

2024



TRADE SHOW EXHIBITOR MANUAL

All exhibitors are responsible and held accountable for ensuring that both themselves and their employees abide by the guidelines outlined in this manual.

NOVEMBER 25 - 30

CARRIE HACKEL, TRADE SHOW & ENTERTAINMENT MANAGER

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MAILING ADDRESS: BOX 3535, REGINA, SK S4P 3J8

PHYSICAL ADDRESS: 1700 ELPHINSTONE ST., 2ND FLOOR, CANADA CENTRE BUILDING, REAL DISTRICT

2023 STATS

142,800+ 
VISITORS OVER 6 DAYS



2,469
LIVESTOCK

316 VOLUNTEERS



24,000
RODEO FANS

5,000
SCHOOL KIDS



TRADE SHOW
BOOTHS

380

MEDIA REACH

NOVEMBER
& DECEMBER

184

ACCREDITED MEDIA

80+ MEDIA MENTIONS



CREATED & MAINTAINED
902 JOBS
IN THE PROVINCE

\$96.5
MILLION 

PROVINCIAL GROSS
ECONOMIC ACTIVITY

SOCIAL REACH

OCTOBER TO DECEMBER



WEBSITE JAN - DEC 2023

133,932 NEW USERS
657,278 PAGE VIEWS



FACEBOOK

24,959 PAGE LIKES
470,493 PAGE REACH
1,720,076 IMPRESSIONS



TWITTER

159,183 IMPRESSIONS
4,721 ENGAGEMENTS
5,370 FOLLOWERS



INSTAGRAM

9,880 FOLLOWERS
42,124 REACH
451,076 IMPRESSIONS
11,248 ENGAGEMENTS



TIKTOK

159,000 VIDEO VIEWS
11.3K LIKES
416 SHARES
1,892 FOLLOWERS

**TOTAL SOCIAL
PERFORMANCE**

2.6M IMPRESSIONS
192,792 ENGAGEMENTS
3,643 CLICKS

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Exhibitor Manual 2024



CANADIAN WESTERN AGRIBITION

WHO WE ARE

Canadian Western Agribition (CWA), located in Regina, Saskatchewan, Canada, is the best beef show on the continent and the largest livestock show in Canada. The show is anchored by beef cattle and features horses, bison, sheep, alpacas, and an extensive agribusiness trade show. CWA is a blend of agriculture, Indigenous culture, and festive entertainment, featuring live music, shopping, and food. The event also hosts evening pro rodeo performances for action-packed entertainment! The event is an international hub of agriculture excellence, hosting over 1,100 international guests from over 75 countries. CWA is where the world meets.

CWA 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 Canadian Western Agribition tradeshow. 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.

- Please note that the CWA brand and the name "Agribition" is a Registered Trademark and may not be used under any circumstances without prior written permission from Canadian Western Agribition.
- Disregarding any of these rules by the Exhibitor could result in forfeiting all monies, rights, and privileges.
- Canadian Western Agribition reserves the right to establish and enforce whatever rules are necessary for the regulation of exhibitors.
- Once you have paid for your space you are considered an exhibitor of Canadian Western Agribition, and you will be held to the standards outlined further in this document. Please read this before exhibiting. If you fail to comply you will not receive your invitation to exhibit the following year.
- Final exhibit locations will be determined by the Trade Show Manager.



2024 IMPORTANT EXHIBITOR DATES

April 30 th	2023 Booth Renewal Deadline
June 30 th	Early Bird Bonus Deadline
September 1 st	Cancellation Deadline for Full Refund
October 1 st	Deadline for the Official Show Guide
November 1 st	Final Booth Payment, Insurance Certificate, Sign and Banner Installation Form Deadline
November 14 th	Early Bird Pricing deadline, Furnishings, Electrical & Wifi
November 18 th	Shipping & Receiving Office Opens
November 25 th	Show Opens at 10 AM
November 30 th	Show Closes at 6 PM



BOOTH DESIGN AND REGULATIONS

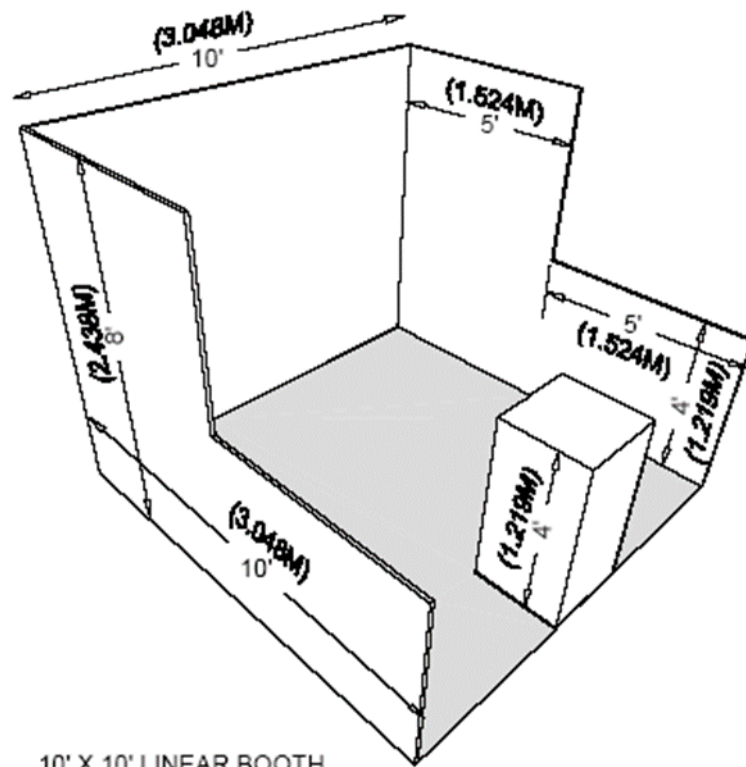
All trade show spaces (except bulk) come complete with an 8-ft. high back drape and two, 3 ft. high side drapes. All exhibits must remain within the confines of their own spaces and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, block other exhibitors (especially those in adjoining booths). Exhibit backdrops are not to exceed 10 feet in height (without permission), including signs and display units. 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. CWA reserves the right to control or prohibit any exhibit (or) violating these guidelines. Special location requirements may be arranged to avoid infractions.

WHAT IS INCLUDED IN MY BOOTH?

- 1 Exhibitor pass per 100 sq. ft. of space purchased.
- Booth draping – 8 ft. high and 3 ft. sides
- One 1000-watt electrical outlet (Enough to supply laptops, monitors, phone chargers, POS machines, etc.)
- Exhibitor crate storage and forklift assistance
- Listed in the Official Show Guide (Deadline: October 1, 2024) and on the website.

WHAT'S EXTRA?

- **ADDITIONAL EXHIBITOR ADMISSION PASSES** (Order through your online account or when you arrive at move-in)
 - Weekly pass \$40 includes GST & PST
 - Daily pass \$15 includes GST & PST
- **ADDITIONAL ELECTRICAL**
Your first 1000w electrical outlet comes with your booth. (Enough to supply laptops, monitors, phone chargers, POS machines, etc.) Should you require additional power, you can simply [log onto your account](#) to purchase more.
 - **Early bird pricing until Nov 14, 2024**
- **BOOTH FURNISHINGS (ORDER ONLINE)** Services provided by Showtime Display
Booth carpeting, furnishings (Including tables & chairs etc.)
 - **Early bird pricing until Nov 14, 2024**
- **INTERNET / WIFI (ORDER ONLINE)** Services provided by R.E.A.L. District, SaskTel
 - **Early bird pricing until Nov 14, 2024**
 - Business Infinet 20 (Wired & WIFI) - \$275) (After early bird deadline, **RUSH RATE** is \$900)



[MY ACCOUNT](#)



Demonstrations



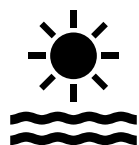
Each exhibitor has the responsibility to ensure proper flow of pedestrian traffic through the exhibit buildings. Large crowds, who congregate to watch demonstrations, usually interfere with the flow of traffic in aisles and often create excessive crowds in neighboring booths. This infringes on the rights of other exhibitors. Aisles must always be kept clear and free of obstruction.



PRICING

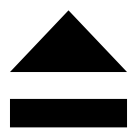
BOOTH SIZE	PRICE (Includes GST)	BOOTH SIZE	PRICE (Includes GST)
10 x 10, Inline	\$1,260.00	20 x 20, Inline	\$5,128.00
10 x 10, Corner	\$1,410.00	20 x 20, Corner	\$5,625.00
10 x 20, Inline	\$2,570.00	20 x 30, Inline	\$8,025.00
10 x 20, Corner	\$2,815.00	20 x 30, Corner	\$8,520.00
10 x 30, Inline	\$3,835.00	30 x 30, Inline	\$12,133.00
10 x 30, Corner	\$4,197.00	30 x 30, Corner	\$12,160.00

Click [HERE](#) for additional booth pricing.



Early Bird Bonus

The Early Bird Bonus applies to those exhibitors who've **paid for their booth space in full, by 4:00 PM, June 30, 2024**, to qualify for two (2) additional complimentary weekly passes. Exhibitors will be entered in a draw, to win their booth for FREE (Max. of \$1500.00) along with two (2) Thursday night, Rodeo tickets.



Sign & Banner installation & Removal

Due to rigging restrictions and building regulations; the exact location, orientation and trim height may not be possible or may require additional rigging equipment (i.e., trusses or chain falls) the technician charges will be automatically added to the order.

Sign & Banner form must be submitted prior to move-in.

Advance Price deadline – November 1, 2024



SIGN & BANNER INSTALLATION FORM

Advance Price Deadline – Friday, November 1, 2024

BUSINESS CONTACT INFORMATION

Company Name	
Contact Person at Show	
Cell Number at Show	
Booth Location	
Booth Number	

SIGN & BANNER INSTALLATION REQUIREMENTS

Description	Estimated # of Hours or Quantity Required	Actual # of Hours or Quantity (Completed by CWA)	Advance Price	After Deadline Price	Total
Labor (2) with Lift to Hang Banner & Coreplast Signs (Price includes Installation & Removal) <i>*Scale drawing must be supplied showing location of each sign</i>			Complimentary	\$100 / per sign	
Labor (2) with Lift to Hang Halo Signs using Trussing or other signs which require rigging. (Price includes Installation & Removal) <i>*Scale drawing must be supplied showing location of each sign</i>			\$150 / per hour	\$250 / per hour	
Number of signs/banners to be hung					
Total Weight of signs / banners	LBS			SUBTOTAL	
Size & shape of signs / banners				GST	
Does the signs / banners require power? Note: Power must be pre-ordered	YES NO			TOTAL	

AGREEMENT

- All signs must be approved by show management. CWA has the right to refuse to hang any sign for any reason.
- Due to rigging restrictions and building regulations; the exact location, orientation and trim height may not be possible or may require additional rigging equipment (i.e., trusses or chain falls) the technician charges will be automatically added to the order.
- Services ordered less than 15 business days prior to the first move-in date cannot be guaranteed.
- Set-up: it is the exhibitor's responsibility to assemble signs prior to being hung by CWA staff.** CWA is not responsible for damage due to hanging.
- Tear-down: Upon show closing, signage will be removed once it's safe to do so by CWA staff and must be collected by the exhibitor no later than Monday, December 2 @ 3pm from Shipping & Receiving in the Stockman's Arena. CWA is not responsible for loss, storage or returning signage after show.
- If payment is not received at the show, an invoice will be mailed post show.
- All special arrangements must be confirmed prior to move-in by Trade Show Manager chackel@agribition.com

SUBMIT



Exhibitor Code of conduct

1. Only paid exhibitors in their assigned exhibit space shall be permitted to solicit business and/or hand out literature within their trade show booth space.
2. Exhibitors shall be limited to designated areas for the purpose of soliciting and/or business transactions. No soliciting of trade show attendees from a competitor's booth will be allowed.
3. Professional displays are encouraged. Space visible to the public and/or your neighboring exhibitors must be finished attractively.
4. 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. No microphones will be allowed. CWA may terminate the use of any such equipment or methods. The final decision of what constitutes undue noise and unseemly methods shall rest with CWA.
5. The exhibitor shall conduct its exhibit in a professional and reputable manner and ensure its exhibit is adequately staffed.
6. The exhibitor shall comply with all federal, provincial, and municipal laws governing the operation of a business.
7. Exhibitors shall not make false or malicious statement(s) that may injure the professional reputation of another exhibitor.
8. Exhibitors' advertising shall be neither false nor in any way misleading.
9. Exhibitors will provide proper, fair, and reasonable service to customers including but not limited to after sale service.
10. Exhibitors recognize that other members will compete for business within lawful practice.
11. Exhibits shall always be manned by agents of the exhibitor when the show is officially open.
12. All complaints about an exhibitor are to be made in writing, addressed to the Trade Show Manager, and delivered to the Trade Show Exhibitor Services Centre. Allegations of violations of this Exhibitor Code of Conduct shall be resolved according to the CWA procedures for handling allegations of conduct violations. Exhibitors are asked not to confront each other to resolve such violations.
13. The CWA Trade Show Committee shall interpret this Code of Conduct and resolve areas of conflict as they occur. Frequent or flagrant violations of any of the above regulations can result in an exhibitor being removed from the current show and barred from future participation at CWA.

SIGNS

Signs must not exceed the booth height regulation. They must fit within booth dimensions without blocking the view of another exhibitor. Exhibitors shall clearly display through professional signage prices of products for sale. We do not permit handmade signs in your booth including price signs. We also do not permit flyers to be distributed or attached to the walls outside of your booth. If Show Management should find any of these signs, you will receive a notice of violation and subject to not receiving an invitation to exhibit the following year. Help keep our show looking professional.



Move-in

Move-in is based on your booth location and building. Booth set-up dates will be sent out to you the beginning of November.

Forklift Services are available **until Sunday, November 24th at 6 PM, ONLY!**

Booth set-up can take place from 8 AM – 8 PM, unless otherwise indicated.

IMPORTANT: CWA and/or the property **DO NOT** have moving equipment such as trollies, carts, or other hauling devices available for loading in and load out. Please bring your own equipment to haul items.



Move-out

Under the terms of your contract, all exhibits and displays must remain intact until the listed closing time on the last day of the show. The show is still open for business to the public and must present a complete show until closing. Any exhibitors who move out before the designated time will be subject to a minimum **\$500.00 penalty** and may not be permitted to exhibit at next year's show.

- Exhibitors may remove their exhibit and materials **after 6 PM on Saturday, November 30, 2024**. Exhibitors who plan to wait until later Saturday evening or the following day are required to take all items which might be stolen easily with you when you leave.
- Keep the aisles clear in the first 20-30 minutes, allowing SHOWTIME to remove aisle carpets. Once the aisle carpet is up, all the doors will open.
- Materials not removed from the grounds 24 hours after the show ends, will be stored by CWA for pick-up if the materials are packed, labelled, and waiting in the booth location. Although security will remain in effect until Sunday at 8 AM, CWA is not responsible for any losses or damage.
- All exhibits and materials must be removed from R.E.A.L. by Monday, December 2, 2024. If not removed and no special arrangements are made, CWA will have it removed at the expense of the exhibitor violating the guideline.
- Pack up your booth. If you are not taking it with you, it must be packed up before you leave. **CLEARLY label it.**
- You may leave your packed items in your booth space and pick it up Sunday morning. If not picked up by noon, it will be taken to Shipping & Receiving. **Make sure it is well packed and labelled.**
- Heavy equipment that is not moved out Sunday, may be moved off the property on Monday, December 2, 2024.

BOOTHS MUST BE MOVED OUT BY SUNDAY, NOVEMBER 30 AT 3PM



Forklift Assistance



Forklift assistance is available to all exhibitors **until 6 PM Sunday, Nov 24**. These are used on a first come, first-serve basis and cannot be reserved. There is no fee for this service as it is included with the purchase of trade show space.

Forklifts and operators will be available during set-up and tear down times. Operators may be contacted from the Exhibitor Service Centre. CWA assumes no responsibility for damage to display or equipment, which may result, directly or indirectly, from the use of the CWA forklift, or other equipment.



Exhibitor Passes

One Exhibitor Pass is included in your booth price for every 100 sq. of space purchased (to a maximum of 4 passes). Additional exhibitor passes may be purchased the following ways: using our Online Trade Show system and logging in, call our office, or purchase them at the Trade Show Exhibitor Service Centre when you arrive on site.

Upon request, passes will be mailed out in advance of the show. Please email chackel@agribition.com with your requests, including the address you would like the passes mailed to. **NO PASSES WILL BE MAILED AFTER THE 30th OF OCTOBER AND MUST BE PICKED UP AT MOVE-IN TIME.**

ADDITIONAL PASSES WEEKLY (6 – day pass) \$40.00 each (includes GST), Daily (1 – day pass) \$15.00 each (includes GST)
Additional exhibitor passes can be purchased by logging in to your account or at the Exhibitor Services Desk on-site.



Shipping & Receiving Office

CWA will begin to accept delivery of your exhibit or merchandise **one week** prior to show opening. Any deliveries received prior to this date or shipped C.O.D. will be shipped back at your expense unless special permission has been obtained from the Trade Show Manager.

See last page for shipping labels.

Canadian Western Agribition
Stockman's Arena, R.E.A.L.
1660 Pasqua Street
Regina, SK S4P 3J8
(306) 924.9706

INCLUDE YOUR BOOTH NAME, BOOTH NUMBER AND BUILDING LOCATION



Parking

Remember, there is no charge for parking on the grounds. Your exhibitor admission pass is all that you will require when accessing the grounds. Parking at CWA is limited, where possible; please try to minimize your parking footprint to make room for visitors who are also your customers.



Food and Beverage Exhibitors

If you are distributing samples for public consumption please **download and complete** the Regina Health District Application for a Temporary Food Service Facility, available on our website and return to Trade Show Manager. **Exhibitors are responsible for applying for this permit before November 1, 2024.**

If you have specific questions regarding the health region's requirements they can be reached at (306) 766-7754.

All food exhibitors using microwave ovens must keep them on the back counters or underneath the front counter. **NO MICROWAVE OVENS ARE ALLOWED ON THE FRONT COUNTER TOPS.** There also must be a sign that is clearly visible to the public which reads "Microwave Oven in Use" (2-inch lettering). Companies wishing to sample food and/or beverage products to the public are limited to a maximum of 3 oz. sample size.

EXHIBITORS ARE NOT PERMITTED TO HAND-OUT POPCORN OR FOOD NOT PREPACKAGED; THIS INCLUDES COFFEE



EXHIBITOR SERVICE CENTRE (LOCATED IN THE CO-OPERATORS HALLWAY)

Upon arriving at CWA, please check in at the Exhibitor Service Centre (located in the Co-operators Hallway) to obtain your Exhibitor Package. These individuals will assist you in locating your booth and be able to answer any move-in procedures and general questions. The staff are here to help you, so ask.



Showtime Display Services

Order show services at www.showtimedisplay.com

EARLY BIRD PRICING DEADLINE: November 14, 2024

Looking for tables, chairs, furnishings, and specialty furnishings; carpeting and under padding; booth cleaning; plants; portable systems; installation and dismantling labor; material handling; hard wall accessories; rental exhibits or glass showcases?

Showtime is on location during set-up for any last-minute items you may need for your display. Find them near the Exhibitor Service Centre in the Co-operators hallway.



Internet / Wifi services

Order online: www.showpass.com/cwaservicerequest

EARLY BIRD PRICING DEADLINE: November 14, 2024

R.E.A.L. facilities do not come equipped with free wireless hi-speed internet. All exhibitors who require this service must order this directly. Telephone and internet services are provided by SaskTel and R.E.A.L. District

Business Infnet 20 (Wired & WIFI) - \$275

(After early bird deadline at noon, RUSH RATE is \$900) Agribition does not control the cost-of-service installation.



Rules & Regulations



- CONDUCT OF SHOW** - The Licensor (Canadian Western Agribition) produces "Agribition" (CWA) at R.E.A.L. and hereby reserves the right to: (a) require the Licensee to withdraw any item from public sale or view that the Licensor deems objectionable; (b) reject Licensee's display or change any exhibit or concession location so as to enhance the quality and/or presentation of the Show; (c) cancel this Agreement at any time without notice and provide to the Licensee a full refund of all amounts paid by the Licensee provided that such cancellation is not as a result of the Licensee's breach of this Agreement or these rules and regulations, in which event the Licensor may retain all amounts paid by the Licensee to the Licensor.
- EXHIBIT HOURS** - Subject to clauses 3 & 4, the Licensee will: (a) take possession of the exhibit or concession 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.
- MOVE-IN** – Scheduled will be provided by the Trade Show Manger, confirming your move-in date. Early move-in will be scheduled for large equipment. Move-in must be complete by 5pm, November 24, 2024.
- MOVE-OUT** – All exhibitors may commence move-out at 6:00 pm, Saturday, November 30, 2024. Exhibitors are prohibited from moving out early and may be charged at the discretion of Show Management. Failure to do so will be subject to a minimum \$500.00 penalty and may not be permitted to exhibit at next year's show. Exhibitors may remove their exhibit and materials after the listed closing time on Saturday. Exhibitors who plan to wait until later that evening or the following day are required to take all items which might be stolen easily with you when you leave closing night. Materials not removed from the grounds 24 hours after the show ends will be stored by CWA for pick up if the materials are packed up and waiting in the booth location. Although security will remain in effect until Sunday, at 8:00 AM, CWA is not responsible for any losses or damage. All exhibits and materials must be removed from R.E.A.L. by the first Monday after the show. If not removed, and no special arrangements are made, CWA will have it removed at the expense of the exhibitor violating the guideline.
- CANCELLATION** - The Licensee may, by written notice to the Licensor, cancel this Agreement at any time prior to September 1, 2024, and on receipt of such written notice the Licensor shall refund to the Licensee all amounts paid under this Agreement. No refunds will be provided for cancellations received by the Licensor after September 1, 2024. If a Licensee fails to take possession of an exhibit or concession location prior to conclusion of the move-in, or abandons the exhibit or concession location, the Licensee's right, and entitlement to occupy the exhibit or concession location shall immediately cease and be at an end.
- SUBLETTING** - Subletting or sharing of an exhibit or concession location by Licensee is not allowed. The exhibit or concession 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 or concession location(s) which have been assigned and confirmed are not transferable.
- EXHIBIT OR CONCESSION 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. The 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.
- LIABILITY** - The Licensor will take reasonable precautions to ensure the safety of property and materials brought upon the premises of R.E.A.L. 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 and 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 or concession 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.
- 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 "Canadian Western Agribition" 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 said insurance certificate must be delivered to CWA (CWA) no later than November 1, 2024. Mailing address: Box 3535, Regina, SK S4P 3J8. Physical address: 2nd Floor, Canada Centre Building, REAL District.
- ELECTRICAL** - Licensees are advised that standard electrical outlets (1000 watt – 120volt) are included for rental space only. The Licensee is responsible for coordinating their electrical requirements (other than standard) with The Regina Exhibition Association Limited (R.E.A.L.) by way of completing and returning a 2024 Electrical Service Order Form. Available at www.agribition.com
- 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.

12. **PRODUCT FOR DISPLAY** - The Licensee may only sell, or display products listed within this application. The Licensee must make any changes or additions to the list of products in writing and are subject to approval by the Licensor. Changes to the Exhibit Space Application must be made prior to November 1, 2024. Exhibitors do not have exclusivity and it is up to the discretion of CWA to allow multiple vendors selling "like type" products/services.
13. **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; labor 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.
14. **SECURITY** – Outside security companies are not permitted to work onsite at the grounds and buildings known as R.E.A.L. Licensees requiring security personnel must contract security services directly through R.E.A.L. at 306.781.9252
15. **FIRE REGULATION** - If Licensee uses any type of fuel such as gas, oil, or propane in its exhibit or concession location(s), Licensee shall contact the Regina Fire Department to discuss all matters pertaining to the installation of such equipment.
16. The use of the following materials shall be prohibited:
17. Acetate fabrics; corrugated paper box board; and no seam paper
18. Paper backed foil unless glued securely to suitable backing.
19. The following materials shall be flameproof if used for display or decorative purposes.
 - All cloth materials
 - Plastic Materials
 - Flowers- artificial
 - Ruckus
 - Foliage – artificial
 - Split wood and bamboo fiber's
 - Styrofoam
 - Motor vehicles or gasoline powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries.
 - Textiles, straw, grass, hay, wood chips, shavings. Hay bales or Coniferous trees used in a display must be treated to meet the requirements of CAN/ULC-S109 Flame Resistant standard, and a tag must be attached to the product stating that it meets the standard. Excessive amounts of loose straw or hay is not permitted. Spotlights, etc. must not be located on or near the straw or hay.
 - Paper - Cardboards or compressed paperboard less than 1/8" thick is paper.
 - Flammable liquids or gases shall not be stored inside the building.
 - Aerosols: It is permissible to exhibit one pressurized container, not exceeding one-pint capacity of each product classified as a flammable liquid.
20. **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 or concession location(s).
21. **NON-SMOKING FACILITIES** - Exhibitors are responsible for complying 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.
22. **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. Our Guest Services Desk offers a booth cleaning service.
23. **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 respect to such action taken after the move-out date.
24. **CONSENT** - I give consent to receive electronic communications, including emails, from CWA and their services, events, news, offers, promotions, updates and more. I may withdraw my consent at any time.
25. **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. **Material which could have an adverse effect on the facilities or livestock are not to be handed out to the public (i.e., balloons, yardsticks, stickers).** Exhibitors are not permitted to hand out popcorn or food which has not been prepackaged. Contests where winners are drawn do not require CWA approval.
26. **RAFFLE TICKETS** - The selling of raffle tickets or soliciting of donations by Licensee from any common space, aisle or contracted exhibit space is prohibited except as specifically provided for in this Agreement.
27. **SOLICITING** - Soliciting and/or distribution of literature outside of your allocated trade show space is prohibited.
28. **APPLICATION DEADLINE** - Provided space is available, applications are accepted until November 15, 2024. Applications received after October 1, 2024, will be excluded in the Official Show Guide.
29. **NO EXHIBITOR SHALL MOVE**, unless approved by the Trade Show Manager.
30. **NO EXHIBITOR WILL ENTER/MOVE** items from another exhibitor booth.



Marketing Opportunities

THE WESTERN PRODUCER

The Western Producer has been contracted to produce Canadian Western Agribition’s Official Show Guide. Representatives of the Western Producer will be in contact with you shortly regarding advertising. Deadline for the Show Guide is October 1, 2024.



Other Sponsorship Opportunities

CWA offers a wide range of sponsorship opportunities tailored to fit a variety of marketing initiatives. The sponsorship department will work closely with you to develop a custom sponsorship package best suited to your needs.

For sponsorship opportunities please contact either:

Melissa Fuchs mfuchs@agribition.com 306.924.9594

Joel Pickering jpickering@agribition.com 306.924.9589



Privacy Policy

It is CWA's Policy to protect the personal information collected about our exhibitors. CWA will not release client information without prior consent being obtained from you.

By agreeing to exhibit at our show, you agree to allow CWA to use your contact information for promoting and marketing the show. This may include working with third party providers who may or may not have access to the said information. Western Producer show guides are promotion and marketing of the show.

If you have any questions about this Privacy Policy or our privacy practices, please email us at cwaquestions@agribition.com or call (306) 924-9590.



Procedures for Handling Allegations of Conduct Violations

All complaints about an Exhibitor are to be made in writing, addressed to the Trade Show Manager, and delivered to the Exhibitor Service Centre. 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 about whom the complaint is made. Upon receipt of a written complaint, the Trade Show Manager will acknowledge receipt of the complaint within a reasonable time and will detail the procedure to be followed.

If once the Trade Show Manager has examined the facts and believes there is a valid complaint, a written report will be presented to the board member responsible for the Trade Show summarizing the facts of the complaint. This board member(s) 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 an exhibitor against whom the complaint has been made does not comply with this procedure or any reasonable requirement of the Trade Show Manager and/or the board member responsible for Trade Show, then the Trade Show Committee members shall be entitled to proceed without them and draw whatever conclusions are reasonable from the available facts.

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

If a breach of regulations becomes known to the board member(s) responsible for the Trade Show, the board members shall have power to act of its own volition even if no complaint has been received.



CWA Appeals Procedure

Exhibitors who disagree with actions taken by CWA because of rule violations may appeal to the Board of Directors within 30 days of receipt of notice.

SIGNED CONTRACT

It is understood that the Exhibitor agrees to abide by all Terms and Conditions stated within the Rules & Regulations of the CWA Exhibitor Manual in the best interests of the show. Show Management shall have the final decision in adopting any rules or regulations deemed necessary prior to, during and after the show. All exhibitors are responsible for themselves and their employees, to follow the guidelines set forth in the manual.

I/We have read and agree to all terms & conditions of the Canadian Western Agribition contract, as detailed above.

Authorized Signature _____

Date _____

Company _____

**SIGNED CONTRACT MUST BE RETURNED TO RECEIVE SPACE OR BY
CLICKING AND AGREEING TO THE RULES & REGULATIONS SET WITHIN THE TRADE SHOW SYSTEM**

Sign and return a copy by clicking the submit button or mail to: Canadian Western Agribition, P.O. Box 3535, Regina, SK S4P 3J8

Space availability, size and location will be determined at the sole discretion of the Trade Show Manager.

SUBMIT



CANADIAN WESTERN AGRIBITION
NOVEMBER 25-30, 2024

FROM:

ADVANCE SHIPMENT

SHIPPING & RECEIVING WILL OPEN 11/18/24
DELIVERIES WILL BE ACCEPTED MON – FRI 8:00 AM – 6:00PM

Booth Name _____

Building Location _____

Booth Number _____

C/O Canadian Western Agribition
Stockman's Arena, R.E.A.L.
1660 Pasqua Street
Regina, SK S4P 3J8

Carrier _____

Number _____ of _____ pieces



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USE THESE SHIPPING LABELS TO EXPEDITE HANDLING OF SHIPMENT. Copies of these labels are acceptable if additional or larger labels are required.