



## THE 41<sup>th</sup> ANNUAL HOME & GARDEN TRADE SHOW MARCH 22-25, 2017

Dear Exhibitor,

In this contract package, please find enclosed:

- Home and Garden Trade Show space application with NEW SHOW HOURS  
(Wednesday to Friday 1pm to 8pm & Saturday 10am to 5pm)
- Checklist to be submitted with application
- 2017 Event Rules & Regulations
- Event services form for an additional booth furniture you may require

Please familiarize yourself with the Home and Garden Trade Show regulations on the **reverse** side of the contract to ensure all rules are being followed.

Please be sure you attach a business card to your application or a photocopy of one and that you have completely filled out the application with a signature in order to be accepted.

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### **Previous Exhibitor Application Deadline and Spacing**

Returning Exhibitors from the 2015 show will receive priority spacing based on the following conditions:

- a) The exhibitor is in good standing with Exhibition Park
- b) The exhibitor application for the 2017 show must be received by November 18, 2016 (if not your space will be released)**
- c) Please ensure that the person that will be manning the booth gets a copy of the contract and regulations]
- d) Please send a photo of your 2016 booth with a brief description of what you plan to do differently in your booth for 2017

### **New Exhibitor Application and Spacing**

New Exhibitors to the 2017 show will be considered once existing exhibitors are confirmed. New exhibitors will be considered based on the following conditions:

- a) The exhibitor has filled out the contract in full with signature, business card, Proof of Liability insurance, Business License and proof of WCB coverage
- b) There is space remaining in the show (please keep in mind there is a large wait list)
- c) The exhibitor is considered to be in good standing with Exhibition Park

**Please note:** show organizers will do their best to accommodate exhibitor requests. However, it should be noted that space location(s) will not be guaranteed. We would like to thank you for your interest in The Home and Garden Trade Show 2017 and we look forward to seeing you soon.

## Completing Your Contract

Checking to be sure your contract is filled out properly is very important.

If it is not filled in completely, the contract will be sent back to you with a new copy of the contract to fill out.

So, to save time and ensure that you meet the deadline, use the following checklist to review your contract before sending it in.

- Fill out the entire top (information) portion clearly by printing or typing. It is imperative that we have all contact information. Including first and last name, phone numbers and email.
- **Attach a copy of your business card, Copy of Business license, & proof of WBC coverage.**
- Fill out the booth space according to what you had last year unless you want to increase or decrease your space. (see below)
- If you are requesting **more** space the contract will be adjusted **after** the additional space is approved; and you will be charged accordingly. When requesting the additional space Please ensure you make a note under the notes or requests section on the contract.
- If you are requesting **less** space than the previous year please indicate this under the notes or requests section on the contract. In this case your contract can be filled out according to the decreased space.
- If you require internet we do have wireless complimentary internet but it sometimes is not reliable for everyone as so many people are accessing it and can be weak in certain areas of our buildings so if it something you rely on heavily please order a hard line for your booth.
- If you are paying by **cheque** please only send your contract with the cheque through the mail. If it is mailed in time to arrive by the deadline it is not necessary to also fax your contract in. Please ensure you have enough time to send in by mail to ensure it arrives prior to the deadline date.
- If you are paying by **credit card**, please be sure to fill out the numbers very clearly and **check the box** indicating that we can process the transaction.
- Contract **MUST be signed** or it will not be accepted.
- The signature must be of the contact person listed on the contract. This will be the person that will be contacted with any information regarding the show. Please give a copy to the person(s) manning your booth if it is different than the name on the contract.

Should you have any questions please call Tracy Austin at 403-317-3206 or e-mail [Tracy@exhibitionpark.ca](mailto:Tracy@exhibitionpark.ca)

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Kind Regards,  
Tracy Austin  
Trade Show Coordinator

# Checklist for Home & Garden Trade Show Space

\*Please send in this checklist completed and signed with your application\*

- HAVE YOU COMPLETED AND **SIGNED** THE ENTIRE TRADE SHOW SPACE APPLICATION
- HAVE YOU INCLUDED YOUR BUSINESS LICENSE, PROOF OF WCB, & LIABILITY INSURANCE
- READ THE ENCLOSED COVER LETTER AND THE CONTRACT RULES AND REGULATIONS
- HAVE YOU INCLUDED ANY SPECIAL REQUESTS SUCH AS BOOTH LOCATION (IF YOU WOULD LIKE TO INCREASE YOUR SPACE AMOUNT PLEASE INCLUDE A TYPE WRITTEN LETTER WITH ALL DETAILS OR INDICATE ON NOTES AND REQUEST SECTION ON CONTRACT. ALL REQUESTS WILL BE CONSIDERED AND WE WILL DO OUR BEST TO ACCOMMODATE THEM, HOWEVER, WE CANNOT GUARANTEE ANY REQUEST.)
- HAVE YOU INCLUDED YOUR REQUESTS FOR ADDITIONAL POWER REQUIREMENTS, INTERNET, PHONE LINE, GAS LINE, CLIENT PASSES, EXTRA BADGES, EQUIPMENT USE, ETC.
- HAVE YOU FILLED OUT THE EVENT SERVICE FORM AND WILL RETURN WITH THE CONTRACT
- HAVE ENCLOSED A PICTURE OF YOUR 2016 BOOTH WITH DESCRIPTION ON ANY CHANGES BEING MADE FOR 2017
- HAVE YOU INCLUDED A 50% DEPOSIT WITH YOUR APPLICATION (IF PAYMENT IS COMING FROM HEAD OFFICE OR UNDER A DIFFERENT COMPANY NAME, PLEASE INDICATE ON THE CHEQUE WHICH BUSINESS THE PAYMENT IS TO BE DIRECTED TO)
- RETURNING APPLICATION SUBMITTED ON OR BEFORE **NOVEMBER 18, 2016**
- PLEASE KEEP A COPY OF THE APPLICATION FOR YOUR FILES (THIS IS ALSO YOUR **INVOICE**)
- HAVE INFORMED ALL EMPLOYEES WORKING FOR ME DURING THE SHOW OF THE CRITERIA, RULES AND REGULATIONS OF THE SHOW
- HAVE PLANNED TO HAVE MY BOOTH STAFFED AT ALL TIMES

I HAVE COMPLETED & FULFILLED THE ENTIRE CHECKLIST:

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

## **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 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 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.
- You must agree to make a noticeable change to your booth from last years design

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 \_\_\_\_\_

## 2017 Trade Show Contract

Please complete **ENTIRE** form (clearly print or type), Please attach a business card or a photocopy of one. Please note that the contact you state below is the person that will receive all correspondence for the show, please ensure a copy of this information is also passed on to the person(s) who will be attending the show.

Company Name: \_\_\_\_\_  
 Contact: (first and last name) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/ ZIP Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ - \_\_\_\_\_ EXT: \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

### Exhibit Rates

20' X 20'.....\$ 890.00  
 20' X 30'.....\$ 1021.00  
 20' X 35'.....\$ 1186.50  
 25' X 35'.....\$ 1356.50  
 30' X 35'.....\$ 1658.50  
 Van/Trailer Parking.....\$399.00

Were you in the show in 2016? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you a member of any of the following (check all that apply)  
 CHBA \_\_\_\_\_ LCA \_\_\_\_\_ Chamber of Commerce \_\_\_\_\_ BBB \_\_\_\_\_

Website: \_\_\_\_\_

Provide a photo of your 2015 entry as well as a brief description of any changes being made to your entry: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Notes or requests, additional space requests for returning vendors:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Spacing Request

If you are a returning vendor please put size of previous year's booth & additional space requests under **Notes or Requests**

Indoor Exhibit Size (i.e. 20 x 20) \_\_\_\_\_ Exhibit Rate = \$ \_\_\_\_\_  
 \_\_\_\_\_ # of Outdoor Lots x \$399.00 = \$ \_\_\_\_\_

### Additional Requirements\*

(See reverse for contract inclusions before ordering additional items)

\*Please order on this application to guarantee these items.

\*Extension cords are not included

\_\_\_\_\_ Additional Exhibitor Badges @ \$25.00 = \$ \_\_\_\_\_  
 (includes admission and parking for all days)

\_\_\_\_\_ # of Books of Client Passes (20 per book) x \$140.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Additional 15amp/110v power @ \$85.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Additional 30amp/ 220v power @ \$170.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Hardline Internet @ \$126.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Gas line @ \$183.00 = \$ \_\_\_\_\_

**Sub-Total = \$ \_\_\_\_\_**

Plus 5% GST. = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

For **new applicants** payment will not be processed until November 18, 2016 Only if you are accepted. For **returning exhibitors** 50% deposit is required on contract submission the remainder is due by January 13, 2017

If you are a **RETURNING EXHIBITOR**, your contract is **due NOVEMBER 18, 2016**.

If your contract is not received by this date, your **Booth Space will not be held for the 2017 Home & Garden Show. (NO EXCEPTIONS)** Please scan and email back to [tracy@exhibitionpark.ca](mailto:tracy@exhibitionpark.ca)

No contract will be processed without completed contract, **exhibitor signature** on contract, Copy of your business license, proof of WCB coverage and **50% deposit**, balance is due and payable January 13, 2017,

Process Full Amount  Process Deposit Only

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

Cheque # \_\_\_\_\_ VISA/MC \_\_\_\_\_ G.S.T. # R123172801 \_\_\_\_\_ Expiry Date \_\_\_\_\_ CVC # \_\_\_\_\_

**Invoice #HG2203-2503-17**

I authorize Exhibition Park the use of my credit card number to process this contract and all forthcoming amounts related to this contract. registration. (please check box to agree) **This contract is your invoice, please keep a copy for your records.**

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 & Garden Show governing the exhibits at Exhibition Park."

SEE REVERSE FOR EVENT REGULATIONS

Office Use: Booth # \_\_\_\_\_

Badges \_\_\_\_\_ E.P. \_\_\_\_\_ D.B. \_\_\_\_\_ Finance \_\_\_\_\_ Mapped \_\_\_\_\_ C.P. Sent \_\_\_\_\_

# Home & Garden Show Trade Show Application 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 as power outlet may not be within your booth space
- 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. You are not permitted to camp on our grounds without prior approval from event management.
- If you require booth furnishings (table, chairs, carpet, etc.) please Fill out the Event services form attached or contact our Event Services department by calling our main office at (403) 328-4491. Direct billing applies

## APPLICATION

- 50% of TOTAL due upon application deadline date of **November 18th, 2016**
- All cancellations prior to **January 13, 2017** are subject to a 25% Administration Services Charge.
- Exhibitors canceling participation in the Home & Garden Show after **January 13, 2017** 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.
- This show is NON-EXCLUSIVE (we will allow multiple companies selling a similar product however event management will do it's best to ensure there is not an abundance of similar items) We ask you to clearly identify on the application form your PRODUCT DESCRIPTION and BRAND NAMES that you are selling. You are only allowed to sell the items listed on your initial application. All additions to product list must be given in writing prior to event set-up. You will be asked to remove any items not listed on your application.
- Exhibitors are required to keep their exhibit space free of trash, paper, etc. Refuse is to be disposed of in a manner indicated by the Health Authorities or the exhibition. The exhibitor will conduct his/her business in a quiet and orderly manner and keep his/her place neat and clean. An exhibitor will not set up his/her exhibit or operate equipment so as to interfere with the adjoining space or obstruct the aisle ways.
- No threatening or aggressive behavior to staff, security or other vendors will be tolerated, immediate removals of exhibit and no refund will be given. Any complaints must be given in writing.
- Exhibition Park reserves the right to move / remove and refuse any exhibitor for reasons determined by the staff & management at Exhibition Park.
- Event management may at any time in its discretion, require the Exhibitor to remove himself/herself, his/her employees, and his/her property from the property of Lethbridge Exhibition Park for any violation of this agreement.
- 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 & Garden Show 2017.
- Printed material for the purpose of solicitations outside of booth areas 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 additional power requests are to be submitted before August 12 to allow for set-up as power may not be available or accessible at the time of move-in.
- All booths must provide a Certificate of Insurance as evidence that insurance is maintained for your booth. This includes: Comprehensive General Liability Insurance with a minimum limit of \$1,000,000.

## **UTILITIES & INSURANCE CONTINUED:**

- 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.
- City of Lethbridge Business License - Vendors not from the City of Lethbridge, who are returning to the city following a trade show to conduct business, are responsible for obtaining the necessary licenses to do so.

## **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 Home & Garden Show 2017.**
- 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.
- 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 & Garden Show 2017.
- All Sales must take place within your allotted booth. You are not permitted to leave your booth and solicit business from the aisles or adjacent booths.
- Your booth must be manned during entire duration of the Home & Garden Show.
- Offensive behavior displayed to either fellow vendors, members of the public, Exhibition Park Staff, or Volunteers will not be tolerated.
- Policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the Alberta Fire Code will be adhered to.
- Exhibitors are not permitted to have open flame in their booths at any time. Cooking Exhibitors must have a regulation fire extinguisher in their booth at all times.
- Heating devices and any burning devices are not allowed inside as this is against fire regulations. Fire permits can be acquired through the Lethbridge Fire Department.

## **FOOD SERVICES:**

- All Food and Liquor service at the Home & Garden Show 2017 are controlled by Exhibition Park.
- No alcoholic beverages are permitted to be consumed at any exhibit site or display area indoor or outdoor, without permission from event administration and Exhibition Parks Food Services Department. If caught with alcohol, it would be grounds for automatic removal of your exhibit & no refund will be given.
- Exhibitors be limited to sell items not sold by Exhibition Park's concessions. Exhibition Park reserves the right to limit the number of food and/or beverage exhibitors in the show.
- No outside food is allowed to be brought onto our grounds or into our buildings during an event where Exhibition Park is providing food service from any concession.
- Free giveaways in your booth are limited to items not being sold by another vendor (I.E Pop, Popcorn,). Wrapped candy or non-edible items such as logoed pens are allowed.
- All food sales & giveaways must be approved by event coordinator and will be noted on your contract.

**Each food exhibitor must comply with the Alberta Health Food Safety Regulations, which includes applying for a Special Event Food Vendor Notification.** Please download an application at <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>

For further information Please contact the Lethbridge office directly at 403-388-6690

### ADDENDUM:

- The selling of Raffle ticket draws are not permitted—unless proper gaming license is provided to Exhibition Park
- No exhibitors will have exclusive rights to products
- No helium is allowed in the buildings.
- No Animals are allowed in the booths, on the grounds, or in vehicles.
- 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 cigarettes or vaping within the facilities or outside main entrance doors.
- Propane cylinders are not permitted within the building.
- Business signage must be within booth allotted space, no higher than 12 ft. and must remain within your booth space, signage representing Exhibition Park or any Exhibition Park sponsors can not be covered or removed at any time.
- By registering for Home & Garden Show 2017, 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, 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.)
- Please note the name listed on your contract will be the name that appears in the show guides and for all advertising lists.

### ADDITIONS for 2017 show:

- **We now require a copy of your current business license for the town or city you reside in (Does not have to be a Lethbridge business license) & a copy of proof of WCB coverage Non-compliance on providing these forms may result in you not receiving space in the 2017 Home & Garden Show. Please note this does apply to new & returning vendors.**
- Admission to the show for visitors is **\$7 and parking is \$5.**
- Trailers or decaled vehicles of any kind for the purpose of advertising are not permitted to park in the lot or along the fence line during the show unless you have rented space in outdoor booths, made specific paid sponsorship or other arrangements. Utility trailers can be parked & stored during the show in the old campground on north west side of lot.
- All equipment that is dropped off for outdoor displays must be labelled with company name and contact information in the case that we need to reach you.
- Any products that are shipped in or out for the show must be labelled with your booth number, company name and contact information with all documents prepared for shipping. Products are not to be shipped any earlier than one week before the show due to minimal storage.
- Forklifts are available for move-in and may be requested at the information booth. Forklifts can lift 4000-11000 lbs.





**SHOW: Home and Garden**

**EXHIBITOR INFORMATION**

Booth#:

Company:

Street:

City:

Prov/State: PC/Zip:

Phone: Fax:

Contact Name:

**OTHER SERVICES**  
SIGNS / PLANTS / FORKLIFTS

**DAILY CLEANING SERVICES**

Performed prior to show opening and every night at show close for duration of show.

- Carpets Vacuumed
- Wastebaskets emptied
- General housekeeping

BOOTH	PRICE	TOTAL
10X10	\$84	
10X20	\$168	
10X30	\$253	
Price per Sq. Ft	\$0.84	

**CHAIRS**

QTY	DESCRIPTION	PRICE	TOTAL
	Tan Folding Chairs	\$36	
	Black Fiberglass Chairs	\$28	
	Padded Drafting Chairs Adj. 22-32" high	\$56	

**TABLES**

QTY	DESCRIPTION	PRICE	TOTAL
	4' Papered /Skirted Table	\$72	
	36" Round Pedestal- 40" H	\$108	
	6' Skirted Table	\$92	
	8' Papered/Skirted Table	\$92	

Colors for Table Skirting (please check one)  
Black  Blue  Red  Beige

**EXTRAS**

QTY	DESCRIPTION	PRICE	TOTAL
	Easels- Metal	\$ 36	
	Table Skirt	\$ 40	
	Twin display booth lights	\$ 40	
	Trees- 6' - 7' -8'	\$ 60	
	Draw Barrel- Gold	\$ 20	
	Wastebasket	\$ 48	

**Limited quantities available on certain items so please order before the advance price deadline to guarantee your items.**

**Exhibition Park  
Event Services**

**Exhibition Park**  
3401 Parkside Drive South  
LETHBRIDGE AB T1J 4R3  
Phone 403-328-4491 Fax 403-320-8139



<b>* BOOTH CARPET - STANDARD SIZES</b>			
Color Selection:		Grey	
QTY	Description	PRICE	TOTAL
	10 Ft. X 10 Ft.	\$200.00	
	10 Ft. X 20 Ft.	\$400.00	
	10 Ft. X 30 Ft.	\$600.00	
	Price per Ft.	\$2.00	

<b>* BOOTH CAREPET –UNDERLAY</b>			
QTY	DESRPTION	PRICE Per Day	TOTAL
	10 Ft. X 10Ft.	\$116.00	
	10 Ft. X 20Ft.	\$232.00	
	10 Ft X 30 Ft.	\$348.00	
	Price per Ft.	\$1.16	

**\* SIGN HANGING (MUST PRE-ORDER)**

SIGNS NOT TO COVER OR BLOCK SPONSOR SIGNAGE OR BE LARGER THAN YOUR BOOTH, MUST BE HUNG WITHIN BOOTH

QTY	DESRPTION	PRICE	TOTAL
	Sign Hanging (up to 1 hour)	\$150.00	
	Sign Hanging (additional staff, equipment or over 1hour)	\$60	

<b>MORE EXTRAS</b>			
QTY	DESRPTION	PRICE	TOTAL
	TV/DVD Combo	\$100.00	

**PLEASE ATTACH PAYMENT WITH ORDER, (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

**TERMS AND CONDITIONS**

- \* All booth carpet & underlay must be pre-ordered by the advance price deadline date or may not be available
- Exhibitor is responsible for all items for the duration of the show
- If a color is not chosen Exhibition Park will choose one for you
- No refunds on cancelled draped tables or custom booth draping
- 25% will be refunded on all cancelled furnishings
- Charges are for rental of equipment only. All items remain property of the Exhibition Park.
- All claims or discrepancies must be settled at the Exhibition Park Event Services prior to show closing.

<b>PAYMENT OPTIONS</b>	
SHOW TOTAL	
PENALTY AFTER DEADLINE 20%	
SUBTOTAL	
GST	
TOTAL OWING	

GST R12317201

ADVANCE PRICE DEADLINE DATE:	<b>FEB.17/17</b>
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
<div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> </div>	
EXPIRY DATE _____ / _____	
_____ Cardholder Name:	
_____ Cardholder Signature: AMEX is no longer be accepted.	
<input type="checkbox"/> Cheque attached (payable to Exhibition Park)	

**I have read and understand the Terms and Conditions of my Agreement with Exhibition Park.**

\_\_\_\_\_ Date  
Signature