

EXHIBITION PARK

3401 Parkside Drive South, Lethbridge, AB T1J 4R3

Phone: 403.328.4491 Fax: 403.320.8139

exhibitionpark.ca

events@exhibitionpark.ca



EXHIBITION PARK
"EXpect the Best"

**EXHIBITION PARK AND THE CANADIAN HOME BUILDERS' ASSOCIATION –
Lethbridge Region
ARE PROUD TO PRESENT**

**THE 35th ANNUAL HOME & GARDEN TRADE SHOW
MARCH 16-19, 2011**

The Lethbridge Home & Garden Trade Show brings the clients to you! Join us and be part of the excitement! No other marketing tool in Lethbridge brings you face to face with potential customers. Last years attendance was over 23,000. In past years, exhibitor space in the Home & Garden Trade Show has sold out, so get your application in early to avoid disappointment!

This contract package includes:

- Home & Garden Trade Show Space Application
- Important Reminders and Show Hours

WE ARE PLEASED TO AGAIN BE OFFERING 30 X 60 OUTDOOR SPACES!
(ALTERNATE SPACE SIZES WILL BE CONSIDERED. PLEASE SEE APPLICATION FOR DETAILS.)

Please familiarize yourself with the rules and regulations included in the application contract. Should you have any questions please do not hesitate to contact me at (403) 317-3206 or at jen@exhibitionpark.ca

Please note: Home & Garden Trade Show organizers will do their best to accommodate exhibitor requests, however, space location(s) cannot be guaranteed.

We thank you for your interest in the 2011 Home & Garden Trade Show and we look forward to seeing you at the show!

Sincerely,

Jen George
Event Coordinator

Rick Neudorf
Home & Garden Chairperson 2011



EXHIBITION PARK
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Home & Garden Trade Show

Trade Show Contract

March 16-19, 2011

Lethbridge, AB



Please complete ENTIRE form (clearly print or type)

Company Name: _____

Contact: (first and last name) _____

Email: _____ **Fax:** _____ - _____

Address: _____ **City:** _____

Province/State: _____ **Country:** _____ **Postal/ ZIP Code:** _____

Phone: _____ - _____ **EXT:** _____ **Cell:** _____ - _____

Exhibit Rates

Corner Booth (By Request):	Additional \$55.00
10' X 10'.....\$630.00	10' X 20'.....\$ 1185.00
10' X 30'.....\$ 1760.00	10' X 40'.....\$ 2300.00
10' X 50'.....\$ 2800.00	10' X 60'.....\$ 3375.00
10' X 70'.....\$ 3760.00	10' X 80'.....\$4300.00
10' X 90'.....\$4830.00	10' X 100'.....\$5355.00
Outdoor Lot (30' X 60'):.....	\$680.00
Van/Trailer Parking.....	\$340.00

Additional Requirements*

- (See Contract Provisions Before Ordering Additional Items)
- Exhibitor Badges.....\$ 13.33
(includes admission and parking for both days)
 - 15 amp/110v Power Receptacle.....\$ 60.00
 - 30amp/220v Power Receptacle.....\$ 125.00
 - Phone, data or fax line:..... 200.00
 - Gas Line (limited availability).....\$130.00
 - Client Pass Book (1 Book = 20 Passes).....\$ 95.24
- NOTE: Client Passes included one-day admission & one parking pass.
*If not ordered upon Contract there can be no guarantee of service.
*Costs in excess of the base rates will be invoiced directly.

Spacing Request

Indoor Exhibit Size (i.e. 10 x 10) _____ Exhibit Rate=\$ _____

_____ # of Corner Booths x \$55 = \$ _____

_____ # of Outdoor Lots x \$650 = \$ _____

_____ # Van/Trailer Parking x \$340 = \$ _____

_____ Additional Exhibitor Badges @ \$13.33= \$ _____

_____ # of Books of Client Passes (20 per book) x \$95.24 = \$ _____

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

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

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

_____ Gas line @ \$130.00 = \$ _____

Sub-Total = \$ _____
Plus 5% GST. = \$ _____

Total = \$ _____

If NOT paid in full by November 27, 2010, enclose 50% deposit and

OFFICE USE ONLY—DO NOT WRITE IN THIS SECTION!

Renewal **Confirmation Sent** **Date:** _____ **RCVD:** _____

Booth Space Given: _____

Notes: _____

Contract due by November 27, 2010

- No Contract will be processed without completed contract, exhibitor signature on contract (below) and 50% deposit
 - Balance is due and payable December 27, 2010
 - This contract is also your receipt, please keep a copy for your records.

Cheque # _____ VISA/MC/AMEX G.S.T. # R123172801 Expiry Date _____

I authorize Exhibition Park the use of my credit card number to process this Contract

Make cheques payable to:
Exhibition Park,
3401 Parkside Dr. South, Lethbridge, AB T1J 4R3

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 Home and Garden Show governing the exhibits at Exhibition Park."
SEE EVENT REGULATIONS

OFFICE USE ONLY—DO NOT WRITE IN THIS SECTION!

Deposit received with contract: _____ Balance Due: _____

Home and Garden Trade Show EVENT REGULATIONS

CONTRACT PROVISIONS (unless otherwise specified)

- Exhibitor's admittance badges and power outlets according to chart.
- 8' back drupe. 3' side drupe (pre-set colors),
- Exhibitors must provide their own extension cord.
- Wireless internet is included.
- Security Services in effect from "Move-In" until conclusion of "Move-Out"
- All staff members scheduled to staff booth locations are required to present either an Exhibition Badge or daily admission ticket and a parking pass at gate, otherwise they will be charged admission and parking 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/West sides of the building
- If you require booth furnishings (table, chairs, carpet, etc) please contact our Event Services department by calling our main office at (403) 328-4491
Direct billing applies

Size of Rental Space	Admittance Badges Included	110 V Power Outlets Included
10' X 10' (100 sq. ft.)	2	1
10' X 20' (200 sq. ft.)	2	1
10' X 30' (300 sq. ft.)	4	2
10' X 40' / 20' X 20' (400 sq. ft.)	4	2
10' X 50' / 20' X 25' (500 sq. ft.)	4	3
20' X 30' (600 sq. ft.)	6	3
Booths Larger than 600 sq. ft. calculate at \$4.50 per sq. ft.	8	4
Outdoor Space Rates		
1-30' x 60' Outdoor Lots	2	N/A

CONTRACT

- 50% of TOTAL due upon Contract deadline date of **November 27, 2010**
- All cancellations prior to **January 28, 2011** are subject to a 20% Administration Services Charge.
- Exhibitors canceling participation in the Home and Garden 2011 after **January 29, 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 **Home and Garden 2011**.
- Printed material for the purpose of solicitations outside of booth area 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.
- All exhibitors are required to have their own liability insurance.
- 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 Contracts 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. Exhibitors in good standing have first right of refusal on space not location. **Acceptance of payment at time of Contract does not guarantee location at Home and Garden 2011.**
- Any contracts not received by the Contract deadline date will be processed in conjunction with submissions of new applicants.
- Transference of Contract 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, however, your entire display must remain intact throughout **Home and Garden 2011**.
- 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 and Liquor service at the Home and Garden 2011 are controlled by Exhibition Park.
- The following are approved for all events in which our concessions are open: food exhibitors be limited to sell items not sold by Exhibition Park's concessions.
- 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.

ADDENDUM:

- Raffle draws are not permitted unless gaming liscence is provided to Management
- No exhibitors will have exclusive rights to products
- 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.
- No smoking within the facilities.
- 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 Home and Garden 2011, 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.)

HOME AND GARDEN TRADESHOW 2011

Important Show Information

***Failure to respect the set Move-In and/or Move-Out Clauses will result in a review of your status as a Trade Show Exhibitor at Exhibition Park events.**

MOVE-IN:

The buildings will be open and available for move-in on:

Monday, March 14, 2011	9:00 a.m. until 9:00 p.m.
Tuesday, March 15, 2011	9:00 a.m. until 9:00 p.m.

Please note: Move-in will only take place during these posted times. No other times will be permissible. Any trade space not completely set up by 9:00 p.m. on Tuesday, March 15, 2011 becomes possession of Exhibition Park and will be resold.

Important: On show days you will be allowed into the buildings 1 hour prior to when the doors open to the public.

SHOW HOURS

The show hours for the 2011 Home & Garden Tradeshow are:

Wednesday, March 16, 2011	Noon to 9:00pm
Thursday, March 17, 2011	Noon to 9:00pm
Friday, March 18, 2011	Noon to 9:00pm
Saturday, March 19, 2011	Noon to 5:00pm

Exhibitors must staff their booths during all show hours.

MOVE-OUT:

Please be aware that it is absolutely necessary to keep your booth completely set-up until the show closes each day and especially the last day. Any businesses closing down or packing up their booth prior to move-out time (5:15pm Saturday March 19th, 2011) will not be invited back to the Home and Garden Show in 2011 or any of our other shows.

Please be respectful of your fellow exhibitors and their equipment during move-out times!

The buildings will be open and available for move-out on:

Saturday, March 19, 2011	5:15 p.m. until midnight
Sunday, March 20 2011	9 a.m. until 3 p.m. (by appointment only)
Monday, March 21, 2011	9:00 a.m. until 4:30 p.m.

Please note: Move-out will only take place during these posted times. No other times will be permissible. Forklifts will be available during move in and move out times; please fill out the request sheet and hand in before **January 18, 2011**, this will allow us to know when it will be used, please check in at the information booth upon arrival. Please be considerate of our crew, we will get things done as quickly and safely as possible.

NOTE:

LARGE EQUIPMENT exhibited indoors must **NOT EXCEED** the following dimensions:

South Pavilion:	14' 5" HIGH X 15' WIDE	North Pavilion:	13' 6" HIGH X 17' WIDE
West Pavilion:	12' 6" HIGH X 16' WIDE	Main Pavilion:	13' 6" HIGH X 17' WIDE

The Extras

Utilities and Services:

If you require additional 15 amp power; 30 amp power; phone fax or data lines; or natural gas and have not indicated these requirements on your contract please contact us as soon as possible so we may space you according to our utilities and services grids.

Exhibitor Badges and Information Packages:

When you arrive at the show to set up your booth space please come to our Information Booth to pick up your Exhibitor Package. This package contains valuable information and details that you will need to know to help make your experience stress-free! Your Exhibitor admission and parking badges will also be available for you to pick up at this time.

Client Passes:

Want to have your clients come for a visit on you? Client passes may be purchased directly on your contract. These passes will be personally delivered to local businesses, are to be picked up upon arrival or will be mailed only upon request.

We look forward to having you at the 2011 Home & Garden Trade Show!

Do You Require a Forklift For Move In or Move Out?

To make move-in smooth and safe, we will require information on what equipment you will need from us to assist with your move-in at the 2011 Home & Garden Tradeshow. Please indicate on the list below what equipment you will require, for approximately how long, and for what purpose. This information will be provided to our operations personnel so they are available for you upon your arrival. *Move-in times will be provided in your confirmation package.*

MOVE IN

Business Name: _____

Equipment Required:

___ Forklift (Short Forks) ___ Forklift (Long Forks) ___ Genie Boom Lift

Length of time required: _____

Purpose: _____

MOVE OUT

Business Name: _____

Equipment Required:

___ Forklift (Short Forks) ___ Forklift (Long Forks) ___ Genie Boom Lift

Length of time required: _____

Purpose: _____

*Please send or fax this sheet with your application or prior to January 18, 2011.
Thank you for your cooperation.

Mailing Address: 3401 Parkside Drive South Fax: 403-320-8139
Lethbridge, AB T1J 4R3