



EXHIBITOR GUIDE

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EXHIBITOR GUIDE

1. Accommodations

We are pleased to partner with the Holiday Inn Airport West, only 7 minutes from Red River Exhibition Place. The Holiday Inn Airport West has extended a special exhibitor rate of \$123.00 + taxes (Canadian Funds) per night for standard accommodations.

Please make your hotel bookings directly with the hotel at: 1.800.665.0352 or direct at: 204.885.4478 or via e-mail at: res@airportwest.com. Please quote group code: G4G when booking.

2. Advertising

Winnipeg **GOLFEXPO** will be advertised within print and electronic media in the weeks leading up to March 27th & 28th. Media Buys in 2020 are finalized and will include a 3 hour live radio remote on-site again in 2020 along with 125 minutes of radio advertising and print insertions in advance of the event. Social media and web-based marketing commenced in December 2019 and will continue through the event weekend.

All exhibitors, sponsors and event partners are encouraged to market and pre-promote the event and their **GOLFEXPO** special offers through their individual websites, customer databases along with social media channels.

Please contact Kevin O'Donovan, Show Manager if you would like assistance or additional event content to help pre-promote the event to your existing customer base.

3. Alcoholic Beverages

The sale of liquor (spirits, wine and beer) by exhibitors in their exhibit areas is contrary to regulations set out by Manitoba Liquor & Lotteries and the Red River Exhibition Association.

4. Arrangement of Exhibit

Exhibit heights in all booths is restricted to 8'. Exceptions may be permitted with the written approval of Show Management in advance of the show. Exhibits must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on both sides. **Aisle space must not be used for exhibit purposes or for solicitation of business.**

5. Booth Carpeting

If you wish to order booth carpeting, please do so directly through Central Display. Exhibitors are welcome to supply their own as long as it fits within your leased booth area.



6. Booth Rental & Standards

The booth rental fee entitles each exhibitor to the following:

- Designated floor space at Red River Exhibition Place,
- Standard booth pipe and drape
- Janitorial service for maintenance of aisles and public areas,
- Exhibitor badges,
- Show Management on-site at all times during show hours,
- 24 hour facility security.

The Show strives for high quality exhibits and displays. Please make sure your display is clean, all equipment is in proper working condition and is well maintained. Remember, a well-presented booth is a strong reflection on you, your company and your success!

7. Compliance with Rules and Regulations

Show Management reserves the right to make such changes, amendments and additions to the rules and regulations as considered necessary to the official and proper conduct of Winnipeg **GOLFEXPO** exhibitors. Interpretation of these rules shall rest with Show Management and non-compliance with the regulations can result in the ejection of the offending exhibitor, or the closing of an exhibit. Neither the Red River Exhibition Association, nor its employees, nor Winnipeg **GOLFEXPO**, nor its employees shall be responsible for bodily injury, loss or damage to products, displays or exhibits, equipment or decorations by fire, accident, theft or while they are at the Winnipeg **GOLFEXPO**. Any exhibit that has not been dismantled and fully removed by 7:00 pm, Saturday, March 28th, 2020, will be disposed of by Show Management and all costs will be charged back to the exhibitor unless alternate arrangements are made. The exhibitor shall save harmless Show Management from any damages so incurred.

8. Contests and Draws

Draws conducted by exhibitors in conjunction with their exhibit must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on the entry form. Exhibitors wishing to conduct a contest/draw at the Winnipeg **GOLFEXPO** must follow all rules under Section 59 of the Competition Act obtainable from Consumer and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offense. Fines could be as high as \$25,000, and imprisonment terms of up to 5 years. Contest/draw rules and regulations must state that such a contest/draw is conducted independently of the Show and that Show Management will NOT assume responsibility for any liability arising as a result of a contest/draw being held at the Show. All such competitions must be approved by Show Management at least 2 weeks prior to the show and comply with all existing government regulations. In the event that a prize has to be sent to the winner, it is strongly encouraged to use registered mail.



9. Damage to Property

Use of nails, screws or any material which can mark floors, walls, columns or ceilings is prohibited. Exhibitors are liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused due to exhibitor negligence will be billed to the exhibitor.

10. Default in Occupancy

Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay the full rental of such space. If not occupied, and paid for in full, by the time set for completion of installation, such space may be possessed by Show Management and reallocated or assigned for such purposes as they may see fit.

11. Deliveries/Shipping

Please refer to the Shipping Information included within the Central Display Exhibitor Package.

12. Entry to Show

Show Management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employees who, in the opinion of Show Management, is under the influence of drugs or alcohol, or in any way creating a disruption to the show.

13. Exhibitor Pass Allotment

Exhibitor badges must be pre-ordered (form attached) and will be available for pick up from Show Management. Badges must be worn at all times.

14. Fire Regulations/Prevention

Please note that all Fire Regulations as set out by the City of Winnipeg and the Red River Exhibition Association must be adhered to by all exhibitors.

15. Food/Beverage Distribution

Please note that all sampling of food and beverage products must be approved by Show Management and the Red River Exhibition Association.

16. Insurance

Current and in force Commercial General Liability Insurance coverage is necessary for exhibitors at the Winnipeg **GOLFEXPO**. A copy of your insurance certificate may be required by Show Manager prior to the show. Management reserves the right to refuse admission to any exhibitor who fails to comply with this regulation. In this event, no refund will be forthcoming for exhibit costs.



17. Prefabricated Booths

Exhibitors planning to use their own prefabricated display should advise Show Management. If a prefabricated display is to be used which will completely cover the back of the exhibit space, a standard back wall drape will not be required. Any exhibitor planning to use, or build a prefabricated display, should ensure that: An allowance of 1" is made on each side of the display to allow for the thickness of support poles for standard dividers. Projection of side walls from the rear of booth is limited to a height of 8' for a maximum distance of 4'. The continuing side wall is limited to 4' in height allowing 50% visibility at the sides of the exhibit.

All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated.

18. Public Show Hours & Admission Prices

Friday, March 27th: 12 Noon to 8:00 pm

Saturday, March 28th: 10:00 am to 5:00 pm

Admission

Adults \$10.00

Juniors 17 & Under (accompanied by an adult) FREE

19. Security

Exhibitors are responsible for their own materials during Set Up, Tear Down and during show hours up until the time all attendees have exited. Overnight security personnel will be onsite from conclusion of Set Up to commencement of Tear Down.

20. Show Decorator

Central Display Ltd. will serve as the Show Decorator for Winnipeg **GOLFEXPO**. Pre-paid orders received seven days prior to show start will receive substantial discounts. **All display orders are to be placed directly with Central Display Ltd. at 204.237.3367 or info@centraldisplay.ca.**

21. Signage

Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. All signage must be professionally done. The top of all signage must be positioned a maximum of 8' from the floor. Any exceptions must be pre-approved by Show Management.

22. Solicitation

No peddlers or agents are allowed on the premises. Distribution or depositing of advertisements or handbills is **not allowed** without the express permission of Show Management. (City By-Law # 1076-75). **This has become an issue over the past couple of events so please report anyone who appears to be soliciting business in the exhibit hall to Show Management.**



23. Staffing of Exhibits

All booths must be staffed at all times. Exhibitors must remain in their purchased space when selling. **You are not allowed to sell outside of your booth space.**

24. Vehicles on Display

Please note that all Fire Regulations as set out by the City of Winnipeg and the Red River Exhibition Association must be adhered to by all exhibitors.

25. Venue

For a complete listing of exhibitor resources, rules and regulations, please contact the Show Manager.

26. Wireless & Electrical Connections

Electrical connections are available directly through the Show Manager.

Wireless internet is available courtesy of the Red River Exhibition Association.

SHOW LOCATION

Winnipeg **GOLFEXPO** is being held at Red River Exhibition Place, 3977 Portage Avenue, Winnipeg, Manitoba.

SERVICE DIRECTORY

Show Management

NGCOA Canada Prairie Chapter
Show Manager: Kevin O'Donovan
Tel: 204.832.6842
T.F. 1.866.626.4262 ext. 42
Cel: 204.771.3311

E-mail: kodonovan@ngcoa.ca
Website: www.golfexpos.ca

Show Decorator

Central Display Ltd.
7 - 850 Marion Street
Winnipeg, MB R2J 0K4
Tel: 204.237.3367
Fax: 204.235.1063

E-mail: info@centraldisplay.ca
Website: www.centraldisplay.ca

Please feel free to contact the Show Manager for assistance on any other services which may be required but not included here.



EXHIBITOR BADGE ORDER FORM

2020 Winnipeg GOLFEXPO

Booth displays of:
10' x 10' = up to 6 badges
20' x 10' = up to 8 badges
Event Sponsors = 10 badge maximum

COMPANY NAME (PLEASE PRINT)

EXHIBITOR NAMES (PLEASE PRINT):

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

7) _____ 8) _____

9) _____ 10) _____

Please E-mail or fax **no later than Monday, March 16th, 2020** to Winnipeg **GOLFEXPO**
at:

E-mail: kodonovan@ngcoa.ca

Fax: 613.226.4148

Badges may be picked up from Show Management and they must be worn at all times.



CONTEST / DRAWS APPROVAL FORM

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on the entry form. All such competitions must be approved by Show Management at least two weeks prior to the show and comply with all existing government regulations. An approved copy of this form will be returned to you.

The undersigned exonerates and holds blameless Show Management and the Red River Exhibition Association from any obligation to provide any and all prizes or rewards should the exhibitor refuse or be unable to provide the prize for whatever reason. Show Management and the Red River Exhibition Association is also held blameless and without obligation from any injuries, inconvenience or other claims that may arise from the recipient accepting the above prize or give away.

Exhibitor guarantees that the prize/give away will be awarded as promoted and described below. Please describe product/concept and attach descriptive literature and/or photo if possible:

Deadline for prize or give away: Month _____ Day _____ Year _____

Booth No: _____ Company: _____

Contact Name: _____ Signature: _____

Telephone: _____ Fax: _____

Return completed form to:

Kevin O'Donovan
Attention: Winnipeg **GOLFEXPO**
E-Mail: kodonovan@ngcoa.ca
Fax: 613.226.4148