

SASKATCHEWAN
OIL & GAS
SHOW

TRADE SHOW EXHIBITOR MANUAL

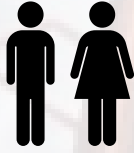
2024

Monica Osborn | Show Manager
P: (306) 842-3232
E: info@saskoilshow.com
11 3rd Street
Weyburn, SK S4H 0W1

oilshow.ca

2022 STATS

4000 +
VISITORS OVER
2 DAYS



240
GOLFERS



170
TRADE SHOW
EXHIBITORS

\$100,000
CONTRIBUTED IN
DONATIONS BACK TO THE
COMMUNITY



154
STUDENTS



450 LOBSTERS
1320 STEAKS
OVER 4000 PEOPLE FOR 4
MEALS



100+
VOLUNTEERS



1 SOUTHEAST
SASKATCHEWAN
OILPERSON OF THE
YEAR



5 SOUTHEAST
SASKATCHEWAN LEGENDS
INDUCTED



FOLLOW US ON



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Saskatchewan Oil & Gas Show 2024



Dear Exhibitors,

We are pleased to announce Exhibit Installation Services Inc. (EIS) as the official show contractor of the 2024 Saskatchewan Oil and Gas Show. This manual contains important information from EIS and [Show Management](#) and it is of utmost importance that you read this package as it will provide details and notes to help you coordinate a successful event at the show.

As the Show Contractor, EIS would like to help make your participation at the show a success! They have moved their paper forms to an online ordering system, please click the [order form link](#) for various rental options for equipment and service orders. We understand that each exhibitor's needs are unique, so if you have any requirements not listed on the forms, please feel free to contact [EIS](#) to see what other options are available for you.

The deadline date for orders is **May 15, 2024**. Please ensure your orders are in prior to this date to receive the advance pricing. Any orders received after this date or on-site orders taken at the show will be subject to additional charges.

This package includes other valuable information about your booth at the trade show. We encourage you to review the manual in its entirety for important changes and updates.

If you have any other questions or comments about our participation or services at the show, please don't hesitate to [contact us](#).

We look forward to seeing you at the show!

Sincerely,

Weyburn Oil Show Board

11 3rd St.
Weyburn, SK
S4H 0W1



Bus: 306-842-3232

E-mail: info@saskoilshow.com

Exhibit Installation Services Inc.

53028 Range Road 224
Ardrossan, Alberta
T8E 2M1



Bus: 1-866-922-4966

E-mail: raelynn@exhibitinstallation.ca

General Information



Show Dates & Times:

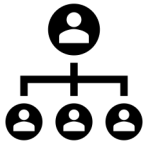
Wednesday June 5 th	10am - 5:30pm
Thursday June 6 th	9am - 3pm



Show Location:

**Crescent Point Place and Tom Zandee Sports Arena
Weyburn Exhibition Grounds**

327 Mergens St NW
Weyburn, SK. S4H 1R3



Show Management:

Monica Osborn- Weyburn Oil Show Board

11 3rd St.
Weyburn, SK S4H 0W1

Bus: 306-842-3232

**E-mail: info@saskoilshow.com
www.oilshow.ca**



Show Contractor:

Exhibit Installation Services Inc.

53028 Range Road 224
Ardrossan, Alberta T8E 2M1

Bus: 1-866-922-4966

**E-mail: raelynn@exhibitinstallation.ca
<https://exhibitinstallation.ca/skogs-2024/>**



Parking and Transportation:

Parking is limited to the designated areas as shown on the facilities map. Courtesy rides are available during the following times:

- **Tuesday: 7am – 7pm** from the golf course to the exhibition grounds
 - **Wednesday: 9am – 10pm**
 - **Thursday: 9am – 3:30pm**

People movers will also be available to assist you from the parking areas to the main entrance.

Move-In/Out Information



Indoor Move-In Dates & Times:

Friday, May 31st	8am - 7pm
Saturday, June 1st	8am - 7pm
Sunday, June 2nd	8am - 7pm
Monday, June 3 rd	8am - 7pm
* All large material must be in place by end of day Monday, June 3rd	
Tuesday, June 4 th	8am – 5pm
* All materials must be in place by 5pm on Tuesday to make way for aisle carpet installation, Aisles must remain clear after 5pm on June 4th	

Outdoor Move-In Dates & Times:

Friday May 31st	8am - 7pm
Saturday June 1st	8am - 7pm
Sunday June 2nd	8am - 7pm
* All large material must be delivered no later than end of Sunday June 2nd	
Monday June 3 rd	8am - 7pm
Tuesday June 4 th	8am – 5pm
* Please contact raelynn@exhibitinstallation.ca to coordinate your move in schedule and needs.	

Exhibitor Move-Out:

Show Dates & Times:

Wednesday, June 5 th	10am - 5:30pm
Thursday, June 6 th	9am – 3pm

Thursday, June 6th	3:30pm – 10pm
Friday, June 7th	8am – 5pm

* All forgotten & unmarked freight left on-site after: **June 8th @ 12pm** will become forced freight and materials will be subject to materials handling charges.

Booth Information

Indoor Booth Space:

Includes the following equipment per 10' x 10':

- ✓ 8' high back wall & 3' high side wall drape (green & gold)
- ✓ Grey carpet
- ✓ 1 - 8' decorated table
- ✓ 2 - plastic folding chairs
- ✓ 1 - 600 W electrical outlet at the back center of the booth space
- ✓ 24 hour security
- ✓ Free WiFi

Outdoor Booth Space:

Includes the following:

- ✓ 1 - 600 W electrical outlet at the back centre of the booth space
- ✓ 24-hour security
- ✓ Free WiFi

*To opt out or change any of the equipment included in your booth space you must complete the Equipment Opt Out form included in this manual no later than **May 15th, 2024**.

Exhibitor Equipment & Services Order Forms:



To order any services or equipment for the Show, simply fill out the appropriate forms found at this link:

<https://exhibitinstallation.ca/skogs-2024/>

Orders must be prepaid before processing, please make sure to finalize and submit payment at the end of the forms to ensure orders will be accepted.

Please ensure all orders placed by **May 15th, 2024** to qualify for advance discount pricing. If you miss the advance price, you can still order services and rentals but after deadline prices will apply.

As this is a new ordering system for EIS, if you experience any issues with the online order forms or you need any other equipment or services not listed, please contact us.

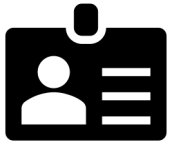


Additional Costs:

The following are examples of items not included in your booth space:

- Extra tables & chairs
- Colored carpet
- Underpadding
- Desk, counter, shelf rentals
- Booth Cleaning
- Exhibitor Signage
- Liability Insurance
- Telephone, dedicated internet
- Extra electrical supply
- Booth decor & accessories (plants, furniture)
- Shipping and handling

Exhibitor Information



Exhibitor Registration:

Exhibitors are required to register all their booth personnel. All Exhibitors name tags clearly state EXHIBITOR to be identifiable to attendees and security staff.

All Industry Personnel name tags will be identified with their name and company. All General Public name tags will state their name only.



Show Office & EIS Order Desk:

The Weyburn Oil Show Board manages the 2024 Saskatchewan Oil and Gas Show.

During the show, the show office is located in the Crescent Point Place arena foyer. If you have any questions or concerns, please stop by and visit us in the lobby of the Weyburn Agricultural Exhibition Hall.

Exhibit Installation Services Inc. will operate an order desk during move-in/out of the show. If you have any questions or concerns, please stop by and visit us in the curling rink lobby.



Security:

Security guards will be on duty 24 hours a day (on a roaming basis only) from the opening of move-in to the closing of move-out. The Weyburn Oil Show Board will not accept any liability for loss or damage to the exhibitor's booth or materials.

All property of the exhibitor is to remain under the exhibitor's custody and control, whether in transit to and from or within the confines of the exhibit space.



First Aid:

First Aid is available on the show grounds **located in outdoor booth #613**, operated by the City of Weyburn Fire Brigade.

Exhibitor Information



Food and Refreshments:

Exhibitors planning on serving food will need to contact the Saskatchewan Health Authority to obtain a **Temporary Food Service License**:

(306) 842-88228 or heather.henderson@saskhealthauthority.ca

Once exhibitors have obtained your license:

- **Exhibitors must send a copy to info@saskoilshow.com**
- **Visibly post the license in your exhibit space.**
- **All food and beverages must be in plastic/cardboard containers – no glass bottles.**

Food and beverages will be available for purchase at the main entrance of the Crescent Point Place. “The Patch” Social Centre and Bar is located on the grounds at the Curling Rink and will be open at noon daily.



Alcohol Policy:

The 2024 Oil Show Board will be hosting a social center adjacent to the curling rink building to provide alcoholic beverage service. All alcohol will be distributed from the Social Center in an open container.

Exhibitors are not allowed to bring non-permitted alcohol into the show areas, nor are they allowed to distribute non-permitted alcohol from their booths. Our security team will seize any non-permitted alcohol in the show areas. The entire show grounds will fall under a single **Saskatchewan Liquor and Gaming Association permit** and our security team will be enforcing the conditions of this permit.

Our goal is to provide a safe, enjoyable social setting for all exhibitors and patrons. **Disruptive or disrespectful behavior will not be tolerated.**

Shipping Information

For your convenience, an advance warehouse and local materials handling services are available in Edmonton and Regina!

Advance Shipping:



Advance shipping all display equipment and materials for the show is recommended. By using the Advance Shipping Service, you can pre-ship your materials to allow plenty of shipping time and your materials will be right in your booth space when you arrive!

All shipments must be prepaid, labelled and accompanied with a Bill of Lading or Delivery receipt showing the number of pieces, weight and description of items. A Materials Handling order form must also accompany the shipment. (See [Pre Show Shipping order form](#) for further detailed information.)

Advanced Warehouse Address:

Exhibit Installation Services Inc.
WEYBURN OIL SHOW Booth #
53208 Range Road 224
Ardrossan, AB T8E-2M1

Shipping to Show Site:



Shipments sent directly to the show site prior to assigned freight move in time will not be received. Advance shipping is required for any shipment that is pre-shipped to the show outside of assigned move in times.

Direct to Show Address:

Crescent Point Place/Tom Zandee Sports Arena/ Weyburn Exhibition Grounds
WEYBURN OIL SHOW BOOTH # C/O EIS
327 Mergens Street NW
Weyburn, SK S4H 1R3

Receiving of all shipments sent direct to show site outside of freight move in times are the sole responsibility of the shipper. Show contractors, the facility and other handlers and management will not be available to receive shipments sent direct to the show site outside of targetted frieght move in times.

We always suggest advance shipping to ensure the timely arrival of materials and an efficient move in. To learn more about Advance Shipping, please contact Raelynn@exhibitinstallation.ca

Shipping Information



Flatdeck Shipping:

Baxter's Transport is available to handle all flatdeck shipping and picking requirements.

Please contact Baxter's Transport directly to coordinate any flat deck shipments or show site handling.

Bert Baxter Transport Ltd.
301 Kensington Avenue
Estevan, Saskatchewan S4A 2L7
Bus: 306-634-3616
Web: bbaxtertransport.ca

Specialty Materials Handling:

All shipments containing any one individual piece over 5,000 lbs or any shipments requiring unusual, or specialty handling must be coordinated prior to freight delivery.

On site materials handling is included with your booth space. Materials handling capabilities will be limited to the equipment and provisions available on site so please ensure a timely phone call prior to shipping for all pieces over 5,000 lbs or all materials and equipment that may have special handling requirements.

On-Site Storage:

On site storage for all display pieces will be provided on site. When ready, please mark all empty pieces with the empty crate stickers available at Exhibit Installation Services' order desk. Empty crates will be returned to your booth as soon as possible post show.

Outbound Shipping:

All outbound shipping arrangements must be coordinated prior to the show close to ensure a timely move out. All exhibitors must wait for the show contractor to remove all aisle carpet prior to moving out their materials.

Each exhibitor must label exhibit materials and provide outbound shipping information including waybill of your proper carrier. Previous shipping labels must be removed or destroyed. Materials handlers and show management do not assume responsibility for misdirected shipments due to incorrect shipping labels. New shipping labels will be available at the show from Exhibit Installation Services' Order Desk. Once booth staff have repacked exhibit goods at the show's conclusion, Exhibit Installation Services Inc. will pick up your crates and handle them as you have directed on the shipping label. **All forgotten, unmarked or left behind pieces will become forced freight and materials will be subject to materials handling charges.**

Conditions of Display Agreement



1. Saskatchewan Oil & Gas Show indoor space rentals include carpet, table, two chairs, drapery, basic electrical outlet, advertising and promotions, as well as 24-hour security.
2. Saskatchewan Oil & Gas Show outdoor space includes-24-hour security, advertising and promotions and basic power. **No fuel-based power sources are allowed on the grounds.**
3. Display space may not be sublet by the exhibitor without written permission from the Weyburn Oil Show Board. Should you not be able to commit to your space you are required to relinquish it back to the Weyburn Oil Show Board. If you have an alternate company exhibiting in your space at the event, you will be removed as an exhibitor for future shows.
4. The contract may only be cancelled by the exhibitor provided written notice is received by Weyburn Oil Show Board at least **three months prior** to the first day of the Show, in which case all fees paid by the exhibitor, less 50% of the booked booth registration fee will be refunded. If the exhibitor cancels after this date, the exhibitor will be liable for full payment of his rental space.
5. Weyburn Oil Show Board reserves the right to lease exhibit space only to exhibitors relevant to the Petroleum Industry and to expel any exhibitor who exhibits products or services unsuitable or undesirable or to relocate exhibits when such moves are necessary to maintain the character and/or good order of the show. The Exhibit must be fully contained in the space provided for the products/services to be exhibited and all revisions must be approved by Weyburn Oil Show Board.
6. The exhibitor is responsible for obtaining exhibition insurance covering personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc. Weyburn Oil Show Board will not accept liability or responsibility for any loss damage or injury occurring to exhibitor personnel or property OR any loss, damage or injury caused to anyone or anything by the exhibitor. The exhibitor shall be liable for any damage inflicted by them to the exhibition facility.
7. The exhibitor agrees that no moving in or out of goods or dismantling of display will be permitted during the entire run of the Show and the display must remain intact until the closing hour of the last day of the Show. The exhibitor agrees to ensure a fully staffed booth during all show hours. The exhibitor also agrees to remove his exhibit, etc. from the show building by the final move-out time or in the event of failure to do so, the exhibitor agrees to pay for such additional costs as may be incurred. Any removal of any part of the display before the end of the show will result in being removed as an approved exhibitor for all future shows.
8. In the event that Saskatchewan Oil & Gas Show is cancelled for any reason, Weyburn Oil Show Board will not be liable to the exhibitor except to refund fees paid to that date for exhibit space.
9. Weyburn Oil Show Board reserves the right to cancel this contract for any breach by the exhibitor of any of these terms.
10. Crescent Point Place and Tom Zandee Sports Arena weight restriction: any one item not to exceed 10,000 lb per indoor booth space.

Equipment Opt Out Form



This form is **mandatory** and must be submitted back to EIS by:
May 15th, 2024

Please complete the following form and return to:
Exhibit Installation Services- raelynn@exhibitinstallation.ca

Contact Information:

Company Name:

Contact Name:

On-Site Contact Info:

Booth Number:

Equipment Opt Out:

Check this box if you **do not** require **carpet**

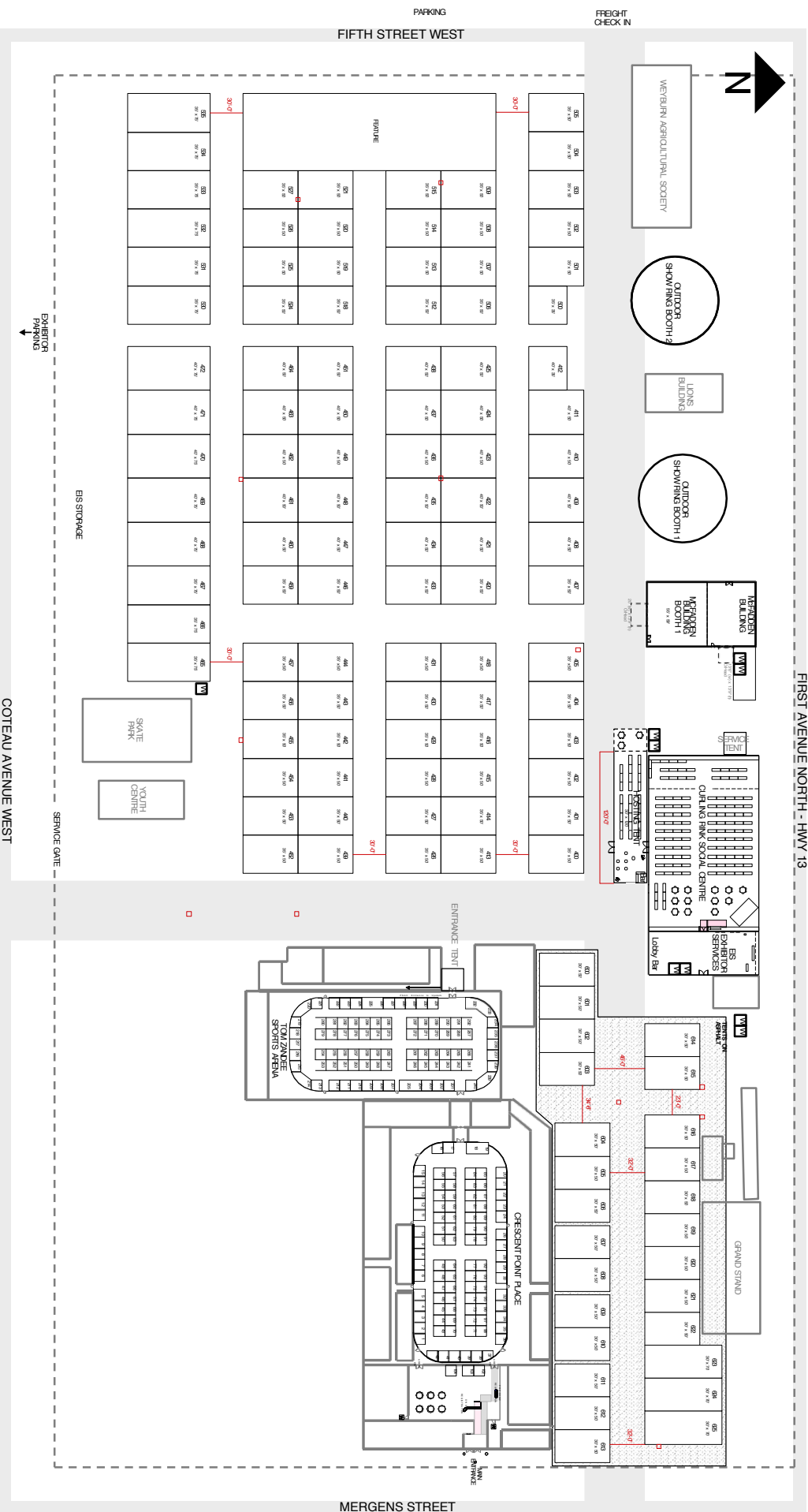
Check this box if you **do not** require an **8' decorated table**

Check this box if you **do not** require **plastic folding chairs**

Check this box if you **do not** require **any changes**

2024 SK Oil and Gas Show - Preliminary Layout

FIRST AVENUE NORTH - HWY 13



Management reserves the right to adjust and revise floor plan.



53028 Range Rd. 224

Ardrossan, Alberta T8E 2M1

E-mail: info@exhibitinstallation.ca

Tel: 780 922 4966 Toll Free: 866 922 4966

Fax: 780 922 2297

Show Site Shipping Labels

THE BELOW LABEL IS PROVIDED FOR YOUR CONVENIENCE WHEN USING OUR ADVANCE WAREHOUSE SERVICE. PLEASE COMPLETE THE LABEL, PRINT AS MANY COPIES AS YOU NEED AND APPLY ONE LABEL TO EACH PIECE OF YOUR SHIPMENT.

TO: CRESCENT POINT PLACE / TOM ZANDEE SPORTS ARENA WEYBURN EXHIBITION GROUNDS				
WEYBURN OIL SHOW BOOTH #		C/O EIS		
327 MERGENS STREET NW WEYBURN, SK S4H 1R3				
EVENT: SK OIL AND GAS SHOW		BOOTH NO:	PC.	OF

TO: CRESCENT POINT PLACE / TOM ZANDEE SPORTS ARENA WEYBURN EXHIBITION GROUNDS				
WEYBURN OIL SHOW BOOTH #		C/O EIS		
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327 MERGENS STREET NW WEYBURN, SK S4H 1R3				
EVENT: SK OIL AND GAS SHOW		BOOTH NO:	PC.	OF



53028 Range Rd. 224

Ardrossan, Alberta T8E 2M1

E-mail: info@exhibitinstallation.ca

Tel: 780 922 4966 Toll Free: 866 922 4966

Fax: 780 922 2297

Advance Warehouse Shipping Labels Edmonton Location

THE BELOW LABEL IS PROVIDED FOR YOUR CONVENIENCE WHEN USING OUR ADVANCE WAREHOUSE SERVICE. PLEASE COMPLETE THE LABEL, PRINT AS MANY COPIES AS YOU NEED AND APPLY ONE LABEL TO EACH PIECE OF YOUR SHIPMENT.

TO: EXHIBIT INSTALLATION SERVICES INC.
WEYBURN OIL SHOW BOOTH #

53028 RANGE ROAD 224
ARDROSSAN, AB T8E 2M1

PH: 866 922 4966

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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TO: EXHIBIT INSTALLATION SERVICES INC.
WEYBURN OIL SHOW BOOTH #

53028 RANGE ROAD 224
ARDROSSAN, AB T8E 2M1

PH: 866 922 4966

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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TO: EXHIBIT INSTALLATION SERVICES INC.
WEYBURN OIL SHOW BOOTH #

53028 RANGE ROAD 224
ARDROSSAN, AB T8E 2M1

PH: 866 922 4966

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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53028 Range Rd. 224

Ardrossan, Alberta T8E 2M1

E-mail: info@exhibitinstallation.ca

Tel: 780 922 4966 Toll Free: 866 922 4966

Fax: 780 922 2297

Advance Warehouse Shipping Labels Regina Location

THE BELOW LABEL IS PROVIDED FOR YOUR CONVENIENCE WHEN USING OUR ADVANCE WAREHOUSE SERVICE. PLEASE COMPLETE THE LABEL, PRINT AS MANY COPIES AS YOU NEED AND APPLY ONE LABEL TO EACH PIECE OF YOUR SHIPMENT.

TO: JAY'S TRUCKING
WEYBURN OIL SHOW C/O EIS

1240 - 1ST AVE
REGINA, SK S4P 3Y3

PH: 306 525 5708

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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TO: JAY'S TRUCKING
WEYBURN OIL SHOW C/O EIS

1240 - 1ST AVE
REGINA, SK S4P 3Y3

PH: 306 525 5708

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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TO: JAY'S TRUCKING
WEYBURN OIL SHOW C/O EIS

1240 - 1ST AVE
REGINA, SK S4P 3Y3

PH: 306 525 5708

EVENT: SK OIL AND GAS SHOW	BOOTH NO:	PC.	OF
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