



# RED RIVER EXHIBITION EXHIBITION PLACE 2010 EXHIBITOR PACKAGE

2010 marks the 59 annual Red River Exhibition starting Friday, June 18 and concluding Sunday, June 27. The EX is the largest annual attraction in Manitoba attracting on average 200,000 visitors to the 10 day annual event.

The entire family focused event is held at Red River Exhibition Park located on the west side of Winnipeg, Manitoba at 3977 Portage Avenue just west of the Hwy 1 (Trans Canada) and Hwy 100 (Perimeter) intersection.

Dates: Friday, June 18 – Sunday, June 27, 2010

## Hours of Operation (EXHIBITION PLACE)

Friday, June 18 – Monday, June 21 – 12:00 pm – 11:00 pm

Tuesday, June 22 – Thursday, June 24 – 3:00 pm – 11:00 pm

Friday, June 25 – Sunday, June 27 – 12:00 pm – 11:00 pm

Commercial Exhibits are featured in the **NEW 40,000 SQ FT EXHIBITION PLACE** building located in the center of Red River Exhibition Park 200' from the Main Gate Plaza. **EXHIBITION PLACE** offers a wide range of booth space that can accommodate both large and small exhibits. Booths are leased to Exhibitors featuring a wide range of products and services. Space is limited and is allocated based on a wide representation of vendors, products and services, this does not allow for similar products and product lines to be included in order to maintain diversity and variety. Space is not allocated or accepted on a first come, first serve basis, early payment, premium payment or multiple booth leases. All booths are leased in 10' increments

Rates: Corner Booths (10'x10') \$850.00 + G.S.T.

Aisle Booths (10'x10') \$750.00 + G.S.T.

Includes: 20 Daily Staff Passes / contract

1-15 amp electrical outlet

8' pipe & drape back wall & 3' pipe & drape sidewall

\* If a corner is unavailable Exhibitors will be contacted to discuss Aisle locations.

Requirements: > Complete all required information requested in the Application.

> No payment or deposit required with application.

> Payment in Full upon acceptance and contracting.

> Insurance Certificate - that meets or exceeds the RREX " Minimum Insurance Requirements (attached).

> Acquire any Municipal Permits or Licenses required to operate and conduct business within Winnipeg.

Note: Exhibitors must have in place a business license with the City of Winnipeg. Those residents will be required to pay full term licenses; non-residents are required to purchase a " Non-Resident" license pro-rated at \*\$67.50 Cdn funds and will be collected onsite for out of town exhibitors. \* (rate are subject to change without notice)

Exhibitor Inquiries contact: Darryl Ruston mail: [darryl.ruston@redriverex.com](mailto:darryl.ruston@redriverex.com)

Phone: (204) 888-6990

Facsimile: (204) 888-6992



# RED RIVER EXHIBITION PROCESS & PROCEDURES

## Step One:            Important Dates and Deadlines:

- Application available –            February 1, 2010
- Application Selection –            March, 2010
- 2010 Exhibitors Contracted –    April, 2010
- 2010 Exhibitor Payment, Executed Contract & Insurance Certificate required No later Than April 30<sup>st</sup>, 2010

Step Two:            Applications may be downloaded using our website  
[www.redriverex.com](http://www.redriverex.com) or requested or submitted via mail or fax  
to:

Red River Exhibition Association  
Red River Exhibition Park  
3977 Portage Avenue  
Winnipeg, Manitoba  
R3K-2E8

Facsimile: (204) 888-6992

Step Three:        IMPORTANT - Provide reliable contact information including: Email;  
Business Phone; Business Fax and Mobile Phone (if available).

The process requires some communication from our office prior to acceptance or contracting. You will be contacted, if your request for: multiple booths; corners; or specific booths are not available.

Step Four:        Make deadlines. Be sure to submit the required information in  
advance of the deadline dates, in order for the review and contracting  
process to proceed without delay.

Submit all payments, signed contracts and insurance requirements to  
our office in advance of the deadline in order to assure that your  
application or contract is not voided.

Step Five:        Waiting list for those not accepted, may hold on a waiting list until  
May 1. Any available space will be filled at that date and require  
expedited contracting and payment.



# Red River Exhibition EXHIBITOR BOOTH PROFILE INFORMATION

(Please circle the relevant categories and practices)

Microphone Use	Sound system	Music	Video	Static
Demonstration	Retail Sales	Raffles	Information	
Food & Beverage	Ride, Games, Attractions	Food Sampling	Novelties	

## DÉCOR / SCREENING

(PLEASE INDICATE ANY DÉCOR, SEATING AND SCREENING UTILIZED AND LOCATION)

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SALES ITEM	PRICING 2010	DESCRIPTION	MANUFACTURER
*** SUBMIT ADDITIONAL COPIES OF THIS FORM FOR ANY ADDITIONAL ITEMS BEYOND 6 – PLEASE INDICATE THESE ITEMS WITH NUMBERS <u>7, 8, 9, 10...</u> ***			
1.			
2.			
3.			
4.			
5.			
6.			

## REFERENCES / EXHIBITOR EXPERIENCE INFORMATION AND HISTORY

Location/Event	Year-Date	Contact	Phone

### Memberships:

CAFÉ		IAFE		WESTERN FAIRS		OTHER	
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EXHIBITOR APPLICATION FORM  
RED RIVER EXHIBITION  
JUNE 18 – JUNE 27, 2010

Office use only
Date received

COMPLETE ALL AREAS BELOW AND ATTACH ALL REQUIRED SUPPORT DOCUMENTATION  
INCOMPLETE FORMS WILL NOT BE CONSIDERED  
Please Print

LEGAL COMPANY NAME: \_\_\_\_\_

D.O.B. (Doing Business As): \_\_\_\_\_

CONTACT (Primary): \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ PROVINCE/STATE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ POSTAL CODE/ZIP: \_\_\_\_\_

COURIER ADDRESS (If different): \_\_\_\_\_

GST REGISTRATION NUMBER: \_\_\_\_\_

PROVINCIAL TAX NUMBER: \_\_\_\_\_

2009 RREX BOOTH #'S (IF APPLICABLE): \_\_\_\_\_

AISLE BOOTH SPACE: \_\_\_\_\_ X 10' X 10' @ \$750.00 ea. = \$ \_\_\_\_\_ plus, G.S.T.

CORNER BOOTH SPACE \_\_\_\_\_ X 10' X 10' @ \$850.00 ea. = \$ \_\_\_\_\_ plus, G.S.T.

**DO NOT SEND PAYMENT WITH THIS FORM**



# Minimum Insurance Requirements For The **Red River Exhibition Association**

All Exhibitors and Concessionaires are required to obtain at their own cost, and keep in force during the event (including set up and take down), the following general insurance:

Commercial General Liability Insurance against Bodily Injury (including Death), Property Damage and Personal Injury, covering all operations of the Exhibitor or Concessionaire, on an occurrence basis and having a limit of **not less than \$2,000,000**, in respect of any one occurrence, including:

- |  |                                     |
|--|-------------------------------------|
| A) Premises and Operations Liability           | G) Medical Payments Extension       |
| B) Products and Completed Operations Liability | H) Non-Owned Automobile Liability   |
| C) Broad Form Property Damage                  | I) Employees as Additional Insureds |
| D) Blanket Contractual Liability               | J) Incidental Medical Malpractice   |
| E) Contractors Protective                      | K) Contingent Employers Liability   |
| F) Owners Protective                           | L) 30 Day Notice of Cancellation    |

Such policies shall include the “**Red River Exhibition Association**” as an **Additional Insured** and a Cross Liability Clause. A Policy or Certificate of Insurance must be supplied to the Red River Exhibition Association office no later than 15 days prior to the event.

If such evidence of insurance is not so provided, the Red River Exhibition Association may, at its sole option, either cancel the Exhibit Contract or provide the Insurance Outlined, charging the entire cost thereof to the Exhibitor or Concessionaire. The required insurance coverage may be obtained through your own General Insurance Agent/Broker or through the facilities available to the Red River Exhibition Association provided by:

● **RUBAN Insurance Brokers INC**  
300 – 570 PORTAGE AVENUE  
**WINNIPEG, MANITOBA R3C 0G4**  
**TEL: (204) 988- 5000 FAX: (204) 988- 5003**  
**ATTENTION: JOHN J. RUBAN, A.I.L.C., CCIB, CRM**

**PLEASE NOTE:**

The above requirements are for Commercial General Liability Insurance **only**. There is **NO** Property Insurance Protection provided and the Exhibitor or Concessionaire should give consideration to other areas of protection, including, but not limited to Property, Crime, Business Interruption, and Specialty Coverages.



**RED RIVER EXHIBITION  
ASSOCIATION  
EXHIBITORS/CONCESSIONAIRES  
2010  
LIABILITY INSURANCE APPLICATION**

APPLICANT'S NAME & POSTAL ADDRESS	BUSINESS OR TRADE NAME
TELEPHONE: ( ) _____	<b>EVENT: (CHECK ONE)</b> <input type="checkbox"/> "The Ex" Summer Show <input type="checkbox"/> Farm Trade Show <input type="checkbox"/> Other Event:
FACSIMILE: ( ) _____	

TYPE OF GOODS TO BE SOLD OR ON DISPLAY: \_\_\_\_\_

HAS APPLICANT EVER HAD INSURANCE DECLINED OR CANCELLED?  YES  NO  
(IF YES, EXPLAIN)

DETAILS OF ALL LOSSES IN PAST 3 YEARS. IF NONE, STATE "NONE":

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

**LIABILITY INSURANCE: RATING GROUPS**

- |   |          |                          |
|---|----------|--------------------------|
| <b>GROUP I:</b> A) Food Concessions                     | \$150.00 | <input type="checkbox"/> |
| B) Major Food Concessions (sit-down)                    | \$200.00 | <input type="checkbox"/> |
| <b>GROUP II:</b> Game Concessions (Games of Chance)     | \$150.00 | <input type="checkbox"/> |
| <b>GROUP III:</b> Heavy Machinery & Equipment Displays  | \$150.00 | <input type="checkbox"/> |
| <b>GROUP IV:</b> All other Exhibitors & Concessionaires | \$125.00 | <input type="checkbox"/> |

**Special Conditions**

- Coverage is subject to a Maximum of 2 weeks including set-up and take down.
- Cheques should be made payable to Ruban Insurance Brokers Inc. and accompany the Application form.
- Coverage is for **"Liability Insurance"** only.

