

Red River Exhibition Association
Exhibition Place: Rental Terms and Conditions

Thank you for considering Red River Exhibition Park and Exhibition Place as host for your event. In order to ensure success, a number of details and regulations must be considered. Please read the enclosed information to ensure you are comfortable with the initial terms and conditions of show/event production at Red River Exhibition Park. We look forward to working with you.

SHOW MANAGEMENT

Red River Exhibition Association will require a representative of the show to make themselves available for a pre-ingress/post-egress facility inspection. A clean facility will be provided for each show, and it must be left in the same condition upon the show's egress. In the event that Exhibition Place must undertake extensive cleaning of any sort and damage repair, these costs will be invoiced directly to the show management, along with any costs relative to the delay in the ingress of a succeeding show.

EXHIBITOR/ SHOW FLOOR PLANS

Your final floor plans must be provided to us a minimum of 14 days prior to the show date.

30 days prior – floor plan

14 days prior – final floor plan with electrical requirements

When a floor plan is being developed, the show representative must contact Red River Exhibition Association for electrical drops and limitations.

LICENSES/TAXES

The show management is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging your event. The cost of these licenses will be the responsibility of the show management.

The show management is responsible for taxes due to the municipal, provincial and federal governments. (Includes municipal business and entertainment taxes if applicable).

FIRE DEPARTMENT AND SAFETY REGULATIONS

All shows must meet the City of Winnipeg Fire Department Regulations and floor plans must be pre-approved. The show will not be allowed to open unless all regulations are met. Draping cannot be used on electrical boxes but alternative options can be provided.

All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg for fire prevention. For your convenience you shall deal directly with Central Display, our mandatory provider of draping.

A Fire Extinguisher is required for any booth with awnings.

All booths that have heating equipment (Stove, Chaffers, etc) must be equipped with a Fire Extinguisher.

Enclosed or covered structures are NOT permitted unless certified by the Winnipeg Paramedics and Fire Services, and approved by Red River Exhibition Association. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.

Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.

You are required to report any unsafe condition or accident to a security guard and/or Red River Exhibition Association.

Aisles must be kept clean and uncluttered at all times. Aisle widths must be maintained as originally set out by show management. Minimum of (2) Emergency exit doors must be clear and accessible.

Fire exits, hose cabinets and pull stations are to be in full view and kept clear at all times.

Decorative materials, tents, canopies, etc. must be approved for indoor use.

All commercial made materials used for draping or decorating, such as, but not limited to, drapes, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, etc. shall be of non-flammable material.

Packing materials (such as excelsior-shredded paper and the like) and boxes must be disposed of in the receptacles provided. Accumulation of these materials and empty cartons or crates is prohibited in isles and booth areas.

No hazardous display of any nature will be permitted in any area. This includes open flames, hot coals, candles, LPG (liquid propane gas) lighters, charcoal grills, flammable gases, liquids or solids, LPG containers, toxic gases, liquids or solids, hazardous chemicals or any hazardous gas, liquid or solid of a similar nature.

SHOW SECURITY

Security staff will be supplied to shows where alcohol is permitted at the expense of the client. The number of staff and scheduled hours are determined in consultation with the client and a cost estimate is submitted to the client for review, before being entered into the event details. Our mandatory supplier of security services is Toro Security.

Identification passes shall be supplied by the show management to all staff and volunteers of a show/event.

FLOOR COVERING

The cost of booth carpet/floor covering is not included in the rental; Show Management must rent their isle floor covering from Central Display if requested.

Painting, nailing or drilling of floor is not permitted. Exhibitors wishing to lay tile/brick or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor.

All tapes and carpet adhesive must be approved by Red River Exhibition Association prior to use and completely removed by the exhibitor during egress/ move-out.

Upon show egress completion, we will inspect the space for any damages incurred by an exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good will be passed on to show management.

INGRESS AND EGRESS

It is the responsibility of the show management that all construction waste (bricks, concrete, pallets, etc) is removed from the space at the completion of every show. If the show management fails to do so, fees for removal will apply.

Aisles are maintained by Red River Exhibition Association staff. Vendors are asked to bring any of their waste to the back of Exhibition Place, in the receptacles provided, during the show. Packing material, pallets and Construction waste (e.g. Carpet, Wood, Bricks, Concrete) that are discarded before and after the show are not to be placed into these bins. These materials should be removed by exhibitors and/or show management. Red River Exhibition Association staff are not responsible and will not aid the carriers to lift and move heavy articles.

AGE REQUIREMENT

As per the Manitoba Employment Standard Code, children under 16 years of age are not permitted on the show floor during move-in or tear down. Please also note, that as per the Ministry of Labour, proper protective equipment is required to be worn while all tear down and move-out activity is taking place.

BOOTH LAYOUTS

It is recommended that exhibits or booths be numbered to allow for easy identification by operations staff, show exhibitors and/or contractors.

Painting or fastening to walls, floors, ceiling or any part of the building is not permitted. Attaching signs or display material to the show contractor's equipment will be by approved methods only. Stick-on decals, or similar products will not be permitted within the building.

Use of masking, duck tape, clear packaging and plastic/based tape are prohibited. Only Scapa Double Coated Polyethylene Tape will be approved for use in the installation of carpeting in booths. Labour/ Repair charges will apply to remove prohibited tapes from Red River Exhibition Park. A "clean" facility will be provided for each show, and it must be left in the same condition upon the show's egress.

Any damage to the building or show dressings will be the responsibility of the show management.

AUTOMOBILES

As a general rule, personal vehicles are not permitted into the venue. If absolutely required for booth setup or as part of a display, prior approval is required from Red River Exhibition Association in order to facilitate this. Any vehicles entering the venue must provide a copy of automobile liability insurance reflecting \$5 million per occurrence.

Large semi-trailers and oversized vehicles and cranes are not permitted into Exhibition Place without prior approval. Written requests must be made seven (7) days prior to move-in and must include the vehicles height, width, length and weight. All detached trailers and cranes must use footpads to prevent damage to the floor.

Vehicles will be required to exit the venue immediately upon unloading/loading and park as directed in the designated exhibitor parking area.

Vehicles Display Vehicles (Motorized)

Vehicles which are on display are subject to the following conditions:

- Gas tanks must not contain more than a half tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition are disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle.
- Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the venue and keys are to be left with the security team or the Red River Exhibition Association staff.
- Vehicles that are equipped with pressurized propane or nitrous oxide tanks must have the tanks professionally purged prior to display in the venue and must be able to provide paperwork as proof upon request.
- All vehicles must be reviewed and authorized by Red River Exhibition Association staff immediately upon entering the venue.

PARKING

Parking of vehicles is not allowed in the loading dock area. If illegally parked, they will be removed at the owner's expense.

Delivery or pick-up vehicles are not allowed on the Exhibition floor without prior permission. Any vehicles that are not part of the exhibit are to be removed from the exhibit floor immediately to allow for aisle cleaning.

No vehicle with studded tires will be allowed on the exhibit hall floor.

No vehicle that is wet, muddy or snow covered will be allowed on the exhibit floor until clean and dry.

SHIPMENTS AND DELIVERIES

All shipments, equipment, or items for your tradeshow booth coming into Exhibition Place must arrive and depart through the designated loading dock.

Shipments sent to Exhibition Place more than 2 days prior to the first scheduled move in day may be refused unless prior arrangements have been made.

Show management and Exhibitors are responsible for all courier, customs, brokerage services, etc. for their deliveries.

Delivery Address:

Red River Exhibition Park
3977 Portage Ave
Winnipeg, MB
R3K 2E8
(204) 888-6990

Deliveries must check-in at Red River Exhibition Association Office for delivery instructions

SIGNS & BANNERS

The hanging of signs & banners within the space, require advance notice to Red River Exhibition Association. On-site technicians can handle the hanging of signs & banners within the facility and advance notification is required in order to ensure that manpower is scheduled within normal business hours. An allowance for the number of signs & banners to be hung is dependent upon the event. Large numbers of signs and banners may be assessed a predetermined labour fee. Also, the hanging of signs and banners during non-business hours may result in overtime/and or call in rates. Advance planning and delivery of the signs & banners is required.

Red River Exhibition Association has the right to refuse hanging any banner that is deemed unsafe or in poor taste.

Unique regulations exist around the Federal and Provincial legislation of promotions, use and sales of Cannabis products, accessories and their derivatives.

WASTE REMOVAL

All garbage, and disposal of leftover materials are the responsibility of the exhibitors and show management. Please ensure all materials are disposed of at the back of Exhibition Place in the receptacles provided. If materials are left, the labour fee for disposal will be passed on to show management.

EVENT SERVICES

Red River Exhibition Association are the exclusive supplier of Food & Beverage, Electrical, Plumbing, Overhead work, Internet and Technology. The supplying of these services by outside contractors is not permitted unless prior approval given by Red River Exhibition Association.

Red River Exhibition Association will not rent any material handling equipment, other than the Scissor Lift or Forklift with operator at the prevailing rate. Forklifts are not permitted on any carpeted surface. Please bring your own tools, ladders and dollies etc. to build or transport your displays.

FORKLIFT OPERATION

Red River Exhibition provides ALL operators of fork lifts at specific rates. The Manitoba Labour Board require that only experienced and licensed drivers handle this equipment.

KEYS

Keys may be obtained through Red River Exhibition Association with advance notice and must be returned on the last day of the Event. Venue keys are subject to a \$50 refundable deposit for each key. The \$50 deposit per key will be added to the final invoice for each key not returned.

SHOW INFORMATION

The show office is available for show management use. One key will be provided to show management in advance of the show opening. The key must be returned at the end of the show.

ALCOHOL AND SMOKING

Alcohol consumption is prohibited during move-in and move-out of shows.

In accordance with the City of Winnipeg Smoking by-law our facility is designated non-smoking. This includes but is not limited to cigarettes, e-cigarettes, recreational and cannabis. Cigarette smokers and vapours are permitted to smoke outdoors, but must be 8 meters from a building entrance. The consumption of cannabis is not permitted at Red River Exhibition Park.

PRINTED MATERIAL

The sale of raffle tickets, lotteries and/ or gambling is not permitted. Should this be needed, show management must contact Red River Exhibition Association for prior approval before contacting Manitoba Liquor and Lotteries for an applicable application(s) and/or approval(s).

Red River Exhibition Association reserves the right to limit any audio or visual activity within Red River Exhibition Park, if they deem it to be disruptive or inappropriate for the event.

HELIUM BALLOONS

Helium used for balloons and balloon decorations are restricted within the Exhibition Place. All helium-filled balloons or other inflatables are permitted if approved by Red river Exhibition Association. Therefore, the show manager must ensure that all balloons are secured and upon the completion of the show must be deflated. Helium balloons must not be handed out by exhibitors.

Helium tanks must be stored at the loading dock. Helium and compressed air tanks, while in use and/or being transported to Exhibition Place, are to be secured on an appropriate cart. An hourly labour charge will be levied for removal of balloons that have risen to the ceiling.

DRONES

Out of safety concerns for guests, employees, and building, as well as concerns for individual privacy, the Centre prohibits the operations or use of unmanned aerial systems (UAS), or drones, by anyone – including recreational users and hobbyists – without prior written authorization from Red River Exhibition Association.

LOST AND FOUND

All lost and found articles after show egress can be stored for 30 days at which time they are disposed of at the discretion of Red River Exhibition Association. To inquire about lost and found items, please contact Red River Exhibition Park Office during regular business hours (Monday to Friday from 8:30 am – 4:00 pm.) Phone: 204-888-6990

ANIMALS

Animals or pets, with the exception of Service Animals are not permitted inside Exhibition Place. Exceptions are provided for approved exhibits or activities requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. All by-laws must be adhered to in accordance with the City of Winnipeg Animal Services regulations.

FOOD AND BEVERAGE CONCESSIONAIRES

Red River Exhibition Association must approve, in advance, any concession/vendor/exhibitor where consumable goods are sold.

Concessions will be limited to items applicable to the show and items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.

Extensive food preparation (prepping, cooking and washing onsite) may require a separate Temporary Food Service Establishment. Permit from a Public Health Inspector and must adhere to all City of Winnipeg Environmental Health Services Guidelines. <http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>

FOOD AND BEVERAGE SAMPLE DISTRIBUTION POLICY

Exhibition Place provides exclusive food and beverage services within the building unless prior approval is given. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products applicable to their business and the show only upon Red River Exhibition Association authorization. Food and/or Beverage items used as traffic promoters (ie: Popcorn, coffee, bottled water, bar service) MUST be purchased from the Red River Exhibition. All alcoholic beverages are regulated under the regulations of the Liquor and Gaming Authority of Manitoba.

Giveaway bottled water less than 200mL is permitted granted it has a personalized label. No water other than labelled Aquafina can be distributed at Red River Exhibition Park. Red River Exhibition Association has entered into an exclusive sponsorship agreement with all PEPSI products including Aquafina water.

TAXES, SERVICES AND LABOUR CHARGES

Taxes, services and labour fees are broken down as follows:

- Taxes: PST & GST on all products, labour and services
- Services: 15% service fee is applied to all food and beverage

COOKING/SAMPLES

Cooking of food or deep fat frying is not permitted inside Exhibition Place.

Show management must have approval from the Red River Exhibition Association prior to any warming of foods, supplying of food samples or bottled water within Exhibition Place.

Equipment used for warming must be electric and shall be listed and labelled for commercial use (not residential). Residential appliances shall only be permitted if they are part of a demonstration and approved by the Red River Exhibition Association.

All guidelines/regulations and permits must be followed/obtained as specified from Manitoba Health.

All guidelines/regulations must be followed as specified in the Winnipeg Fire Department Indoor Special Event Requirements for Cooking/Warming and Demonstration Cooking.

A fire extinguisher is required in the booth when cooking equipment is present.

ENTANDEM (RE:SOUND and SOCAN)

Pursuant to a license agreement between the Entandem, the Red River Exhibition is obligated to collect ENTANDEM license fees, in accordance with applicable tariffs, from all Licensees and users of the facility in respect of the performance of musical works on the premises which are arranged for authorized by the Licensee. If you have arranged for music at your event, the Red River Exhibition will assess the ENTANDEM licensing fees payable by you, in accordance with the applicable tariffs.

MEDIA

If you expect your event to generate media interest, please pass on your media relations contact to Red River Exhibition Association. Any inquiries received by the Red River Exhibition Association Communications staff will be passed onto this individual.

TICKETING

Box office operation, staffing and ticket taking is a service we can provide if required by the client. An hourly rate based on the number of staff and service required can be quoted in advance of the contract signing.

EMERGENCY PROCEDURES

In the event of an emergency, all work shall cease until clear instructions are given to proceed.

Exhibition Place has fire alarm pull boxes located near all designated exits. Smoke detectors are also located throughout the Exhibition Place's ventilation system. Carbon Monoxide detectors are located throughout the building.

FIRST AID

Exhibition Place has an unattended first aid box located in the Show Office at the front of the building. A defibrillator is located in the foyer.

HARASSMENT POLICY

Red River Exhibition Association is committed to providing a work environment that is safe, healthy and free of discrimination. Any form of discrimination, harassment or violence is unacceptable and will not be tolerated.

INSURANCE

The Red River Exhibition Association (RREA) requires that all Lessees are required to obtain at their own cost, and keep in force during the event (including set up and take down), the following General Insurance:

Commercial General Liability Insurance against Bodily Injury, Property Damage and Personal Injury, covering all operations of the Lessee, on an occurrence basis, subject to a minimum limit of **\$5,000,000**, including, but not limited to:

- Blanket Contractual Liability
- Employees as Additional Insureds
- Non-Owned Automobile Liability
- Cross Liability / Severability of Interest
- Employers Liability
- Host Liquor Liability (if applicable)
- 30 Day Notice of Cancellation/Material Change

Red River Exhibition Association is to be included as an Additional Insured and include a Waiver of Rights of Subrogation (in favour of RREA). Certificates of Insurance are to be received no later than 30 days prior to the event. Certificates of Insurance including disclaimers will not be accepted.

It is also recommended that the Lessee obtain Property Insurance Coverage on an "All Risks" basis, subject to an industry standard Deductible, along with the provision of Business Interruption and/or Extra Expense Insurance pertaining to the event.

CANCELLATION AND TERMINATION

Red River Exhibition Association may, at its option, terminate this Agreement, without any further notice should The LESSEE breach or fail to perform any provision or obligation contained in this Agreement should default continue for a period of 24 hours after written notice (stating the nature of the default and requiring it to be remedied) has been given by RREA to The LESSEE.

RREA shall fully entitled to the amount of the deposit held, and all other payment to date upon the LESSEE'S written notification of booking cancellation.

FORCE MAJEURE

In the event that (i) the facility in which the Show is to be held or is held is destroyed or becomes unavailable for occupancy or (ii) Red River Exhibition Association is unable to permit the LESSEE to occupy the facility or the space, or (iii) if the Show is cancelled or curtailed, for any reasons beyond the control of RRA, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, RRA will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the LESSEE may suffer.

INDEMNIFICATION

The LESEEE shall indemnify and save harmless the Red River Exhibition Association, its directors, officers, employees and agents for any claims, damages, costs, expenses or losses by or to property or persons occasioned by or attributed to anything done or omitted to be done by The LESSEE under this Agreement.

Red River Exhibition Association shall indemnify and save harmless The LESSEE, its directors, officers, employees and agents for any claims, damages, costs, expenses or losses by or to property or persons occasioned by or attributed to anything done or omitted to be done by the RREA under this agreement.

MISCELLANEOUS

This Agreement will be governed and construed in accordance with the laws of the Province of Manitoba, Canada.