



**Exhibition Park is proud to present the 43rd Annual Home & Garden
Trade Show
March 18-21, 2020
Tradeshow Contract**

Dear Tradeshow Exhibitor,

Thank-you for your interest in the Home and Garden Trade Show.

In this contract package please find enclosed:

- * Checklist to be submitted with application
- * Home and Garden Trade Show space application with Show Hours
Wednesday –Friday 1pm–8pm & Saturday 10AM–5pm
- * Event Rules & Regulations
- * Event Services form for any additional booth furniture you may require

Previous Exhibitor Application Deadline and Spacing:

Returning exhibitors from the 2019 show will receive priority spacing based on the following conditions:

- * The exhibitor is in good standing with Exhibition Park
- * The exhibitor application for the 2020 show **MUST** be received before December 13, 2019 (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 show will be considered once returning 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 and business licence
- * There is space remaining in the show (please keep in mind there is a wait list)
- * The exhibitor is considered to be in good standing with Exhibition Park
- * The company fits in with the criteria of the show

Please familiarize yourself with the Home and Garden Trade Show regulations included in this package. All rules and regulations are to be followed. Please ensure you have filled out the contract fully, with signature and a business card or copy of one to be accepted into the show.

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 the Home and Garden Trade Show and look forward to seeing you soon.

Completing Your Contract

Check to be sure your contract is filled out properly.

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 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, full addresses and e-mail.
- Attach a copy of your business card, and a copy of your business licence.
- Fill out the booth space according to what you had last year, if you want to increase/decrease or move your space please make a note under Additional Space Requests or Comments on the contract.
- If you are requesting more space, the contract will be adjusted after the additional space is approved; and you will be charged accordingly.
- If you are requesting less space than the previous year, please indicate this under the notes or requests section of the contract. In this case, your contract can be filled out according to the decreased space.
- We do offer complimentary wireless. Sometimes it is not reliable for everyone's needs, so if you require something more stable you can request a hardline in your booth for a fee. Please request this on your contract.
- If you are paying by cheque please be sure you send it with your contract to meet the deadline requirements.
- If you are paying by E-transfer please send the payment to payments@exhibitionpark.ca. On the other comments line, please indicate your business name you have on your contract. We need this to ensure we apply your payment to your contract. Please use the password: **payment**(one word, no caps). Tangerine transfers are not accepted.
- The contract **MUST** be signed or it will **NOT** be accepted.
- The signature must be 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 they are different than the one listed on the contract.

Please return completed contract by email to lisa@exhibitionpark.ca

or by fax 403-320-8139 or drop off/mail to:

3401 Parkside Drive S

Lethbridge, AB

T1J 4R3

If you have any further questions or concerns, please contact Lisa at 403-317-3206



March 18-21, 2020



2020 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			
Name for Show Guide			
Contact name			
Complete Address with City, Province & Postal Code			
Main Phone			
Cell Phone			
E-mail			
Booth Size	Price	# of items	Total
10 X 10	\$790.00		
10 X 20	\$1487.00		
10 X 30	\$2210.00		
10 X 40	\$2865.00		
10 X 50	\$3510.00		
10 X 60	\$4200.00		
Custom Booth Size:			
Over 600 SQ. FT	\$6.75 Sq. Ft.		
Outdoor Lot (30 X 60)	\$850.00		
Van/Trailer Parking	\$415.00		
Corner Booth (By Request)	\$73.54		
Additional Supplements			
Additional Badges	\$30.00/Each		
Book of 20 Client Passes	\$160.00		
Add. 20 AMP/120V Power	\$88.00		
Add. 30 Amp/240V Power	\$175.00		
Hardline Internet	\$130.00		
Gas Line	\$189.00		
Additional Space Requests or Comments:		BILD Member 10% Discount	
		Sub-Total	
		%5 GST	
		Total	\$

Were you in the show in 2019? Yes____ No____

Please indicate what you are selling, displaying and any giveaways you may be handing out for approval:

Multiple horizontal lines for text entry.

If you are a RETURNING EXHIBITOR, your contract is due DECEMBER 13, 2019. If your contract is NOT received by this date, your booth space will NOT be held for the 2020 Home & Garden Show, NO EXCEPTIONS.

If you are a NEW EXHIBITOR, your contract will be processed if you are accepted into the show.

FULL PAYMENT WILL BE PROCESSED ON ALL APPLICATIONS ACCEPTED INTO THE SHOW AFTER JANUARY 31, 2020

No contract will be processed without completed contract, exhibitor signature on the contract, and 50% deposit.

The total balance is due and payable January 31, 2020.

Please scan and email back to lisa@exhibitionpark.ca

Mail or drop off at:

3401 Parkside Drive, S, Lethbridge, AB T1J 4R3

- Payment options: Pay 50% Deposit, Pay Full Amount, Cheque attached, Cash, Debit card, E-Transfer. Includes a note about E-Transfer requirements and password.

Credit Card No. (V/MC) _____ Expiry _____ CVV _____

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".

This contract is your invoice. Please keep a copy for your records.

Ex Park GST #R123172801 Invoice #HG1803-2103-20 PID #AA03FUU41

Office Use Only:

Booth# _____ EP: _____ DB: _____ Finance: _____ Mapped: _____ CP: _____

Initial payment: _____ Second Payment: _____ Final Payment: _____



Home & Garden Trade Show *Event Regulations*

What we provide (unless otherwise specified):

- Exhibitor’s admittance badges & power outlets according to chart below
- 8’ back drape, 3’ side drape (pre-set colours)
- Exhibitors **MUST** provide their own extension cord as the power outlet may not be directly in their booth
- Security Services in effect from Monday, March 16 to Monday March 23.
- All staff members scheduled to man the booth for the show are required to present either an Exhibition Badge or daily admission ticket and a parking pass at the gate, otherwise with will be charged admission and parking fees which are non-refundable. This applies to everyone entering the 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 (extra tables, extra chairs, carpet, etc.) please fill out the Event Services form attached or and return with your contract.

Contract Inclusions:		
Size of Rental Space	Admittance Badges Included	120V 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.)	6	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 of December 13, 2019. Remainder is due January 31, 2020.
- All cancellations prior to **January 31, 2020** are subject to a 25% Administration Services Charge. Cancellations must be made in writing
- Exhibitors cancelling after **January 31, 2020** will forfeit all monies
- 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 management will do it's best to ensure there is not an abundance of similar items)
- 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 their business in a quiet and orderly manner. An exhibitor will not set-up their exhibit or operate equipment so as to interfere with the adjoining space or obstruct aisle ways
- All booths must provide professional looking signage and displays, no paper or hand written signs will be accepted.
- No threatening or aggressive behavior to staff, security, volunteers or other exhibitors will be tolerated. Immediate removal of the exhibitor and no refund will be given in this instance. Any complaints must be given in writing
- Exhibition Park reserves the right to move/remove or 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 themselves, their employees and their property from Lethbridge Exhibition Park for any violation of the 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
- Printed material for the purposes of solicitations outside of the booth space 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 on your contract 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. 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.

Food Service Guidelines:

- All food and liquor service at the Home & Garden Show 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 Park Services Department. If caught with alcohol, it would be grounds for automatic removal of your exhibit and no refund will be given
- Exhibitors are 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 exhibitor (I.E. pop, popcorn, etc). 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 should 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 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
- Any returning exhibitor 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 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

- All sales must take place in 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 the entire duration of the Home & Garden Show
- Offensive behaviour displayed to either fellow exhibitors, 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 or made specific paid sponsorship. Utility trailers can be parked & stored during the show in the North West gated area.
- 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 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.

Please return completed contract by email to: lisa@exhibitionpark.ca or by
fax to: 403-320-8139 or drop in/mail to:
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