



EXHIBITOR MANUAL

March 14 – 17, 2024
Prairieland Park

Thank you for exhibiting with HomeStyles 2024. To ensure a safe, successful show, this document contains regulations for all exhibitors. Please review carefully and contact Show Management if you have any questions. We are here to help you have a great show!

All exhibitors and their employees are responsible for following the guidelines set forth in this manual.

Move-in and move-out schedules and procedures will be available in early February 2024.

IMPORTANT EXHIBITOR DATES & DEADLINES

Friday, March 1	DEADLINE: Exhibitor Insurance (see page 13 for details)
Friday, March 8	DEADLINE: All Vendor Request Forms Due Forms can be found at homestylesonline.com/exhibitor-info/ .
Monday, March 11	HomeStyles Show Office Opens at Prairieland Park (Hall D)
Monday, March 11	Built on Site Exhibitor Move-in Begins
Tuesday, March 12 – 14	Exhibitor Move-in Begins
Thursday, March 14	Show Hours 6:00 PM - 8:00 PM*
Friday, March 15	Show Hours 10:00 AM - 8:00 PM
Saturday, March 16	Show Hours 10:00 AM - 6:00 PM
Sunday, March 17	Show Hours 10:00 AM - 5:00 PM
Sunday, March 17	Booth Takedown 6:00 PM - 11:59 PM
Monday, March 18	HomeStyles 2025 Booking Opens

VIP SHOW EXPERIENCE*

HomeStyles will open on Thursday, March 14 from 6:00 to 8:00 pm for a VIP show experience. All exhibitors are required to have their booths staffed and open from 6:00 to 8:00 pm. Access to this evening is by invitation only, no general admission will be available, and day passes are not valid for entry. ****Exhibitor Reception and Best Booth Awards to follow, 8:00 pm to 9:00 pm in the beer garden area.***

BEST BOOTH AWARDS

Each year, the Saskatoon & Region Home Builders' Association recognizes HomeStyles Exhibitors who demonstrate, through their booth set up, high-quality presentation, enhancement of visitor experience and exceptional booth design. Independent judges will rate booth presentation based on overall attractiveness, clear signage, organization, cleanliness and innovation (20 points each) for a total score out of 100.

Categories include: Best Single Booth, Best Double Booth, Best Multi-Booth, Best Product (Direct-Sellers), and Best 'The Market at HomeStyles' Booth. Judging will begin at 4:00 pm on Thursday, March 14, with awards to be presented at the Exhibitor Reception, **Thursday, March 14, 8:00 – 9:00 pm.**

WHO WE ARE

The HomeStyles Home, Renovation & Lifestyle Show is owned and operated by the Saskatoon & Region Home Builders' Association.

The Saskatoon & Region Home Builders' Association is the voice of the residential construction industry in Saskatoon and area. It represents members who include new home builders, renovators, land developers, trade contractors, product and material manufacturers, building product suppliers, lending institutions, insurance providers, and other service professionals. HomeStyles is the ideal location for business & consumers to meet, be inspired, create beautiful homes and lasting relationships.

SHOW CONTACT INFORMATION

Show Operations

Karen Kobussen, HomeStyles Show Manager
C: (306) 370-7647
projects@saskatoonhomebuilders.com

Nicole Burgess, CEO, Saskatoon & Region Home Builders' Association
C: (306) 380-4120
ceo@saskatoonhomebuilders.com

Marketing & Media Inquiries

Kirsten Szwydky, Marketing & Communications Coordinator
P: (306) 955-5188 ext. 4.
marketing@saskatoonhomebuilders.com

Accounting, Insurance & Payment Inquires

Steven Simon, Manager of Membership & Engagement
P: (306) 955-5188 ext. 3.
membership@saskatoonhomebuilders.com

Exhibitor Services

Jordyn Dybvig, Event & Administration Coordinator
P: (306) 955-5188 ext. 5.
assistant@saskatoonhomebuilders.com

***Show Office Phone:** (306) 683-8830

For your convenience, this document is divided into three sections:

1

**READ
DURING YOUR
PLANNING
PROCESS**

Pages 4 - 7

2

**READ BEFORE
MOVING IN**

Pages 8 - 10

3

**RULES,
REGULATIONS
& SAFETY**

Pages 11 - 15

BOOTH DESIGN AND REGULATIONS

All trade show spaces (except bulk) come complete with an 8 ft. high back drape and two, 3 ft. high side drapes. All exhibits must remain within the confines of their own spaces and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, block other exhibitors (especially those in adjoining booths), or disadvantageously affect the display of other exhibitors. Exhibit backdrops are not to exceed 8 ft. in height, including signs and display units. **If the backdrop exceeds 8-ft in height, any material on the back side of the display must be covered with black, as to not interfere with the other exhibitors in adjoining booths. All solid walls must be neatly finished on both sides.** No part of exhibit sidewalls shall be higher than four feet in the front half of the booth. The aisles, passageways and overhead spaces remain strictly under control of the Show.

HomeStyles Management reserves the right to control or prohibit any exhibit or Exhibitor violating these guidelines. Special location requirements may be arranged to avoid infractions. **Booth designs outside of these parameters will require submission of a booth drawing for approval by Show Management.**



INCLUDED WITH YOUR BOOTH BOOKING

- Allocated Exhibitor Passes (Page 7)
- Free Exhibitor Parking
- Booth draping – 8 ft. high and 3 ft. sides.
- One 110V electrical outlet
- Free Wi-Fi. Internet passwords will be provided to all exhibitors upon arrival



EXTRAS FOR PURCHASE

Handy Special Events:

- Booth carpeting (**NOTE: Flooring is mandatory**)
- Booth Furnishings

PrairieLand Park:

- Booth Sign Hanging
- Direct Internet Line Connections
- Water/Drainage
- Phone lines / Cables Lines / Direct Internet Line Installations
- Additional power above the allocated One 110V/800-watt electrical outlet

Saskatoon & Region Home Builders' Association:

- Exhibitor Insurance required as per venue contract (Page 13, Section 8)
- Exhibitor and Client passes (Page 7)

All forms are available at:

<https://homestylesonline.com/exhibitor-info/>

CONDUCT AND STAFFING OF EXHIBITS

Once you have paid for your space you are considered an exhibitor of the HomeStyles Home Show. The standards for participation in the Show are outlined in this document. Failure to comply may result in exclusion as an exhibitor next year.

HomeStyles reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incident to the HomeStyles Home Show. It further reserves the right to determine unforeseen matters not covered by these rules and to amend or add to these rules as in its judgement it may determine necessary. Disregarding any of these rules by the Exhibitor could result in forfeiting all monies, rights and privileges.

HomeStyles reserves the right to establish and enforce whatever rules are necessary for the regulation of exhibitors.

Professional displays are encouraged. **Space visible to the public and/or your neighbouring exhibitors must be finished attractively.** Undue noise or unseemly methods of demonstrations made in the operation of exhibits will not be tolerated. Sound levels of sound amplification equipment must not interfere with any other persons or exhibits. No microphones will be permitted without pre-approval by HomeStyles Management. The final decision of what constitutes undue noise and unseemly methods shall rest with HomeStyles Management Team. The exhibitor shall conduct its exhibit in a professional and reputable manner and ensure its exhibit is adequately staffed.

SHOW HOURS

Exhibits shall have a staff member present at all times when the Show is officially open. Frequent or flagrant violations of this regulation can result in the Exhibitor being barred from future participation in HomeStyles.

Thursday, March 14* 6 PM – 8 PM*

Friday, March 15 10 AM – 8 PM

Saturday, March 16 10 AM – 6 PM

Sunday, March 17 10 AM – 5 PM

***Please note, Thursday will be a private function by invitation only. Exhibitor Reception & Best Booth Awards will be from 8:00 pm to 9:00 pm on Thursday.**

SHOW OFFICE

Upon arrival, please check in at the Show Office in Hall D to obtain your Exhibitor Package. Our team will assist you in locating your booth and will be able to answer any move-in procedures and general questions.

SHIPPING & RECEIVING OFFICE

Shipping Directly to Venue: If you wish to ship your materials directly to Prairieland Park, they will only be accepted between Monday, March 11th and Wednesday, March 13th, 2024. All shipments are to be prepaid and clearly marked. Show Management will not accept C.O.D. shipments. The booth number(s) must be clearly identified on the label.

Materials shipped directly to the site must be clearly labeled as follows:

HomeStyles Home Show 2024
(Your Company Name & Booth Number)
Prairieland Park
503 Ruth Street West Saskatoon, SK
S7M 0G7

Note: Due to security risks, packages not properly marked will be refused.

Only prepaid shipments will be accepted on-site during move-in. Show Management reserves the right to refuse non-paid shipments. Limited storage may be available on site, but cannot be guaranteed, or even available. Please ensure appropriate delivery measures.

EXHIBITOR FOOD AND BEVERAGE GUIDELINES

All items must be manufactured, processed or distributed by exhibiting company and must be prepared off site in an approved facility (Documentation may be required). Exhibitors must comply with local health and safety regulations. All non-alcoholic beverage samples must be no more than 3oz, sampling of alcohol is prohibited. All food samples must be bite size (2"x 2" or 60g or less) and may only be distributed from the exhibitor's booth. Samples must be served in disposable containers with disposable utensils. Product ingredient information must be listed or readily available.

Should any of the above criteria not be met the exhibitor will be asked to remove the product from the exhibit. The full guidelines and Food & Beverage Sampling Approval form can be found at homestylesonline.com/exhibitor-info/.



EXHIBITOR PASSES

Exhibitor Passes are required for anyone working at your exhibit. Any Exhibitor attempting to enter through General Admission without a pass will be charged the full admission fee to enter. Additional Exhibitor Passes are available for sale prior to the show by completing the online form and at the Show Office during the duration of the show.

Each exhibitor will receive the following complimentary exhibitor passes per 10'x10' booth rental:

- 1 Booth = 2 Passes
- 2 - 3 Booths = 4 Passes
- 4 - 6 Booths = 6 Passes
- 7 - 10 Booths = 8 Passes
- 11+ Booths = 10 Passes

To purchase additional passes, please fill out the attached form. Exhibitor passes are required for Exhibitor re-entry into the building. Exhibitor passes allow entry into HomeStyles for the duration of the show. **Exhibitor Passes will be distributed during move-in only.**

CLIENT PASSES

Client Passes are good for one admission. Many exhibitors purchase single client passes for their regular customers. To purchase, please fill out the attached form.

EXHIBITOR & CLIENT PASS ORDER FORM

EXHIBITOR PASSES (Single, full weekend admission)	Qty		
	<input type="text"/>	\$15.00 each	\$ <input type="text"/>
Package 10 Exhibitor Passes	<input type="text"/>	\$125.00 each	\$ <input type="text"/>
CLIENT PASSES (Single, one day admission)	<input type="text"/>	\$10.00 each	\$ <input type="text"/>
Package 10 Client Passes	<input type="text"/>	\$80.00 each	\$ <input type="text"/>
	<input type="text"/>	Subtotal	\$ <input type="text"/>
	<input type="text"/>	PST 6%	\$ <input type="text"/>
	<input type="text"/>	GST 5%	\$ <input type="text"/>
	<input type="text"/>	TOTAL	\$ <input type="text"/>

Company	<input type="text"/>
Contact	<input type="text"/>

Payment Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cheque enclosed	Visa	Mastercard

VISA/MC#	<input type="text"/>		
Expiry Date	<input type="text"/>	CVV #	<input type="text"/>
Postal Code	<input type="text"/>		

Email this form to Saskatoon & Region Home Builders' Association at membership@saskatoonhomebuilders.com.

You will receive an invoice for extra passes, payment must be received in advance of the Show. Exhibitor and Client Passes can also be purchased at the Show Office during the show.

Starting Monday, March 11th, 2024, passes will only be available for purchase at The Show Office, Hall D, Prairieland Park.

SIGNS

Signs must not exceed the booth height regulation. They must fit within booth dimensions without blocking the view of another exhibitor. If you wish to hang a sign above your booth, please download and complete "Sign Hanging Form" which can be found at homestylesonline.com/exhibitor-info/

FORKLIFT

Forklifts and operators will be available during set-up and tear down times. Operators may be contacted from the Show Office in Hall D. HomeStyles assumes no responsibility for damage to display or equipment, which may result, directly or indirectly, from the use of Prairieland Park forklift, or other equipment. **There will be no forklift services available after Wednesday, March 13 at 5:00 PM.**

FLOORING & FURNISHINGS

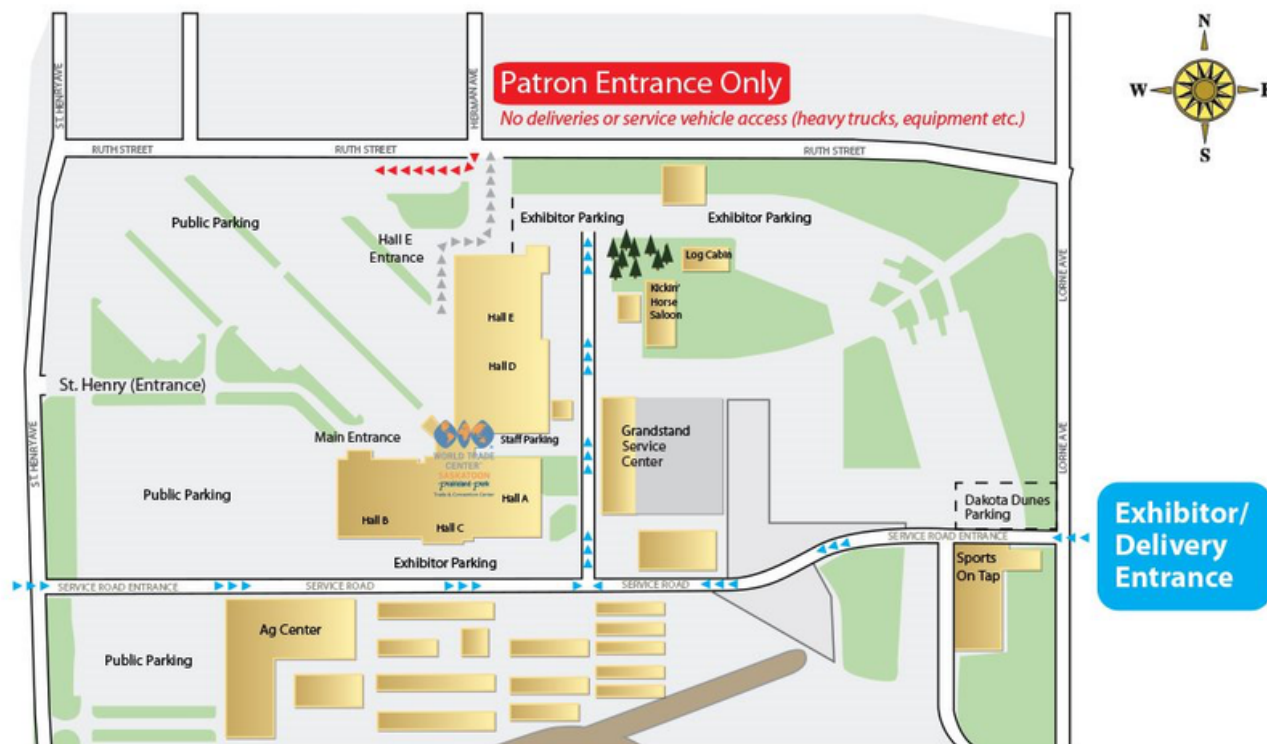
Booth flooring is mandatory. The entire surface area of every booth space must be covered in approved materials (carpet, foam, laminate etc.) which may NOT be permanently adhered to the facility floor, but which must be secure and flat. All flooring and furnishings will be in good condition and free from damage which could potentially be a safety hazard to visitors. Please ensure that racking, displays, technology, cords or wires, desks, countertops and all other items are secured and do not present a tip or trip hazard for children or others.

***Sign hanging and forklift services are only available on Tuesday, March 12, 8:00 AM to 8:00 PM and Wednesday March 13, 8:00 AM to 5:00 PM. Please ensure you schedule accordingly.**



PRAIRIELAND PARK

VEHICLE ACCESS FOR PATRONS, EXHIBITORS AND SERVICE VEHICLES



*Access may change based on event requirements.

EXHIBITOR ACCESS

Use the service road entrances off Lorne Avenue (beside Sports on Tap) or access off St. Henry Avenue. Proceed to the back of Hall E (east side of the building). This is also the location of the EXHIBITOR ENTRANCE during show hours.

EXHIBITOR PARKING

All Exhibitor vehicles and trailers are to be parked in the midway lots north and east of Hall E. **NO EXCEPTIONS.** Parking in the front lots (west side) of Prairieland Park is reserved for attendees of the show. All parking behind Hall D & E is reserved for Prairieland Staff. Do not block overhead doors, emergency exits or disposal bins. Vehicles may be ticketed and/or towed at owners expense for non-compliance.

MOVE-IN SCHEDULE

The booth move-in schedule will be released in January 2024. **Please review the schedule in detail as the move-in times will be strictly enforced.** If you need more time to set-up your booth (built on-site, etc.) please contact Show Management as soon as possible.

MOVE-IN PROCEDURES

Upon arrival, please check in at the Show Office in Hall D to obtain your Exhibitor Package. Our team will assist you in locating your booth and will be able to answer any move-in procedures and general questions. **Companies with outstanding balances will not be allowed to move in until payment is made.**

Forklifts and sign hanging will only be available until 5:00 pm on Wednesday, March 13th, 2024, however any exhibits that require simple, last-minute set-up (i.e., materials that can be transported by foot) must set-up before 2:00 pm on Thursday, March 14.

Exhibitors must comply with show rules and regulations. Verbal abuse will not be tolerated. Any exhibitor not complying may be refused entry.

**MOVE-IN DEADLINE:
2:00 PM - THURSDAY, MARCH 14TH, 2024**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All personnel entering the move-in area on Monday - Wednesday must wear the appropriate personal protective equipment (PPE) consisting of:

- High visibility safety vests

This is a safety measure to protect display houses, exhibitors and any contractors in areas of freight movement and active mobile lifts. Active construction areas will require additional PPE in the form of:

- CSA approved hard hat
- Steel toe shoes

It is the Exhibitor's responsibility to inform all respective team members requiring access to the exhibit floors of this requirement and the need to wear PPE. This includes any Exhibitor Appointed Contractors and Shipping/Courier companies you have hired.

Failure to do so will result in workers being required to leave the exhibit area until such time as compliance has been achieved.

MOVE-IN HEALTH & SAFETY

The Saskatoon & Region Home Builders' Association places major emphasis on the safety of workers on the exhibit floor of Prairieland Park. HomeStyles and Prairieland Park have taken steps to limit the potential hazards from both forklift traffic and overhead work in all exhibit halls during Exhibitor move-in and move-out.

The Saskatoon & Region Home Builders' Association considers exhibitor booths a "construction zone" during move in and move out. Children are forbidden to be onsite during move-in and move-out times.



RULES, REGULATION & SAFETY



Exhibitor Manual 2024

FINABLE OFFENCES

FINABLE OFFENCES RESULTING IN LOSS OF EXHIBITOR LISTING SERVICES.

Soliciting - The cost of soliciting is equivalent to the booth price. If fined, an organization will be unable to participate in the show until payment is received. Soliciting includes any literature distribution or marketing material outside of the assigned booth(s), soliciting for employees from other companies, or soliciting business in the aisles outside booth area.

Parking Violations - Any vehicle parked in an unauthorized area will be ticketed and towed at the owner's expense. Due to show operations, Exhibitors may not receive warning if illegally parked.

Garbage Disposal - Garbage must be contained within Exhibitor booths or properly disposed of. Spaces are to be kept tidy and adhere to Show Management expectations.

Aisle Restrictions - Exhibitors must remain within their booth space to hand out marketing material. Exhibitors may not be more than two feet from the front of their booth to avoid solicitation fines and aisle congestion.

Default of Participation - Any Exhibitor that is registered for the Home Show must be moved in by 2:00 PM on Thursday, March 14th, 2024. **Exhibitors defaulting will be denied access to move in or participate in the show. No refund will be provided.**

FINABLE OFFENCES RESULTING IN LOSS OF FUTURE BOOKING PRIORITY

Carpet Removal - Handy Special Events will be removing aisle carpet in Halls D & E beginning at 5:00 PM on Sunday. Exhibitors must remain in their booths or leave the hall while this is happening. Show Management reserves the right to fine exhibitors if Handy Special Events finds it necessary.

Early Dismissal - Dismantling and moving any part of booths prior to 5:00 PM on Sunday is prohibited as it presents safety risks and OH&S violations. In addition, both Exhibitors and the show producers look unprofessional when booths are dismantled before closing on Sunday. **An official offence warning ticket will be issued by show security if dismantling is observed. Any dismantling, movement, or disruption prior to 5:00 PM will also result in the exhibitor's removal of their right to first refusal on show space for the 2024 show. Failure to comply with the warning will result in permanent removal from the show**

PROCEDURES FOR HANDLING EXHIBITOR COMPLAINTS

All complaints about an Exhibitor are to be made in writing, addressed to Show Management and delivered to the HomeStyles Show Office. The complaint must fully state the cause of the complaint. Complaints will not be considered from third parties who have not dealt with the Exhibitors of whom the complaint is made.

Upon receipt of a written complaint, the Show Manager will acknowledge receipt of the complaint within a reasonable time and will detail the procedure to be followed.

If once the HomeStyles Show Manager has examined the facts and believes there is a valid complaint, a written report will be compiled summarizing the facts of the complaint. Show Management will review the facts and decide if there is a breach of regulations, and if this is the case, what action is to be taken.

If the complaint is deemed valid then Show Management reserves the right to remove the exhibitor from the show, with any and all cost and damages occurring as a result to be solely the responsibility of the terminated exhibitor.

If a complaint is terminated, the matter will remain confidential.

Any violations of the Rules & Regulations will be dealt with as Show Management (Saskatoon & Region Home Builders' Association) sees fit. Please adhere to the Rules & Regulations at all times and respect fellow Exhibitors, event providers, and venue staff. Abuse of any kind can result in denial of future participation and removal from the show.



RULES & REGULATIONS

- 1. CONDUCT OF SHOW** - The Trade Show Manager produces "HomeStyles" at Prairieland Park and, to comply with regulations of the venue, hereby reserves the right to: (a) require the Exhibitor to withdraw any item from public sale or view that the HomeStyles Show Manager deems objectionable; (b) reject Exhibitor's display or change any exhibit or concession location so as to enhance the quality and/or presentation of the Show; (c) cancel the Exhibitor Agreement at any time without notice and provide to the Exhibitor a full refund of all amounts paid by the Exhibitor provided that such cancellation is not as a result of the Exhibitor's breach of conditions within the Exhibitor Agreement or the rules and regulations contained herein, in which event the HomeStyles Show Management may retain all amounts paid by the Exhibitor to the Saskatoon & Region Home Builders' Association.
- 2. EXHIBIT HOURS** - Subject to clauses 3 & 4, the Licensee will: (a) take possession of the exhibit location during move-in hours specified by the Licensor, and (b) complete all carpentry work and painting and have the Licensee's exhibit in good order and ready prior to the move-in deadline specified by the Licensor. Failure by the Licensee to comply with the foregoing may result in forfeiture of Licensee's rights under this Agreement and any amount paid hereunder. Exhibits must be: (a) fully set up, stocked and have personnel on location during all Show hours; (b) dismantled and removed following the conclusion of the Show prior to the move-out deadline specified by the Licensor.
- 3. MOVE-IN** - Schedule will be provided by the Show Manager, confirming your move-in date. Early move-in will be scheduled for larger booths.
- 4. MOVE-OUT** - All Exhibitors will commence move-out at **6:00 PM, Sunday, March 17, 2024**. Exhibitors are prohibited from moving out early and may be charged at the discretion of Show Management. Failure to do so will result in not being permitted to exhibit at next year's Show. Materials not removed from the grounds by midnight after the show ends with no special arrangements made, will have it removed at the expense of the exhibitor violating the guideline.
- 5. CANCELLATION POLICY** - Exhibitor Booth Cancellation Deadline is the last day in December, annually. After this date full booth payments are non-refundable. If a booth is cancelled prior to the last day in December, a 50% refund will be processed. After the last day in December at 11:59 pm the exhibitor is liable for full payment of the space.
- 6. CANCELLATION BY SHOW MANAGEMENT** - Should the event be cancelled or postponed for any reason by Show Management, the Exhibitor is eligible to a) request that their payment be carried forward to the next HomeStyles Show, with same booth selection or b) request in writing within 30 days of Notice of Cancellation a full refund of payment.
- 7. SUBLETTING** - Subletting or sharing of an exhibit or concession location by Licensee is not allowed. The exhibit location is to be used exclusively for the purpose shown on this Agreement. Licensee is not permitted to use electrical power or water from another Licensee. Exhibit location(s) which have been assigned and confirmed are non-transferable.
- 8. LIABILITY** - The Licensor will take reasonable precautions to ensure the safety of property and materials brought upon the premises of the World Trade Center Saskatoon at Prairieland Park. The Licensee assumes all risk of exhibiting and the Licensor shall not be liable for any bodily injury sustained by, or death of, any individual, nor for any loss of, or damage to, any property in connection with the exhibit. The Licensee agrees to indemnify and save harmless the Licensor from and against all liability resulting from injury to, or the death of, any individual, or damage to any property arising from the use and occupation of the Licensee's exhibit location, or the acts or omissions of the Licensee, its servants, employees or agents howsoever caused. The presence of security and/or watch personnel does not constitute acceptance of any responsibility by the Licensor for such security of the Licensee's products.
- 9. LIABILITY INSURANCE** - The licensee is required to provide a certificate of insurance indicating a minimum of two million dollars (\$2,000,000) of comprehensive general liability coverage. In addition, the certificate of insurance must name "Saskatoon & Region Home Builders' Association" as an additional insured under the policy. The certificate should cover the period beginning with the move-in date and ending after the move-out date. A certified copy of the insurance certificate must be emailed to homestyles@saskatoonhomebuilders.com no later than February 14, 2024. Failure to submit will result in forfeit of booth space without a refund.
- 10. EXHIBIT LIMITATIONS** - The Licensor has the right to prescribe the materials to be used in the construction of booths, signs, show cards or tabloids of exhibits and to regulate their dimensions and positions, and generally direct the arrangements of articles exhibited so far as the same may be necessary to secure an attractive appearance (cont'd).

Licensee must confirm all exhibit activities to within the limits of the space allocated to it. No soliciting or advertising for any purpose will be permitted on the grounds except from within the space for that purpose.

- 11. ELECTRICAL** - Licensees are advised that standard electrical outlets (800 watt – 110 volt) are included for rental space only. The Licensee is responsible for coordinating their electrical requirements (other than standard) with Prairieland Park by way of completing and returning an Electrical Service Order Form.
- 12. NOISE** - Undue noise in the demonstration of exhibits, or noisy or unseemly methods employed in sales or demonstration activities will not be permitted. The decision of what constitutes undue noise or unseemly methods rest exclusively with the Licensor.
- 13. PRODUCT FOR DISPLAY** - The Licensee may only sell products listed on their Product Sale Form. The Licensee must make any changes or additions to the list of products in writing and are subject to approval by the Licensor. Changes must be submitted prior to March 1st, 2024.
- 14. CONTRAVENTION OF LAWS** - Licensee is responsible for complying with all applicable federal, provincial and municipal laws and licenses with respect to its products and exhibit. This includes but is not limited to; labour legislation with respect to minimum wages and benefits of employees, Provincial Worker's Compensation coverage, temporary & foreign worker legislation and immigration requirements while working at its exhibits.
- 15. SECURITY** - Outside security companies are not permitted to work onsite at the grounds and buildings known as Prairieland Park. Licensees requiring security personnel must contract security services directly through Prairieland Park at (306) 931-7149.
- 16. TAXES** - Licensee is responsible for collecting and remitting to the appropriate government authority all sales and other taxes as applicable with respect to the sale of products or services from the exhibit location(s).
- 17. NON-SMOKING FACILITIES** - Exhibitors are responsible to comply with the Provincial Tobacco Control Act Statute which prohibits the smoking or holding of lighted tobacco inside all buildings on the grounds. Individuals contravening this law are guilty of an offence and liable on summary conviction to a fine defined by the Saskatchewan Tobacco Control Act.
- 18. EXHIBIT OR CONCESSION CLEANING** - The Licensee will keep its own location(s) swept and cleaned. The Licensor will supply staff to ensure that the aisles are kept clean. Walk-ways and garbage containers will be cleaned daily by the Licensor. Handy Special Events offers a booth cleaning service.
- 19. STORAGE** - Storage of Licensee equipment on the grounds after the move-out deadline is not permitted. Equipment left on the grounds after the move-out date will be removed or stored at the Licensee's expense. Licensee absolves the Licensor from any liability or claim with
- 20. CONSENT** - I give consent to receive electronic communications, including emails, from HomeStyles Management and their services, events, news, offers, promotions, updates and more. I may withdraw consent at any time.
- 21. FREE DRAWS & GIVE-A-WAYS** - Licensee shall not conduct a free draw unless prior approval from the Licensor has been obtained. All free draw tickets and stubs must contain the name of the company conducting the free draw and a sample of same must be provided to Licensor. Exhibitors are not permitted to hand-out food which has not been prepackaged or approved by the venue.
- 22. RAFFLE TICKETS** - The selling of raffle tickets or soliciting of donations by Licensee from any common space, aisle or contracted exhibit space is prohibited.
- 23. SOLICITING** - Soliciting and/or distribution of literature outside of your allocated booth space is prohibited.
- 24. NO EXHIBITOR SHALL MOVE**, unless approved by Show Management.
- 25. NO EXHIBITOR WILL ENTER/MOVE**, items from another Exhibitor booth.
- 26. MOVING BOOTHS** - Show Management reserves the right to move or reallocate Exhibitor Space. Every effort will be made to ensure the new space is accommodating to both the Exhibitor and the Show.
- 27. DEMONSTRATIONS** - Each exhibitor has the responsibility to ensure proper flow of pedestrian traffic through the exhibit buildings. Large crowds, who congregate to watch demonstrations, usually interfere with the flow of traffic in aisles and often create excessive crowds in neighbouring booths. This infringes on the rights of other Exhibitors. Aisles must be kept clear and free of obstruction at all times.

All Required Forms Are Available at homestylesonline.com/exhibitor-info/.

TRADE SHOW FIRE PREVENTION

1. Saskatoon Prairieland Park has portable fire extinguishers, in conformance with the National Fire Code of Canada, throughout the facilities and are available at all times.
2. Fixed fire extinguishing systems are required for temporary commercial cooking venues.
3. Saskatoon Prairieland Park has fire alarm systems throughout the facilities that are accessible in case of a fire.
4. Displays located in areas where conditions are hazardous if smoking or open flame could cause a fire or explosion. No Smoking Signs must be posted.
5. Displays may not block, impede, or obstruct a fire exit from view. Should the sightline of such exits be affected, Show Management may provide alternative plans.
6. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant, or fire department connection.
7. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
8. Decorative covers or booths shall be flame-proofed or properly treated with a flame-retardant chemical.
9. If the following materials are used for display or decorative purposes, they must be flame-retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Artificial / natural foliage
 - Plastic materials
 - Textiles
 - Paper, cardboard, or compressed paperboard
 - Any other material used for festive decoration
10. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Acetate fabrics
 - Corrugated paper
 - Flammable liquid Paper-backed foil
 - Combustible material used for covering or skirting tables
11. It is necessary to flame-proof textiles, paper, and other combustible merchandise on display. This may be limited to an acceptable quantity.
12. Open flame shall not be used solely for attracting attention.
13. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Saskatoon Fire Protection Services (SFPS) Fire Marshal, who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
14. Flammable, combustible, and/or compressed gases including propane may be used or displayed with approval of the SFPS Fire Marshal. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 5 lb. With regard to aerosols, pressurized containers (not exceeding 500 ml capacity of each product classified as a flammable liquid) may be exhibited. Restrictions do not apply to non-flammable products.
15. Internal combustion engines, vehicles, or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and / or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility, and keys are to be left with the Saskatoon Prairieland Park Events Office. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
16. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Saskatoon Prairieland Park or the SFPS Fire Marshal.
17. All electrical appliances, electrical cords, and electrical connections must be CSA approved. All outlet bars must be fused.
18. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 – 20 lb, type ABC. This will include cooking, use of propane, etc. **Only one propane tank permitted in a booth at a time.** Additional tanks must go to designated storage area.
19. **If it is deemed by Saskatoon Prairieland Park that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or event management shall be required to evict the exhibitor.**
20. These guidelines to fire safety are general requirements only. For more detailed information, please contact Prairieland Park.
21. Saskatoon Fire & Protective Services has final say in all matters concerning the Fire Regulations that are in place at Prairieland Park. If there are any concerns regarding the regulations listed, please contact the Saskatoon Fire & Protective Services at (306) 975-2520.



We are available to answer your questions and to ensure a great show! Please contact us at (306) 955-5188 or email Karen Kobussen at projects@saskatoonhomebuilders.com with any questions.