



## DISPLAY EVENT POLICY

### VEHICLE—HOME—LEISURE—RECREATION

#### GENERAL

- Keystone Centre is a non-smoking facility and enforces the City of Brandon Bylaw #6696.
- The Keystone Centre will not be responsible for any loss or damages to show /exhibition items while on the premises.
- The Client is responsible for any loss and/or damage to the premises or Keystone Centre property by his/her exhibitors or independent contractors on his/her behalf during the time the premises are under the client's use.
- Approval from Keystone Centre management is required for the use and reproduction of Keystone logo.
- If room availability allows, the Keystone Centre will permit an event to move in the day prior to the event. Move out will be on the final day of the event or if available the following day. Any additional outside of the above will be subject to a full days room rental. This is to be confirmed with the Sales department prior to the event.
- All events will be posted on the Keystone Centre's website "Upcoming Events" as requested and upon receipt of finalized event information. The Centre requests that the show telephone number, website, times, dates, admission prices and contact person are provided in advance to the Centre's General Office so this information can be provided to the public.
- Soliciting during exhibitions and shows is not permitted.

#### DISPLAY FLOOR

- You are required to submit to the Keystone Sales Department your exhibitor/show floor plans a minimum of 10 business days prior to show move-in date. The final floor plans must be provided to the Centre a minimum of 5 business days prior to show move-in date.
- **You are required to submit all floor plans to the Brandon Fire Department for approval prior to submitting the plans to the Keystone Centre. PLEASE REFER TO BRANDON FIRE REGULATIONS IN YOUR PACKAGE.**
- There is a \$50.00/hour labor fee for room set-up changes made on the day of the event.

- All signage should be of a professional quality. **Please see enclosed signage policy.**
- The Lessee is responsible for all overhead doors. Any charges related to damages to the doors or hardware will be the responsibility of the Lessee. The Keystone Centre recommends a dock master to control ingress and egress and the lessee may be required by management to hire a dock master. The fees for this service will be the responsibility of the Lessee.
- The use of gasoline-powered vehicles inside the Keystone Centre is strictly prohibited.
- Delivery vehicles that are not part of the exhibit are to be removed from the exhibit floor directly after unloading/loading. The only exception is if the vehicle is part of the exhibit. In this case, the vehicle must meet all Brandon Fire Department Regulations and receive approval as part of the floor plan.

**Note:**

- 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.
- The distribution and sale of helium balloons is not permitted in the Keystone Centre. Any exhibitors using helium balloons for booth décor must ensure that all balloons are **secured** and upon the completion of the show, must **deflate** all balloons in order to ensure no balloons are released. The Keystone Centre Sales person must be advised of all exhibitors utilizing helium balloons for decorating prior to your event.
- In the event that balloons are released and damages occur HVAC units or fans, all costs to repair back to original condition will be charged to Lessee.

### **DELIVERIES & STORAGE**

- Shipments of display and show materials are to be arranged for the assigned move in day. Should pre shipping be required, arrangements for receipt and storage must be confirmed with the Keystone Centre Sales Department.
- Show and exhibition products not removed from the Keystone Centre by the time allotted will be moved and labor charges and storage charges will be the responsibility of the Lessee. The Keystone Centre claims no responsibility for damages or loss that occur to items left on the premises.

### **FOOD & BEVERAGE SERVICES**

- The Keystone Centre retains the right for all food and beverage service provided on the premises.
- Keystone Centre enforces all Manitoba Liquor Control Commission rules and regulations and is responsible for all liquor service on the premises. It is unlawful to bring alcohol onto the grounds and premises. Anyone caught doing so is subject to removal from the premises and legal charges

- Canteen service is available upon request. A labor fee will be applied should a requested canteen sales not exceed. \$250.00.

**ADDITIONAL EVENT SERVICES**

- A complete list of preferred and exclusive suppliers for Security, Electrical, Audio Visual, Communication and Display Companies for the Keystone Centre, is available from the Sales Department
- Keystone Centre recommends security for all events. This service is coordinated, upon mutual agreement, by the Sales office through our approved provider, OBO Security. Lessee is responsible for all expenses incurred.
- SOCAN licensing fees are applicable to the show when DJ services are utilized.
- Hot Tubs- \$50.00 per hot tub plus applicable taxes charged for each filling.
- GAS Connection - \$50 per 10'x10' booth connection. Exhibitor is required to provide a permit issued by the Department of Labor. All installations will be inspected by Manitoba Department of Labor and Brandon Fire Department prior to show.
- Environmental Fee - \$25.00 per load plus applicable taxes for excessive amounts of garbage (i.e. packaging materials, cardboard, etc.) generated by a show.

*This agreement is subject to all the terms and conditions stated above. The signing of this agreement constitutes your responsibility of any and all participants (i.e. committees, contractors, guests).*

Lessee: (Company Name)	_____	LEESOR:	KEYSTONE CENTRE
EVENT REP:	_____	KEYSTONE CENTRE REP:	_____
POSITION:	_____	POSITION:	_____
SIGNATURE:	_____	SIGNATURE:	_____
DATE:	_____	DATE:	_____



## **SIGNS/POSTERS/BANNERS POLICY**

### **1.1 Signs/Posters/Banners - Interior**

- (a) All signs, posters, banners and similar materials to be posted or exhibited are subject to the approval of the Keystone Centre.
- (b) Keystone Centre permanent graphics, signs or displays may not be visibly blocked in any manner, nor may temporary signs, posters, banners or similar materials obstruct permanent advertising.
- (c) Signs, posters, banners and similar materials may not be nailed, stapled, screwed, hung or attached to ceilings, walls or other painted surfaces except by the written permission of the Operations Manager. Failure to comply will result in a charge of \$50.00 minimum per occurrence to the licensee. If failure to comply results in extensive damage, actual costs incurred in restoring the area will be billed to the lessee.
- (d) Signs, posters, banners and similar materials may be attached to painted surfaces with the following approved products ONLY:
  - 1) Reusable putty adhesives; LEPAGE Fun Tak.
  - 2) 3M Command™ Adhesive ProductsALL OTHER TAPES, ADHESIVES ETC ARE STRICTLY PROHIBITED.
- (e) Signs, posters, banners and similar materials may be attached to suspended ceilings using T-bar clips designed for suspended ceilings only. Attaching wire, string, fishing line, plastic tie straps etc. directly to suspended ceiling components is strictly prohibited. Be aware that suspended ceilings are not designed to support heavy loads. Costs to repair any damage to a suspended ceiling will be billed to the Licensee. T-bar clips are available on loan from the Keystone Centre. Contact the Sales Department of Banquet Manager.
- (f) Signs, posters, banners and similar materials may be attached to exposed beams using string, fishing line or rope only and requires the approval of the Keystone Centre.
- (g) It is the licensee's responsibility to remove all signs, posters, banners and similar materials including all materials used to adhere or hang the item. Failure to remove all materials will result in a charge of \$50.00 minimum per occurrence to the lessee.
- (h) All sign, poster, banner or similar material installations must also meet all fire and safety rules and regulations.

### **1.2 Signs/Posters/Banners - Exterior**

- (a) Signs, posters, banners and like materials may not be fastened directly to the building superstructures.
- (b) The Keystone Centre must approve temporary exterior directional information and method of installation in advance.
- (c) Signs, posters, banners and similar materials may be attached to the Keystone Centre perimeter fence facing 13 Street only and with prior approval from the Keystone Centre only.