



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

Dear Landscaper,

It is the time of year again to book space at the **Home & Garden Trade Show** at **Exhibition Park**. We are pleased to continue offering you prime showcase space at a reduced exhibitor rate in exchange for your fabulous displays and customer appeal. Your displays keep our show colorful and memorable for our customers and yours!

Please complete the attached criteria sheet and return it with your Landscapers Space Application. All criteria must be met to qualify for landscaper space. Space is limited therefore applications will be accepted on a first come basis. To avoid disappointment please complete your application and return it to Exhibition Park as soon as possible.

Deadline for applications is November 27, 2009.

This year we would like to continue offering outdoor landscaper space in addition to the already available 30' X 60' spaces. For further details on this option or general questions please contact Marilyn Zucco at (403) 317-3219 or by email at marilyn@exhibitionpark.ca.

We look forward to having another spectacular Home & Garden Trade Show and hope to have you join us!

Sincerely,

Marilyn Zucco
Events Coordinator

Rick Neudorf
2010 Home & Garden Chairperson



"EXpect the Best"

Home & Garden Trade Show Landscapers Criteria Checklist

Exhibition Park and Canadian Homebuilders' Association – Lethbridge Region recognize the value that Landscapers bring to the Home & Garden Show. As such, we offer Landscapers a reduced rate on their booth space in return for displays that are dynamic, visually impressive, and considered a “draw” to the show. There is a limited amount of space which we will sell for a reduced rate, therefore, only landscaping companies who meet the following criteria can qualify to purchase this space. Please check this list off if you qualify according to the criteria and sign at the bottom.

- Your company must have a certified Landscape Gardner, or equivalent as determined by the committee, employed full time.
- Your company must have a current business license in the City of Lethbridge or the surrounding area as a Landscaping Company.
- There can be no use of vehicles/equipment/tools as part of your exhibitors' booth to use up space. Only props that are appropriate (BBQ's, Hot Tubs, etc.), are acceptable.
- A pre-designed booth sketch or photographs outlining the planned use of you space for the booth must be submitted with your application request. Photographs of past displays, if available should also be included.
- You must commit at least 50 man hours towards setting up your booth
- You must agree to use a minimum of 500 sq ft of booth space
- You must agree to follow all the rules and regulations of the Home & Garden Trade Show.

Please note that companies whose primary business includes Landscape Maintenance, Landscape Service, or Retail Business cannot qualify for reduced booth space. In addition, companies who consider themselves “Landscapers” but do not qualify based on the above criteria can still apply for the show as a regular Home & Garden exhibitor.

I am in accordance with the criteria outlined in this checklist:

Printed Name _____ Signature _____



Home & Garden Trade Show

Landscapers Space Contract

March 17-20, 2010

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	
20' X 30'.....	\$635.00
20' X 35'.....	\$ 735.00
25' X 35'.....	\$ 920.00
30' X 35'.....	\$1100.00
Van/Trailer Parking.....	\$325.00
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.	
*Materials not included	
*Wireless Internet is included for all indoor space.	

Spacing Request	
Indoor Exhibit Size (i.e. 20 x 30) _____	Exhibit Rate=\$ _____
_____ Additional Exhibitor Badges @ \$9.52=	\$ _____
_____ # 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, 2009, enclose 50% deposit and post dated cheque for December 28, 2009.	

OFFICE USE ONLY—DO NOT WRITE IN THIS SECTION!

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

Booth Space Given: _____

Notes: _____

Contract due by November 27, 2009

- No Contract will be processed without completed contract, exhibitor signature on contract (below) and 50% deposit
 - Balance is due and payable December 28, 2009
 - 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 are as follows: Up to 700 sq. ft. receive 2 badges; 701 sq. ft. or more receive 4 badges.
- 1(one) 15 amp/110v power receptacle (for one cord).
- Exhibitors must provide their own extension cord.
- 8' back drape. 3' side drape (pre-set colors)
- 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

CONTRACT

- 50% of TOTAL due upon Contract deadline date of **November 27, 2009**.
- All cancellations prior to **January 29, 2010** are subject to a 20% Administration Services Charge.
- Exhibitors canceling participation in the **Home and Garden 2010** after **January 29, 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 **Home and Garden 2010**.
- 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.
- 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 2010**.
- 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 2010**.
- 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 2010 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 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
- 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 2010, 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.)

Important Information

Exhibition Park would like to welcome you to the 2010 Home & Garden Trade Show. Below we have created a Move-in, Move-out schedule. We look forward to your presence and to another fantastic year.

A forklift will be available only during regular business hours, Monday–Friday from 8:30am–4:00 p.m. Due to insurance issues, only Exhibition Park Staff will be able to run the forklift.

Landscapers can drop off at their own risk, materials in the East parking lot only on Monday, March 8, 2010; however, **Exhibition Park is not responsible for any damaged or stolen property.**

A few other important guidelines:

- Landscape material that is dropped off must remain 30 feet away from the building. This is considered the fire lane and must remain open during move-in, move-out and during the show.
- Please bring your own extension cords. Power will be available starting Monday March 15, 2010 for your convenience.
- For lighting over the booth, our lights are on main switch boards and are not individual. Please speak with your neighbor to see if they are interested in turning them off, if you are both interested please contact me and see if we can accommodate you.

Move-In times for all Landscapers/ Special Arrangements:

Monday, March 8, 2010	Noon – 9:00 p.m.
Tuesday, March 9, 2010	8:00 a.m. – 9:00 p.m.
Wednesday, March 10, 2010	8:00 a.m. – 9:00 p.m.
Thursday, March 11, 2010	8:00 a.m. – 9:00 p.m.
Friday, March 12, 2010	8:00 a.m. – Noon

Please Note: Forklifts are only available Monday-Friday from 8:30-4:30 p.m.

Please have all dirt removed from the floor around your booth by Friday, March 12 afternoon at the latest, as our staff will need to clean the buildings for regular move in. We ask you clean up after yourself. If a mess is left you will be given one warning. Please let us work together!

Please see next page for more important details...

Regular Move-In times for all Exhibitors begins Monday March 15, 2010

Monday March 15, 2010 9:00 a.m. - 9:00 p.m.
Tuesday March 16, 2010 9:00 a.m. – 9:00 p.m.

All Exhibitors including landscapers need to be set up by 9 a.m. Tuesday, March 16, 2010.

Move- out times:

Saturday March 20, 2010 5:20 p.m. – Midnight
Sunday March 21, 2010 By Appointment Only
Monday March 22, 2010 8:30 a.m. – 4:30 p.m.

*Please Note: Forklifts will be available for move-out