2013 Kinsmen Business Expo

Celebrating our 25th Anniversary!

1988 - 2013

Exhibitor's Guide

Recreation Complex
Dauphin, Manitoba
April 20-21, 2013

This event is proudly supported by the PARC member communities

Manitoba's PARC group of communities
industry ready family friendly

PARC | Parkland Agricultural Resource Co-op

8 Municipalities Working Together
RM of Dauphin, Ethelbert, Gilbert Plains, Grandview & Hillsburg

1. **TRADESHOW SPONSOR**

   Sponsors will be recognized in the marketing of the event and post event activities. New sponsors will be updated accordingly. Please contact the Tradeshow Manager to learn about becoming a sponsor.

   Sponsorship available for the following:

   a. Exhibitor Reception Friday April 19
   b. Continental breakfast Saturday April 20
   c. Continental breakfast Sunday April 21
   d. Plinko Board prizes
   e. Stage
   f. Aquatic Centre

2. **TRADESHOW CONTACT INFO**

   E-mail: expo@dauphinkin.ca
   Website: www.dauphinkin.ca

3. **TRADESHOW MANAGER**

   Daniel Pylypchuk
   Kinsmen Club of Dauphin

4. **TRADESHOW VENUE**

   Dauphin Recreation Complex
   (Credit Union Place (CUP), Curling Rink, Rotary Arena)
   200 1st Street SE
   Dauphin, Manitoba R7N 2V1

5. **TRADESHOW ORGANIZING COMMITTEE**

   Daniel Pylypchuk, Kinsmen Club of Dauphin
   Marnie Kostur, Parkland Agricultural Resource Co-op (PARC)

6. **SITE OFFICE**

   The show office will be located at the Strilkiwski Viewing Lounge, 2nd Floor, Credit Union Place (CUP)
   Event staff will be identified by their red Kinsmen color shirt throughout the facility.

7. **HOURS OF OPERATIONS**

   Event organizers are on-site one hour prior to the doors opening to the public on Saturday and Sunday.

DOORS OPEN TO PUBLIC

Saturday, April 20, 2012 – 10:00 am to 8:00 pm
Sunday, April 21, 2012 – 12:00 pm to 5:00 pm

8. EXHIBITOR MOVE-IN/MOVE-OUT

MOVE-IN

Friday, April 19, 2012 – 8:00 am to 10:00 pm
(all exhibitors are invited to attend the Reception)

MOVE-OUT

Sunday, April 21, 2012 – 5:00 pm to 8:00 pm
Monday, April 22, 2012 – 8:00 am to 11:00 am

The exhibitor is responsible for handling their own exhibitor material during setup and dismantling and must provide their own trolleys. The event organizer will have some trolleys on-site but can't guarantee they will be available when you need it.

9. DELIVERIES – before the show

Limited storage space is available. Arrangements must be made through the Dauphin Recreation Services at:

Dana Andreasen
Events Coordinator
Dauphin Recreation Services
(204)-622-3109
events@dauphinrec.com

10. DELIVERIES - during move-in

Deliveries can be made thru the doors shown on map. Vehicles will be allowed for drop off within building until 3:00 pm on setup day.

11. STORAGE OF BOOTH CASES, PRODUCTS AND CRATES

Storage will be provided during the show for cases and boxes that can't be stored under tables at the booth. All items must be removed from the facility Monday 11:00 a.m.

12. TRADESHOW ACTIVITIES LOCATION

Exhibitor Lounge -	Strilkiwski Viewing Lounge, 2nd Floor, Credit Union Place (CUP)
Exhibitor Reception -	Curlers Lounge, 2nd Floor, Credit Union Place (CUP)
Exhibitor Continental Breakfast -	Strilkiwski Viewing Lounge, 2nd Floor, Credit Union Place (CUP).
Tradeshow -	Credit Union Place (CUP) and Curling Rink
Event Stage -	Curling Rink
Plinko Game -	Credit Union Place (CUP)
Dunk Tank -	Credit Union Place (CUP)
Swimming -	Kinsmen Aquatic Centre

13. ADVERTISING

Full color folding brochure will be professionally designed and printed to advertise the exhibitors who register prior to 4:00 pm March 15, 2013. Due to the time required to complete the design and printing, the event organizers can't guarantee that an exhibitor will be included if registered after March 15. Please provide your company logo (highest resolution) by email and a few decisive words that you want. Size of the advertisement varies depending on size of booth and if a sponsor. Contact the Show Manager for further details. Brochure will be mass distributed across the region via the newspapers and participating businesses two weeks prior to the show. Please contact the Show Manager, if you require additional brochures prior to the event.

14. EXHIBITOR BADGES & MEAL TICKETS

Exhibitor badges & meal tickets will be provided at the time of exhibitor set-up. Badges must be worn at all times during show hours. An Exhibitor badge will be required to access the Exhibitor Lounge and participate in the reception and continental breakfasts.

15. BOOTH SELECTION AND FORMAT

Pipe and drape will be provided. Booth space is available on a first-come, first serve basis. Home based businesses and crafters will be placed on a list and placed prior to show time. Your booth number will be provided to you prior to arrival. Standard booth dimensions are 10' x 10'. Corner booths in the Credit Union Place are 10' deep. The large booth dimensions are 20' x 20'. A table (no skirt) and two chairs will be provided for your use. Floor is concrete but exhibitors are welcome to bring carpet.

16. PARKING

Parking is available behind Credit Union Place and can be accessed from 1st Avenue SE.

17. ACCOMODATIONS & TRANSPORTATION

Contact us if you require accommodation & transportation information.

18. BUSINESS SERVICES

Amenities including wireless internet are available at a cost of $5.00 per day. MTS WiFi is available on-site.

19. ELECTRICAL/POWER CORDS & BARS

Electrical outlets (110v 15 amp) are available for your use. Arrangements must be made prior to the show by contracting the Show Manager. Exhibitors must provide their own extension cords and power bars.

20. ACCESSIBILITY

The Dauphin Recreation Complex is fully accessible for those with disabilities.

21. WASHROOMS

Washrooms are located adjacent to the trade show floor.

22. EXHIBITOR DRAWS & PLINKO GAME PRIZES

Exhibitors are encouraged to provide prize draws at their booths. Draws conducted by exhibitors in conjunction with the display must be free of any obligation on the part of the winner. Prior to the show, please advise the Show Manager of your draw. Exhibitor draw times can be scheduled during the show. Prizes will be picked up by Kinsmen and awarded winners within the following week.

Any businesses supplying prizes for the PLINKO Game must deliver their prize by Friday, April 19 at 8:00 pm. Please include your business card with the prize so you can be properly recognized.

23. MASCOTS

The use of Mascots is encouraged. Please notify the Tradeshow Manager to schedule your mascot.

24. INSURANCE/SAFETY

Neither the show management, show sponsor nor the Dauphin Recreation Complex assume any liability for loss or damage to exhibitor products, equipment, booth materials or their parties. You are asked to ensure that your booth is staffed at all times to ensure the safety of all product and valuables.

25. SELLING OF GOODS

The City of Dauphin will not require exhibitors to have business licenses at the annual Kinsmen Business Expo.

26. BOOTH ATTENDANCE

Each exhibit must be open for the full duration of the trade show.

27. FOOD & BEVERAGE

Invitation for the Exhibitor Reception will be provided with your exhibitor package. A licensed facility on-site vendor is located adjacent to the Credit Union Place entrance to provide light means and confections.

Food samples are permitted on the show floor. Sale of food for immediate consumption, where similar food is available by the facility's licensed on-site vendor, may not be permitted. Please contact the Show Manager to discuss your menu.

28. CANCELLATION POLICY

Cancellations received on or prior to March 15, 2013 will be entitled to a 75% refund. Any cancellations received after March 15, 2013 will not be entitled to a refund and the exhibitor agrees that the Show Manager has the right to resell the space at no benefit to the exhibitor who has cancelled.