



Exhibition Park's Children's Festival

Saturday April 16th, 2011

10:00am to 7:00pm

South/North Pavilions

Lethbridge, Alberta

Invoice #
CF-0416-11

Please complete ENTIRE form (print or type)

Company Name: _____

Contact: (first and last name) _____

Email: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: _____ - _____ Fax: _____ - _____ Cell: _____ - _____

Does your booth have an educational element to it? YES NO

It is not a requirement for acceptance into the show. If your booth is educational we will space accordingly as to enhance the Children's Festival.

Exhibit Rates - Include 1 table, 2 chairs, 1 power outlet and 2 exhibitor badges

10' X 10'\$ 100.00

Additional 8' table..... \$ 10.00

Corner Fee..... \$ 20.00

(corner fee applied to all exhibitors who have requested a corner location, and will be added for each corner)

Additional Requirements*

(See Reverse for Contract Provisions Before Ordering Additional Items)

Exhibitor Badges.....\$ 3.81

15 amp/110v Power Receptacle.....\$ 60.00

30amp/220v Power Receptacle.....\$ 125.00

Phone, data or fax line:.....\$ 200.00

ORDER

_____ # 10'x 10'Space x \$100=\$ _____

_____ Additional 8' table x \$10=\$ _____

_____ # Corners x \$20 =\$ _____

_____ Additional Exhibitor Badges @ \$3.81=\$ _____

_____ Additional 15amp/110v power @ \$60.00 = \$ _____

_____ Additional 30amp/ 220v power @ \$125.00 = \$ _____

_____ Phone, Data, Fax line @ \$200.00 =\$ _____

see reverse for contract provisions

Sub-Total = \$ _____

Plus 5% GST. = \$ _____

Total = \$ _____

OFFICE USE ONLY

RCVD: _____

Notes: _____

Confirmation Sent: Date: _____ Booth Space Given: _____

Please Note:

- Cancellations must be submitted in writing.
- Extension cords are NOT provided.

- Exhibitor packages can ONLY be picked up during scheduled move in times
- Exhibitor badges or admit one ticket pass are mandatory to enter

Application due by February 18th, 2011

***No application will be processed without Exhibitor signature on contract (below) and full payment

***This contract is also your receipt, please keep a copy for your records.

Cheque # _____

VISA/MC/AMEX G.S.T. # R123172801

Expiry Date _____

Make cheques payable to: Exhibition Park, 3401 Parkside Dr. South, Lethbridge, AB T1J 4R3 Phone:(403) 328-4491 Fax: (403) 320-8139

I authorize Exhibition Park the use of my credit card number to process this application and all forthcoming amounts related to this

Exhibitors (Signature) _____

Date _____

"The above "Company" is subject and bound to all Trade Show Policies, rules and Regulations, which I/We acknowledge hereto and form part of this agreement covering the privilege (but not the exclusive privilege) of the aforementioned operations at Exhibition Park's 1st Annual Children's Festival show governing the exhibits at Exhibition Park."

OFFICE USE ONLY:

Deposit received with contract: _____

Balance Due: _____

Exhibition Park's Children's Festival Application EVENT REGULATIONS

CONTRACT PROVISIONS (unless otherwise specified)

- 1(one) 8' table, 2 (two) chairs.
- 2 FREE exhibitors' badges per 10 x 10 booth
- 1(one) 15amp/110v power receptacle for indoor exhibitors. Exhibitors must provide their own extension cord.
- **All staff members scheduled to staff booth locations are required to present either an Exhibition Badge or daily admission ticket , otherwise they will be charged admission fees which are non-refundable. This applies to everyone entering gates including drop-off / pick-ups**
- Parking is available in designated "Exhibitor Parking" area only on the East side of the building
- If you require additional booth furnishings (table, chairs etc) please contact our Event Services department by calling our main office at (403) 328-4491
Direct billing applies

APPLICATION

- Total registration fee is due upon application deadline date of **February 18, 2011**
- All cancellations prior to **February 18, 2011** subject to a 25% Administration Services Charge.
- Exhibitors canceling participation in Exhibition Park's Children's Festival after **February 18, 2011**, will forfeit all monies. Cancellations must be made in writing.
- Exhibitors in violation of Event Regulations, following written notice, shall be excused from the show for one year and subsequently must request future participation as a "new" exhibitor.
- Show management reserves the right to terminate or limit any demonstrations or displays, which in its opinion, are objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or are detrimental to the character and nature of the Children's Festival.
- Printed material for the purpose of solicitations is not allowed to be distributed during events unless authorized by Management.

UTILITIES & INSURANCE:

- Under no circumstances can anyone other than electricians contracted by Exhibition Park make electrical service connections or repairs.
- The Exhibitor is responsible for obtaining any/ all insurance related to participation and requirements of the exhibit in the show. Neither show management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in and or move-out. Exhibitors are responsible for all their materials and should take adequate security measures at all times.

SPACE ALLOCATION:

- Event administration will attempt to accommodate all applications for space, but due to limited availability and selection procedures, Event Administration will not guarantee space allocations and we reserve the right to make changes as necessary. Acceptance of payment at time of application does not guarantee location at the "**Children's Festival**."
- Any contracts not received by the application deadline date will be processed in conjunction with submissions of new applicants.
- Transference of application to a company other than to whom it has been addressed is not permitted.
- Sub-letting and sharing of exhibit space to persons or companies not indicated as Exhibitor is not permitted.
- Exhibit rates apply to booths booked as a **single connected unit** solely by the exhibition company.
- Exhibitors must contain all materials, demonstrations, and promotional giveaways within the boundaries of their exhibit space; stickers, windshield flyers, etc. are prohibited.
- Direct selling is allowed . Your entire display must remain intact throughout **the Children's Festival**.
- Policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the Alberta Fire Code will be adhered to.
- Exhibitors using any type of heating device (frying pan, candles, etc.) must have a regulation fire extinguisher in their booth and can only be an Outside Vendor. Heating devices and any burning devices are not allowed inside as this is against fire regulations.

FOOD SERVICES:

- All Food service at the Children's Festival is controlled by Exhibition Park.
- Food exhibitors be limited to sell items not sold by Exhibition Park's concessions.
- No outside food is allowed to be brought (onto our grounds), into our buildings during an event where Exhibition Park is providing food service from any concession.
- No alcoholic beverages are permitted to be consumed at any exhibit site or display area without permission from event administration.
- The Public Health Act Food Regulations will be adhered to.
- Raffle draws are not permitted unless gaming license is provided to Management
- Show management reserves the right to make changes, additions, or deletions to event regulations at any time considered necessary.
- It is understood that by exhibiting in a show, Exhibition Park does not relinquish the right to control the management of the show and the enforcement of Event Regulations.
- Propane cylinders are not permitted within the building.
- No signage representing Exhibition Park or any Exhibition Park sponsors can be covered or removed at any time.
- By registering for the Children's Festival, your contact information will appear on our exhibitor lists. By signing this contract you give Exhibition Park permission to include your contact information on the Exhibitor lists and to distribute these lists as Exhibition Park deems appropriate. (For example, this information may be provided to, but not limited to, the show guide (if applicable), the list of exhibitors may be provided to various media, or may be published on Exhibition Park's website. In addition, your name as well as any pictures of your booth or pictures of company representatives may be used in public relations, marketing and other media correspondence.)