

2017 Saskatchewan Snowmobile Show & Sale

Exhibitor Manual

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Section 1: General Information

Show Presented by:

The Saskatchewan Snowmobile Association
Box 533, 221 Centre Street
Regina Beach, SK
S0G 4C0

Phone: 1(306) 729-3504
Fax: 1(306) 729-3505
Toll Free: 1(800) 499-7533 (Sask. Only)
E-mail: ssa.sales@sasktel.net
Web: www.sasksnowshow.com

Admission (Public)

Adults/Youth \$15.00
12 and under Free
Weekend Pass \$20.00

Dates and Times

Fri. November 3 4 pm to 10 pm
Sat. November 4 10 am to 6 pm
Sun. November 5 11 am to 4 pm

Location

Saskatoon Prairieland Park Hall D & E
503 Ruth Street
Saskatoon, SK
S7M 0G7

Exhibitor Passes

Exhibitor passes are provided for personnel staffing exhibitor booths. Passes include the name of the staff member and the exhibitor's company name. Passes are printed prior to the show therefore it is important to complete the Exhibitor Pass Order Form (found on our website at www.sasksnowshow.com) and submit it to our office by the date indicated on the form. Exhibitors can pick up their exhibitor passes from the show office during set up.

Exhibitor Passes included with booth rentals:

- 10'x10' booth – 2 exhibitor passes
- Multiple 10'x10' booths – 6 exhibitor passes
- Bulk spaces < 1000 sq.ft. – 10 exhibitor passes
- Bulk spaces > 1000 sq.ft. – 15 exhibitor passes

Exhibitors Passes are required for admission to the show.

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Move In and Move Out Schedule

November 1	Wednesday	MOVE-IN	Manufacturers	8:15 a.m. – 5 p.m.
November 2	Thursday	MOVE-IN		8:15 a.m. – 5 p.m.
November 3	Friday	MOVE-IN		8:15 a.m. – 2 p.m.

Manufactures must move in on Wednesday

Trailers must move in on Thursday

If you need a Thursday move-in please indicate on the booth space application.

November 5	Sunday	MOVE-OUT		4 p.m. – Midnight
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Tear down must not start before 4:00 p.m. on Sunday. Exhibitors must leave their site in the same condition as they found it.

Official Hotel Accommodations

For preferred rates you must book by October 3rd and use the group code **SSA-Sask Snow Show** or as indicated below.

Four Points By Sheraton 503 Cope Way Saskatoon, SK S7T 0G3 (306)933-9889 or 1-800-368-7764 \$134 + taxes (Group code: SK04AA)	Park Town Hotel 924 Spadina Cres E Saskatoon, SK S7K 3H5 (306)244-5564 or 1-800-667-3999 \$129 + taxes (Group Code:230481)	Home Inn & Suites South 253 Willis Cres Saskatoon, SK S7T 0V2 (306) 657-4663 \$139 + taxes	Saskatoon Inn 2002 Airport Dr Saskatoon, SK S7L 6M4 (306)242-1440 or 1-800-667-8789 \$139 + Taxes
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Official Service Contractors (power, table, chairs, etc)

HUB CITY DISPLAY

- Tables, Chairs, Carpet, etc.
- Audio Visual
- Forklift Services

1(306) 653-3705

E-mail: carolb@hubcitydisplay.com

Book services by mid-October to receive the early booking discount!

PRAIRIELAND PARK

- Electrical
- Internet Services
- Sign Hanging

Forms @ www.sasksnowshow.com

Book services by mid-October to receive the early booking discount!

TELEPHONE

Call Sasktel Business Centre for service hook up @ 1(800) 727-5835.

Order forms are available on our website at www.sasksnowshow.com.

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Section 2: Rules and Regulations

Payment Terms

Booth Rental Fees are to be paid in full prior to exhibitor move-in.

Cancellations

Booth Rental Agreements may be canceled by either party, provided written notice is received by the other party at least two (2) months prior to the first day of the show, in which case all monies paid by the exhibitor will be refunded. If the exhibitor cancels after this date, but prior to thirty (30) days before the first day of the show, he will be liable for 50% of the total contracted space cost. By canceling this contract, the exhibitor forfeits all rights or claims to the allocated space and SSA is free to rent it to others and collect the cancellation charge as liquidated damages.

Services Included In Booth Space Rental

Standard 10'x10' booth includes:

- 1 – 8' back drape
- 1 – 4' side drape
- Wi-Fi Password
- Aisle carpeting
- Daily cleaning for aisle and common areas
- 24 hour general security
- Parking

Bulk exhibitors' booth includes:

- Drapes as required
- Wi-Fi Password
- Aisle carpeting
- Daily cleaning for aisle and common areas
- 24 hour general security
- Parking

Services not included

- Tables, Chairs, desks, etc.
- Electrical
- Booth carpeting and cleaning
- Liability Insurance
- Telephone and Internet connections
- Forklift services
- Etc.

Shipping Direct to Show Site

All goods shipped to the show must be clearly marked with the name of the exhibitor and their booth number. Goods must NOT be shipped to the show for shipping charges to be paid on arrival, as these will not be accepted by the SSA. The SSA assumes no responsibility for loss or damaged goods before, during the period of the show, or after closing.

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Parking

Parking is available at Saskatoon Prairieland Park at no charge.

Signs and Banners

All signs, banners, display materials must be properly affixed to the exhibit or be self-supporting within the height restrictions of the exhibit area. Please contact the service providers for sign hanging.

Booth Operations

Exhibitors agree to maintain a minimum of one staff person in their booth space at all times during the show. Exhibitors agree not to dismantle their display or remove goods during show times, and that the display and displayed goods will remain intact until the removal dates and times.

Exhibitors are required to keep their own booths swept and clean; and the SSA will ensure the aisles are kept clean and neat for the public appearance. Exhibitors agree to confine their presentation within the contracted space only and within the maximum height set by the show rules and regulations. Absolutely no running of engines will be allowed in the display building and batteries must be disconnected. Noise from sound systems or demonstrations must be kept at a suitable level so not to interfere with others. Show management reserves the right to determine when sound constitutes interference with others and to shut down the system.

Direct selling to, and the taking of orders from consumers are permitted show activities. An exhibitor that will be direct selling to the consumer (as opposed to taking orders for future shipment from outside of Saskatchewan) and does not have a permanent Saskatchewan Provincial Sales Tax number (PST) must have a temporary PST number. An application form is obtainable by calling the Department of Finance at 1-800-667-6102. Exhibitors are not required to obtain a transient trader license from the City of Regina or City of Saskatoon.

No booth space is to be sublet without prior permission of the SSA.

Insurance

The Exhibitor is responsible to have liability/property/loss/theft/fine/vandalism/insurance. Evidence of insurance is required and must contain a minimum of one million dollars liability insurance for personal injury or property damage.

Security

The building will be locked after show hours and 24 hour security is provided. This does not guarantee exhibitor security and the SSA will not be responsible for theft. Do not leave cash or negotiable items in your booth after hours.

Safety Regulations

Exhibitors are responsible to ensure their display does not present a safety hazard. Show management reserves the right to declare an exhibit unsafe and require correction or removal. This right to declare does not release the exhibitor from final responsibility for any harm or damage to the public and/or

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their property. Please ensure that all personnel operating equipment anytime from the start of setup, until the end of take down, comply with the general safety regulations set out by Saskatchewan OHS.

Alcoholic Beverages

No alcoholic beverages are allowed to be consumed in space leased by the exhibitor. SLGA requires that alcoholic beverages must be consumed in designated areas only.

Show Office

Show management will maintain a Show Office onsite from the start of set up until 4 pm on Sunday. The Show Office is located at the south end of Hall D.

Conditions

Show management reserves the right to –

- Sell booth space on a first come, first served basis.
- Refuse entry to, or removal from, the show any person or persons whose product/display is deemed to be in conflict with the overall promotion of this show without refund or consideration to the exhibitor.
- Alter or change the space assigned to the exhibitor.
- Approve booth space requests from exhibitors showing “non-snowmobile related” products.
- Alter or remove exhibits, or any part thereof including printed materials, product signs, lights or sound, if their content or presentation is objectionable to other show participants.
- Change the date or duties, upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, SSA shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or part where caused directly or indirectly by or consequence of fire, snow storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatsoever beyond the control of the SSA.

Snowmobile Dealers & Manufacturers -

Snowmobile Dealers cannot sell current year clothing and accessories at the show. Snowmobile manufacturers will display current year clothing and accessories in a Corporate Booth. Any snowmobile dealer selling current year clothing and accessories must have the approval of the manufacturer.

Snowmobile Manufacturers MUST move in on Wednesday prior to the show.

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Section 3: Show Service Providers

Hub City Display

The following services can be ordered from Hub City Display -

- Carpet Rental
- Display Booth Rental
- Furniture Rental
- Janitorial Services
- Material Handling
- Signs
- Custom Labour

Order forms are available on our website at www.sasksnowshow.com or Hub City Display can be contacted by phone - 1(306) 653-3705 or email - carolb@hubcitydisplay.com. Visit their website at www.hubcitydisplay.com to view their Online Display Catalog.

Book services by mid-October to receive the early booking discount!

Prairieland Park

The following services can be ordered from Prairieland Park –

- Electrical
- Hard Wired Internet
- Sign Hanging
- Technical Services

Order forms are available on our website at www.sasksnowshow.com.

Book services by mid-October to avoid a 25% late booking charge!

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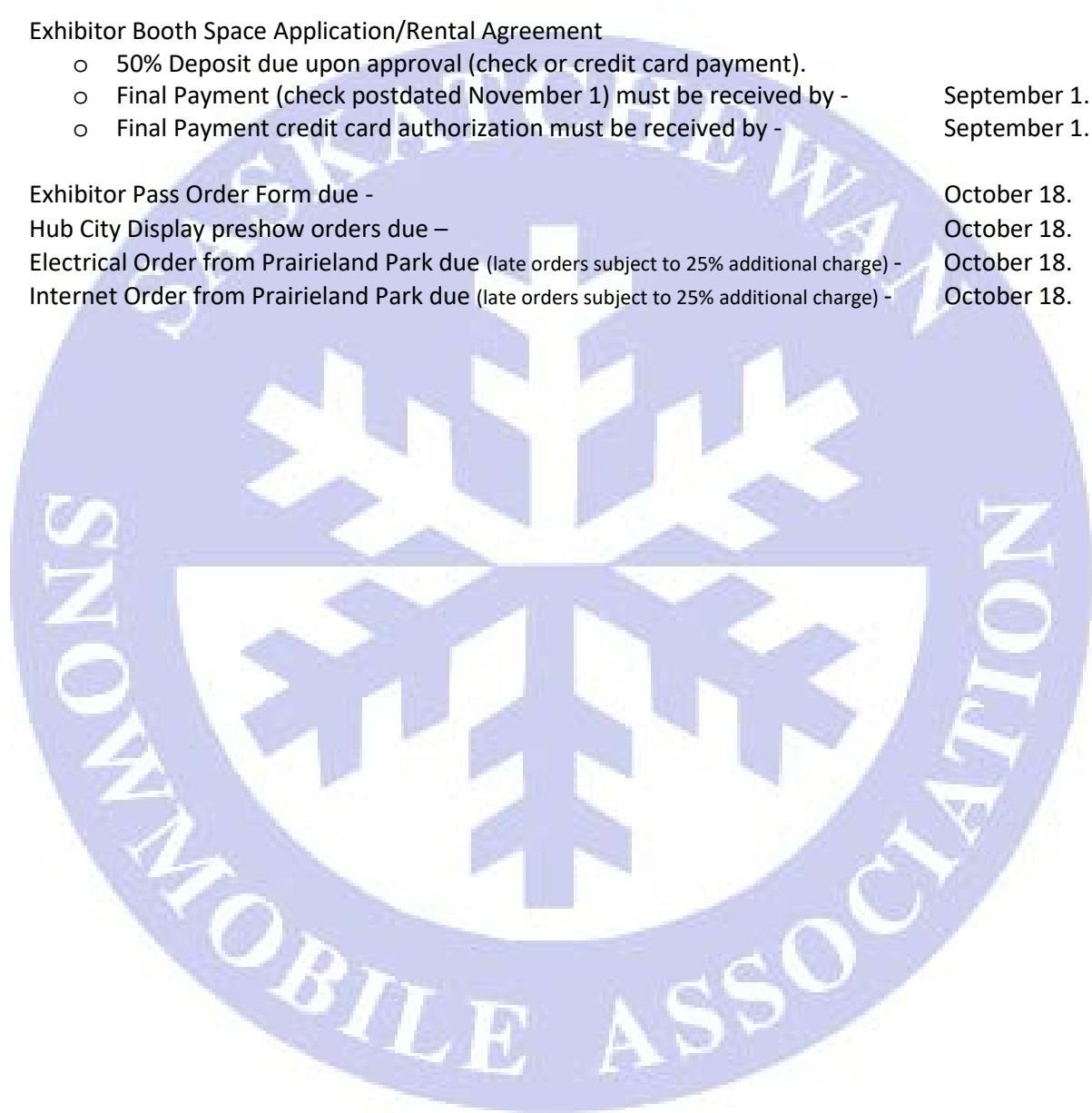
Section 4: Exhibitor Check List

Saskatchewan Snowmobile Show & Sale Exhibitor Check List

Ordered/Submitted Dates –

- Exhibitor Booth Space Application/Rental Agreement
 - 50% Deposit due upon approval (check or credit card payment).
 - Final Payment (check postdated November 1) must be received by - September 1.
 - Final Payment credit card authorization must be received by - September 1.

- Exhibitor Pass Order Form due - October 18.
- Hub City Display preshow orders due – October 18.
- Electrical Order from Prairieland Park due (late orders subject to 25% additional charge) - October 18.
- Internet Order from Prairieland Park due (late orders subject to 25% additional charge) - October 18.



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Section 5: Exhibitor Pass Order Form

Exhibitor Pass Order Form – Due October 18, 2017

Exhibitor passes are provided for personnel staffing exhibitor booths. Passes include the name of the staff member and the exhibitor's company name. Passes are printed prior to the show therefore it is important to complete the Exhibitor Pass Order Form and submit it to our office.

Exhibitor Passes included with booth rentals:

- 10'x10' booth – 2 exhibitor passes
- Multiple 10'x10' booths – 6 exhibitor passes
- Bulk spaces < 1000 sq.ft. – 10 exhibitor passes
- Bulk spaces > 1000 sq.ft. – 15 exhibitor passes

Additional passes may be ordered for \$10.00 per pass. Passes are required for show admission.

Company Name: _____ Booth Sq. Ft. _____

Please provide the name of exhibitors working your booth. If names are not provided, generic badges will be made. Any onsite substitutions or additions will be \$15.00 each plus GST.

#1 _____	#9 _____
#2 _____	#10 _____
#3 _____	#11 _____
#4 _____	#12 _____
#5 _____	#13 _____
#6 _____	#14 _____
#7 _____	#15 _____
#8 _____	

Additional Passes –

Passes _____ @ \$10.00 = \$ _____ plus GST @ 5% _____ = \$ _____ Total

#1 _____	#4 _____
#2 _____	#5 _____
#3 _____	#6 _____

Please attach Check or Credit Card # when ordering additional passes. Thank You.
All Passes can be picked up at the Show Office during Move In.

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Section 6: Exhibitor Forms

Show information, floor plan, exhibitor lists and exhibitor forms are found at www.sasksnowshow.com in the Exhibitor Section.

Exhibitor Booth Space Application/Rental Agreement

- Applications can be submitted online, or a form can be printed and forwarded to our office. Be sure to include three booth space choices.
- Booth space will be confirmed and an invoice will be emailed to the exhibitor for the booth rental.
- The application will be approved upon receipt of the rental deposit.
- Final payment arrangements must be made prior to September 1st.

Exhibitor Pass Order Form

- Order forms and payments can be submitted online, or a form can be printed and forwarded to our office with a check attached if applicable.
- Be sure to provide the name of each staff working at the booth.
- Payment will be required when the number of passes ordered exceeds the complementary allowance (see section 1).
- Please submit the form by October 18th.

Hub City Display Order Forms (***Book services by mid-October to receive the early booking discount!***)

- Carpet Rental
- Display Booth Rental
- Furniture Rental
- Janitorial Services
- Material Handling
- Signs
- Custom Labour

PrairieLand Park Order Forms (***Book services by mid-October to avoid a 25% late booking charge!***)

- Electrical
- Internet
- Sign Hanging
- Technical Services