



GENERAL INFORMATION

Western Fair Association: **SOP # 0026-090197**

Booth Inclusions: The following services are provide compliments of Show Management

- Aisle carpeting
- Daily cleaning of aisles
- Ice delivery, food storage
- An allotment of Exhibitor Badges based on booth size
- One complimentary 110v-15 amp drop cord
- Sampling glasses - two (2) and napkins
- Four (4) general show admissions
- Free wireless internet hotspots

1) **Exhibitor Badges**

All exhibitor badges are to be picked up at the show office, located in the Progress South Lobby. **Hours:** 10 am- 9 pm, Thursday; 11 am – 9 pm, Friday & Saturday and 11 am – 5 pm, Sunday. Additional badges can be purchased at a cost of \$6.00 each (GST incl.).

2) **Delivery and Refrigeration of Product - Store**

Store is located on the South side of the Progress Building. Product will be accepted starting the first official Move In day. **Hours:** Thurs 10 am – 9 pm, Fri 8 am – 10:30 pm, one (1) hour prior to show opening on Saturday and Sunday, during all show hours and until 12 Midnight Sunday for final pick up.

3) **Kitchen Use**

Use of the Progress kitchen is available to food exhibitors who noted this request on their reservation form. Please contact Mary Anne Weber at 519/438-7203 Ext. 305 if you require use of the kitchen (there is a \$30 + GST charge).

4) **Ice**

Ice will be delivered daily to exhibitors. Exhibitors are responsible for bringing their own bus pans and water jugs.

- 5) **Rinse Stations**
There will be four (4) glass-rinsing stations on the show floor for show patrons only. **Please do not dump into the rinse stations.**

- 6) **Spit Buckets & Pourers**
Exhibitors are required to provide their own spit buckets and individual pourers. **Western Fair staff will be responsible for emptying buckets.**

- 7) **Sample Sales**
The currency for sample purchases will be \$1.00 tickets. Locked and numbered ticket boxes will be issued to each exhibitor for the redeemed sample tickets. **Exhibitors** are responsible for picking up the boxes from **ROOM A**, one (1) hour before opening and returning them within 1/2 hour after show closes. All returned boxes are then emptied and only (dry) tickets are weighed. **Please DO NOT leave your boxes in your booth, they must be given to the clerk in Room A.** We cannot guarantee wet tickets will be counted on the same day they are received. To ensure that tickets are not misplaced or stolen, please advise your staff to immediately put the tickets into the locked box. Please have the company/booth manager pick up the daily ticket redemption sheets from the Show Office between the following hours: Sat 1 pm – 10 pm and Sunday 1 pm – 5 pm. Sundays count along with any daily sheets that are not picked up will be forwarded by mail with the reimbursement cheques to the contact noted on the Exhibitors Contract. Cheque reimbursements for \$.80 (cents), less GST will be issued within four (4) weeks following the close of the show.