoever. The Brandon Sportsman 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 Sportsman Show is under no obligation to refund the Exhibitor’s fees.

Payment of Tradeshow Space

A minimum **50% deposit** is required with the application to the tradeshow. Applications that do not include the deposit will not be processed. **Final payment is due March 14th, 2025.**

You may pay by **debit card, credit card, cheque,**. Credit Card Info on Application Form.

Prohibited Materials and Merchandise

The usage and/or sale of the following materials is 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 both 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 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 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.

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 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 always staffed.

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 Coordinator for the Brandon Sportsman Show.

Infraction Enforcement

Staff will monitor exhibitor booth operations throughout the Brandon Home & Leisure Show to ensure that all exhibitors comply with the rules and regulations. Booth infractions will be issued to exhibitors as needed by the Brandon Sportsman Show staff and will be recorded in the exhibitor’s file. Booth infractions will be used to determine future acceptance into our shows.

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

- Have the booth opened and closed as per tradeshow hours.
- Have the booth staffed for all the tradeshow hours.
- Have the booth and all products displayed within boundaries.
- 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 Brandon Sportsman Show staff, 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 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. A qualified electrician shall do this.
- Surge protected power bars may be used for temporary power sources (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.
- 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 always kept free of obstructions. 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 always visible and accessible. 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 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.



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

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.

CITY OF BRANDON

410 9TH Street, Brandon, Manitoba, R7A 6A2

GENERAL BUSINESS LICENSE APPLICATION

NAME: _____

ADDRESS/CITY: _____

POSTAL CODE: _____ HOME PHONE NO.: _____

BUSINESS NAME (if any): _____

BUSINESS ADDRESS: _____

BUSINESS PHONE NO.: _____

NUMBER OF EMPLOYEES (full & part time): _____

TYPE OR NATURE OF BUSINESS: _____

OWNER OF BUSINESS (if different than above): _____

NOTE: A business license will authorize you to conduct business in the City of Brandon only and Provincial or Federal Licenses may also be required. Separate regulations may apply to the location of business within the City of Brandon.

Signature of Applicant

Date of Application

(License Department Use Only)

FEE DUE: _____

LICENSE NO./RECEIPT NO.: _____

	RECOMMENDED		DATE
	YES	NO	
BRANDON POLICE SERVICES:	<input type="checkbox"/>	<input type="checkbox"/>	_____
FIRE INSPECTOR:	<input type="checkbox"/>	<input type="checkbox"/>	_____
BLDG. INSPECTION & SAFETY B.A.P.D.:	<input type="checkbox"/>	<input type="checkbox"/>	_____
LICENSE INSPECTOR:	<input type="checkbox"/>	<input type="checkbox"/>	_____