



EXHIBITION PARK
"EXpect the Best"

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's The "BIG" Christmas Trade Show

Friday and Saturday
December 3rd and 4th, 2010

Exhibition Park is pleased to present The "BIG" Christmas Trade Show! This year we are incorporating both the Country Christmas Craft Show and Christmas Farmers' Market into one "BIG" Christmas Trade Show. We are hoping to have you join us again this year, or for the first time, for what is sure to be another great show! Get the Christmas magic started now by applying for the "BIG" Christmas Trade Show at Exhibition Park! Let us bring the people to you this Christmas and get ready to show off your products in a great interactive holiday environment.

We will be offering both booths and tables for the show. One side will be booths for the Craft Show side and the other will be tables for the Farmers' Market. You have the option to choose either depending on what is best for your needs. Please note: the contract will incorporate both options.

The "BIG" Christmas Trade Show will be held on December 3rd and 4th, 2010.

Come celebrate Christmas!

The booth decorating contest will be held again, however there is no specified theme this year other than 'Holiday Spirit' So, whether it's snowmen or Christmas trees that you choose to decorate with, all we ask is that you use a holiday theme! Decorate your booth for your chance to win back the cost of your booth space! (up to \$200.00 maximum)

To apply for booth space:

- Please read, complete, and sign the enclosed contract. (Incomplete or unsigned contracts will not be accepted).
- Please provide us with a **complete** list of your products; failure to provide this information may result in you being placed near competitors.
- A deposit of 50% of your booth cost is required with your application submission.
- Full payment is required by October 9th, 2010.
- Please ensure that your email address is written clearly and correctly as any correspondence will be sent via email

APPLICATION DEADLINE to renew booth space is: July 31st, 2010*

*This deadline is for renewal of booth space only. We will continue to sell booth space until the show is full.

Upon confirmation of your acceptance, you will be emailed with additional details for the show. Approximately 6 weeks prior to the event date you will receive your booth location and any last minute information.

Thank you for your interest in Exhibition Park and The "BIG" Christmas Trade Show.

If you have any questions or require additional information please contact Jen George at 403-317-3206 or by email jen@exhibitionpark.ca.

Sincerely,

Jen George

Events Coordinator

"EXpect the Best"



Exhibition Park—Lethbridge, Alberta
The "BIG" Christmas Trade Show

Farmers' Market, Gift & Crafts

Friday December 3rd, 2010—1pm to 5pm
Saturday December 4th, 2010—8am to 3pm

Invoice #
 BCTS—1203-1204-10
 BCFM- 1203-1204-10

Please complete ENTIRE form (print or type)

Company Name: _____
Contact: (first and last name) _____
Email: _____
Address: _____ **City:** _____
Province: _____ **Postal Code:** _____
Phone: _____ - _____ **Fax:** _____ - _____ **Cell:** _____ - _____

****FARMERS' MARKET ENTRANTS (TABLE SPACING)****

Are you a: Baker Crafter Producer Fruit Vendor Other
 Do you make, bake or grow your own products? Yes No
 Is your product made, baked or grown in Alberta? Yes No
 Are you a returning vendor? Yes No

****CRAFT & GIFT ENTRANTS (BOOTH SPACING)****

NEW EXHIBITORS PLEASE INCLUDE: 2 color photos and booth display picture.

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

10' X 10'.....\$ 60.00
 Additional 8' table.....\$ 7.00
 Corner Fee.....\$ 7.00
 (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
 (includes admission and parking for both days)
 15 amp/110v Power Receptacle.....\$ 60.00
 30amp/220v Power Receptacle.....\$ 125.00

Exhibit Rates—1 table, 2 chairs, 8' back drape & 3' side drape, 1 power outlet, 2 exhibitor badges and wireless internet

_____ # 10'x 10'Space x \$200=\$ _____
 _____ # 10'x 20'Space x \$380=\$ _____
 _____ # Corners x \$50 = \$ _____
 _____ Additional Exhibitor Badges @ \$3.81= \$ _____
 _____ Additional 15amp/110v power @ \$60.00 = \$ _____
 _____ Additional 30amp/ 220v power @ \$125.00 = \$ _____
 _____ Phone, Data, Fax line @ \$200.00 = \$ _____
 _____ Gas line @ \$130.00 = \$ _____

see reverse for contract provisions

Sub-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 September 3, 2010

*****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 The "BIG Christmas Trade show governing the exhibits at Exhibition Park."

SEE REVERSE FOR EVENT REGULATIONS

OFFICE USE ONLY:

Deposit received with contract: _____ **Balance Due:** _____

The "BIG Christmas Trade Show Application EVENT REGULATIONS

CONTRACT PROVISIONS (unless otherwise specified)

- 8' back drape. 3' side drape (pre-set colors) NOTE: THIS APPLIES TO BOOTH SPACING ONLY (Craft and Gift)
- 1(one) 8' table, 2 (two) chairs.
- 2 FREE exhibitors' badges(up to 200 sq.ft.) / 4 FREE exhibitors' badges (up to 201-600 sq.ft.) / 6 FREE Exhibitor Badges (601 sq.ft. or more)
- 1(one) 15amp/110v power receptacle for indoor exhibitors. 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 side 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

APPLICATION

- Total registration fee is due upon application deadline date of **September 3, 2010**
- All cancellations prior to **October 9, 2010** are subject to a 25% Administration Services Charge.
- Exhibitors canceling participation in the "BIG Christmas Trade Show after **October 9, 2010**, 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 "BIG" Christmas Trade Show.
- 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. Exhibitors in good standing have first right of refusal on space not location. Acceptance of payment at time of application does not guarantee location at the "**BIG Christmas Trade Show**."
- 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 however, your entire display must remain intact throughout **The "BIG" Christmas Trade Show**.
- 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 "BIG" Christmas Trade Show are to be 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 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 "BIG" Christmas trade show, 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.)



2010 The “BIG” Christmas Trade Show Criteria

The criteria below have been developed to secure top quality standards of the “BIG” Christmas Trade Show. Please carefully read the criteria and both sides of the contract rules and regulations.

The criteria are as follows:

- ✓ All items must be directly related to Christmas; either products that can be given as a gift or Christmas in theme (such as decorations or food).
- ✓ All booths come with one 110VOLT/15AMP power receptacle, therefore we encourage the use of extra lighting to enhance the atmosphere; tasteful Christmas lights, spot lights or table top lights should be used.
- ✓ Exhibitors must display a sign identifying the name of your business.
- ✓ Exhibitors must have their products clearly priced, either individually, or by a clearly visible price list. Food items must include all ingredients.
- ✓ All exhibitors must guarantee their product.

The following regulations are in addition to the rules and regulation listed on the back of your contract:

- ✓ Exhibitors are asked to donate a small door price for the draw barrel; be sure to include your business card for advertising. Please drop off your donation for a door prize at the information booth during move-in.
- ✓ Food items, which are packaged for gift giving, are allowed to be sold by any exhibitor, provided that a request for approval accompanies your application. Exhibitors selling food must also comply with Alberta Health Services Regulations.
- ✓ Exhibitors will be spaced according to the products that they are selling and the size of their booth. Booth listing and map will be sent out approximately one month prior to the show.
- ✓ All exhibitors must keep their booth completely set up and staffed during all hours of the show. Failure to do so may result in the exhibitor not being invited back for future shows at Exhibition Park.

Please note: There are no exclusive rights on products being sold at the “BIG” Christmas Trade Show