



Western Canada's Outdoor Farm Expo

2019 EXHIBITOR MANUAL

Thank you for participating in the 2019 Ag in Motion. Please review your Exhibitor Manual carefully. You will find web links for required forms and services. If you have questions, or to request hard copies of forms, please call us at 1-800-563-5441.

CONTENTS:

SECTION 1: GENERAL INFORMATION

SECTION 2: PRE-EXPO ACTIVITIES AND SERVICES

- 2.1 Exhibitor Services
- 2.2 Tent Rentals
- 2.3 Electrical
- 2.4 Cellular Service
- 2.5 Internet Service
- 2.6 Financial Services
- 2.7 Exhibitor Passes
- 2.8 Customs Clearance
- 2.9 Security

SECTION 3: AG IN MOTION RULES/REGULATIONS

- 3.1 Liability Insurance
- 3.2 Buildings/Structures
- 3.3 Outdoor Exhibits
- 3.4 Indoor Exhibits
- 3.5 Care of the Land
- 3.6 Exhibit Maintenance
- 3.7 Garbage and Recycling
- 3.8 Permission to Dig
- 3.9 Safety Procedures
- 3.10 Fire Protection
- 3.11 Sound Levels
- 3.12 Live Entertainment
- 3.13 Livestock
- 3.14 Parking
- 3.15 Recreational Vehicles
- 3.16 Entry to Expo
- 3.17 Sale of Goods and Services
- 3.18 Promotions and Souvenirs
- 3.19 Demonstrations
- 3.20 Ride and Drive/Demonstration Waiver
- 3.21 Use of UAV/Drones
- 3.22 Signage

SECTION 4: MOVE-IN/MOVE-OUT PROCEDURES

- 4.1 Move-In/Move-out Dates
- 4.2 Loading/Unloading and Lifts
- 4.3 Clean Up

SECTION 5: DURING THE EXPO

- 5.1 Exhibitor Business Services
- 5.2 Special Events
- 5.3 Security
- 5.4 Water
- 5.5 Propane
- 5.6 Guidelines for Heating and Cooking Equipment
- 5.7 Food and Beverage samples

SECTION 6: EQUIPMENT & HARDWARE CONTACTS

SECTION 7: ACCOMMODATIONS

- 7.1 Hotels, Motels, Bed & Breakfasts, Campsites
- 7.2 RVs, Parking or Staying Overnight
- 7.3 International Exhibitors

SECTION 1: GENERAL INFORMATION

AG IN MOTION SHOW DATES/HOURS:

Tuesday, July 16, 2019 8:30 am - 4:30 pm
Wednesday, July 17, 2019 8:30 am - 4:30 pm
Thursday, July 18, 2019 8:30 am - 4:30 pm

WEBSITE: www.aginmotion.ca

EMAIL: info@aginmotion.ca

AG IN MOTION EXPO SITE:

Description for Deliveries: Hwy. 16 at Range Road 3083, Langham, SK, SoK 2Lo (Use this address for deliveries June 1 to Sept 1 only)

Legal Description of Property: NW 15-39-8 W3 and SW 15-39-8 W3, RM of Corman Park

GPS: 52.3549, -107.0718



Ag in Motion is located on the south side of Hwy. 16, near Langham, SK.

35 km NW of Saskatoon, SK
90 km SE of North Battleford, SK
285 km NW of Regina, SK

AG IN MOTION OFFICE MAILING ADDRESS:

AG IN MOTION: 160 Research Lane, Unit #101, Guelph, ON N1G 5B2
Tel: (800) 563-5441

SECTION 2: PRE-EXPO ACTIVITIES AND SERVICES

2.1 EXHIBITOR SERVICES

An exhibitor services checklist and forms for all services can be downloaded from [Current Exhibitors](http://www.aginmotion.ca) at [aginmotion.ca](http://www.aginmotion.ca)

2.2 TENT RENTALS

Handy Special Events is the exclusive tent supplier for tenting requirements at Ag in Motion. Handy Rentals has qualified personnel on-site for Expo set-up and tear-down, as well as during the Expo. Tent order forms can be downloaded here: [Handy Special Events](#). All tents are subject to inspection and removal if they do not meet required safety standards. We ask that all Tents be in place by Thursday July 11, 2019

2.3 ELECTRICAL – Electrical service provided by STADIUM POWER

One 1500-watt electrical outlet is included in the rental cost of each exhibit space (unless otherwise stated). Discount pricing is available for additional electrical requirements until June 21, 2019. Regular prices apply between June 22 and July 12, 2019. Electrical requests after July 12 will be subject to additional service fees for last minute

delivery.

It is recommended to book early. Order forms can be downloaded here: [Electrical Order Form](#).

POWER WILL BE AVAILABLE ON A 24-HOUR BASIS FROM 12:00 p.m. on Monday July 15 until 5:00 p.m. on Thursday July 18, 2019.

2.4 CELLULAR SERVICE

SaskTel is the major provider of cellular and related wireless services in the Ag in Motion vicinity. SaskTel currently has agreements in place with Bell and TELUS, which includes Virgin and Koodo. Rogers and Fido also now roam on the SaskTel network. Wind Mobile does not have service in the area.

In 2017, Ag in Motion invested in the SaskTel Fiber optic network being extended from the cell tower in Langham, SK to the Expo site. This has allowed SaskTel to install and operate a temporary "Cell on Wheels" before and during Ag in Motion. This has dramatically improved the cellular service for SaskTel customers and most other cell providers with service on the Ag in Motion Site. The "Cell on Wheels" is to be in service in early July to provide improved cell service prior to and during the Expo.

2.5 INTERNET SERVICE

Bolt Mobile, an authorized SaskTel Dealer, will be arranging to install and service SaskTel Internet Fusion Service for Ag in Motion. Find details and the order form on their website at <https://boltmobile.ca/aim>.

2.6 FINANCIAL SERVICES

For exhibitors with their own wireless point of sale (POS) devices, the system must work on the SaskTel Network. Prior testing is recommended. See Section 2.4.

2.7 EXHIBITOR PASSES

Ag in Motion Management will provide DAILY passes to Exhibitors (one pass per person per day) based on the relative size and cost of each respective exhibit space. There will be NO refunds for lost passes. Passes will be mailed to Exhibitors. It is each Exhibitor's responsibility to distribute passes to individuals who will work at the Expo. **ADMISSION IS BY PASS ONLY. Exhibitors will not receive badges.**

Additional passes will be available to Exhibitors upon request at a discounted cost of \$10.00 per pass. To order additional passes, download the order form here: [Additional Passes Form](#).

2.8 MATERIAL HANDLING & CUSTOMS

- In order to expedite timing of deliveries and pickups, please provide the exhibiting company's name and site location on all trucking/courier manifests.
- Exhibitors can have material shipped in advance through the Handy Special Events Advanced Material Handling service (fees apply). Download instructions for ordering this service here: [Handy Special Events](#).
- Customs – Please visit the [Current Exhibitors](#) page at aginmotion.ca for details or contact Carol Carson at carol@canadasoutdoorshows.com or (800) 563-5441 ext. 43.

2.9 SECURITY

Security will be monitoring the Expo site. Ag in Motion and all other related parties will not be responsible for any items left at the Expo site.

SECTION 3: TRADE SHOW RULES AND REGULATIONS

3.1 LIABILITY INSURANCE

The Exhibitor will be liable for and will indemnify and hold harmless Management from any loss or damages whatsoever suffered as a result of any person or company including, without limiting the generality of the foregoing Exhibitor, other Exhibitors, Management, the owner of the property and their respective agents, servants and employees and members of the public attending the Expo, either on the said space or elsewhere if said loss or damages arose or were in any way connected with the Exhibitor's occupancy of said space.

The Exhibitor shall secure and furnish upon demand evidence of comprehensive general liability insurance with a limit not

less than \$2,000,000 inclusive including coverage for premises and operations, products and completed operations. The Exhibitor is responsible for the cost and placement of all insurance related to any potential loss or damage resulting from participating in the Expo.

Additional insured to be listed:

- 1) Borden Bridge Development Corporation, 410-475 2nd Avenue South, Saskatoon, SK, S7K 1P4
- 2) Regional Municipality of Corman Park, 111 Pinehouse Dr., Saskatoon, SK S7K 5W1
- 3) Glacier FarmMedia Limited Partnership, 1666 Dublin Avenue, Winnipeg, MB R3H 0H1

Pal Insurance Brokers Canada Inc. offers short-term exhibitor/vendor booth liability insurance. Liability insurance can be ordered through this company or any company of your choice. Contact Pal at (800) 661-1608 or visit www.palcanada.com/en/.

3.2 BUILDINGS/STRUCTURES

Ag in Motion is on a permanent site. However, all structures/buildings are required to be exhibited on a temporary basis. This will allow both Expo Management and Exhibitors the flexibility to make improvements to the site/exhibit space. Please contact Rob O'Connor at roconnor@aginmotion.ca, or (306) 550-4890, if you have questions regarding semi-permanent buildings/structures. All buildings/structures are subject to inspection and removal if they do not meet required safety standards.

3.3 OUTDOOR EXHIBITS

Exhibitors must confine his/her presentation within the contracted space only and within the Expo rules and regulations as well as maintain a staff in the booth during Expo hours.

In order to ensure **line of sight** considerations for neighbouring exhibitors, the following rules must be adhered to:

- Exhibited machinery, equipment or other items that are under 4 ft. tall may be displayed up to the front lot line;
- Exhibited machinery, equipment or other items that are between 4 ft. and 8 ft. tall must be placed 5 ft. back from the front lot line; and
- Exhibited machinery, equipment, or other items that are over 8 ft. tall must be 10 ft. back from the front lot line.

3.4 INDOOR EXHIBITS

- Exhibitor must confine his/her presentation within the contracted space only and within the Expo rules and regulations and maintain a staff in the booth space during Expo hours.
- Indoor exhibits shall be placed fully within the confines of the space provided. Ag in Motion will supply 3 ft. high drapes between exhibits and 8 ft. high drapes behind only those exhibits that back onto each other.
- The Exhibitor will be responsible for supplying all other equipment necessary for the exhibit. Unless otherwise stated, one (1) electrical outlet will be supplied by Ag in Motion. Exhibitors have the option of purchasing flooring for their exhibit space from [Handy Special Events](#).
- Any signage, decorations or display materials on the back perimeter, must not be over 8 ft. high or hang over the boundaries of the space provided.
- For those Exhibitors who have purchased four (4) or more standard exhibit spaces (i.e. frontage of 40 ft. or more), the Exhibitor may install drapes, walls, signage or decorations up to a maximum of 12 ft. high on the exhibit spaces fully contained within, but not adjacent to other Exhibitors' areas, in the space provided, if tent height allows.
- Display material must not obstruct sight lines of neighbouring exhibitors. The maximum 8 ft. height is allowed only in the rear half of the booth space. Any exhibit materials over 5 ft. tall must be displayed 5 ft. back from the front of the exhibit space.

3.5 CARE OF THE LAND

It is the sole responsibility of all Exhibitors to provide normal care of all land being used by them in accordance with the Rural Municipality of Corman Park laws and land use laws governed by the Province of Saskatchewan and the Government of Canada. Exhibitors in contravention of any such laws will be expelled permanently from the Expo. The Exhibitor shall not disturb the exhibit space without obtaining written approval and on-site authorization from Ag in Motion Management. All damages, losses or claims whatsoever arising from disturbing or interfering with the space of other Exhibitors will be the sole responsibility of the Exhibitor.

3.6 EXHIBIT MAINTENANCE

Exhibitor booth cleaning will be the responsibility of individual Exhibitors. An exhibit cleaning service is offered by Handy Special Events. To order this service, download instructions at [Handy Special Events](#).

3.7 GARBAGE AND RECYCLING

- Please place all garbage in front of the exhibit on the street or pavilion after 4:30 pm daily for pick-up. If required, please contact the Site Office for garbage collection and extra garbage bags.
- Ag in Motion will provide recycling bins throughout the Expo site.
- Ag in Motion will provide a large recycling bin for cardboard.

3.8 PERMISSION TO DIG

All Exhibitors wishing to dig a hole or dig post holes at the Expo must request permission in writing from Expo Management. A request form must be submitted. Permission to dig will be granted by Expo Management after all regulations are met and necessary precautions have been taken by Exhibitors. Ag in Motion Management assumes no liability for damage caused by faulty digging. **It is imperative that Exhibitors contact Expo Management before digging.** Download a permission to dig form at [Permission to Dig Form](#).

3.9 SAFETY PROCEDURES

- Exhibitors who will show moving or operating equipment are required to provide every possible precaution for the safety of Expo visitors, their own operators and exhibit personnel. All shaft, belt and chain drive units must be covered; all equipment where cutting is involved must be provided with safety shields or related safety devices.
- Ag in Motion Management makes every effort to follow The [Saskatchewan Employment Act and Regulations](#) and insists that Exhibitors at Ag in Motion carry out all aspects of move-in, move-out and exhibiting at the Expo as per this provincial Act. Please see Expo Management for clarification or explanation of requirements. Failure to comply with the Act may lead to the expulsion of offending Exhibitors from the Expo site.

3.10 FIRE PROTECTION

Ag in Motion requires that all tents over 600 sq. ft., or tents that may contain fire hazards, have a 5 lb. or greater-rated fire extinguisher located near the exhibit entrance and placed 5 ft. above the ground. Exhibitors are responsible for supplying a current fire extinguisher for their tent. Failure to comply with fire protection regulations may lead to the expulsion of offending Exhibitors from the Expo site.

For fire extinguisher rental, please contact Trans-Care Rescue Ltd. at (306) 283-4496, (800) 71-RESCU (73728), or trans.care@sasktel.net.

3.11 SOUND LEVELS

Ag in Motion Management reserves the right to request the abatement of any or all noise-creating activities that are deemed to be destructive to the Expo, its Exhibitors or its visitors. Failure to comply with recommendations from Expo Management may lead to the permanent expulsion from the Expo Site of the offending party.

3.12 LIVE ENTERTAINMENT

The Exhibitor must obtain written approval from Ag in Motion Management before the showing of live entertainment.

3.13 LIVESTOCK

- Exhibitors must receive an approval letter from Ag in Motion Management in order to bring live animals on-site, please contact info@aginmotion.ca for a copy of the livestock tracking form.
- This information is being collected for Health and Safety and biosecurity purposes and will not be shared.
- Ag in Motion will provide water for animals; however, Exhibitors must provide water and feed holding capacities
- Exhibitors are responsible for providing all feed, veterinary and other necessary requirements for the safe care and handling of their animals.
- Ag in Motion will arrange with Exhibitors to remove manure daily from the Site.
- Exhibitors should leave dogs at home. If dogs are part of your exhibit, please adhere to instructions for livestock.
- Exhibitors with livestock wishing to stay on-site may do so with permission from Ag in Motion Management.

3.14 PARKING

Vehicles will not be allowed on-site during Ag in Motion. Exhibitor parking will be adjacent to the Expo site. Exhibitors will be allowed to drive to their site, but **vehicles must be removed before 8:00 am daily**. Each Exhibitor will require one admission pass per person per day.

3.15 RECREATIONAL VEHICLES (RVs)

Exhibitors may park RVs on their exhibit space during the Expo if it is a part of their display and/or for office usage. The

RV must be in place well in advance of the opening of the Expo and may not be moved until after the Expo closes at 4:30 pm on Thursday, July 18. All wastes (solid or liquid) must be self-contained. No liquids may be disposed of on the Expo Site. Note that on-site offices, including RVs, may not be used for overnight accommodation purposes during the Expo due to security reasons. Ag in Motion offers overnight RV parking in a designated area. **For more details on RV Parking, download the registration form here: [RV Park Registration Form](#). For a list of local RV parks, visit [Accommodations](#) at [aginmotion.ca](#).**

3.16 ENTRY TO EXPO

Ag in Motion Expo Management reserves the right to refuse admission to the Expo site, or request the expulsion from the Expo site, of any visitor, Exhibitor, or Exhibitor's employees who, in the opinion of Expo Management, is unfit, intoxicated, or in any way creating a disruption. Each Exhibitor will require one admission pass per day.

3.17 SALE OF GOODS AND SERVICES AT THE EXPO

Exhibitors are encouraged to sell their goods and services at the Expo. Small sale items may be carried off the Site by the purchaser when they so choose. However, Management requests that large sale items (e.g. tractors, field machinery, and water pumps) remain on-site until after the Expo closes on Thursday, July 18.

3.18 PROMOTIONS, CONTESTS AND SOUVENIRS

- Sales, promotions, competitions and contests conducted by Exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collection of the prize offered. The schedule of prizes and terms of the competition must be clearly stated on the entry form. All such competitions must be approved by Ag in Motion Expo Management at least 3 weeks before the Expo. It is the responsibility of the Exhibitor to ensure contests comply with all existing government regulations.
- Only participating Exhibitors have the exclusive rights to promote or sell goods and services at the Expo. All other parties who attempt to make any sale solicitations without the written permission of Ag in Motion Management will be permanently removed from the Expo site. Exhibitors are asked to report any infractions to the Site Office so that immediate remedial action may be taken. Distribution of samples, souvenirs, promotional material and solicitation of business must be confined to the Exhibitor's own booth space. Exhibitors wishing to enter another Exhibitor's area may do so only if invited.

3.19 DEMONSTRATIONS

- Ag in Motion is a demonstration-oriented agricultural showcase. Exhibitors are welcome to conduct field demonstrations in conjunction with Ag in Motion Management. A small participation fee may be charged to cover signage and preparation.
- Ag in Motion encourages demonstrations both in the business park area as well as the field demonstration area. In many cases, the equipment or product being demonstrated may require a tractor to operate the machine. The Exhibitor must arrange with a company at the Expo to use a tractor or related piece of equipment from a participating Exhibitor. Tractors or other related equipment that are not being exhibited at the Expo may not be used in any demonstration.
- Numerous manufacturers of farm tractors are participating at the Expo. Please arrange to secure a tractor from dealers/manufacturers that are represented at the Expo. Contact Dan Kuchma from Ag in Motion Management for information.
- Guidelines have been developed for seed companies, crop input companies and suppliers, including agrochemical companies, and farm equipment/machinery companies regarding their demonstrations during the Expo. A comprehensive set of regulations has also been developed for all field demonstrations and is distributed to participating companies upon request from Dan Kuchma at dankuchma@aginmotion.ca or 204-290-5419.

3.20 RIDE AND DRIVE/DEMONSTRATION WAIVER

- Ag in Motion encourages Exhibitors to offer qualified attendees with the opportunity to try out the products that the attendee may wish to purchase.
- Ag in Motion Management requires individual Exhibitors to provide, manage and govern attendees to sign a liability waiver before participating in any high impact demonstrations. This will remind the attendee that, in addition to protection and general safety, Ag in Motion insists that each person trying out any product is ultimately responsible for his or her own personal safety. This applies to all ride and drive/demos including, but not limited to ATVs, bicycles, tractors, lawn mowers, passenger vehicles and all other utility vehicles.

3.21 USE OF UAV/DRONES

- Exhibitors are NOT to operate drones at the Ag in Motion site at any time. This is both out of courtesy to visitors and exhibitors, as well as compliance with Transport Canada regulations.
- If exhibitors are interested in aerial footage of their exhibit, they may contact Bruce Sargent with Farm Boy Productions at 519-362-2662 or email brucesargent@farmboypro.ca
- For those wishing to demonstrate their aerial systems, please contact Markus Weber at markus@landview.com, 780-448-7445. We will be coordinating a demonstration area along the perimeter of the site and ensure that we comply with all Transport Canada regulations. For clarity: it will not be possible to operate under an exemption to the regulations, even with aircraft under 1 kg. A Special Flight Operations Certificate will be required and it is intended that one NOTAM will be issued for all participants, so please make arrangements early.

3.22 SIGNAGE

- Signage is only permitted within your exhibit space. Signage around the show site is reserved for sponsors (as per sponsorship agreement) and for show purposes, unless approval is granted from Show Management. Any unauthorized signage will be removed and stored at the Site Office for pick-up.

SECTION 4 - MOVE-IN/MOVE-OUT PROCEDURES

4.1 MOVE-IN/MOVE-OUT DATES

- June 17** Self-unloading equipment/materials can be delivered to the Site and stored in a marshalling area. It is the Exhibitor's responsibility to pick up the materials; they will not be placed on the Exhibitor's space.
- July 8** Move-in begins for outdoor exhibits.
- July 3 - 25** Tele handlers will be on-site from 8:00 am until 5:00 pm to assist with unloading and moving equipment. Expo site open from 8:00 am to 5:00 pm daily. Exhibits that require highway trailers to be unloaded at the exhibit space and/or will require more than one hour use of tele handlers are encouraged to plan their Set-up for the Tuesday to Thursday during the week prior to the show.
- July 11** Indoor Exhibit space ready for move-in.
- July 16** Ag in Motion site will be open for final move-in at 6:00 am. Exhibits must be set up by 8:00 am. **All vehicles that are not a part of the exhibit MUST be removed from the Expo site by 8:00 am.**
- July 16 - 18** Ag in Motion is open to visitors from 8:30 am to 4:30 pm. Only emergency and service vehicles will be allowed on the Expo site during these hours.
- July 18** Move-out may begin at 4:30 pm, but **NOT BEFORE**. Small trucks and trailers will be allowed on-site at 5:00 pm or when deemed safe by Ag in Motion management. Highway trucks/trailers will **NOT** be allowed on-site until after 6:30 pm, or when it is deemed safe.
- July 26** All materials must be removed from the Ag in Motion Site by Friday July 26, 2019 at 5:00 pm. Materials remaining at the Site after this time will be removed at the Exhibitor's expense.

4.2 LOADING/UNLOADING AND LIFTS

- Ag in Motion will provide lift services to assist Exhibitors in the handling of heavy materials. Lifts will be available by contacting the Site Office on a first-come, first-served basis. Exhibitors must be present at their exhibit lots when lifts arrive or the lift order cannot be completed.
- Please refer to 4.1 for lift availability dates.
- Crane service will be available from H&H Crane Ltd. **Cranes MUST be booked in advance through H&H Crane Ltd.** For information on cranes, contact H&H Crane Ltd. at 306-221-0060 or mark@handhcrane.com.
- In order to expedite timing of deliveries and pickups, please provide the exhibiting company's name and location on all trucking/courier manifests.
- Ag in Motion Management will provide 4 ft. and 3 ft. loading ramps for trucks. Due to potential turf damage, all highway trailers will be unloaded at the loading ramp area located off Range Road #3083. Smaller vehicles can load and unload at the Exhibitor's lot.

4.3 CLEAN UP - Shavings/Wood Chips/Mulch/Holes

Exhibit space/turf must be left clear of garbage and all landscaping materials. Any holes created must be filled. If extra

SECTION 5: DURING THE EXPO

effort is required by Ag in Motion staff to clean the exhibit space, a charge will be applied to cover the cost. **The fee has been set at \$50.00 per half hour with a \$100.00 minimum charge.** Only Exhibitors with lots that require this final cleanup will be invoiced for this service.

5.1 EXHIBITOR BUSINESS SERVICES

Ag in Motion will provide the following at the Site Office:

- Access to a photocopier (fees will be based on quantities).
- Delivery of incoming telephone messages and emails to individual exhibit locations.

5.2 SPECIAL EVENTS

- Notify Jennifer Santbergen at Jennifer@aginmotion.ca if you plan to hold a private event anywhere on the Site after Expo hours. Guests will be restricted to a specific location and will not be allowed to wander the property.
- Jennifer has more than 18 years of experience in Saskatchewan's agri-marketing industry. Her Regina-based company Creative Concepts provides personalized service to create individualized events, including customer or staff special events. For more information, call 306-530-4316 or email Jennifer@aginmotion.ca.

5.3 SECURITY

- It is ultimately each Exhibitor's responsibility to ensure protection of his/her valuables on-site, especially small portable items.
- Ag in Motion contracts with a private security company to provide protection of the Site. **Security will be on-site July 10 to 21.**
- Exhibitors are welcome and encouraged to hire additional security for their exhibits. Contact Cal Erickson at site@aginmotion.ca for information about security at your exhibit.

5.4 WATER

Ag in Motion will have two sources for water:

- **Water for Human Consumption** – Cases of bottled water and ice can be ordered from Ag in Motion and delivered to your exhibit space when required. Visit the Site Office during the Expo to place your order.
- **Utility Water** – Ag in Motion Management will arrange for water service to fill sprayers or other large containers for demonstration purposes. Utility water will be available throughout the Show Site. **This water is not suitable for human consumption.**

5.5 PROPANE

Exhibitors/caterers are to make their own arrangements for propane.

Propane Installations for Cooking or Demonstrations:

- All caterers and Exhibitors using propane or other flammable fuels for cooking or other equipment demonstrations must meet the standards of the SaskEnergy Act and Saskatchewan Codes of Practice, CSA Bulletin CSA-B142 Propane and Storage Handling (search SaskPower propane safety).
- Each mobile unit requiring a propane installation must have a certificate of inspection indicating the equipment meets the Propane Installation Code by a Certified Gas Technician for the current year.
- A representative from SaskPower - Propane Inspections may be present to do a spot check; the representative will request the annual certificate of inspection.
- A copy of the document "Guidelines for Heating and Cooking Equipment Use at Public Gatherings" is found below.

5.6 GUIDELINES FOR HEATING AND COOKING EQUIPMENT USE AT PUBLIC GATHERINGS

Fuel Suppliers:

Where fuel is supplied to a site NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders are in good safe condition and are properly stored. Where fuel is supplied to a site that IS connected to an appliance by the supplier, the supplier shall ensure that the cylinder is properly installed and that connections are leak-free, the equipment is in safe operating condition and the equipment is approved.

5.7 Food and Beverage samples:

Exhibitors may give away free food and beverage samples as part of their exhibit experience. Saskatchewan Regional Health authorities must approve samples and food service processes no less than two weeks prior to AIM. Please advise Rob O'Connor - roconnor@aginmotion.ca of your plans.

Rental Houses:

Where equipment is leased, rented or loaned to a person or organization, the owner shall:

- Provide documentation affirming that the equipment is in safe working condition and approved and provide adequate training/explanation to ensure that the lessee is aware of installing/using the equipment.

Equipment Users:

Where a person or organization intends to use propane, natural gas or other hydrocarbon-fueled equipment at a public event, the person responsible shall:

- Ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial).
- Ensure the equipment has been inspected by a Certified Gas Technician.
- Ensure that all persons operating the equipment are trained in its safe use and their duties and emergency procedures.
- Ensure that where equipment is to be used indoors, specific permission for such use is gained from the authority having jurisdiction; equipment must be approved for use.
- Ensure that special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction; the owner/operator shall provide documentation, which affirms that the equipment under their control is in safe acceptable working condition.

Special Issue:

Open flame Construction Heaters are not to be used to heat structures utilized for an event. Only Certified Technicians can install, alter, repair or remove an appliance or equipment. Cylinders must be installed or stored in an acceptable manner.

SECTION 6: LOCAL EQUIPMENT & HARDWARE CONTACTS

6.1 EQUIPMENT RENTAL AND LOCAL HARDWARE CONTACTS:

Warman Home Centre LP | Tel: (306) 933-4950 | Warman Sask |

Home Depot | Tel: 306-651-6250 | 707 Circle Drive | Saskatoon, SK | S7K 0V1

Canadian Tire – West | Tel: 306-384-1212 | 300 Confederation Dr. Unit 1 | Saskatoon, SK, S7L 4R6

Sunbelt Rentals | Tel: 306-933-3020 | 2636 Millar Avenue | Saskatoon, SK, S7K 4C8

United Rentals | Tel: 306-374-3666 | 4010 Thatcher Avenue | Saskatoon, SK, S7R 1A2

J & H Builders Warehouse | Tel: 306-652-5322 | 2505 Ave. C North Saskatoon, SK, S7L6A6

Borden Co-Op | Tel: 306-997-2012 | 108 Shepard St, Borden, SK SoK 0No

Hertz Rental | Tel: **306-2425853** | 3611 Arthur Rose Ave., Saskatoon, SK S7P 0A9

SECTION 7: ACCOMMODATIONS

HOTELS, MOTELS, BED & BREAKFASTS, CAMPSITES

For information on accommodations, visit [AginMotion](http://aginmotion.ca) at aginmotion.ca. Ag in Motion is pleased to partner with EventConnect as our accommodations partner. Their easy to use portal can be accessed [here](#) and will lead users to the best hotel rates. For assistance with hotels or general inquiries, the EventConnect Support Team is available to take calls at 1-888-723-2064 or by email at support@eventconnt.io

7.1 RVs, OVERNIGHT RV PARKING

Ag in Motion offers overnight RV parking in a designated area. **For more details on RV Parking, download the registration form here: [RV Park Registration Form](#). For a list of local RV parks, visit [Accommodations](#).**

7.3 INTERNATIONAL EXHIBITORS:

As of June 1, 2009, everyone coming to Canada by land, sea or air is required to have a passport or equivalent travel documents, such as a NEXUS card or U.S. Passport Card, to enter or re-enter the United States.