

Dear Exhibitor:

**RE: THE 2ND ANNUAL MANITOBA FOOD & WINE SHOW
SUNDAY, OCTOBER 14TH 2007**

Welcome to the MTS Centre, Western Canada's newest state-of-the-art sports and entertainment venue. The MTS Centre was designed with you in mind. This guide is intended to highlight some of the features of MTS Centre. If you require additional facility information please feel free to contact us.

To assist you in your planning, we would like to familiarize you with our regulations, policies and services offered. It is the responsibility of each individual exhibitor to order required power. Telephone, Internet access, and non-standard power may be available subject to availability and additional charges. Service will be provided by the MTS Centre or an approved facility contractor. No other outside service providers are permitted.

Please note the following:

- Exhibitors must provide their own chafing dishes. Please specify the quantity and size/shape on the attached order form.
- All orders must be paid for in advance.
- Deadline for orders is Friday October 5th, 2007. We may not be able to fill orders after this date and late fees will apply.
- Refunds are not available for services provided and not used, or for utilities provided but incorrectly ordered.
- The MTS Centre cannot accept pre-shipments of any kind for the Food & Wine Show. A detailed move in schedule will be provided at a later date.
- Booths must be occupied by at least one exhibitor representative at all times during public hours. Centerplate will deliver food samples to your booth – exhibitors are responsible to serve samples to booth visitors.
- During the Exhibition, children under the age of 12 who are accompanied by exhibitors/staff must remain in the confines of the space leased by the exhibitor. This policy is for the safety of your children.

The MTS Centre will provide:

- Booth space as assigned by your tradeshow coordinator
- (1) 8 FT skirted table
- Draped background and side inserts
- Fuel and serving utensils for chafers
- High-grade disposable plates, cutlery, napkins, preparation, delivery, and replenishment of food samples (Centerplate – Chef Roger Wilton / Trish Teichroew, Catering Manager). **Beverage/wine providers need to provide their own plastic glasses/cups for sampling please.
- All food preparation must be performed in our health department approved kitchen, by our staff. Exhibitors wishing to prepare food on-site must obtain written consent from the MTS Centre. Health department approval and necessary licensing is mandatory (licensing costs are responsibility of the exhibitor).

We are pleased to welcome you to the MTS Centre and we look forward to working with you. Should you have any questions or require clarification on any of the above, please contact your tradeshow coordinator.

Sincerely,



Pamela McCallum
Booking & Events Coordinator
True North Sports & Entertainment / MTS Centre



THE MTS CENTRE

The 2nd Annual Manitoba Food & Wine Show will be located at the MTS Centre in the Atrium area at Portage & Donald, with cooking demo's happening in the Exchange Restaurant & Beer Market on event level; 300 Portage Avenue, Winnipeg Manitoba R3C 5S4. For facility information, please visit www.mtscentre.ca or contact:

Pamela McCallum
Events & Booking Coordinator
Phone: 204.926.5558 Email: pmccallum@truenorth.mb.ca

SHOW DATE & HOURS

11:00 AM	Doors open to the public
11:30 AM	1 st cooking demo in the Exchange Restaurant
1:30 PM	2 nd cooking demo in the Exchange Restaurant
3:30 PM	3 rd cooking demo in the Exchange Restaurant
4:30 PM	Event ends - move out

**Please note that this information is subject to change and should be confirmed with your tradeshow coordinator.*

MOVE IN

A detailed move-in schedule outlining access times and locations will be provided at a later date. All displays are to be completely set up by 10:30AM on Sunday, October 14th 2007.

MOVE OUT

Please have your booth/display fully operational until the official closing time of 4:30PM on Sunday, October 14th 2007. All exhibitor material must be packed and removed immediately upon conclusion of the event.

MTS CENTRE POLICIES, RULES & REGULATIONS

1. **No holes may be drilled, cored or punched in any building surfaces.** Decorations, signs, banners, etc., may NOT be taped, nailed, tacked, screwed, stapled or otherwise fastened or physically attached to ceilings, walls, painted surfaces or columns.
2. **No helium balloons** are permitted inside the building.
3. **No adhesive-back stick-on decals** or similar items may be distributed or used in the building.
4. **Only MTS Centre-approved contractors and/or service providers are permitted** to perform services or provide equipment in the facility.
5. **Parking in loading dock areas for extended periods during load-in or load-out, is prohibited.** Violators will be towed at their own expense.
6. **The MTS Centre is a non-smoking facility.** All smoking must be conducted outside of the MTS Centre in designated areas only.
7. **No person shall be denied service** because of race, creed, religion, sex, color, ethnic or national origin, or political or economic opinions.
8. **Display of any motor vehicle(s) is prohibited** without the written consent of the MTS Centre. Authorized, vehicle(s) must be properly cleaned in the facility loading dock area prior to entrance, subject to applicable rates. All fuel tanks MUST be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle. Wheel pads must be placed under vehicle wheels. MTS Centre requires that all keys from vehicles on the premises be left with show management in case of emergency.
9. **No hazardous display of any nature will be permitted** in any exhibition or display area.
10. **Live animals (other than certified service dogs) are not permitted** without the written consent of the MTS Centre.
11. **The use of any oils, burning fluids, camphene, kerosene, naphtha, acetylene or gasoline, flammable substance or other any agent other than electricity for illuminating is not permitted** without the written consent of the MTS Centre.
12. **Enclosed or covered structures are NOT permitted** without the written consent of the MTS Centre. Approved structures must comply with all local guidelines and regulations as outlined by the appropriate governing bodies and may require local permits. Costs for permits, if required, are the responsibility of the exhibitor. All approved structures must have an independent sprinkler system or be open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. Fire extinguishers must be supplied by exhibitors.
13. Electrical Power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
14. All connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, provincial, and local electrical and fire codes.
15. Exhibitors are prohibited from overloading electrical circuits regardless of voltage and amperage.
16. All equipment regardless of source of power must comply with all safety codes.
17. The MTS Centre reserves the right to inspect any and all electrical connections or equipment utilized in the MTS Centre.
18. Exhibitors must present any/all complaints or service issues before the close of the exhibition in order to be properly investigated.
19. All material and equipment furnished by the MTS Centre shall remain the Centre's property and shall be removed only by the MTS Centre at the close of the show.

20. Should MTS Centre technicians be requested to provide technical or other support to non-facility-supplied equipment, or to equipment supplied by any outside supplier, fees will be charged in accordance with the MTS Centre's rates.
- 21. Flammable decorative materials such as tissue paper and crepe paper are NOT permitted.**
22. All decorative materials should be treated with flame retardant and may require approval from outside agencies.
23. Dust covers for displays must be fire resistant or treated with a flame retardant solution.
24. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of an eight (8) foot aisle must be maintained at all times in exhibit areas. Aisles should be kept as clear and as uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear at all times.
25. Exhibitors shall not obstruct fire alarms, equipment, fire exits, fire equipment, fire hose floor ports in any manner.
26. Packing materials such as excelsior, shredded paper, etc. must be returned to the empty cartons immediately. Accumulation of these materials is prohibited.
27. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the MTS Centre prior to the opening of the show and returned at the close of the show.
28. Sponsors in conflict with the MTS Centre Founding Sponsors may be subject to the MTS Centre's Founding Partner Protection Policy. For more information, please contact your tradeshow coordinator.
29. Signage inside the MTS Centre is licensed to our permanent sponsors and shall not be covered up by booths, booth signage or advertising.
30. A permit may be required from the City of Winnipeg License Branch for sale of merchandise; please check with your tradeshow coordinator.

Thank you for your cooperation.

True North Sports & Entertainment reserves the right to remove exhibits or guests or exhibitors, which, because of noise or any other reason become objectionable, with just cause. We reserve the right to close, without indemnity, the exhibit of any person or exhibitor who refuses, after notice, to conform to the rules and regulations set out by the organizers and the host facility. All exhibitors may only display products in or occupy the allocated space. Any exhibitor attempting to infringe on or extend their space into another exhibitor's space will be asked to remove any obtrusive materials. If requested, exhibitors must produce proof of adequate and appropriate insurance coverage as deemed necessary by the tradeshow coordinator and/or MTS Centre. True North Sports & Entertainment Limited shall not be responsible for injury, loss or damage to persons, goods, equipment or decorations, caused by accident, loss or any other cause during move in and move out preparations or during the Indigenous Marketplace & Tradeshow.