



MANITOBA TRUCKING AND CAREER EXPO

Presented by Manitoba Trucking Association



Exhibitor Handbook - Career Fair
Date: June 1, 2024
Location: Red River Exhibition Park



Funding Provided by:
The Government of Canada The Manitoba Government

CAREER FAIR EXHIBITOR GUIDELINES AND REGULATIONS

ADMISSION POLICY: Admission to attend the event is free of charge to the public. Exhibitors are asked to pre-register their booth staff and show badges must always be worn at exhibiting booths. A 10 x 10 booth may host up to five (5) exhibitors.

BOOTH RENTAL TERMS: Full booth payment is payable upon receipt of invoice by cheque, Visa, or MasterCard to guarantee booth space unless otherwise advised. Rental fees cover space(s) inside Red River Exhibition Park.

SUBLETTING OF ANY SPACE: Exhibitors shall not sublet or transfer any portion of their rented space(s) without permission of show management.

CANCELLATION AND REFUNDS: If an exhibitor cancels booth space(s), they must do so in writing and the following policy will apply: If the cancellation is received 45 days (Apr 18, 2024) prior to the show and the space is rented, then a 70% refund shall be made. After that period there will be NO refunds.

LIABILITY: Neither the Association, nor Red River Exhibition Park will be responsible for damage, theft, or personal injury howsoever caused, nor for goods sent to the Exhibition Centre before or remaining after the exhibit, nor while in transit to or from the exhibit, or during the show.

INSURANCE: The Exhibitor is responsible to provide sufficient liability insurance protection from the time of setup to completion of dismantling.

BOOTHS

Booth placement is at the discretion of show management. Wherever possible show management will work with exhibitor to accommodate placement requests.

BOOTH SPECIFICATIONS: All booths are 10' wide by 10' deep. Backdrops and rail type separating bars between booths will be provided free of charge. Company

identification signs are the responsibility of the individual exhibitor. One 6ft table and two folding chairs will be provided. Rental of items for exhibitor booth(s) such as carpeting, carpet padding tables, chairs, etc., are the responsibility of the exhibitor and can be arranged directly through Central Display.

HEIGHT LIMITATIONS AND APPEARANCE: Standard and Prefabricated Booths: Large equipment or structures shall be placed as close as possible to the rear of the booth in consideration of neighbouring exhibitors. There is no limitation as to the height of the equipment on display, provided such equipment is self-supporting and freestanding. Exhibitors must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on either side.

Exhibitors shall ensure that no obstacles, materials or coverings of any nature are placed over any aisle carpeting or allowed to protrude into any aisle. Projection of side walls from rear of booth more than 4' high must be limited to a maximum length of 5' from the rear wall of the booth, allowing 50% visibility at the sides of exhibit. All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.

If any doubt exists that the booth does not meet these specifications, the Exhibitor must provide details and have such exhibit approved by show management prior to move-in. Show management reserves the right to refuse entry or to have removed at the Exhibitor's expense any display which is not in accordance with these rules and regulations.

FLOOR COVERING: The cost of booth carpet/floor covering is not included in the rental; exhibitors must rent their booth 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.



PRE-BUILT TRAILER DISPLAY: Exhibitors must notify show management if their booth is a pre-built trailer display which is moved on wheels or a trailer to its location as all trailers must be parked outside.

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, duct 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.

BOOTHS WITH TRUCKS OR AUTOMOBILES: Exhibitors wishing to place a vehicle inside the venue must seek prior approval from show management. Requests must include the vehicles height, width, length and weight. Any vehicles entering the venue must provide a copy of automobile liability insurance reflecting \$5 million per occurrence. 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 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.

FIRE DEPARTMENT AND SAFETY REGULATIONS: 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 always uncluttered. 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.

EXHIBITORS

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.

NUISANCE: Exhibitor displays which may cause a disturbance or nuisance through excessively noisy machinery or demonstrations, flashing lights, objectionable devices of any description, the use of animals or other theme characters, or unseemly conduct by personnel whether in the booth or not is not permitted. Show management reserves the right to stop or remove the source of such disturbance. If any doubt exists that the booth does not meet these conditions, the exhibitor must provide details and have their exhibit approved, in advance and in writing, by show management.

SOUND: Exhibitors must police their own booth(s) to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

SHOW & BOOTH ETIQUETTE: DRESS CODE: All booth personnel must be appropriately dressed at all times for the duration of the show. Show management reserves the right to decide what is appropriate and the final decision, on what may be deemed improper dress, rests with them.

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.

CODE OF CONDUCT: The Manitoba Trucking & Career Expo is a professional career and engagement event designed to promote interest in the trucking industry. In respect to creating an inclusive and diverse event, political or religious signage in booths, vehicles, clothing or marketing materials is prohibited. Show management reserves the right to determine offensive material.

Respectful, transparent, and productive communication, both online and off, is key to our shared success.

Postings on any of our social media sites must not contain any inappropriate information, including but not limited to hate speech (personal attacks on fellow exhibitors or the Show itself, profanity, racism, etc.), graphic, obscene, explicit, or illegal submissions as well as advertisements and accusatory comments.

There should be no dissemination of deliberately misleading or false information about the show or all related stakeholders.

BOOTH FOOD, BEVERAGE AND OTHER

FOOD AND BEVERAGES: According to the license agreement, Red River Exhibition retains the rights to all food and beverage services offered in their buildings or on their property unless otherwise agreed. Any exhibitor inquiries regarding the service of any food or beverage from their booth space are to be forwarded to Red River Exhibition. Due to Health & Safety regulations, the right to dispense prepared foods is under the discretion of the Red River Exhibition.



HAZARDOUS MATERIAL: According to our license agreement, hazardous materials are not permitted in Red River Exhibition Hall.

ANIMALS: Animals or pets, except for Service Animals are not permitted inside Exhibition Place.

HELIUM BALLOONS: Are not permitted.

PRINTED MATERIAL: The sale of raffle tickets, lotteries and/or gambling is not permitted. Should this be needed, prior approval must be request from the show management before contacting Manitoba Liquor and Lotteries for an applicable application(s) and/or approval(s).

SOLICITING: Participating exhibitors have the exclusive rights to promote or sell goods or services in this show. Any other parties will NOT be allowed to make any sale solicitations without the express written permission of show management. Distribution of samples, souvenirs and promotion material and soliciting of business must be confined to the exhibitor's own space(s).

MOVE IN/OUT

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.

MOVING IN: Exhibitors will not commence booth set up before 1pm, Friday May 31, 2024. Exhibitors must have their booths fully set up, merchandised, and decorated no later than 6 pm Friday May 31, 2024 unless otherwise approved by show management. During the move-in, setup and move-out process, all Occupational Health & Safety Regulations must be strictly adhered to at all times.

MATERIAL & HANDLING: From loading dock to your booth is not included with your booth fee, please refer to page 12 of the Exhibitor Services to request. Exhibitors have use of pallet jacks and dollies on-site on a first-come-first serve basis.

ADVANCE SHIPPING: Central Display offers and Advance Shipping Warehouse service for a fee. Please see page 12 of the Exhibitor Services Handbook to complete their form for submission. All inbound shipments must be received no later than May 29, 2024.

SIGNS & BANNERS: The hanging of signs & banners within the space, requires advance notice to MTA show management. Hanging of signs and banners will be assessed a fee – please request a price in advance to ensure that manpower is scheduled within normal business hours.

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.

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:

Red River 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.

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.

STORAGE OF CRATES: Exhibitors are responsible for storing their own boxes. Please ensure all boxes and packages are clearly identified with your Exhibitor company name and booth number(s) and stored so as not visible to attendees.

MOVING OUT: The moving out period between 4 pm to 7:30 pm, Saturday June 1, 2024. If any product or booth material is left behind it must be clearly identified as garbage or to be picked up. Additional charges could apply if product is not picked up by the designated time.

EARLY TEAR DOWN: The Manitoba Trucking & Career Expo is a one-day show – June 1, 2024. All booths must remain completely set up and decorated until the Show officially closes at 4 p.m., Saturday, June 1, 2024. Early tear down is prohibited. The dismantling of any booth affects the integrity of the show, disrupts the consistency of the Exhibit Halls, and detracts from neighboring booths. Exhibitors must plan to always have their booth operational during event hours.

SECURITY: The Association will provide security, who will be on duty from 6am May 31, 2024 until 11:59pm June 1, 2024.

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.

LEGAL

INDEMNITY: The Exhibitors shall be solely responsible for and answerable in damages for all acts or omissions due to or caused by any person at any time while the exhibitor is in occupation of the assigned booth(s) or any portion thereof, and shall indemnify the MTA, its officers, staff, agents or anyone for whose actions or defaults the MTA would be responsible for all claims or losses arising from or in connection with such acts or omissions.

LIMITATIONS ON RENTALS: MTA assumes no liability for fulfillment of the lease contract with exhibitors for space if prevented there from by any of the following causes: partial or total destruction of the premises by fire, an act of God, the public enemy, strikes, operation of law, or any other cause beyond the control of the Association. The Association will, however, in the event of their not being able to provide the exhibit space(s) for any of the above-named reasons, reimburse space renters prorata on any amount paid in, less any and all legitimate expenses incurred by reason of the lease contract, including advertising, salaries, etc.



MTA reserves the right, in case the exhibitors shall

- (i) fail or refuse to comply with the orders or requests of MTA, or
- (ii) permit any conduct or act which in the opinion of the MTA is improper, or renders it inadvisable that the exhibitors shall be allowed to continue carrying on business under this Agreement, or
- (iii) fail to comply with the terms and conditions herein, to forthwith terminate this Agreement and take possession of the assigned booth(s) and at the cost of the exhibitor remove him and all property there from, and MTA shall not, nor shall any of its officers, servants, or agents, be liable in damages or otherwise by reason of such termination or removal and notwithstanding such termination or removal the exhibitor shall pay in full the fee set out above.

Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, MTA will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the EXHIBITOR may suffer.

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

BINDING OF CONTRACT: This agreement shall not be binding until accepted by MTA. The Exhibitor shall not be entitled to exhibit in the show unless the booth space rental has been paid in full by due date as specified on invoices. The exhibitor agrees to comply with the terms and the lease agreement between Red River Exhibition and MTA, and also to comply with the rules and regulations of the Association.

USE OF MTA LOGO AND/OR NAME: The MTA logo and/or name are registered trademarks and use of the logo's and or name in any form is not permitted without the express permission of the MTA. Logos are available upon request.

HARASSMENT POLICY: MTA and 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.

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) Manitoba Trucking Association is unable to permit the EXHIBITOR to occupy the facility or the space,
- or (iii) if the Show is cancelled or curtailed, for any reasons beyond the control of MTA, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, pandemic, earthquake or other