



**PLEASE READ THE ENCLOSED INFORMATION CAREFULLY**

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For questions regarding the information in this document, contact:  
Alana Fehr, Events, Exhibits & Concessions Manager  
Phone 204-888-6990 x109  
Email [alana@redriverex.com](mailto:alana@redriverex.com)



## WELCOME

The EX is Manitoba’s largest summer festival and welcomes over 210,000 visitors each year during our 10-day event in June. The EX offers our guests a great park-like atmosphere with lots of interactive activities and experiences that everyone can enjoy watching, learning, listening and experiencing! The EX is way more than just midway rides now. Every half hour there’s a new, free show or concert happening somewhere at the park offering great entertainment and significant value for all kinds of audiences and all ages.

As part of the entertainment package we offer our guests, we showcase a wide variety of shopping that can be done while guests are here at The EX. Showcasing unique products that can be purchased, we pride ourselves in providing yet another entertainment option for visitors to experience while spending time with their friends and family.

This manual was created for you, our EX Exhibitors, to offer the most up-to-date information directly affecting your operation and to provide you with information necessary for the successful operation of your exhibit.

**PLEASE READ THIS MANUAL COMPLETELY AND FOLLOW THE ESTABLISHED RULES AND REGULATIONS.**



## 2025 FAIR DATES & HOURS OF OPERATION

|                    |                     |
|--------------------|---------------------|
| Friday, June 13    | 5:00 pm - 12:00 am  |
| Saturday, June 14  | 12:00 pm - 12:00 am |
| Sunday, June 15    | 12:00 pm - 11:00 pm |
| Monday, June 16    | 3:00 pm - 11:00 pm  |
| Tuesday, June 17   | 3:00 pm - 11:00 pm  |
| Wednesday, June 18 | 3:00 pm - 11:00 pm  |
| Thursday, June 19  | 3:00 pm - 11:00 pm  |
| Friday, June 20    | 12:00 pm - 12:00 am |
| Saturday, June 21  | 12:00 pm - 12:00 am |
| Sunday, June 22    | 11:00 am - 10:00 pm |



## SHOPPERS MARKET INFORMATION

**EXHIBITOR PACKAGE PICK-UP** Exhibitors must pick up their exhibitor package at the Red River Exhibition Association office June 9-12, 2025, between 9:00 am and 4:00 pm.

### INDOOR EXHIBITOR AREA HOURS

|                    |                     |
|--------------------|---------------------|
| Friday, June 13    | 5:00 pm - 11:00 pm  |
| Saturday, June 14  | 12:00 pm - 11:00 pm |
| Sunday, June 15    | 12:00 pm - 10:00 pm |
| Monday, June 16    | 3:00 pm - 10:00 pm  |
| Tuesday, June 17   | 3:00 pm - 10:00 pm  |
| Wednesday, June 18 | 3:00 pm - 10:00 pm  |
| Thursday, June 19  | 3:00 pm - 10:00 pm  |
| Friday, June 20    | 12:00 pm - 11:00 pm |
| Saturday, June 21  | 12:00 pm - 11:00 pm |
| Sunday, June 22    | 11:00 am - 9:00 pm  |

**ACCESS TO THE SHOPPERS' MARKET** During the fair, exhibitors may present their exhibitor lanyard to gain entry to market areas no more than one (1) hour before opening for restocking and/or cleaning. All exhibitors **MUST** show their exhibitor lanyard to gain access to the building at this time. If you do not have your lanyard, you will not be permitted entry. No exceptions. Outdoor exhibitors and concessionaires are not permitted in Exhibition Place until the park opens.

### SET-UP HOURS

|                   |                    |
|-------------------|--------------------|
| Thursday, June 12 | 9:00 am - 9:00 pm  |
| Friday, June 13   | 12:00 pm - 4:00 pm |

The loading doors will be open, and no vehicles shall enter the exhibition hall. Any booths requiring extensive set up must make arrangements to move in on Wednesday, June 11, between 1:00 pm and 3:00 pm. There are carts available on a first come, first serve basis, so please bring all equipment you may need to efficiently unload your belongings.

### DISMANTLING HOURS

|                 |                    |
|-----------------|--------------------|
| Sunday, June 22 | 9:00 pm - 12:00 am |
| Monday, June 23 | 10:00 am - 1:00 pm |

**DISMANTLING INFORMATION** Vehicles are not permitted onsite until the Park closes on Sunday, June 22 at approximately midnight. Exhibits must be completely removed by 1:00 pm on Monday, June 23, 2025. Please plan accordingly for the dismantling of your exhibit(s).

**SECURITY** There will be general area security starting Thursday, June 13, 2025.

## EXHIBITOR DELIVERY INFORMATION

**DELIVERIES PRIOR TO THE FAIR** All shipments being sent to Red River Exhibition Park prior to the start of the fair must be clearly labeled with the vendor's name, booth number and a contact phone number.

No deliveries requiring a forklift or arriving on pallets will be accepted after Wednesday, June 11, 2025 at 1:00 pm.

**DELIVERY ACCESS DURING THE FAIR** All delivery drivers must possess a valid delivery pass to access the Park. Deliveries will not be accepted less than one hour prior to the park open each day. All vehicles must also be off site one hour prior to the park opening each day. Please off-load vehicles promptly and have delivery vehicles exit the roadways.

Throughout fair week, small packages and envelopes can be sent to the show office located at 3977 Portage Ave, Winnipeg, MB R3K 2E8. Vendors are responsible for checking the office if they are expecting a package.

EXHIBITION PARK RESERVES THE RIGHT TO REFUSE ANY PACKAGES NOT CLEARLY LABELED, ANY PACKAGES THAT REQUIRE PAYMENT UPON DELIVERY, OR OVERSIZED PACKAGES.

**IMPORTANT:** ALL PACKAGES MUST BE LABELED IN THE FOLLOWING MANNER:

**Name of Exhibitor and Booth Number**  
**C/O Red River Exhibition Park**  
**3977 Portage Ave.**  
**Winnipeg, Manitoba R3K 2E8**

Packages must be picked up at the front office,  
3977 Portage Ave, between the hours of  
10:00 am - 4:00 pm daily.

## EXHIBITOR TERMS & CONDITIONS

**PRODUCTS** Exhibitors are prohibited from selling any products that are not listed in their contracts. If you wish to modify your product listing, please contact us with specific changes for approval prior to June 1. We will demand removal of any unapproved items.

No exhibit shall be considered "EXCLUSIVE" unless stipulated on the contract agreement. The RREA reserves the right to allot space to others for the purpose of selling the same type of product or operation of the same type of service.

**PROHIBITED PRODUCTS** Any item not legal to sell in Manitoba including any items such as stink bombs, sparklers, laser pointers, lighters, weapons of any kind (including but not limited to guns, knives, swords, spears, arrows), whether real, toy or replicas, cracker bombs and fire crackers are not permitted for sale on The EX grounds. Products made of glass are not permitted to be for sale. Any product representing drug paraphernalia, sexually explicit images or derogatory words are not permitted to be displayed.

**PRICING** All items being sold must have prices clearly posted. Receipts must be available should a customer request one at the time of sale. Receipts must include the exhibitor's name and phone number.

**DISPLAYS** We require professional looking displays. Displays can stand up to a maximum of eight (8) feet tall against the back of each booth and no higher than four (4) feet at each side. Exhibitors are not permitted to have any product higher than four (4) feet on the sides of each booth. All tables must be covered with floor-length tablecloths.

**TABLES AND CHAIRS** All exhibitors are welcome to bring their own booth supplies, however all criteria listed must be followed. If you require, tables, chairs, shelving, racking and table draping, it is available for rent through Central Display. For pricing information please refer to [www.centraldisplay.ca](http://www.centraldisplay.ca)

**EXHIBITOR BADGE** You will receive two (2) exhibitor lanyards in your exhibitor package. These must be worn by all exhibitors during operating hours. A lanyard is required to be worn by anyone wishing to access exhibitor buildings before and after hours. If you require additional lanyards, which are required for entry to Exhibition Place, they are available for \$60 each.

**PLACEMENT BOOTH** Allocation of space is at the discretion of Red River Exhibition Association (RREA). Booth location maps will be available in the hall during set up hours, please refer to it to find your location. The RREA reserves the right to locate exhibitors. If it is the decision of the RREA that a relocation of an exhibitor is necessary the exhibitor shall abide by the decision of the RREA.

All exhibits must operate and remain within the allotted contracted space. Under no circumstance will exhibits be allowed to operate in designated aisles. Exhibitors must confine their products into their booth space provided. No selling is permitted in aisle ways. Products are not permitted to be outside of the rented space unless the exhibitor has purchased additional space.

**BOOTH OPERATION** All booths must be open to the public and in charge of a competent attendant. Exhibitors are required to open and close their booths in conjunction with the area hours as stipulated by the RREA. Any exhibitor that opens late or closes early will be fined \$300 per incident.

**BOOTH DISMANTLING** The Lessee agrees not to dismantle their booth, or deplete their exhibit in any way prior to 9:00 pm, June 22, 2025. There will be no vehicle access permitted on the grounds until the park is clear of all pedestrian traffic and security authorizes it safe to do so. All booths and merchandise must be dismantled and removed by 1:00 pm on June 23, 2025.

**NOISE** Exhibitors may not use sound systems or have music playing in their booths without consent from RREA.

**SIGNAGE** As part of your display, it is mandatory that part of your booth displays a professionally curated sign with your company name on it. The name must be the same as on your agreement. All signs used, must be neat, professionally printed and inoffensive. Management has the right to require the removal of any signs that are considered undesirable, including any unprofessional handmade/ handwritten signs.

## EXHIBITOR TERMS & CONDITIONS *Continued*

**BOOTH CLEANLINESS** Including set-up and teardown, exhibitors are responsible for removing all waste and garbage from their booths and for placing it inside the large dumpsters located outside the west-facing overhead doors at the back of Exhibition Place. Garbage bins located inside Exhibition Place are for public use ONLY. Should any exhibitor be caught placing cardboard boxes or any other large garbage in receptacles located inside Exhibition Place, the exhibitor will be fined a cleanup fee of \$250 per incident.

**EXHIBITOR PARKING** Daily parking is available at a cost of \$5 per day in the west parking lot located on Festival Drive. Exhibitors are not permitted to park any vehicle on the exhibition grounds during opening hours and vehicles must be off the grounds one hour before the gate opens each day. If you need to access the park by vehicle to unload any product, please ensure you give yourself enough time to do so. Any vehicle parked on the grounds past this time may be removed by the RREA at the risk and the expense of the Lessee.

**EXHIBITOR TICKETS** Each exhibitor will receive two (2) lanyards allowing them unlimited gate access as well as free parking in the west parking lot for the duration of The EX. The Lessee shall be required to purchase all additional tickets for exhibitor staff by completing the attached order form.

**SERVICES PROVIDED** Each exhibitor will be provided with general illumination and one 15 Amp – 110 Volt power outlet. If additional power is required, the vendor must contact the RREA Event Manager. All exhibitors are responsible for bringing their own electrical cords.

**LIABILITY INSURANCE** All exhibitors and concessionaires are required to obtain insurance at their own cost, and keep in force during the event (including set up and take down). Should any exhibit or portion thereof be injured, lost, stolen or suffer damage from any cause whatsoever, the RREA will not be liable, or make any payment for the value thereof. Neither the RREA nor the service contractors shall be held responsible for the safety of exhibits against theft, fire, accident or any destructive cause, not for accidents to exhibitors, their agents or employees. See broker contact information on page 5.

**SAFETY** The Lessee will assume all liability and responsibility for any loss, damage or injury whether suffered by him or them or by his or their property arising in any way out of the operations of the said operation or otherwise arising or occurring in or about the premises of The Park: AND the Lessee further covenants and agrees to indemnify and save harmless the RREA from and against any claims, demands, accounts, actions, or proceedings whatsoever for loss, injury or damage sustained by any person or persons whether as to personal injury or as to property damage by reason of or in any way arising out of the operations of such operation or caused or occasioned by the Lessee or his servants, agents or employees in any way in and about the premises of The Park.

**EXHIBITOR BEHAVIOUR** Any activity or behavior carried on by the Lessee or occurring on the leased space which in the opinion of the RREA is undesirable for a public place or unlawful shall result in immediate termination of this contract at the option of the RREA and all monies paid hereunder shall be forfeited.

**CANCELLATION OF CONTRACT** In case of cancellation on the part of the lessee, the deposit is non-refundable after March 15, 2025. The RREA has the right to remove any exhibitor who does not abide by the rules and regulations set out in this guide. The RREA reserves the right to cancel this contract without notice and no refunds will be provided.

## INSURANCE REQUIREMENTS

All exhibitors and concessionaires 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 Exhibitor or Concessionaire, on an occurrence basis and having a limit of not less than \$2,000,000, in respect of any one occurrence, including, but not limited to:

- 1) Blanket Contractual Liability
- 2) Employees as Additional Insureds
- 3) Non-Owned Automobile Liability
- 4) 30 Day Notice of Cancellation

“Red River Exhibition Association” to be included as an Additional Insured with Cross Liability Clause. A Certificate of Insurance must be filed with the Red River Exhibition Association, no later than 15 days prior to the event. The Lessee shall promptly furnish to the Lessor copies of insurance policies or other satisfactory evidence thirty (30) days prior to opening. If such evidence of insurance is not so provided, the Lessee may, at its sole option, either immediately cancel the space rental contract or provide the insurance outlined, the entire cost thereof to be charged to the Lessee and to be payable on demand.

The Lessee will obtain and keep in force during the term Commercial General Public Liability Insurance respecting the use, occupancy, and conduct of business in accordance with the Lessor’s minimum insurance requirements, with Insurers acceptable to the Lessor, for the amount not less than \$2,000,000.

If such evidence of insurance is not so provided, the Red River Exhibition Association may, at its sole option, either cancel the Exhibit Contract or provide the Insurance Outlined, charging the entire cost thereof to the Exhibitor or Concessionaire. The required insurance coverage may be obtained through your own General Insurance Agent/Broker or through the facilities available to the Red River Exhibition Association provided by:

Ruban Insurance Brokers Inc.  
300-570 Portage Ave.  
Winnipeg, MB R3C 0G4  
Phone: 204-988-5000, Fax: 204-988-5003

Please note: The above requirements are for Commercial General Liability Insurance only. There is no Property Insurance Protection provided and the Exhibitor or Concessionaire should give consideration to other areas of protection, including, but not limited to Property, Crime, Business Interruption, and Specialty Coverage’s.



## GOVERNMENT OF MANITOBA REQUIREMENTS

### MANITOBA TAXATION DIVISION

#### Retail Sales Tax

The Retail Sales Tax (RST) is a tax applied to the retail sale or rental of most goods and certain services in Manitoba. The tax is calculated on the selling price, before the GST (Good and Services Tax) is applied.

The general PROVINCIAL SALES TAX rate is 7%.

Need More Info? Contact:

Taxation Division - Manitoba Finance  
<https://www.gov.mb.ca/finance/taxation/>  
Email: MBTax@gov.mb.ca  
Phone: 204-945-5603  
Manitoba Toll Free: 1-800-782-0318

### CONSUMER PROTECTION OFFICE

#### Consumer Services

You may require a Vendor’s License or Direct Sellers License to sell products or services at this event.

Need More Info? Contact:

Consumer Protection Office – Manitoba Justice  
<https://www.gov.mb.ca/justice/cp/cpo/index.html>  
Email: consumers@gov.mb.ca  
Phone: 204-945-3800  
Manitoba Toll Free: 1-800-782-0067



Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Website \_\_\_\_\_ FaceBook \_\_\_\_\_ Instagram \_\_\_\_\_

Product Category

A maximum of two (2) categories will be accepted:

- Grid of checkboxes for product categories: Bags/ Luggage, Books/ Music / DVDs, Collectibles, Cosmetics & Fragrances, Other, Electronic Accessories, Fashion: Accessories, Fashion: Clothing, Hobbies/ Toys/ Games, Home Décor, Household Products, Jewellery: Costume, Jewellery: Fine, Network Marketing: Company, Leather Goods, Lifestyle & Leisure, Novelties, Personal/ Beauty/ Health, Pet Related Products, Prints & Posters, Religious Products, Sporting Goods/ Apparel.

Product Description

List and describe the products you plan to sell. Only products listed and approved are permitted on display in your exhibit space. A minimum of three (3) photos must accompany this application (one of the booth set-up and two photos of the products to be sold). [ ] 1 Photo of booth set-up [ ] 2 Photos of items to be sold

Booth Space: INDOOR

- Indoor booth options: 5' x 10', 10' x 10', 10' x 20', 20' x 20', + Corner booth, and SPECIAL REQUEST.

Booth Space: OUTDOOR

- Outdoor booth options: 10' x 10', 10' x 20', and requirements for tent, tables, chairs, and securing.

Payment

Do not send payment with this application. Upon acceptance, we will automatically process your payment to the credit card information provided in this application. All final payments will be due by March 15, 2025.



The Shoppers' Market at The EX, located inside Exhibition Place, showcases commercial exhibits in our 40,000 square foot tradeshow building. The Shoppers' Market is nestled between the Park's East and West entrance gates and right in the middle of all the action. The outdoor market space is located along Expressway Alley, in the same pathway as Food Truck Alley, on the north side of Exhibition Place. Please read the information below carefully.

Market Hours

Table with 3 columns: Day, INDOOR Market Hours, and OUTDOOR Market Hours\* for dates from Friday, June 13 to Sunday, June 22.

\*Outdoor booths must remain open until the close of the Park each day.

Set-Up Hours Indoor & Outdoor

Table with 2 columns: Day and Set-Up Hours for Thursday, June 12 and Friday, June 13.

Dismantling Hours Indoor & Outdoor

Table with 2 columns: Day and Dismantling Hours for Sunday, June 22 and Monday, June 23.

- No vehicles are permitted to drive on the floor inside Exhibition Place.
Please bring all required dollies / carts. Limited amount available for use on site and are available on first come - first serve basis.
Vehicles are not permitted on site until the close of Park. No vehicles are permitted on the grounds without the approval of security, and only when all pedestrians have cleared the area.

Important Dates & Deadlines

Application forms are available now and will be accepted until all exhibit spaces are filled.

- March 15, 2025: Signed contract and payment due. Please note that if you received your contract after March 15, these items are due within 10 days.
May 15, 2025: Proof of insurance due.

Only applicants that are accepted will be notified. Upon acceptance, you will receive a contract. You will be contacted if your request for multiple booths, a corner spot or a specific location are not available.

Exhibitors will be selected for the Shoppers' Market based on booth appearance, professionally produced signage, and quality of merchandise. When applying to sell at The EX, please provide photos of your booth set-up, booth signage and merchandise to be sold. Exhibition Park reserves the right to decide which location is best suited for your product(s) and/or service(s).

I, \_\_\_\_\_ authorized agent, agree to abide by all rules and regulations adopted by the Exhibition Park Event Committee to ensure the success of this event.

Please submit completed application by email to: Alana@redriverex.com





## Credit Card Authorization Form

The Ex 2025

June 13 - 22, 2025

Email: [alana@redriverex.com](mailto:alana@redriverex.com) Phone: 204-888-6990 x 109



### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

In the event your application is accepted, your credit card will automatically be charged for 100% of your rental fee. If you require parking or admission passes, additional space, additional electrical or breach an agreement as stated in the signed contract, that has an attached fee, the Red River Exhibition Association is authorized to process as required on the provided card below.

Charges will be processed on the provided credit card and a receipt will be sent to the email address provided on your application.

### Authorization Information

I, \_\_\_\_\_ (name of cardholder) authorize the Red River Exhibition Association to use my credit card as per the information provided below for any outstanding charges I/ my company may incur during my rental of goods and/or services during The Ex 2025.

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ / \_\_\_\_\_

CVV Code \_\_\_\_\_ (3-digit number)

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Authorization \_\_\_\_\_ (YYYY-MM-DD)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Completed forms can be sent to:

Alana Fehr  
Events, Exhibits & Concessions Manager  
Red River Exhibition Park  
Phone 204-888-6990 x109  
Email [alana@redriverex.com](mailto:alana@redriverex.com)





# Concession & Exhibitor - CONTRACT

The EX 2025 June 13 - 22, 2025

Email: [alana@redriverex.com](mailto:alana@redriverex.com) Phone: 204-888-6990 x 109



## Conditions of Contract

1. The exhibitor must obtain all required insurance as set out in the guidelines.
2. All operating electrical equipment used in the Park must have CSA or equivalent provincial power authority approval.
3. Space contracted by the exhibitor may not be sublet without the prior written permission of management. The exhibitor may not distribute literature or promotional material from a third party without the prior written consent of management.
4. The exhibitor agrees to abide by all regulations and rules adopted by management in the best interests of the show, and agrees that management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the show.
5. The exhibitor may use the Red River Exhibition Park logo to promote only his/her participation at the show. It cannot be used in any way that is perceived as an endorsement by Red River Exhibition Park/ Red River Exhibition Association of the exhibitor's company, product, and/or service.
6. Management reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights, or sound, and to expel exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to other Show participants and/or attendees.
7. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the number of his/her booth location. Goods must not be shipped to the Show for shipping charges to be paid on arrival as these will not be accepted by management. Management assumes no responsibility for loss or damage to goods before or during the period of the Show, or after its closing.
8. The exhibitor agrees to confine his/her presentation to within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain a staff in his/her booth space during Show hours
9. The exhibitor will be liable for and will indemnify and hold harmless management from any loss or damages whatsoever suffered by management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the exhibitor, other exhibitors, management, the owner of the building and their respective agents, servants and employees and members of the public attending the show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the exhibitor's occupancy of said space.
10. The exhibitor agrees that no display may be dismantled or goods removed during the entire run of the show but must remain intact until after the closing hour of the last day of the show. Failure to do so will yield a \$300 fine, unless agreed upon by show management. The exhibitor agrees to remove his/her exhibit, equipment from the show building by the final move-out time, or in the event of the failure to do so, the exhibitor agrees to pay additional costs as may be incurred.
11. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the exhibitor fails to perform any material condition of this contract as set out in the guidelines or refuses to abide by the show rules and regulations, in which case the exhibitor shall forfeit as liquidation damages all space rental payments made by him/her and any further occupancy of such space.
12. The exhibitor agrees to observe all agreements between management and the building/ grounds in/on which the show will take place.
13. Management reserves the right to alter or change the space assigned to the exhibitor.

## Cancellation Policy

No refunds given after March 15, 2025.

We agree to abide by all rules and regulations adopted by show management (Red River Exhibition Park/ Red River Exhibition Association (RREA)) and have read the conditions of contract as shown above. If this contract is sent to RREA electronically, we authorize RREA to take any and all steps as though the facsimile copy of the contract were an original. ALL CHEQUES made payable to RED RIVER EXHIBITION ASSOCIATION.

\_\_\_\_\_  
 Date                                      Company Name                                      Authorized Signature