



EXHIBITOR MANUAL

CANADA'S FARM PROGRESS SHOW (CFPS)
 P.O. Box 167, Regina, SK, S4P 2Z6, Canada

www.myfarmshow.com

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IMPORTANT DEADLINES

New Booth Applications	Wednesday, May 31, 2017 (if available)
Innovations Applications	Friday, May 5, 2017
Final Payment	Friday, March 17, 2017
Insurance Certificate	Monday, May 1, 2017
Pre-Show Marketing:	
Advertising	Monday, May 1, 2017
Sponsorship	Monday, May 1, 2017
Forms:	
Foreign Workers Form	Friday, May 26, 2017
Advance Ticket Orders	Friday, May 26, 2017
Exhibitor Pass Orders	Friday, May 26, 2017
Exporter Membership Registration	Friday, May 26, 2017
Electrical Orders	Thursday, June 1, 2017
New Product Listing for Show Guide	Monday, May 1, 2017
Product Launch Listing for Show Guide	Monday, May 1, 2017
Suppliers Deadlines:	
GES Canada	Wednesday, May 31, 2017
Phone/Internet Orders (SaskTel)	Friday, May 26, 2017

SHOW MANAGEMENT INFORMATION

Show Manager Shirley Janeczko	306-527-1465
Exhibitor Coordinator Cindy Heibein	306-781-9345 or 306-527-6105
International Business Centre Coordinator Lee-Anne Oltean	306-781-9263
Client Services Dallas McFadden	306-781-9281
Director, Corporate Development Chris Hutchinson	306-531-5338
Marketing, Public Relations & Promotions Paula Kohl	306-519-9715
Catering & Events Manager Alison Wilkie	306-533-1252
Antique Tractors & Trucks Lynda Van Der Velden	306-781-9271

PREPARING FOR THE SHOW

NEW THIS YEAR – FARMYARD INVENTIONS

For an application please visit our web-site www.myfarmshow.com and go to the Show Info tab

Deadline: Friday, May 5, 2017

The 40th year of Canada's Farm Progress Show features an all-new Farmyard Inventions competition where Canada's most imaginative and inspiring inventors compete for a chance to win a prize valued at \$5,000! This Farmyard Inventions competition is an open-call for all farmers to submit an application to showcase their latest invention. Competitors will be chosen by Canada's Farm Progress Show selection committee to showcase their invention at the show.

INNOVATION PROGRAM

For an application please click here http://www.myfarmshow.com/public/images/exhibitors/2017_Innovation_Qualifier_Application_v2.pdf

For exhibit space contact: Cindy Heibein at cheibein@evrazplace.com or at 306-781-9345

For information regarding the program contact: Dallas McFadden at dmcfadden@evrazplace.com or at 306-781-9281

Deadline: Friday, May 5, 2017

This Innovation program is a high-profile, low-cost marketing approach for bringing in new ideas to the agricultural forefront. An innovation is classified as a product or service that either has a patent or a patent pending or can be an improvement to an existing technology.

OVER DIMENSIONAL LOADS

Contact: Kim Grimard at the City of Regina at 306-539-7580, to submit service request online please click here <http://www.regina.ca/site/contact/online-request-form/> for more information please visit www.regina.ca

Please contact the City of Regina for the best truck route information and maps for moving over-dimensional loads into and through the city. Permits are required for oversized loads greater than 14 feet high loaded, greater than 12 feet wide loaded and longer than 82 feet loaded. **The City requires minimum 14 days' notice.**

CERTIFICATE OF INSURANCE

Contact: Cindy Heibein at 306-781-9345 or 527-6105 or cheibein@evrazplace.com for more information

Insurance regulations - All exhibitors are required to obtain \$1,000,000 of general commercial liability insurance to cover participation in the show. Exhibitors shall obtain and maintain in force for the period beginning with the move-in and ending after the move-out of Evraz Place, and shall name Regina Exhibition Association Limited as an additional insured under such insurance.

A copy of your certificate is required prior May 1, 2017; failure to do so may result in forfeiture of the booth space.

Your insurance broker can assist you in either commercial general or event liability insurance or you may consider the offering that is included in this package. Exhibitors can obtain specific exhibitor liability insurance thru PAL Canada Insurance Brokers. For more information visit www.palcanada.com

ELECTRICAL ORDERS

All exhibitors will need to go back into the Exhibitor Dashboard and click on the tile for additional forms and fill in form on-line.

Exhibitor booths inside will receive (1) 800 watt/120 volt, 6 amp electrical outlet. Exhibitors outside, electrical is not included. All electrical requirements are required June 1, 2017.

SHIPPING & RECEIVING FOR EXHIBITOR BOOTHS & PRODUCTS

Contact: G.E.S. Canada at <https://e.ges.com/CA-00047795> or 306-347-8280

Custom Broker Information: Wes Moroz at 403-218-7428 or at 403-333-8481

Important Information for Exhibitors and Transport Companies:

Shipments of materials delivered **PRIOR** to Canada's Farm Progress Show for exhibitors **will not** be accepted, signed for, or stored at Evraz Place by its employees or stakeholders.

All shipments of materials **PRIOR to move-in must use** the warehousing service of GES Canada using the following address:
c/o GES Canada
Canada's Farm Progress Show
Box 6, 1 – 1030 Kearns Crescent
RM of Sherwood,
Regina, SK Canada
S4K 0A1

All shipments of materials **DURING move-in must use** the warehousing service of GES Canada using the following address:
c/o GES Canada
Canada's Farm Progress Show
Evraz Place
1700 Elphinstone Street
Regina, SK Canada
S4P 2Z6

Important Information for Exhibitors regarding shipping and receiving:

All deliveries to exhibitor booths during Show dates must arrive prior to 8:00 am or after 6:00 pm for entrance into the ground. For all smaller parcels during show hours must be dropped off at the Pasqua Street entrance. Please make sure they are clearly marked with the exhibitor's name and booth and building. Exhibitors would then responsible to pick them up.

HI-SPEED INTERNET/TELEPHONES

Contact: SaskTel at evrazpl.requests@sasktel.com or 306-777-3792 or 1-877-343-3301

- Evraz Place facilities do not come equipped with free wireless hi-speed internet. All exhibitors who require this service must order this directly. Please note we will have sponsored hot-spots throughout the grounds or visit the Exhibitor Lounge that will be equipped with wireless.
- Telephone and internet service is provided by SaskTel. The Regina Exhibition Association Limited has no control over the cost of service or installation.

ADDITIONAL EXHIBITOR PASSES FORM

Contact: Cindy Heibein at 306-781-9345 or 306-527-6105 or cheibein@evrazplace.com for more information

Indoor Booth Space: Each exhibitor receives two (2) Exhibitor Passes for each 10' x 10' booth space as part of the booth fees (Exhibitors with exhibit space over 500 square feet will receive only a maximum of 10 per company.)

Outside Booth Space: Each exhibitor receives two (2) Exhibitor Passes for each 25' x 50' booth space as part of the booth fees (Exhibitors with exhibit space over 6250 square feet will receive only a maximum of 10 per company.)

Cost for Additional Passes: \$30.00 each plus applicable taxes, good for all three (3) days of the show. (Admission Day Passes) Avoid long line ups and purchase additional Exhibitor Passes (Admission Passes) prior to arriving at the show. **All exhibitors will need to go back into the Exhibitor Dashboard and click on the tile for additional forms and fill in form on-line.** Additional Exhibitor Passes will be available for purchase in the Show Office. Cash or credit cards only, no personal or company cheques are accepted.

INTERNATIONAL FOREIGN WORKERS FORM

Contact: Dallas McFadden at dmcfadden@evrazplace.com or 306-781-9281

When International Exhibitors (including U.S.A. citizens) cross the border into Canada, a specific immigration process must be followed to help expedite entry. Instructions are as follows:

- Each foreign worker must complete an International Foreign Workers Form on our website at www.myfarmshow.com under the Exhibitor Information tab.
- Please e-mail the completed form to dmcfadden@evrazplace.com
- Dallas McFadden will then return a letter confirming details of the show.
- When entering Canada, immigration officials will require a couple of the form you provided and the returned letter.
- Please also ensure you have appropriate identification such as passport, work or visitor permit or visa with you to enter the country.

ADVANCED BARCODE TICKET FORM

Contact: Dallas McFadden at dmcfadden@evrazplace.com or at 306-781-9281

Deadline: Friday, May 26, 2017

This service is available for all exhibitors and sponsors and is a great way to get your customers to come and see you at the show. Please visit our website at www.myfarmshow.com under the Exhibitor tab look for Forms & Applications. You will be sent your tickets by mail or if you like they can also be picked up from the main Administration Office at Evraz Place.

The convenience of this program, you will be only invoiced for the number of tickets that are redeemed following the show. You will also receive a Ticket Tracker Report indicating with numbered ticket was used by the barcode on the back of the ticket. Please note minimums will apply.

NEW PRODUCT FORM

Contact: Dallas McFadden at dmcfadden@evrazplace.com or at 306-781-9281

Deadline: Monday, May 1, 2017

Please visit our website at www.myfarmshow.com under the Exhibitor tab look for Forms & Applications. Please fill in form on line and hit the submit button on the booth of the page. Please note exhibitors can enter more than one product however the product can only be listed in one of the categories, New Product or Product Launch. All products will be listed under the parent company.

PRODUCT LAUNCH FORM

Contact: Dallas McFadden at dmcfadden@evrazplace.com or at 306-781-9281

Deadline: Monday, May 1, 2017

Please visit our website at www.myfarmshow.com under the Exhibitor tab look for Forms & Applications. Please fill in form on line and hit the submit button on the booth of the page. Please note exhibitors can enter more than one product however the product can only be listed in one of the categories, New Product or Product Launch. All products will be listed under the parent company.

EXPORTER MEMBERSHIPS FOR THE INTERNATIONAL BUSINESS CENTRE (IBC)

Contact: Lee-Anne Oltean at loltean@evrazplace.com or at 306-781-9263

An Export Membership entitles you to participate in a marketing program to make direct contact with international buyers. It provides unique and exclusive opportunities for you to market your company to the buyers attending the show. To become an Exporter member, please visit our web-site at www.myfarmshow.com under the Exhibitor tab look for Exporter Member Program and download the application.

EXHIBITOR MOVE-IN AND MOVE-OUT

CANADA'S FARM PROGRESS SHOW – EVENT DATES & HOURS

June 21-23, 2017 – 9 a.m. to 5 p.m. daily **Note new hours this year**

SHOW OFFICE HOUR'S FOR MOVE-IN AND EVENT DAY'S

8 a.m. – 4 p.m. – Thursday, June 15 thru Sunday, June 18

8 a.m. - 8 p.m. - Monday, June 19 and Tuesday, June 20

8 a.m. - 5 p.m. - Wednesday, June 21 to Friday, June 23

- Show Office is located in the south hallway of the Cooperators Centre.
- Electrical Services will be located in the Show Office.

EXHIBITOR STREET ACCESS

Important Information for Exhibitors and Transport Companies:

Access into the grounds will be restricted to the following gates during move-in:

- Lewvan Gate
- Princess Street Gate

EXHIBITORS USING TENTS

Important Information for Exhibitors:

****IMPORTANT INFORMATION**** ALL outdoor exhibitors in **Lot F** (including under the Queensbury Convention Centre Ramp), **Lot L**, **Lot M**, **Lot N** and **Lot P** will **NO** longer be allowed to peg down their tents.

The tent provider will need to use clear span tents or cement weights to make sure your tent is safely secured. Please make sure your tent provider is also aware of what lot your booth is located in. Evraz Place will have an inventory of cement blocks for use on a first come first serve bases. **Please provide the date of your tent set-up to Show Management 1 week prior to move-in.**

EXHIBITORS WITH TRAILERS HAULING MATERIALS

Contact: Cindy Heibein at cheibein@evrazplace.com or 306-781-9345 for more information

Exhibitors with trailers used for hauling materials may park their trailers in South Lot D, along railroad. This is on a first come first served basis and will be limited.

UNLOADING DOCK

Access to the loading dock will be on the west side of the Cooperators Centre.

FORKLIFT & CRANE SERVICE

- ★ **NEW THIS YEAR** - All forklift and crane service will be handled on a roving system. All exhibit space will be identified as zones and forklifts and cranes will service those zones on a first come, first service basis, and maximum one hour per exhibitor for this service. Drop and go service only.
- ★ **Please note our crane capacity is 90' range.**
- ★ **Please note our forklift capacity is 6000 lbs.**
- ★ For move-out all forklift and crane service will be handled on a roving system. Please note to accommodate the movement of gates and to clear impediments, Show Management will choose which area's that will need to be moved first. Please note there could be delays.
- ★ Complimentary forklift service will be available until 10:00 pm, Monday, June 26, 2017. Crane service will be available until 5:00 pm, Monday, June 26, 2017.
- ★ Any forklift requests outside of the above planned hours are charged out at the rate of \$100.00 per hour.
- ★ Any crane requests outside the planned hours are to be arranged by the exhibitor. The exhibitor is responsible for all costs associated to non-planned crane hours.

CFPS EQUIPMENT HOURS:

Move in Forklift's will run:

Thursday, June 15	8:00 am – Midnight
Friday, June 16	8:00 am – Midnight
Saturday, June 17	8:00 am – Midnight
Sunday, June 18	8:00 am – Midnight
Monday, June 19	8:00 am – Midnight
Tuesday, June 20	Limited Forklift service between 8:00 am to Noon

Move in Crane Service will run:

Thursday, June 15	7:00 am – 4:00 pm
Friday, June 16	7:00 am – 4:00 pm
Saturday, June 17	8:00 am – 5:00 pm
Sunday, June 18	10:00 am – 2:00 pm
Monday, June 19	8:00 am – 8:00 pm
Tuesday, June 20	No Crane Service available

Move Out Forklift's Will Run:

Friday, June 23	5:30 pm – Midnight
Saturday, June 24	8:00 am – Midnight
Sunday, June 25	8:00 am – Midnight
Monday, June 26	8:00 am – Midnight
Tuesday, June 27	8:00 am – 5:00 pm

Move Out Crane Service Will Run:

Friday, June 23	5:00 pm – 10:00 pm - Will have 2 Cranes on site for this night only
Saturday, June 24	8:00 am – 5:00 pm
Sunday, June 25	10:00 am – 2:00 pm
Monday, June 26	8:00 am – 5:00 pm

OUTDOOR EXHIBITORS - MOVE-IN

- ★ **Unlimited Hours** – Thursday, June 15, 2017 **till** Monday, June 19, 2017.
- ★ **8:00 am - 12:00 Noon** – Tuesday, June 20, 2017.
- ★ Gates will be closed from 12:00 Noon to 6:00 pm – all major set-up must be complete and smaller adjusts can be made within the booth.
- ★ Due to the limited parking space, we asked our exhibitors to respect other exhibitor's booth space.
- ★ Please do not send materials and equipment without proper directions and booth numbers for your exhibit.
- ★ No moving vehicles, including unauthorized golf carts and service vehicles, will be allowed on the roadway of the grounds during the show.

OUTDOOR EXHIBITORS – MOVE-OUT

- ★ Move-out will commence **NO SOONER THAN** 5:15 pm on Friday, June 23, 2017.
- ★ **Due to liability and customer courtesy issues, exhibitors who do not comply will lose the rights to their exhibit location and/or be expelled from future Shows.**
- ★ Outdoor exhibits **must** be completely removed by 5:00 pm, Wednesday, June 28, 2017.

INDOOR EXHIBITORS - MOVE-IN

- ★ **8:00 am - 10:00 pm** – Saturday, June 17, 2017 **till** Monday, June 19, 2017.
- ★ **8:00 am – 12:00 Noon** – Tuesday, June 20, 2017.
- ★ Gates will be closed from 12:00 Noon to 6:00 pm – all major set-up must be complete and smaller adjusts can be made within the booth.
- ★ All items will need to be walked in from the gates.
- ★ No vehicles will be allowed in the buildings after the move-in deadline, **12:00 Noon - June 20, 2017**. No moving vehicles, including unauthorized golf carts and service vehicles, will be allowed on the roadway of the grounds during the show.
- ★ Vehicles may only be parked in parking areas of the grounds during the show.
- ★ Clients are responsible for tables, chairs and carpet inside their own booth, CFPS does not provide these items.

INDOOR EXHIBITORS - MOVE-OUT

- ★ Move-out starts **5:15 pm** – Friday, June 23, 2017.
- ★ Exhibitors closest to the Entrance/Exits will be disassembled and removed first to clear the path for all other exhibitors to exit in a timely fashion.
- ★ **Due to liability and customer courtesy issues, exhibitors who do not comply will lose the rights to their exhibit location and/or be expelled from future Shows.**
- ★ ***Important Information*** - All indoor exhibits in the Hall 7 must be moved out by 5:00 pm Saturday, June 24, 2017.
- ★ ***Important Information*** - All other buildings must be moved out by 5:00 pm, Sunday, June 25, 2017
- ★ All Exhibitors must make arrangements with their freight supplier to have pick up for the weekend or they must use G.E.S. Canada services.
- ★ All booths must be dismantled and crated with company name, shipping information prior to leaving June 23, 2017. Evraz Place will NOT be responsible for anything left inside exhibitor booths.
- ★ Exhibit security is in place only until Sunday, June 25, 2017 at 7:00 am.

ON-SITE SECURITY

Contact: Ground Patrol at 306-526-8327 or 306-781-9252

- ★ Exhibitor badges give exhibitors entry into the Show plus access to their booths prior to the gates opening at 9:00 am each morning of the Show.

- ★ Exhibitor's badges are in the Exhibitor kit and can be picked up from the Show Office starting June 15, 2017. If you do not have your pass and you have to pay admission into the grounds, CFPS will not refund any gate admissions purchased.
- ★ Outside security companies are not permitted to work onsite at Evraz Place. Any exhibitors that require Security Personnel will need to contract Evraz Place employees.
- ★ Please contact Show Management for more information.

Schedule for Canada's Farm Progress Show Security:

- ★ 24 hour gate Security will start: 8:00 am Thursday, June 15 to 7:00 am Sunday, June 25
- ★ Outdoor Security Rovers will start: 8:00 am Thursday, June 15 to 7:00 am Sunday, June 25
- ★ Overnight Security Guards: 6:00 pm Monday, June 19 to 9:00 am Friday, June 23

ACCOMMODATIONS

Visit www.stayinregina.com and stay at a Regina Hotel Association approved member hotel. Please see the Farm Show website at www.myfarmshow.com (International Guests tab) for a comprehensive list of accommodation information in and around Regina, including B&Bs. Click on List of All Regina Hotels and Motels link which will take you to the Tourism Regina website.

OFFICIAL SERVICE CONTRACTORS

G.E.S. CANADA

Order online: www.gesexpo.ca or call 1-306-347-8280

Early bird deadline: Wednesday, May 31, 2017

Provides rental of tables, chairs, furnishings and specialty furnishings; carpeting and under padding; booth cleaning; plants; portable systems; installation and dismantling labour; material handling; hard wall accessories; rental exhibits, and glass showcases.

SLEEK SIGNS

E-mail: sales@sleeksigns.com or call 1-306-359-7709 or visit www.sleeksigns.com

Offering the widest arrange of large format printing Sleek is able to meet your signage needs. Weather it is vehicle wraps, banners, trade show displays, banner stands, sandwich boards or custom POP displays we have you covered. Same day or next day service available on most products.

DUTCH GROWERS

E-mail: tim@dutchgrowers.net or call 306-721-4769

INLAND AUDIO/VISUAL

Contact: Rick Hofenk at rhofenk@inlandav.ca or at 306-525-8726

EXHIBITOR INFORMATION

CANADA'S FARM PROGRESS SHOW SPONSORSHIP

Contact: Chris Hutchinson at chutchinson@evrazplace.com or 306-531-5338

Contact: Trevor Woolsey at twoolsey@evrazplace.com or 306-570-7286

Deadline: Monday, May 1, 2017

Increase your traffic sales with a strategic customized program, tailored to suit your goals and objectives and provide you top return on your sponsorship investments during Canada's Farm Progress Show. We also have The Official Show Guide of Canada's Farm Progress Show is distributed to over 40,000 households. Promote your business in the guide, the voice of Canada's Farm Progress Show.

EXHIBITOR PARKING/SHUTTLE SERVICE/PARK AND RIDE

For more information: please visit our web-site at www.myfarmshow.com

Parking on-site will be limited and will be based on a first come first service basis. As a courtesy to our valued exhibitors, each morning and evening during the show dates a special Tram Service will transport exhibitors from the entrances/exits to their booths. Please refer to the map inside the Show Guide for tram route.

For exhibitors getting to the grounds during the show dates CFPS will be running Shuttle Services from the Regina Hotel Association hotels to CFPS grounds daily.

If you would like to drive your own vehicle use the Park and Ride service that we offer. Park at Rambler Park during show dates and catch the shuttle that will drop you off in front of Hall 12 and the end of the day just go back to this same drop off point for pick up.

ON-SITE TRAM SERVICE	SHUTTLE SERVICE	PARK AND RIDE SERVICE
7:00 am – 9:00 am	7:30 am – 6:00 pm	7:30 am – 6:00 pm (Wednesday and Thursday)
5:00 pm – 6:00 pm		7:30 am – 6:00 pm (Friday)

HOSTING MEETINGS OR CATERED EVENTS DURING CFPS

Contact: Alison Wilkie at awilkie@evrazplace.com or 306-533-1252

Queensbury Convention Centre boasts an all accessible convention space in the centre of Evraz Place. If you are looking at hosting a meeting session or private reception during Canada's Farm Progress Show we would love to host your event. Our first rate Chef's and Catering Staff will prepare a menu to suit your needs and impress your clients. Space is limited, inquire early.

PERCY H. DAVIS CUSTOM BROKERS LTD.

Box 3660
Regina, SK
S4P 3N8

Regina Contact: 306-352-2662 Fax: 306-757-2459
North Portal Contact: 306-927-2165
Regway Contact: 306-969-2126

SAFETY REGULATIONS

IMPORTANT INFORMATION FOR EXHIBITORS:

All personnel working with and operating equipment and machinery on site at the Canada's Farm Progress Show must comply with all general safety regulations as set out by Saskatchewan Occupational Health & Safety. Exhibitors must ensure that their staff complies with these regulations, particularly those that cover attire. HARD HATS and SAFETY BOOTS are mandatory when working around heavy equipment and/or machinery.

As per Sec. 116 (c) of the Occupational Health and Safety Regulations, all workers are to be provided with and are required to use approved fall arrest protection. The intent of the regulations is to ensure all personnel (including contractors, exhibitors, etc.) be protected from a fall of more than three (3) meters.

For further clarification of the guidelines contact:

SaskLabour

Occupational Health & Safety

1870 Albert Street

Regina, SK

Phone: 1-800-567-7233

Website: www.labour.gov.sk.ca

RULES AND REGULATIONS

1. CONDUCT OF SHOW - The Licensor (The Regina Exhibition Association Limited) produces "Canada's Farm Progress Show" (Show) at Evraz Place and hereby reserves the right to: (a) require the Licensee to withdraw any item from public sale or view that the Licensor deems objectionable; (b) reject Licensee's display or change any exhibit or concession location so as to enhance the quality and/or presentation of the Show; (c) cancel this Agreement at any time without notice and provide to the Licensee a full refund of all amounts paid by the Licensee provided that such cancellation is not as a result of the Licensee's breach of this Agreement or these rules and regulations, in which event the Licensor may retain all amounts paid by the Licensee to the Licensor.

2. EXHIBIT HOURS - Subject to clauses 3 & 4, the Licensee will: (a) take possession of the exhibit or concession location during move-in hours specified by the Licensor, and (b) complete all carpentry work and painting and have the Licensee's exhibit in good order and ready prior to the move-in deadline specified by the Licensor. Failure by the Licensee to comply with the foregoing may result in forfeiture of Licensee's rights under this Agreement and any amount paid hereunder. Exhibits must be: (a) fully set up, stocked and have personnel on location during all Show hours; (b) dismantled and removed following the conclusion of the Show prior to the move-out deadline specified by the Licensor.

3. MOVE-IN - Scheduled outdoor move-in begins Wednesday, June 14, 2017 and indoor Saturday, June 17, 2017. Move-in must be complete by noon, Tuesday, June 20, 2017.

4. MOVE-OUT - All exhibitors will commence move-out at 5:15 pm, Friday, June 23, 2017. Exhibitors are prohibited from moving out early and may be charged at the discretion of Show Management to post a deposit to ensure compliance. Indoor exhibitors must be moved out by 12:00 noon on Sunday, June 25, 2017. Outdoor exhibitors must be moved out of 12:00 noon on Friday, June 30, 2017. Failure to do so will result in additional charges.

5. CANCELLATION - The Licensee may, by written notice to the Licensor, cancel this Agreement at any time prior to the 90th day preceding the commencement of the Show, and on receipt of such written notice the Licensor shall refund to the Licensee all amounts paid under this Agreement less an administration fee equal to 50% of the total booth cost. No refunds will be provided for cancellations received by the Licensor less than 90 days prior to the commencement of the Show. If a Licensee fails to take possession of an exhibit or concession location prior to conclusion of the move-in, or abandons the exhibit or concession location, the Licensee's right and entitlement to occupy the exhibit or concession location shall immediately cease and be at an end.

6. SUBLETTING - Subletting or sharing of an exhibit or concession location by Licensee is not allowed. The exhibit or concession location is to be used exclusively for the purpose shown on this Agreement. Licensee is not permitted to use electrical power or water from another Licensee. Exhibit or concession location(s) which have been assigned and confirmed are not transferable.

7. EXHIBIT OR CONCESSION LIMITATIONS - The Licensor has the right to prescribe the materials to be used in the construction of booths, signs, show cards or tabloids of exhibits and to regulate their dimensions and positions, and generally direct the arrangements of articles exhibited so far as the same may be necessary to secure an attractive appearance. Licensee must confirm all exhibit activities to within the limits of the space allocated to it. No soliciting or advertising for any purpose will be permitted on the grounds except from within the space for that purpose.

8. LIABILITY - The Licensor will take reasonable precautions to ensure the safety of property and materials brought upon the premises of Evraz Place. The Licensee assumes all risk of exhibiting and the Licensor shall not be liable for any bodily injury sustained by, or death of, any individual, nor for any loss of, or damage to, any property in connection with the exhibit. The Licensee agrees to indemnify and save harmless the Licensor from and against and all liability resulting from injury to, or the death of, any individual, or damage to any property arising from the use and occupation of the Licensee's exhibit or concession location, or the acts or omissions of the Licensee, its servants, employees or agents howsoever caused. The presence of security and/or watch personnel does not constitute acceptance of any responsibility by the Licensor for such security of the Licensee's products.

9. LIABILITY INSURANCE - The licensee is required to provide a certificate of insurance indicating a minimum of one million dollars (\$1,000,000) of commercial general liability coverage. In addition, the certificate of insurance must name "The Regina Exhibition Association Limited" as an additional insured under the policy. The certificate should cover the period beginning with the move-in date and ending after the move-out date. A certified copy of the said insurance certificate must be delivered to The Regina Exhibition Association Limited (Evraz Place) no later than May 1, 2017. Failure to submit will result in forfeit of booth space without a refund.

10. ELECTRICAL - Licensees are advised that standard electrical outlets (800 watt - 120volt) are included for inside rental space only. The Licensee is responsible for coordinating their electrical requirements (other than standard) with The Regina Exhibition Association Limited by way of completing and returning a 2017 Electrical Service Order Form.

11. NOISE - Undue noise in the demonstration of exhibits, or noisy or unseemly methods employed in sales or demonstration activities will not be permitted. The decision of what constitutes undue noise or unseemly methods rest exclusively with the Licensor.

12. PRODUCT FOR DISPLAY - The Licensee may only sell or display products listed within this application. The Licensee must make any changes or additions to the list of products in writing and are subject to approval by the Licensor. Changes to the Exhibit Space Application must be made prior to May 1, 2017.

13. CONTRAVENTION OF LAWS - Licensee is responsible for complying with all applicable federal, provincial and municipal laws and licenses with respect to its products and exhibit. This includes, but is not limited to; labour legislation with respect to minimum wages and benefits of employees, Provincial Worker's Compensation coverage, temporary & foreign worker legislation and immigration requirements while working at its exhibits.

14. SECURITY - Outside security companies are not permitted to work onsite at the grounds and buildings known as Evraz Place. Licensees requiring security personnel must contract security services directly through The Regina Exhibition Association Limited.

15. FIRE REGULATION - If Licensee uses any type of fuel such as gas, oil, or propane in its exhibit or concession location(s), Licensee shall contact the Regina Fire Department to discuss all matters pertaining to the installation of such equipment.

The use of the following materials shall be prohibited:

* Acetate fabrics; corrugated paper box board; and no seam paper

* Paper backed foil unless glued securely to suitable backing.

The following materials shall be flameproof if used for display or decorative purposes:

* All cloth materials

* Plastic Materials

* Flowers - artificial

* Ruckus

* Foliage - artificial

* Split wood and bamboo fiber's

* Styrofoam

* Textiles, straw, grass, hay, wood chips, shavings

* Paper - Cardboards or compressed paperboard less than 1/8" thick is considered to be paper.

* Flammable liquids or gases shall not be stored inside the building.

* Aerosols: It is permissible to exhibit one pressurized container, not exceeding one pint capacity, of each product classified as a flammable liquid.

* Motor vehicles or gasoline powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Fuel capacity must be at a 1/4 tank or less

16. GOVERNMENT INSPECTORS - The Licensee will provide to all government inspectors or agents all information required in the conduct of their investigations and will not impede or overrule the work of any government inspector in any area of their jurisdiction.

17. TAXES - Licensee is responsible for collecting and remitting to the appropriate government authority all sales and other taxes as applicable with respect to the sale of products or services from the exhibit or concession location(s).

18. DELIVERY OF GOODS - Employees of the Licensor will not receive goods on behalf of a Licensee. Arrangements for delivering and storage of goods are the responsibility of the Licensee.

19. EXHIBIT OR CONCESSION CLEANING - The Licensee will keep its own location(s) swept and cleaned. The Licensor will supply staff to ensure that the aisles are kept clean. Roadways and garbage containers will be cleaned daily by the Licensor.

20. FOOD & BEVERAGE - Licensee will not dispense, whether for a price or free of charge, any food or beverage from any common space, roadway, aisle or contracted exhibit space except as specifically provided for in this Agreement.

21. VEHICLES - No vehicles will be allowed in any buildings after the move-in deadline. No moving vehicles will be allowed on the roadways of the grounds during the Show and vehicles may only be parked in designated areas of the grounds during the Show. No vehicles will be permitted within the exhibit area.

22. TRAILERS ON LICENSEE'S LOTS - Trailers on Licensee outdoor exhibit space that are used as offices or stage areas, will be positioned so as not to interfere with the sight lines of adjoining or neighboring Licensee exhibit space. The Licensor will have final approval as to location.

23. STORAGE - Storage of Licensee equipment on the grounds after the move-out deadline is not permitted. Equipment left on the grounds after the move-out date will be removed or stored at the Licensee's expense. Licensee absolves the Licensor from any liability or claim with respect to such action taken after the move-out date.

24. CONSENT - I give consent to receive electronic communications, including emails, from Canada's Farm Progress Show and their services, events, news, offers, promotions, updates and more. I may withdraw consent at any time.

25. FREE DRAWS - Licensee shall not conduct a free draw unless prior approval from the Licensor has been obtained. All free draw tickets and stubs must contain the name of the company conducting the free draw and a sample of same must be provided to Licensor. Licensee will provide Licensor with the name of the winner(s) of any free draws that are conducted.

26. RAFFLE TICKETS - The selling of raffle tickets or soliciting of donations by Licensee from any common space, roadway, aisle or contracted exhibit space is prohibited except as specifically provided for in this Agreement.

27. ILLICIT DRUGS - The Licensee will not permit the display, sale or advocacy of items or paraphernalia that may be seen to promote in any way the use of illegal drugs.

28. NOVELTIES - Licensee shall not give away buttons, hats, fans and such other items which are customarily distributed from novelty stands except as provided in the Agreement.

29. MOTION PICTURE EQUIPMENT - Licensee is advised that the buildings and the outside grounds utilized for the purpose of live entertainment are covered by a contract with the International Alliance of Theatrical Stage Employees and Moving Picture Operators of the United States and Canada. Motion Picture operators are specified as employees covered in the contract and such persons must be supplied by the Union if used within the grounds and buildings known as Evraz Place.

30. APPLICATION DEADLINE - Provided space is available, applications are accepted until May 31, 2017. Applications received after May 1, 2017 will be excluded in the Official Show Guide.

31. NO EXHIBITOR SHALL MOVE, unless approved by Show Management.

32. NO EXHIBITOR WILL ENTER/MOVE, items from another exhibitor booth.