

2023

Manitoba Association of Fire Chiefs Trade Show



73 years of Serving Manitoba's Fire Service

Exhibitor's Guide

T. G. Smith Centre

Steinbach, Manitoba

June 01 and 02, 2023



This event is proudly supported by the
Steinbach & Hanover Fire Departments



Manitoba Association of Fire Chiefs Trade Show

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1. TRADESHOW BOOTH FORMAT

Each booth includes:

- Conference identification badges and meal passes for representative(s),
- **NOTE:** Additional identification badges and meal passes are available,
- Pipe and drape, one 6' skirted table and 2 chairs, power outlet,
- Floor is concrete but exhibitors are welcome to bring carpet.

Standard booth (Dimensions are 10' x 10'):

Includes One (01) Representative Pass

- Before April 30 \$840.00 each
- After April 30 \$945.00 each

Additional booths:

Includes One (01) Representative Pass

- Before April 30 \$577.50 each
- After April 30 \$682.50 each

Large apparatus display space:

Includes One (01) Representative Pass

- Before April 30 \$577.50 each
- After April 30 \$682.50 each

Additional representatives:

- Before April 30 \$78.75 each
- After April 30 \$89.25 each

All booths will be inside. Large apparatus will also be allowed outside, but security will not be supplied. Anyone displaying trucks inside will require a booth.

2. TRADESHOW CONTACT INFO

E-mail: mb.firechiefs@mymts.net

Website: www.maafc.ca

3. TRADESHOW MANAGER

Ron Chausse

Steinbach Fire Department

Email: ronchause@threewaybuilders.com

4. TRADESHOW VENUE

T. G. Smith Centre

321 Elmdale Street

Steinbach, Manitoba R5G 0E8

5. TRADESHOW ORGANIZING COMMITTEE

Steinbach Fire Department

Hanover Fire Department

Manitoba Association of Fire Chiefs Trade Show

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6. REGISTRATION DESK

The registration desk will be located directly inside the main entrance in the southwest corner of the T. G. Smith Centre.

7. HOURS OF OPERATIONS

Event volunteers are on-site one hour prior to the doors opening to the delegates and partners of the Conference on Thursday and Friday.

DOORS OPEN TO DELEGATES AND PARTNERS

Thursday	June 01, 2023	1600 hrs to 2200 hrs
Friday	June 02, 2023	1100 hrs to 1400 hrs

8. EXHIBITOR MOVE-IN/MOVE-OUT

MOVE-IN

- Wednesday May 31, 2023 1900 hrs to 2200 hrs
- Thursday June 01, 2023 1000 hrs to 1400 hrs

MOVE-OUT

- Friday June 02, 2023 – 1400 hrs to 1800 hrs

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

9. DELIVERIES – DURING MOVE-IN

Deliveries can be made thru the doors shown on map. Vehicles will be allowed for drop off within building until 2130 hrs on Wednesday and 1330 hrs on Thursday.

10. STORAGE OF BOOTH CASES, PRODUCTS AND CRATES

There is no additional storage for cases and boxes that can not be stored under tables at the booth. All items must be removed from the facility by 1800 hrs on Friday June 02.

Manitoba Association of Fire Chiefs Trade Show

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11. ADVERTISING

Full color folding brochure will be professionally designed and printed to advertise the exhibitors who register prior to 1200 hrs on Friday May 12, 2023. Due to the time required to complete the design and printing, the event organizers can not guarantee that an exhibitor will be included if registered after May 12, 2023. Please provide your company logo (highest resolution) by email and a few decisive words that you want. Brochure will be mass distributed with Conference packages for all delegates and partners' program participants. Please contact the Tradeshow Manager, if you require additional brochures prior to the event.

12. EXHIBITOR BADGES & MEAL TICKETS

With the rental of each booth, exhibitors receive one (01) exhibitor badge and meal tickets, supplied at the time of exhibitor set-up. Additional badges and meal tickets are available at an additional cost (See Item 1). Badges must be worn at all times during show hours. An Exhibitor badge will be required to access the lounge and participate in the Conference activities.

13. PARKING

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

14. ACCOMODATIONS & TRANSPORTATION

When reserving rooms, please identify that you are with the Manitoba Association of Fire Chiefs.

- Days Inn Wyndham (*Located 1.5 km from the T. G. Smith Centre*)
Telephone: 204-320-9200
- Frantz Motor Inn (*Located 3.3 km from the T. G. Smith Centre*)
Telephone: 204-326-9831
- Roadhouse 52 Inn & Suites (*Located 2.1 km from the T. G. Smith Centre*)
Telephone: 204-326-5885
- Sleep Suite Inn (*Located 2.4 km from the T. G. Smith Centre*)
Telephone: 204-326-1324

15. ELECTRICAL/POWER CORDS & BARS

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

16. ACCESSIBILITY

The T. G. Smith Centre is fully accessible for those with disabilities.

17. WASHROOMS

Washrooms are located adjacent to the trade show floor.

18. EXHIBITOR DRAWS

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.

19. INSURANCE/SAFETY

The Manitoba Association of Fire Chiefs, Steinbach Fire Department, Hanover Fire Department nor the City of Steinbach assume any liability for loss or damage to exhibitor products, equipment, booth materials or their parties.

20. SELLING OF GOODS

The City of Steinbach will not require exhibitors to have business licenses for this Trade Show.

21. BOOTH ATTENDANCE

Each exhibit must be open for business during the scheduled trade show times.

22. FOOD AND BEVERAGE

The following meals are provided for all registered exhibitors with proper identification:

- Thursday Evening Meet and Greet
- Friday Lunch

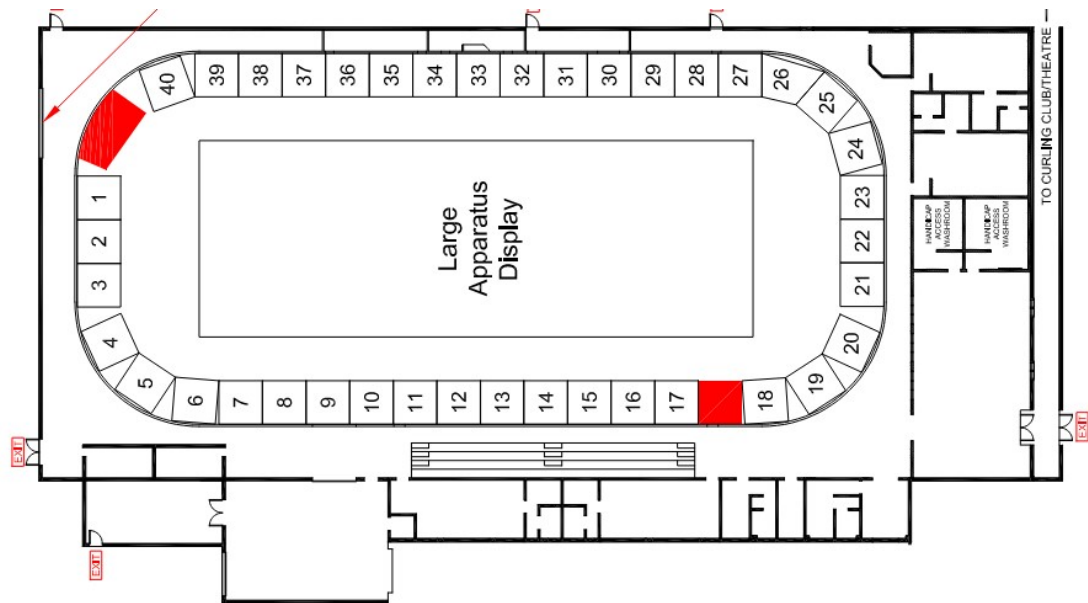
23. CANCELLATION POLICY

Cancellations received on or prior to May 19, 2023 will be entitled to a 75% refund. Any cancellations received after May 19, 2023 will not be entitled to a refund and the exhibitor agrees that the Tradeshow Manager has the right to resell the space at no benefit to the exhibitor who has cancelled.



Manitoba Association of Fire Chiefs 2023 Conference SUPPLIERS REGISTRATION FORM

June 01 and 02, 2023
T. G. Smith Centre
321 Elmdale Street
Steinbach, Manitoba



M.A.F.C. Membership:

2023 Membership (optional) **EARLY BIRD** \$170.00 plus G.S.T. (**\$178.50**) if paid before March 1, 2023
REGULAR \$195.00 plus G.S.T. (**\$204.75**) after March 1, 2023
Membership comes with link to your website on our website.

Standard booth dimensions are 10' x 10':

Includes One (01) Representative Pass

- Before April 30 \$800.00 plus G.S.T. (**\$840.00**)
- After April 30 \$900.00 plus G.S.T. (**\$945.00**)

Additional booths:

Includes (01) Additional Representative Passes

- Before April 30 \$550.00 plus G.S.T. (**\$577.50**)
- After April 30 \$650.00 plus G.S.T. (**\$682.50**)

Large apparatus display space:

Includes One (01) Representative Pass

- Before April 30 \$550.00 plus G.S.T. (**\$577.50**)
- After April 30 \$650.00 plus G.S.T. (**\$682.50**)

Additional representatives:

- Before April 30 \$75.00 plus G.S.T. (**\$78.75**)
- After April 30 \$85.00 plus G.S.T. (**\$89.25**)

All booths will be inside. Anyone displaying trucks inside will require a booth. Large apparatus will also be allowed outside, but security will not be supplied.

Trade Show Hours

- Thursday June 01, 2023 - 1600 hrs to 2200 hrs
- Friday June 02, 2023 - 1000 hrs to 1400 hrs

GOLF TOURNAMENT:

- Texas scramble golf tournament on Thursday June 01, 2023 to be held at Steinbach Fly-in Golf Club.
- Golf fees \$100.00/person plus G.S.T. (**\$105.00**); green fees, cart rental and lunch is included.
- Registration at 1000 hrs; Shotgun start at 1100 hrs.



Manitoba Association of Fire Chiefs
2023 Conference
SUPPLIERS REGISTRATION FORM

June 01 and 02, 2023

T. G. Smith Centre

321 Elmdale Street

Steinbach, Manitoba

Company Name:	Contact Person:
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Mailing Address: (Including Postal Code)

Phone:	Fax:	Email:
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DESCRIPTION (G.S.T. included in pricing)	AMOUNT	EACH	SUB TOTAL
2023 Membership – Before March 1		\$ 178.50	\$
2023 Membership – After March 1		\$ 204.75	\$

2023 TRADESHOW & GOLF TOURNAMENT RATES - PRIOR TO APRIL 30, 2023

DESCRIPTION (G.S.T. included in pricing)	NUMBER	EACH	SUB TOTAL
10' X 10' Display Booth <i>(Includes 01 Pass)</i>		\$ 840.00	\$
Additional Display Booth <i>(Includes 01 Pass)</i>		\$ 577.50	\$
Apparatus Display <i>(Includes 01 Pass)</i>		\$ 577.50	\$
Additional Representatives <i>(Each Additional)</i>		\$ 78.75	\$
Golf Tournament <i>(Per Participant)</i>		\$ 105.00	\$

2023 TRADESHOW & GOLF TOURNAMENT RATES - AFTER APRIL 30, 2023

DESCRIPTION (G.S.T. included in pricing)	NUMBER	EACH	SUB TOTAL
10' X 10' Display Booth <i>(Includes 01 Pass)</i>		\$ 945.00	\$
Additional Display Booth <i>(Includes 01 Pass)</i>		\$ 682.50	\$
Apparatus Display <i>(Includes 01 Pass)</i>		\$ 682.50	\$
Additional Representatives <i>(Each Additional)</i>		\$ 89.25	\$
Golf Tournament <i>(Per Participant)</i>		\$ 115.50	\$

TOTAL FEES ENCLOSED	\$
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ADDITIONAL INFORMATION REQUIRED:

Type of large equipment to be displayed	
Do you wish to have an adjoining booth with another supplier?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, with which supplier? (Company Name)	
Do you require an electrical outlet?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Names of Representatives:		

Payment must be made to guarantee your booth space.

Cancellations received on or prior to May 19, 2023 will be entitled to a 75% refund.

Any cancellations received after May 19, 2023 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.



Manitoba Association of Fire Chiefs
2023 Conference
SUPPLIERS REGISTRATION FORM

June 01 and 02, 2023

T. G. Smith Centre

321 Elmdale Street

Steinbach, Manitoba

PAYMENT INFORMATION

Please print and complete the "Suppliers Registration Form".

Submit via email to mb.firechiefs@mymts.net, or

Fax to 204-857-7593, or

Mail to PO Box 1208 - Portage la Prairie, MB - R1N 3J9

Registration Fees are payable by Cheque, Visa, MasterCard or via E-Transfer.

Please select payment method: ☐ Cheque ☐ VISA ☐ MasterCard ☐ E-Transfer

Card Number

Expiry Date

CVV (3 digits on back of card - **required**)

Card Holder Name (Please Print)

Signature

Billing Address

Email Address (For receipt)

E-Transfer payment may be sent to mb.firechiefs@mymts.net