



THE 42nd ANNUAL HOME & GARDEN TRADE SHOW MARCH 21-24, 2018

Dear Exhibitor,

In this contract package, please find enclosed:

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

Previous Exhibitor Application Deadline and Spacing:

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

- The exhibitor is in good standing with Exhibition Park
- The exhibitor application for the 2018 show must be received by November 18, 2016 (if not your space will be released)
- Please ensure that the person that will be manning the booth gets a copy of the contract and regulations

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:

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

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.

Please note: show organizers will do their best to accommodate exhibitor requests. However, it should be noted that space locations will not be guaranteed. We would like to thank you for your interest in Home and Garden Trade Show 2016 and 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 manning your booth if it is different than the name on the contract.

Please Return Completed Contract to [Bailey Hill](#) by email to bailey@exhibitionpark.ca
or by fax to [403-320-8139](tel:403-320-8139)

If you have any questions or concerns please contact the Event Office at 403.317.3206





2018 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.

Legal Business Name	
Conducting Business As	
Contact Individual	
Main Phone	
Cell Phone	
E-mail	
Complete Address	

A: Exhibit Rates	Booth Size	Price	# Required	Total
	10 x 10 Booth	\$ 790.00		
	10 x 20 Booth	\$ 1487.00		
	10 x 30 Booth	\$ 2210.00		
	10 x 40 Booth	\$ 2865.00		
	10 x 50 Booth	\$ 3510.00		
	10 x 60 Booth	\$ 4230.00		
	Custom Booth Size:			
		\$6.75/Sq. Ft		
	Outdoor Lot (30x60)	\$ 850.00		
	Van/Trailer Parking	\$ 415.00		
	Corner Booth (By Request)	\$ 74.00		

Space Request or Comments:

B: Supplements	Requirement	Price	# Required	Total
	Additional Badges	\$ 30.00		
	Books of 20 Client Passes	\$ 160.00		
	Add. 15 AMP/110V Power	\$ 88.00		
	Add. 30 AMP/220V Power	\$ 175.00		
	Hardline Internet	\$ 130.00		
	Gas Line	\$ 189.00		

Other Requests or Comments:	SUB TOTAL	
	ADD 5% GST	
	CONTRACT TOTAL	\$

Were you in the show in 2017? Yes _____ No _____ Booth # for 2017? _____

Are you a member of any of the following (check all that apply) CHBA _____ LCA _____ Chamber of Commerce _____ BBB _____

If you are a **RETURNING EXHIBITOR**, your contract is **due NOVEMBER 17, 2017**.
 If your contract is not received by this date, your Booth Space **will not** be held for the 2018 Home & Garden Show, **NO EXCEPTIONS**. Please scan and email back to bailey@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 12, 2018**.

Process Full Amount Process Deposit Only

Make cheques payable to: Exhibition Park, 3401 Parkside Dr. South,

Invoice #HG2103-2403-18

Cheque # _____ VISA/MC _____ Expiry Date _____ CVC # _____

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."

OFFICE USE ONLY:

Amount received with contract: _____ Balance Due: _____

BOOTH #: _____ EP: _____ DB: _____ FINANCE: _____ MAPPED: _____ CP: _____



3401 Parkside Drive South, Lethbridge, AB T1J 4R3
 Phone: 403-328-4491 | Fax: 403-320-8139
exhibitionpark.ca



Home & Garden Show Trade Show *EVENT REGULATIONS*

What We Provide (unless otherwise specified):

- Exhibitor's admittance badges & power outlets according to chart.
- 8' back drape. 3' side drape (pre-set colors),
- Exhibitors must provide their own extension cord as power outlet may not be directly in booth.
- 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

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.	8	4
Outdoor Space Rates		
1 -30' x 60' Outdoor Lots	2	N/A
2- 30' X 60' Outdoor Lots	2	N/A

Contract Guidelines:

- **50% of TOTAL** due upon application deadline date of **November 17th, 2017**
- All cancellations prior to **January 12, 2018** are subject to a 25% Administration Services Charge.
- Exhibitors canceling participation in the Home & Garden Show after **January 12, 2018** 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.
- All booths must provide professional looking signage and displays.
- 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, is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or is detrimental to the character and nature of the Home & Garden Show 2018.
- Printed material for the purpose of solicitations outside of booth areas is not allowed to be distributed during events unless authorized by Management.

Utilities and Insurance Guidelines:

- 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 March 9 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.
- We now require a copy of your current business license for the town or city you reside in & a copy of proof of WCB coverage. Non-compliance on providing these forms may result in you not receiving space in the 2018 Home & Garden Show. Please note this does apply to new & returning vendors.
- The exhibitor is responsible for obtaining any/ all insurance related to participation and requirements of the exhibit in the show. Neither show management, nor its officers or 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.

Food Service Guidelines:

- All Food and Liquor service at the Home & Garden Show 2018 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 listed and 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

Booth Space Guidelines:

- 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 2018.**
- 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 2018.
- 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: 403.320.3811

Parking Guidelines:

- 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.

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If you have any questions or concerns please contact the Event Office at 403.317.3206

Exhibition Park Event Services



Home and Garden Event Services Contract

Booth Number	
Business Name	
Contact Individual	
Main Phone	
Cell Phone	
E-mail	
Complete Address	

CHAIRS			
QTY	DESCRIPTION	PRICE	TOTAL
	Tan Folding Chairs	\$37	
	Black Fiberglass Chairs	\$29	
	Padded Drafting Chairs	\$58	

TABLES			
QTY	DESCRIPTION	PRICE	TOTAL
	4' Table with Cover	\$74	
	36" Round Pedestal- 40" H	\$111	
	6' Table with Cover	\$95	
	8' Table with Cover	\$95	

Colors for Table cover (please check one):
 ___ BLACK ___ BLUE ___ RED

BOOTH CARPET* - STANDARD SIZES
 Color Selection: ___ GREY

QTY	DESCRIPTION	PRICE	TOTAL
	10 Ft. X 10 Ft.	\$206.00	
	10 Ft. X 20 Ft.	\$412.00	
	10 Ft. X 30 Ft.	\$618.00	
	Price per Ft.	\$2.06	

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	\$87	
10X20	\$174	
10X30	\$267	
Price per Sq. Ft	\$0.87	

BOOTH CARPET* - Underlay

QTY	DESCRIPTION	PRICE	TOTAL
	10 Ft. X 10 Ft.	\$120.00	
	10 Ft. X 20 Ft.	\$240.00	
	10 Ft. X 30 Ft.	\$360.00	
	Price per Ft.	\$1.20	

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

PRE ORDER DEADLINE: FEBRUARY 16, 2018

EXTRAS			
QTY	DESCRIPTION	PRICE	TOTAL
	Easels- Metal	\$ 37	
	Table Covers	\$ 41	
	Twin display booth lights	\$ 41	
	Trees- 6'- 7' -8'	\$ 62	
	Draw Barrel- Gold	\$ 21	
	Wastebasket	\$ 20	

More Extras			
QTY	DESCRIPTION	PRICE	TOTAL
	TV/DVD Combo	\$103.00	

OTHER SERVICES: SIGNS / PLANTS / FORKLIFTS

SIGN HANGING* - Must Pre Order			
QTY	DESCRIPTION	PRICE	TOTAL
	Sign Hanging (up to 1 hour)	\$155.00	
	Sign Hanging (additional staff, equipment or over 1hour)	\$62	

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

TOTALS	
SHOW TOTAL	
PENALTY AFTER DEADLINE 20%	
SUBTOTAL	
GST	
TOTAL OWING	

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.

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

Cheque # _____ VISA/MC _____ Expiry Date _____ CVC # _____

GST R12317201

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."



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