

EXHIBITOR PACKAGE



FUTURE NOW EXPO

MAY 29-30, 2024

RED RIVER EX GROUNDS

INGRESS MAY 28, 2024

**FUTURE
NOW
EXPO**

CONTACT: RIEL REE DION
EMAIL: RADION@EVENTCAMP.CA
WEBSITE: WWW.FUTURENOWEXPO.CA

Dear Exhibitors!

The 2024 Future Now Expo Exhibitor Manual is here to assist you with planning and preparation for our May 29-30, 2024 Expo.

For information about the event that is NOT listed in this package, please contact Riel ree Dion.

CONTACT INFORMATION

Program Chair
Geri Clincke
E:trainingmb@mbaviation.ca
P:204-781-5348

EventCamp Contact
Riel ree Dion
EventCamp.ca
E: radion@eventcamp.ca
P: 204.230.6330

Expo Location

Red River Ex Grounds
3977 Portage Avenue Winnipeg, Manitoba R3K 2E8, Canada

STANDARD EXHIBITOR BOOTH PACKAGE

- The standard exhibitor booth package includes the following items:
- One 10' x 10' booth space
- One 15 amp – 120-volt electrical service for every 10' x 10' booth space
- 8' foot high back drapes.
- 3' high sidewall drapes.
- One 8' display table, covered and skirted, with two folding chairs.
- Access to the all Expo events.
- Listing on the Future Now Expo website at www.futurenowexpo.ca

!!Exhibitors are required to bring their own power cords for their booth. The venue only provides the power drops and turns the breakers on!!

Social Media

Please follow us on social media and tag us in your posts throughout the day

[@futurenowexpo](https://twitter.com/futurenowexpo)
[#Futurenow](https://twitter.com/futurenowexpo)

ADDITIONAL FURNITURE AND DISPLAY ACCESSORIES

Any additional furniture, display accessories, and computer stands can be ordered by contacting Central Display. Central Display Ltd's order form for the event can be requested from the Event Manager or found online at www.centraldisplay.ca

EventCamp Services and Future Now Expo are not responsible for any fees associated with additional materials from Central Display, and invoicing will be done through Central Display Ltd.

CENTRAL DISPLAY LTD.
E: info@centraldisplay.ca
P: (204) 237-3367

EXHIBITOR SET-UP

Larger exhibitors with vehicles or large machinery will need to be scheduled for ingress on the morning of May 28, 2024.

Please contact Riel ree Dion at radion@eventcamp.ca if you have any questions.

All exhibitors should be **fully** set up before the start of the event. Please refer to the online schedule for ingress times, and event times.

Exhibitors should check-in at the registration desk upon arrival to receive registrant passes. Volunteers will be available to direct you to your booth and to assist with questions.

EXHIBITOR HOURS

Exhibitors are encouraged to have at least one representative at their booth during exhibitor hours.

Tuesday, May 28 (Ingress)	10:00 AM – 4:00 PM
Wednesday May 29	10:00 AM – 3:00 PM
Wednesday May 29	5:00 PM – 8:00 PM
Thursday May 30	10:00AM – 3:00 PM

DISMANTLING

Dismantling and move-out can take place **after** 3:00 PM on Thursday, May 30th. All items must be removed from the exhibitor area by 6:00 PM.

SHIPPING & HANDLING OF MATERIALS

All arrangements for shipping to and from the Red River Ex Grounds Centre should be made in advance as there are no onsite shipping offices. If you require the service of storage, shipping, handling or transfer of your display materials to and from your booth site, please contact Central Display Ltd.

Materials can be shipped directly to the exhibition grounds, but should arrive no earlier than 24 hours before the start of the event, or a holding charge may be incurred.

MOVE-OUT & DISMANTLING

Exhibits **MUST** be staffed and remain intact through the Expo exhibit hours, as the dismantling and move-out period is generally hectic and dangerous to the exhibition attendees. If using Central Display's shipping services exhibitors should remain with their booth through the delivery of the empty containers and through the packing, sealing, labeling, and completion of the bills of lading. Most importantly, exhibitors should be present until arrangements for shipping have been confirmed with Central Display Ltd.

RESPONSIBILITY OF EXHIBITOR PROPERTY

As an Exhibitor, you should recognize the importance of safeguarding your booth contents at all times, particularly during move-out. Items within your booth should never be left unattended. EventCamp Services, and Red River Ex Grounds are **NOT responsible for lost or stolen goods.**

ADVERTISING

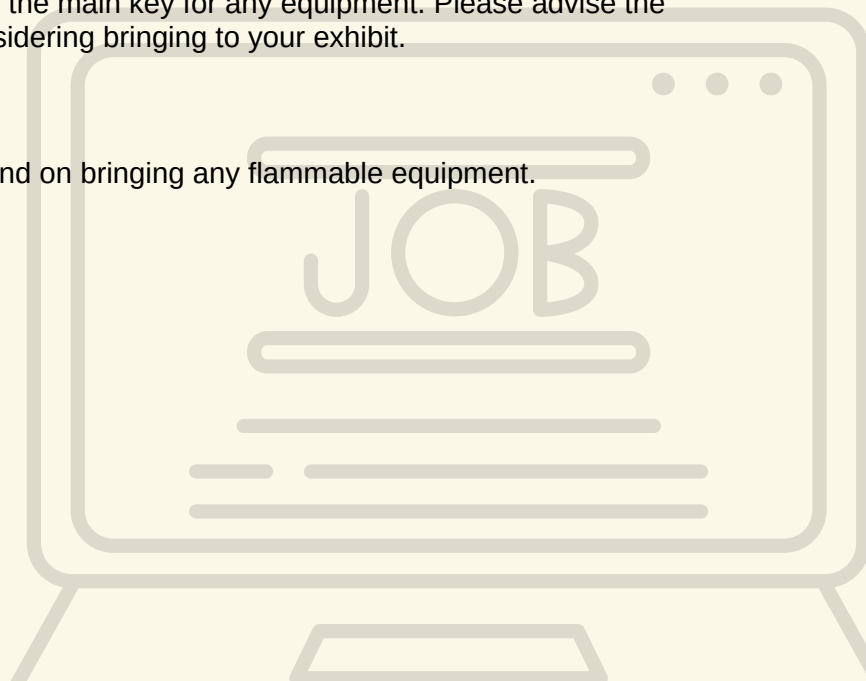
As a exhibitor, you are entitled to free advertising on the futurenowexpo.ca website. All registered exhibitors will be listed on the Future Now Expo website upon registering.

AUTOMOBILE, BOAT, TRAILER, ETC. DISPLAY

When vehicles are being brought in for an exhibit or displayed in any form, all fuel tanks **MUST** be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle. Wheel pads must be placed under vehicle wheels. Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with event management in case of emergency. Exhibitors should come prepared with a spare key should they not want to relinquish the main key for any equipment. Please advise the Event Manager of any vehicles you are considering bringing to your exhibit.

FIRE REGULATIONS

Please advise the event manager if you intend on bringing any flammable equipment.



FLAMMABLE FUELS

Any exhibitor display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over. Please advise the event coordinator any flammable fuels.

SIGN HANGING

If you require signs or banners to be hung, contact the event manager prior to May 27th.

JANITORIAL SERVICES

Exhibitors are responsible for keeping their booth space clean and tidy at all times. Empty coffee cups, dirty plates, and other unsightly garbage detracts from the exhibit area in general and individual booths in particular.

INSURANCE

Exhibitors are responsible for maintaining a \$1M third party liability insurance policy. For larger exhibitors and sponsors with area greater than 2500 square feet, a greater insurance policy may be required, depending on your display and exhibit. Please contact the event manager for more details

INSURANCE COVERAGE

Low risk exhibitors with public displays that have no moving machinery, no flammable liquids, heating equipment with exposed elements or open flames, or any other display component that poses a danger to those in attendance are required to sign the Exhibitors Insurance Waiver Release form.

All exhibitors who do not fall into the above category shall:

- Purchase and maintain general liability insurance covering all aspects of their exhibit for the entire duration of the Convention, with terms and conditions satisfactory to the organizer, and with minimum limits of \$2.0 million per occurrence. The organizer shall be added as an Additional Insured to the liability policy with respect to all activities of the exhibitor at the Convention, and the policy shall include coverage for contractual liability and tenants' legal liability
- Be responsible for insuring their exhibits against all risks of loss or damage, including physical damage, destruction, or loss of use. This includes insurance during transit, or while on display at the Convention.
- Provide a Certificate of Insurance as evidence of all required insurance coverage.

SCAN THE QR CODE TO SEE THE LIVE SCHEDULE! DO YOU HAVE SOMETHING ENGAGING HAPPENING? LET US KNOW AND WE CAN ADD IT TO THE SCHEDULE!



EXHIBITOR CONTRACT AND WAIVER

The following pages include our Exhibitor Contract & Exhibitor Insurance Waiver Release. By registering your package in EventCamp you consent to agree to all the terms and conditions outlined in these documents. Therefore, we do not require a copy of your signature on these documents. They may be signed if you require a physical copy of your contract for your own records.

This contract, properly executed by the exhibitor, shall upon acceptance by EventCamp Services, herein known as "the Organizer", constitute a binding contract allowing exhibit space in the Future Now Expo. The Organizer reserves the right, in its unfettered discretion, to accept or reject, for any reason whatsoever, any individual applicant. The Organizer shall have the right to assign any contract to any other body or corporation. The Organizer shall cease to have any liability under this contract and the applicant, by submitting this contract, hereby acknowledges and agrees to the same.

STANDARD BOOTH/TABLE EQUIPMENT

The price paid to the Organizer is only for rental of a draped booth, table and chairs for each 10' x 10', and electricity.

Booth Exhibitor: two (2) complimentary exhibitor passes, one 10' x 10' booth, background and side rails with flame proofed drapes, one covered and skirted 8' table, two chairs, and one electrical hookup.

All costs for additional equipment and service(s) such as drape, extra furniture, air hookup, janitorial services, and exhibit set up will be paid solely by the exhibitor to Central Display Ltd. in accordance with the exhibitor contract. Costs for additional electrical will be paid solely by the exhibitor to Red River Exhibition park.

RULES AND REGULATIONS

The exhibitor agrees to abide by the following rules and regulations, as set out in this contract, and agrees that the Organizer shall have full power to interpret, amend, and enforce all Rules and Regulations in the best interest of the event.

CONTRACTORS

The Organizer will designate contractors to provide various services to the exhibitor. The Organizer will provide limited assistance in facilitating move-in and move-out of exhibitors display material. For larger exhibits requiring forklifts or other equipment, arrangements must be made in advance with Central Display Ltd. Exhibitors have the right to use their full-time company employees to install and dismantle their exhibit, but not to perform electrical work, plumbing, or anything affecting the building. Central Display Ltd. may set limits on the numbers of people used and the time involved. In such a case, permission for additional labour required must be obtained through Central Display Ltd. Exhibitors cannot use their own decorating contractors.

All exhibitors will be provided with colour coordinated booths already determined by the Organizer.

CANCELLATION BY EVENT MANAGEMENT

The Organizer will not be liable for delivery of space if it is prevented from holding the event as the result of the building being damaged or destroyed by fire, act of God, public enemies, strikes, the authority of law, or any other causes beyond its control.

LIABILITY/INDEMNITY

The exhibitor agrees to save harmless and indemnify the organizer from any claims, liabilities, costs, or expenses incurred by the Organizer, as a result of the exhibitor's occupation of the exhibit space at the Red River Ex Grounds.

EXHIBITOR INSURANCE WAIVER RELEASE

INDEMNIFICATION

By attending the Future Now Expo, you agree to, and shall use, due care to ensure that no person is injured, or that no property is damaged or lost, or no rights are infringed, by reason of participating at

Future Now Expo and shall be solely responsible for:

a) any injury to persons (including death), damage or loss to property or infringement of right caused by, or related to, the participation in the Future Now Expo

b) any omission or wrongful negligent act of the undersigned, its employees or agents related to their participation at the Future Now Expo and shall save harmless and indemnify EventCamp Services, Future Now Expo, its officers, employees, and agents from and against all claims, liabilities and demands with respect to clauses (a) and (b), together with all costs, expenses and fees associated therewith.

All exhibitors are responsible for insuring their own property and Future Now Expo will not be responsible for any loss or damage to property of exhibitors.

Signed: _____

Company: _____

Dated: _____

Please sign and return to the EventCamp Registration booth, or email back to support@eventcamp.ca

STUDENT PASSPORT

Engage with students as they visit your booth or display to try and win a \$500 scholarship from Future Now Expo.

How it works:

- 1) Each student will be given a student passport.
- 2) As they visit your booth, please stamp one of the numbered squares on the back of the passport.

We realize that exhibitors will not be able to remember whose student passports they stamped. This activity is just a fun way of getting students to visit the tradeshow floor, and engage with as many exhibitors as possible!

FUTURE NOW EXPO		
1	2	3
6	7	8
11	12	13
16	17	18
21	22	23
26	27	28

I attended: May 29th

STUDENT PASSPORT

Chance to **WIN \$500!**

Visit 30 booths and be entered to **WIN** a \$500 scholarship!



Please turn in your passport at the EventCamp booth

FUTURENOWEXPO.CA

First Name _____ Last Name _____

email _____ telephone _____

**Winners will be contacted on May 31, 2024
One (1) winner per day.**

EXHIBITOR LUNCH

Future Now Expo is extremely grateful to The Fort Garry Hotel (FGH) for hosting the Exhibitor Lounge, May 29 and 30.

FGH will be providing assorted sandwiches, individual take-away side salad, and house baked cookies!

THANK YOU!!!

THE FORT GARRY
HOTEL, SPA AND CONFERENCE CENTRE

THANK YOU TO OUR FOUNDING PARTNERS



THANK YOU TO OUR FOUNDING SPONSORS

