

Exhibition Park External Event Reservation Request



Thank you for selecting Red River Exhibition Park as the facility host for your upcoming event. We are committed to providing our partners with a spacious, clean venue and professional customer service. We look forward to working with you.

Please submit this completed form to alana@redriverex.com a minimum of three (3) months prior to your event.

GENERAL EVENT INFORMATION

NAME OF EVENT _____ Public Private

DATES & TIMES OF EVENT _____

ON-SITE EVENT CONTACT Name _____ Cell Number _____

ADMISSION PRICES Adult (Ages: _____) \$ _____ Youth (Ages: _____) \$ _____ Seniors (Age: _____) \$ _____

COMMUNICATIONS This event will be added to the Red River Exhibition Park's "Upcoming Event" listing page at RRExhibitionPark.ca a minimum of 3 months prior to the event. Please provide a high-resolution logo for promotional purposes.

EVENT DESCRIPTION Please provide a 50-200 word description of the show (to be included on the RREA website.)

SOCIAL MEDIA The Red River Exhibition Association (RREA) may share the event's content on social media to help with promotion of the event. Note: Tag @redriverex in your social media posts so they can be shared to RREA's audience. (No custom content will be created by RREA.)

WEBSITE _____ FACEBOOK _____ INSTAGRAM _____

EVENT ADVERTISING Exhibition Park has developed new branding and ways of identifying the company and park location. In order to ensure proper and consistent messaging with you show advertising, please refer to the attached document "Exhibition Park Advertising Guidelines" when advertising this event.

EVENT INGRESS & EGRESS Event move-in and move out plans.

MOVE IN Date _____ Time _____ - _____ MOVE OUT Date _____ Time _____ - _____

Do you require:

Banner Hanging Banners must be delivered to RREA a minimum of 7 days prior to event and will be available at the RREA office 2 days after egress.

Forklift With Operator Ingress Egress

Without Operator* Ingress Egress *A valid fork lift operator certificate must be received by RREA 15 days prior to event.

Third-party rental company? (ie- Central Display) No Yes, Date of set-up: _____

A/V company? No Yes, Date of set-up: _____

Electrical layouts and requirements must be submitted 30 days prior to the event.

EVENT STAFF Event staff will be billed at a standard hourly rate by RREA.

Ticket Takers/ Admission Staff Amnt _____ Hours _____ **Bartender(s)** Amnt _____ Hours _____

Security Guard(s) Amnt _____ Hours _____ **Parking Attendant(s)** Amnt _____ Hours _____

GATE & BUILDING ACCESS For efficiency and liability, event organizers will receive one set of event keys on the day of ingress, and will be responsible for unlocking and locking the exhibition hall, and in some instances, the gates. Access and times may be at the discretion of RREA.

Gate 2 Access West Entrance Access A second set of keys is required.

EXHIBITION PARK RENTAL OPTIONS

INDOOR SPACE RENTAL OPTIONS

Exhibition Place
35,750 Sq. Ft. (130' x 275')

The Loop - Display Building
6,000 Sq. Ft.

Red Barn
3,200 Sq. Ft. (40' x 80')

Additional Indoor Rental Options *Fees apply. Please indicate quantities needed.*

8-foot Rectangular Tables - Qty: _____

Stanchions - Qty: _____

60-inch Round Tables - Qty: _____

Admissions Counter/ Bar - Qty: _____

Chairs - Qty: _____

Sign Stands - Qty: _____

Stage Panels (4'-8') - Total Size: _____

OUTDOOR SPACE RENTAL OPTIONS

Expressway Tent (100' x 160')

The Loop

RV Sites - Qty: _____

Red Barn Tent (66' x 80')

Equestrian Facilities

Outdoor Washroom Facilities

South Asphalt Lot

Stalls Main Ring

North East

Central Park (incl. Main Stage)

Practice Ring

South West

Additional Outdoor Rental Options *Fees apply. Please indicate quantities needed.*

Bleachers Wood (75 seats) - Qty: _____

Picnic Tables - Qty: _____

Hydraulic (250 seats) - Qty: _____ (Max. 2)

Event Fencing - Location: _____

Stage Panels (4'-8') - Total Size: _____

SL100 Stage (Portable, 24' x 20' up to 40' x 32')

DO YOU REQUIRE THE USE OF:

Speaker(s)

Microphone Stand(s)

Headset(s)

Bluetooth Speaker(s)

FOOD & BEVERAGE CONCESSIONS

upon. Subsidy fee may apply.

RREA reserves all rights to food and beverage sales unless otherwise agreed

FOOD & BEVERAGE SERVICE

Our event *WILL* require on-site canteen service.

Our event *WILL NOT* require on-site canteen service.

Food trucks on-site. A food truck layout with electrical requirements must be submitted 14 days in advance. (Fees apply.) MB Health Temporary Food Service Establishment permit required.

ALCOHOL SERVICE

No alcohol will be served or sold at the event.

Yes, alcohol will be available for sale at the event. RREA to operate. All rights reserved.

Yes, alcohol will be available for sale at the event. Client will coordinate. (Liquor permit required.)

Liquor distributors will have alcohol available for sale at the event. (Liquor permit required.)

LIABILITY INSURANCE

*Liability insurance naming RREA as additionally insured:

Is attached. Will be provided a minimum of 15 days prior to the event.

*Please refer to attachment.

FOR OFFICE USE

DEPOSIT RECEIVED _____

LIABILITY INSURANCE RECEIVED _____

NOISE PERMIT RECEIVED _____

FORKLIFT CERTIFICATE RECEIVED _____

MB HEALTH SPECIAL EVENT PERMIT

INSPECTION DATE _____

MLCC LIQUOR PERMIT

INSPECTION DATE _____

SMART CHOICES CERTIFICATE RECEIVED _____