

Exhibitor Guidebook

June 14 to 23, 2019



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IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

Lisa Tully

lisa@redriverex.com

3977 Portage Ave.

Winnipeg, MB R3K 2E8

Phone: (204) 888-6990 Ext. 4

Fax: (204) 888-6992

WELCOME

The Red River EX is Manitoba's largest summer festival and welcomes over 210,000 visitors each year during our 10-day event in June. The EX offers our guests a great park-like atmosphere with lots of interactive activities and experiences that everyone can enjoy watching, learning, listening and experiencing! The Red River EX is way more than just midway rides now. Every half hour there's a new, free show or concert happening somewhere at the Park offering great entertainment and significant value for all kinds of audiences and all ages.

As part of the entertainment package we offer our guests, we showcase the wide variety of shopping that can be done while guests are here at The EX. By showcasing the unique products that can be purchased we provide yet another entertainment option for visitors to experience while they spend time with their friends and families.

This manual was created for you, our Red River Exhibition Exhibitors, to offer the most up-to-date information directly affecting your operation and to provide you with information necessary for the successful operation of your exhibit.

PLEASE READ THIS MANUAL COMPLETELY AND FOLLOW THE ESTABLISHED RULES AND REGULATIONS.

2019 FAIR DATES

Friday, June 14 to Sunday, June 23

DAILY GATE HOURS

Friday, June 14	3:00 p.m. to midnight *
Saturday, June 15	12 noon to midnight
Sunday, June 16	11:00 a.m. to midnight *
Monday, June 17	3:00 p.m. to midnight
Tuesday, June 18	3:00 p.m. to midnight
Wednesday, June 19	3:00 p.m. to midnight
Thursday, June 20	3:00 p.m. to midnight *
Friday, June 21	12 noon to midnight
Saturday, June 22	12 noon to midnight
Sunday, June 23	11:00 a.m. to midnight *

* Start Times subject to change

SHOPPERS' MARKET INFORMATION

ALL EXHIBITORS MUST CHECK IN AT THE PARK OFFICE PRIOR TO SET-UP TO PICK UP YOUR EXHIBITOR PACKAGE AND BADGES

EXHIBITOR AREA HOURS

Friday, June 14	3:00 p.m. to 10:00 p.m. *
Saturday, June 15	12 noon to 10:00 p.m.
Sunday, June 16	11:00 a.m. to 10:00 p.m. *
Monday, June 17	3:00 p.m. to 10:00 p.m.
Tuesday, June 18	3:00 p.m. to 10:00 p.m.
Wednesday, June 19	3:00 p.m. to 10:00 p.m.
Thursday, June 20	3:00 p.m. to 10:00 p.m. *
Friday, June 21	12 noon to 10:00 p.m.
Saturday, June 22	12 noon to 10:00 p.m.
Sunday, June 23	11:00 a.m. to 10:00 p.m. *

* Start Times subject to change

ACCESS TO THE SHOPPERS' MARKET

During the fair exhibitors may present their Exhibitor Badge to gain entry to market areas one-hour before opening for restocking and/or cleaning. It will be necessary for all exhibitors to show their Exhibitor Badge to gain access to the building at this time. If you do not have your badge, you will not be permitted entry.

SECURITY

There will be general area security starting Wednesday and full 24 hour security starting Thursday at 4:00pm.

SET-UP HOURS

Wednesday, June 12	9:00 a.m. to 9:00 p.m.
Thursday, June 13	9:00 a.m. to 9:00 p.m.

The loading doors in Exhibition Place will not be accessible after 5:00 p.m. on Thursday, June 13, as pedestrian doors will be installed. Any exhibitor not moved in by this time will only have access through the pedestrian entrance. **Any large items such as vehicles must be moved in on Wednesday, June 12**

DISMANTLING HOURS

Sunday, June 23 @ 10:00 p.m. to Monday, June 24 @ 5:00 p.m.

DISMANTLING INFORMATION

Vehicles are not permitted onsite until the Park closes on Sunday, June 23 @ approximately midnight. Exhibits must be completely removed by 5:00 p.m. on MONDAY, June 24, 2019. Please plan accordingly for the dismantling of your exhibits.

EXHIBITOR DELIVERY INFORMATION

DELIVERIES PRIOR TO THE FAIR: All shipments being sent to Red River Exhibition Park prior to the start of the fair must be clearly labeled with the vendor name, booth number and a contact phone number. The Red River Exhibition will refuse any packages not clearly marked or any packages that require payment upon delivery.

DELIVERY ACCESS DURING THE FAIR: All delivery drivers must possess a valid delivery pass to access the Park. Deliveries will not be accepted after a half-hour before the Park opens each day. All vehicles must be off site before a half-hour to the Park opening each day. Please off-load vehicles promptly and have delivery vehicles exit the roadways.

NO DELIVERIES REQUIRING A FORKLIFT OR ARRIVING ON PALLETS WILL BE ACCEPTED AFTER THURSDAY, JUNE 13 AT 5:00 P.M.

During the fair small packages and envelopes can be sent to the show office located at 3977 Portage Ave, Winnipeg, MB R3K 2E8. Vendors are responsible for checking the office if they are expecting a package. Red River Exhibition Park reserves the right to refuse any packages not clearly labeled, any packages that require payment upon delivery, or any packages too large.

IMPORTANT: ALL PACKAGES MUST BE LABELED IN THE FOLLOWING MANNER:

Name of Exhibitor and Booth Number
C/O Red River Exhibition Park
3977 Portage Ave.
Winnipeg, Manitoba R3K 2E8

**OFFICE AND PACKAGE PICK-UP HOURS DURING THE FAIR ARE
9:00 a.m. to 7:00 p.m. DAILY**

EXHIBITOR TERMS AND CONDITIONS

PRODUCTS: Exhibitors are prohibited from selling any products that are not listed on their contracts. If you wish to modify your product listing, please contact us with specific changes for approval. We will demand removal of any unapproved items.

No exhibit shall be considered "EXCLUSIVE" unless stipulated on the contract agreement. The Exhibition reserves the right to allot space to others for the purpose of selling the same type of product or operation of the same type of service.

PROHIBITED PRODUCTS: Any item not legal to sell in Manitoba including any items such as stink bombs, sparklers, pocket knives, lighters, toy guns, toy knives or other toy weapons, cracker bombs and fire crackers are not permitted for sale on the Exhibition grounds. Products representing marijuana leaves, drug paraphernalia, sexuality explicit images or derogatory words are not permitted for sale.

PRICING: All items for sale must have prices clearly posted. A receipt for the merchandise must be given at the time of sale. The name and phone number of the exhibitor must be printed on the receipt.

DISPLAYS: We require professional looking displays. Displays can stand up to a maximum 8 feet tall against the back of each booth and no higher than 4 feet at each side. Exhibitors are not permitted to have any product higher than 4 feet on the sides of each booth.

TABLES AND CHAIRS: To create a cohesive look throughout the exhibitor areas, tables and table draping must be purchased through Central Display. They are onsite during set-up times to provide rental services. For pricing information please contact them directly @ (204) 237-3367 or www.centraldisplay.ca

PLACEMENT BOOTH: The loading doors in Exhibition Place will not be accessible after 5:00 p.m. on Thursday, June 13, as pedestrian doors will be installed. Any exhibitor not moved in by this time will only have access through the pedestrian entrance. Any large items such as vehicles must be moved in on Wednesday, June 12.

Allocation of space is at the discretion of Red the Exhibition. The Exhibition reserves the right to locate exhibitor unless otherwise stipulated in this agreement and if it is the decision of the Exhibition that the re-location of an exhibitor is necessary to provide a better show then and in the event the exhibition shall abide by the decision of the Exhibition.

All exhibits must operate and remain within the allotted contracted space. Under no circumstance will exhibits be allowed to operate in designated aisles. Exhibitors must confine their products into their booth space provided. Products are not permitted to be outside of the 10'x10' space unless the exhibitor has purchased addition space.

BOOTH OPERATION: All booths must be open to the public and in the charge of a competent attendant. Exhibitors are required to open and close their booths in conjunction with the area hours as stipulated by the Exhibition. Any Exhibitor that opens late or closes early will be fined **\$300.00** per incident.

BOOTH DISMANTLING: The Lessee agrees not to dismantle his booth, deplete his exhibit in any way, or do any packing before **10:00 pm, June 23, 2019.** There will be no vehicle access on the grounds until **midnight, June 23.** All booths and merchandise must be dismantled and removed by **5:00 p.m. June 24, 2019.**

SIGNAGE: As part of your display, please plan to make an appropriate sign with your company name on it. The name must be the same as on your agreement. Where signs are used, they must be neat and inoffensive. Management has the right to require the removal of any signs that are considered undesirable. This will include any unprofessional handmade signs.

BOOTH CLEANLINESS: During set-up and teardown exhibitors are responsible for removing all waste and garbage from their booths.

EXHIBITOR PARKING: Exhibitors are not permitted to park any motor vehicle on the exhibition grounds later than one half-hour before gate opening each day. Any vehicle parked past this time may be removed by the Exhibition at the risk of the expense of the Lessee.

EXHIBITOR TICKETS: A complement of 20 non-refundable Admission Tickets will be made available to Exhibitors. The Lessee shall be required to purchase additional tickets for himself and his staff at 50% off the general gate price of \$15.00.

EXHIBITOR BADGE: Exhibitor badges must be worn by all exhibitors during operating hours. **BADGES ONLY ALLOW ENTRY INTO EXHIBITOR BUILDINGS BEFORE AND AFTER HOURS. THEY ARE NOT GATE PASSES.**

SERVICES PROVIDED: Each exhibitor will be provided with general illumination and one 15 Amp – 110 Volt power outlet. If additional power is required, the vendor must contact management.

NOISE: Exhibitors may not use sound systems or have music playing in their booths without consent from management.

LOST OR STOLEN ITEMS: Should any exhibit or portion thereof be injured, lost, stolen or suffer damage from any cause whatsoever, the Exhibition will not be liable, or make any payment for the value thereof. Neither the Exhibition nor the Service Contractors shall be held responsible for the safety of exhibits against theft, fire, accident or any destructive cause, not for accidents to exhibitors, their agents or employees. The Lessee will obtain and keep in force during the term Commercial General Public Liability Insurance respecting the use, occupancy, and conduct of business in accordance with the Lessor's minimum insurance requirements, with Insurers acceptable to the Lessor, for the amount not less than \$2,000,000.00. The policy will name the Exhibition as an additional named insured with a cross-liability clause and the Lessee shall promptly furnish to the Lessor copies of insurance policies or other satisfactory evidence thirty (30) days prior to opening. If such evidence of insurance is not so provided, the Lessee may, at its sole option, either immediately cancel the space rental contract or provide the insurance outlined, the entire cost thereof to be charged to the Lessee and to be payable on demand.

SAFETY: The Lessee will assume all liability and responsibility for any loss, damage or injury whether suffered by him or them or by his or their property arising in any way out of the operations of the said operation or otherwise arising or occurring in or about the premises of the Exhibition: AND the Lessee further covenants and agrees to indemnify and save harmless the Exhibition from and against any claims, demands, accounts, actions, or proceedings whatsoever for loss, injury or damage sustained by any person or persons whether as to personal injury or as to property damage by reason of or in any way arising out of the operations of such operation or caused or occasioned by the Lessee or his servants, agents or employees in any way in and about the premises of the Exhibition.

EXHIBITOR BEHAVIOUR: Any activity or behavior carried on by the Lessee or occurring on the leased space which in the opinion of the Exhibition is undesirable for a public place or unlawful shall result in immediate termination of this contract at the option of the Exhibition and all monies paid hereunder shall be forfeited.

CANCELLATION OF CONTRACT: In case of cancellation on the part of the lessee, the deposit is non-refundable after May 1, 2019. The Exhibition has the right to remove any exhibitor who does not abide by these rules and regulations. The Exhibition Reserves the right to cancel this contract without any notice and refund any payments made thereon. If cancellation occurs during the Exhibition, the amount of refund will be reduced based on days of occupancy.

INSURANCE REQUIREMENTS

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

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

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, include:

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 **10 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 Ave Winnipeg, Manitoba R3C 0G4

(P) 204-988-5000 (F) 988-5003

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 Coverage's.

GOVERNMENT OF MANITOBA REQUIREMENTS

MANITOBA TAXATION DIVISION **Retail Sales Tax**

The Retail Sales Tax (RST) is a tax applied to the retail sale or rental of most goods and certain services in Manitoba. The tax is calculated on the selling price, before the GST (Good and Services Tax) is applied.

The general PROVINCIAL SALES TAX rate is 8%

Need More Info?

Contact: Taxation Division - Manitoba Finance
<https://www.gov.mb.ca/finance/taxation/>
Email: MBTax@gov.mb.ca
Phone: 204-945-5603
Manitoba Toll Free: 1-800-782-0318

CONSUMER PROTECTION OFFICE **Consumer Services**

You may require a Vendor's Licence or Direct Sellers Licence to sell products or services at this event.

Need More Info?

Contact: Consumer Protection Office – Manitoba Justice
<https://www.gov.mb.ca/justice/cp/cpo/index.html>
Email: consumers@gov.mb.ca
Phone: 204-945-3800
Manitoba Toll Free: 1-800-782-0067