



**CANADA'S FARM PROGRESS SHOW 2019**  
**EXHIBITOR MANUAL**  
**JUNE 19 – 21, 2019**  
**9 a.m. TO 5 p.m. – June 19 & 20**  
**9 a.m. TO 4 p.m. – June 21 **\*\*NEW\*\*****

**TABLE OF CONTENTS**

**IMPORTANT DEADLINES.....2**

**SHOW MANAGEMENT INFORMATION.....2**

**CANADA'S FARM PROGRESS SHOW OPPORTUNITIES.....3**

Sponsorship  
 Innovation Program  
 International Business Centre  
 Hosting Meetings and Catered Events during CFPS

**GENERAL INFORMATION.....3**

Accommodations  
 Booth/Exhibit Cleaning  
 Certificate of Insurance  
 On-site Security  
 Exhibitor Lounge  
 Severe Weather Action Plan  
 First Aid  
 Media Room  
 Exhibitor Parking/Shuttle Service/Park and Ride

**ADDITIONAL SERVICES/ORDER FORMS.....5**

Additional Exhibitor Passes Program  
 Advanced Barcode Ticket  
 Electrical Orders  
 IT Services/Wireless Internet  
 New Products  
 Product Launch

**MOVE-IN/MOVE-OUT INFORMATION.....6**

Show Office Hours  
 Gate Entrance during Move-in  
 Shipping and Receiving  
 Over-Dimensional Loads  
 Forklift and Crane Hours  
 Outdoor Exhibitors - Move-in  
 Outdoor Exhibitors - Move-out  
 Indoor Exhibitors - Move-in  
 Indoor Exhibitors - Move-out  
 Exhibitors Trailers  
 Loading Dock  
 Exhibitors with Tents

**OFFICIAL SERVICE CONTRACTORS.....9**

**SAFETY REGULATIONS.....9**

**RULES & REGULATIONS.....10**

## IMPORTANT DEADLINES

### APPLICATIONS

Renewal Applications with Discount	December 31, 2018
New Applications	May 31, 2019 (if space is available)
Innovations Applications	May 1, 2019
Final Payment	March 15, 2019
Insurance Certificate	May 1, 2019

### PRE-SHOW MARKETING

Advertising	May 1, 2019
Sponsorship	May 1, 2019

### ADDITIONAL EXHIBITOR ORDERS

Advance Ticket Orders – CFPS web-site**	May 24, 2019
Exhibitor Pass Orders – thru Map Your Shows*	May 31, 2019
Exporter Membership Registration – CFPS web-site**	May 24, 2019
Electrical Orders – thru Map Your Shows*	May 31, 2019
New Product & Product Launch Listing for Show Guide – CFPS web-site**	May 1, 2019
Signage Request – CPFS web-site**	May, 31, 2019
IT Services/Wireless – thru Map Your Shows*	May 31, 2019

\*Map Your Shows is the online registration for Canada's Farm Progress Show:

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

\*\*CFPS web-site is [www.myfarmshow.com](http://www.myfarmshow.com)

### SUPPLIERS DEADLINES

GES Canada	June 7 2019
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## SHOW MANAGEMENT INFORMATION

### Manager, Agriculture

Shirley Janeczko  
306-527-1465  
[sjaneczko@evrazplace.com](mailto:sjaneczko@evrazplace.com)

### Sales Account Coordinator

Cindy Heibein  
306-527-6105  
[cheibein@evrazplace.com](mailto:cheibein@evrazplace.com)

### Account Executive, Corporate Business Development

Trevor Woolsey  
306-570-7286  
[chutchinson@evrazplace.com](mailto:chutchinson@evrazplace.com)

### Manager, Business Trade & Consumer Event Sales

Alison Byrne  
306-533-1252  
[abryne@evrazplace.com](mailto:abryne@evrazplace.com)

### Agriculture Coordinator

Lee-Anne Oltean  
306-527-1071  
[loltean@evrazplace.com](mailto:loltean@evrazplace.com)

### Manager, Corporate Partnerships

Cindy Michel  
306-552-7688  
[cmichel@evrazplace.com](mailto:cmichel@evrazplace.com)

### Director, Marketing & Communications

Paula Kohl  
306-519-9715  
[pkohl@evrazplace.com](mailto:pkohl@evrazplace.com)

### Account Executive, Consumer Events & Tradeshows

Lori Adams  
306-537-7113  
[ladams@evrazplace.com](mailto:ladams@evrazplace.com)

## CANADA'S FARM PROGRESS SHOW OPPORTUNITIES

### CANADA'S FARM PROGRESS SHOW SPONSORSHIP

Contact: Trevor Woolsey at [twoolsey@evrazplace.com](mailto:twoolsey@evrazplace.com) or 306-570-7286

Contact: Cindy Michel at [cmichel@evrazplace.com](mailto:cmichel@evrazplace.com) or 306-552-7688

Deadline: May 1, 2019

Increase your traffic sales with a strategic customized program, tailored to suit your goals and objectives to 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.

### INNOVATION PROGRAM

For an application please visit our website at [Click Here](#)

For exhibit space contact: Cindy Heibein at [cheibein@evrazplace.com](mailto:cheibein@evrazplace.com) or at 306-527-6105

For information regarding the program contact: Lee-Anne Oltean at [loltean@evrazplace.com](mailto:loltean@evrazplace.com) or at 306-527-1071

Deadline: May 1, 2019

Location: Hall 11 – International Trade Centre

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.

### INTERNATIONAL BUSINESS CENTRE (IBC)

Contact: Lee-Anne Oltean at [loltean@evrazplace.com](mailto:loltean@evrazplace.com) or at 306-527-1071

Location: Hall 11 – International Trade Centre, 2<sup>nd</sup> Floor

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](http://www.myfarmshow.com) under International Visitor tab look for Exporter Member Program.

### HOSTING MEETINGS OR CATERED EVENTS DURING CFPS

Contact: Alison Byrne at [abyrne@evrazplace.com](mailto:abyrne@evrazplace.com) or 306-533-1252

Queensbury Convention Centre boasts an all accessible convention space in the center of EvrazPlace. 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.

## GENERAL INFORMATION

### ACCOMMODATIONS

Visit [www.stayinregina.com](http://www.stayinregina.com) and stay at a Regina Hotel Association approved members. Please see the Farm Show website at [www.myfarmshow.com](http://www.myfarmshow.com) under the About tab look for Where to Stay 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. Canada's Farm Progress Show preferred hotel is the [Ramada Plaza](#).

### BOOTH/EXHIBIT CLEANING

EvrazPlace provides general hall cleaning at the close of the show each day. Exhibitors are requested to place all trash and other debris in the aisles for pick-up as general cleaning personnel are not allowed to enter into an exhibit area. Additional booth cleaning is available from [G.E.S. CANADA](#) at an additional charge. Order online: [CanadaWestLogistics@GES.com](mailto:CanadaWestLogistics@GES.com) or call 1-306-347-8280

### CERTIFICATE OF INSURANCE

Contact: Cindy Heibein at 306-527-6105 [cheibein@evrazplace.com](mailto:cheibein@evrazplace.com) for more information

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 EvrazPlace, and shall name "The Regina Exhibition Association Limited" as an additional insured under such insurance. **A copy of your certificate is required prior May 1, 2019; 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](http://www.palcanada.com)

## **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 a.m. each morning of the Show.
- Exhibitor's badges are in the Exhibitor kit and can be picked up from the Show Office starting June 13, 2019. 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 EvrazPlace. Any exhibitors that require Security Personnel will need to contract EvrazPlace employees.
- Please contact Show Management for more information.

## **Schedule during Canada's Farm Progress Show:**

- 24 hour gate Security will start: 6 a.m. Thursday, June 13 to 7 a.m. Sunday, June 23.
- Outdoor Security Rovers will start: 8 a.m. Thursday, June 13 to 7 a.m. Sunday, June 23.
- Overnight Security Guards: 6 p.m. Monday, June 17 to 9 a.m. Friday, June 21.

## **EXHIBITOR LOUNGE**

**Located in Hall 7, Mezzanine Level Sponsored by Wells Fargo**

- A lounge will be available for all registered Exhibitors in the show.
- Free Wi-Fi available.

## **SEVERE WEATHER ACTION PLAN**

- EvrazPlace has a Severe Weather Action Plan in effect during Canada's Farm Progress Show. All on-site contacts will receive this information by e-mail the week of the Show by Constant Contact, please share this information with all staff that will be working.

## **FIRST AID**

**Located in the Brandt Centre, SW corner**

**Team Response is our First Aid on site – 306-781-9378**

- EvrazPlace has several defibrillators located on grounds, see following:

### **Cooperators Centre**

- Upstairs by elevator
- Downstairs in Hallway North End on Wall of Re/Max Arena
- Downstairs in Hallway Across From Elevator on wall of RMP Arena
- Downstairs in Hallway South End on Wall of DQ Arena

### **Queensbury Centre**

- On Second Level South Wall East Side Leading into QCC Meeting Rooms Lobby (On wall of old South Coat Check)

### **Brandt Centre**

- Main Concourse East End on Back wall of the Box Office under the East Stands
- Lower Level South Side on Wall behind Pats Players Box

### **AffinityPlex (Tim's and Subway Lobby)**

- North Wall across from Subway leading into the AffinityPlex
- **In case of emergency call 911**

## **MEDIA ROOM**

- A media room will be operated by Canada's Farm Progress Show during the Show.
- Exhibitors are invited to submit any press materials relating to their products to: [loltean@evrazplace.com](mailto:loltean@evrazplace.com)

## **EXHIBITOR PARKING/SHUTTLE SERVICE/PARK AND RIDE**

**For more information: please visit our web-site at [www.myfarmshow.com](http://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, please 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 11 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 a.m. – 5 p.m.	7:30 a.m. – 6 p.m.	7:30 a.m. – 6 p.m. (Wednesday and Thursday)
		7:30 a.m. – 4 p.m. (Friday)

## ADDITIONAL SERVICES/ORDER FORMS

### ADDITIONAL EXHIBITOR PASSES

**Contact:** Order online

**Deadline:** May 31, 2019

**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 taxes included, 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 passes that reads "Order Items & Downloadable Forms"**. Additional Exhibitor Passes will be available for purchase in the Show Office. Cash or credit cards only, no personal or company cheques are accepted.

- After May 31 all late orders will be only taken in the Show Office at the time of move-in.

### ADVANCED BARCODE TICKET PROGRAM

**Contact:** Lee-Anne Oltean at [loltean@evrazplace.com](mailto:loltean@evrazplace.com) or at 306-527-1071

**Deadline:** May 24, 2019

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](http://www.myfarmshow.com) under the Exhibitor tab look for Forms & Applications.

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 which numbered ticket was used by tracking the barcode on the back of the ticket. Please note minimums may apply.

### ELECTRICAL ORDERS

**Deadline:** All electrical requirements are required May 31, 2019.

- **All indoor exhibitors** will receive (1) - 800 watt/120 volt, 6 amp electrical outlet. Exhibitors that require additional electrical please go back into your Exhibitor Dashboard and click on the tile that reads "Order Items & Downloadable Forms" for the electrical.
- **Exhibitors outside**, electrical is **not** included. Please complete the on-line request in your Exhibitor Dashboard "Order Items & Downloadable Forms" for electrical.
- After June 1 all late orders will be only taken in the Show Office at the time of move-in.

### IT SERVICES/WIRELESS INTERNET

**Deadline:** May 31, 2019

- EvrazPlace facilities do not come equipped with free wireless hi-speed internet. All exhibitors who require this service must order this directly, by logging back into your dashboard and ordering on MYS.
- Please note Wells Fargo Exhibitor Lounge in Hall 7 will be equipped with wireless.
- Please note we do not allow third party providers (SaskTel, Access, etc.) to deploy services for clients on our site unless contracted by EvrazPlace.
- Please note ordering services on grounds prior to the Show will not guarantee services, if you require this service order in advance.

## **NEW PRODUCTS**

**Contact:** Lee-Anne Oltean at [loltean@evrazplace.com](mailto:loltean@evrazplace.com) or at 306-527-1071

**Deadline:** May 1, 2019

Please visit our website at [www.myfarmshow.com](http://www.myfarmshow.com) under the Exhibitor tab look for Forms & Applications. Please complete the on line form and hit the submit button on the bottom 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**

**Contact:** Lee-Anne Oltean at [loltean@evrazplace.com](mailto:loltean@evrazplace.com) or at 306-527-1071

**Deadline:** May 1, 2019

Please visit our website at [www.myfarmshow.com](http://www.myfarmshow.com) under the Exhibitor tab look for Forms & Applications. Please complete the on line form and hit the submit button on the bottom 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.

## **MOVE-IN AND MOVE-OUT INFORMATION**

### **SHOW OFFICE HOUR'S**

**Located in the south hallway of the Cooperators Centre**

**8 a.m. – 4 p.m.** – June 13 to June 16

**8 a.m. - 8 p.m.** - June 17 to Tuesday, June 18

**8 a.m. - 5 p.m.** - June 19 & June 20

**8 a.m. - 4 p.m.** - June 21 - **\*\*NEW THIS YEAR\*\***

**8 a.m. – 12 p.m.** - June 22

- Please make note all exhibitor's badges are in the Exhibitor kit and will need to be picked up from the Show Office.
- CFPS will not refund any gate admissions for packages not picked up or lost or misplaced tickets.

### **GATE ENTRANCE FOR EXHIBITORS AND TRANSPORT COMPANIES DURING MOVE-IN**

Please use the following gates for access into the grounds during move-in:

- Lewvan Gate
- Princess Street Gate

### **IMPORTANT INFORMATION FOR EXHIBITORS & TRANSPORT COMPANIES ON SHIPPING & RECEIVING**

**Contact:** G.E.S. Canada at 306-347-8280 or email [CanadaWestLogistics@GES.com](mailto:CanadaWestLogistics@GES.com) for more information.

- Shipments delivered to EvrazPlace for Canada's Farm Progress Show **will not** be accepted, signed for or stored at EvrazPlace by its employees or stakeholders. Please inform your carriers that drop offs at your booth are at your own risk and will only take place during move-in, no exceptions.
- All deliveries to exhibitor booths during Show dates must arrive prior to 8 a.m. or after 6 p.m. for entrance into the grounds. 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, booth and building. Exhibitors are responsible for pick up.

Any shipments **\*PRIOR to move-in\* (May 31 to June 12, 2019)** must use the warehouse service of GES Canada at 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**

Any shipments **\*DURING move-in\* (June 13 to June 17, 2019)** must use the warehouse service of GES Canada at the following address:

c/o GES Canada

Canada's Farm Progress Show - EvrazPlace

**1700 Elphinstone Street**

**Regina, SK Canada**

**S4P 2Z6**

## 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](http://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.

## FORKLIFT & CRANE SERVICE

- This complimentary service is **drop and go only** and maximum one hour per exhibitor.
- 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.
- **Please note our crane capacity is 90' range and our forklift capacity is 6000 lbs.**
- For move-out all forklift and crane services will also 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.
- 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.

## FORKLIFT & CRANE HOURS DURING MOVE-IN AND MOVE-OUT:

### Move in Forklift's will run:

June 13	8 a.m. – Midnight
June 14	8 a.m. – Midnight
June 15	8 a.m. – Midnight
June 16	8 a.m. – Midnight
June 17	8 a.m. – Midnight
June 18	Limited Forklift service between 8 a.m. to Noon

### Move in Crane Service will run:

June 13	7 a.m. – 4 p.m.
June 14	7 a.m. – 4 p.m.
June 15	8 a.m. – 5 p.m.
<b>June 16</b>	<b>No service</b>
June 17	8 a.m. – 8 p.m.
June 18	<b>No Crane Service available</b>

### Move Out Forklift's Will Run:

June 21	5:30 p.m. – Midnight
June 22	8 a.m. – Midnight
June 23	8 a.m. – Midnight
June 24	8 a.m. – 10 p.m.
June 25	8 a.m. – 5 p.m.

### Move Out Crane Service Will Run:

June 21	5 p.m. – 9:30 p.m. - Will have 2 Cranes on site for this night only
June 22	8 a.m. – 5 p.m.
June 23	10 a.m. – 2 p.m.
June 24	8 a.m. – 5 p.m.

## OUTDOOR EXHIBITORS - MOVE-IN

**Unlimited Hours** – June 13, 2019, unlimited hours till June 17, 2019.

**8 a.m. – 12 Noon** – June 18, 2019

**Gates will be closed from 12 Noon to 6 p.m.** - June 18, 2019. Set-up can continue but moving in additional equipment cannot continue.

- 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 4:15 p.m.** on June 21, 2019. **\*\*NEW THIS YEAR\*\***
- **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 p.m., June 26, 2019.
- All booths must be dismantled and crated with company name, shipping information prior to leaving June 21, 2019. EvrazPlace will NOT be responsible for anything left inside exhibitor booths.

#### **INDOOR EXHIBITORS - MOVE-IN**

- **8 a.m. - 10 p.m.** – June 15, 2019, till June 17, 2019.
- **8 a.m. – 12 Noon** – June 18, 2019
- Gates will be closed from 12 Noon to 6 p.m. – all major set-up must be completed.
- 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 Noon - June 18, 2019**. 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 **4:15 p.m.** –June 21, 2019.
- 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 **Arena 5** must be moved out by 12 Midnight, June 21, 2019.
- **\*Important Information\*** - All indoor exhibits in the **Hall 7** must be moved out by 5 p.m., June 22, 2019.
- **\*Important Information\*** - All other buildings must be moved out by 5 p.m., June 23, 2019
- All Exhibitors must make arrangements with their freight supplier to have pick up for the weekend or use G.E.S. Canada services.
- All booths must be dismantled and crated with company name, shipping information prior to leaving June 21, 2019. EvrazPlace will NOT be responsible for anything left inside exhibitor booths.
- Exhibit security is in place only until June 23, 2019 at 7 a.m.

#### **EXHIBITORS TRAILERS**

**Contact: Cindy Heibein at [cheibein@evrazplace.com](mailto:cheibein@evrazplace.com) or 306-527-6105 for more information**

- Exhibitors with trailers used for hauling materials may park their trailers south of Lot D, along the railroad. This is on a first come first serve basis and will be limited. Show staff available to assist with hauling of product from south of Lot D. See show office staff.

#### **LOADING DOCK**

- Access to the loading dock will be located south of Lot D.

#### **EXHIBITORS USING TENTS**

- **ALL** outdoor exhibitors in **Lot F** (including under the Queensbury Convention Centre Ramp), **Lot E, 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. EvrazPlace 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.**



### **G.E.S. CANADA**

Order online: [www.gesexpo.ca](http://www.gesexpo.ca) or call 1-306-347-8280

**Early bird deadline: June 7, 2019**

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](mailto:sales@sleeksigns.com) or call 1-306-359-7709 or visit [www.sleeksigns.com](http://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.

### **INLAND AUDIO/VISUAL**

Contact: Rick Hofenk at [rhofenk@inlandav.ca](mailto:rhofenk@inlandav.ca) or at 306-525-8726

## **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:

#### **Sask Labour Occupational Health & Safety**

1870 Albert Street

Regina, SK

Phone: 1-800-567-7233

Website: [www.labour.gov.sk.ca](http://www.labour.gov.sk.ca)

#### **Greg Wright, Manager**

Occupational Health & Safety

EvrazPlace

306-519-6610

[gwright@evrazplace.com](mailto:gwright@evrazplace.com)

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# 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 June 13, 2019 and indoor June 15, 2019, with the exception of Arena 5 will not be able to move in 8 a.m. on June 17, 2019. Move-in must be complete by 12 noon, June 18, 2019.

**4. MOVE-OUT** - All exhibitors will commence move-out at 4:15 p.m., June 21, 2019. 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 p.m. on June 23, 2019. Outdoor exhibitors must be moved out of 5 p.m. on June 26, 2019. 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 EvrazPlace. 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 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, 2019. 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 2019 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, 2019.

**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 EvrazPlace. 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 EvrazPlace.
- 30. NEW APPLICATION DEADLINE** - Provided space is available, applications are accepted until May 31, 2019. Applications received after May 1, 2019 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.