



Big Christmas Commercial Trade Show 2018
November 30 1 p.m.—8 p.m. + December 1 9 a.m.—5 p.m.

I give permission for my contact information to be given to customers

| | |
|--|--|
| Legal Business Name | |
| Business Name for Show Listing | |
| Contact Individual | |
| Main Phone | |
| Cell Phone | |
| E-mail address | |
| Complete Address with City & Postal Code | |

Are you a returning vendor? Yes No

| Rates & Vendor Requirements—Booth Space includes 1 8' table, 2 chairs, 1 power outlet | | | |
|--|----------|-----------------|-------|
| Booth Type & Extras | Price | Amount Required | Total |
| 1 - 10' x 10' booth | \$262.90 | | |
| 1 - Corner Booth | \$12.45 | | |
| Extra Table | \$12.45 | | |
| Extra 110V Power | \$85.50 | | |
| Extra 220V Power | \$171.00 | | |
| Extra Exhibitor Badge | \$3.81 | | |
| Space Request or comments: | | Sub Total | |
| | | Add 5% GST | |
| | | Contract Total | \$ |

Payment & Contract Agreement

* Returning Exhibitor applications are due **SEPTEMBER 14, 2018**; if not received by this date, you will be considered a "NEW EXHIBITOR" AND the booth space will not be held and will be released for resale.

* The Exhibitor is subject & bound to all Trade Show Policies, Rules & Regulations. The exhibitor acknowledges having read the attached policies, rules & regulations and understands that they form part of this contract as entered into with Exhibition Park.

By signing the contract below, I authorize Lethbridge & District Exhibition the use of my credit card number to process this application and all forthcoming amounts related to this contract.

Cheque Attached Cash Payment Debit Card E-Transfer (payments@exhibitionpark.ca) {PLEASE NOTE: If paying by E-Transfer, please add your business name in the optional comments of the transfer}

Credit Card (V/MC) # _____ Expiry_____ CVV_____

Signature _____ DATE_____

Ex Park GST #R123172801 Invoice #BCC-113018 PID #AA03FUU41

OFFICE USE ONLY:

Amount received with Contract: _____ Balance Due: _____
 Booth# _____ EP: _____ DB: _____ Finance: _____ Mapped: _____ CP: _____



Contract Policies, Rules & Regulations

1. Each booth space includes: 1 - 8' table, 2 chairs, 1 - 15amp/110V power and 2 exhibitor badges per 200 Sq. Ft.
2. All **additional Exhibitor requirements** not included in this contract must be ordered **10 days** prior to the event. Exhibi-
3. Contracts are due **September 14, 2018** with 50% of the Total Contract Price.
4. 100% of the Total Contract Price is due on or before **November 1, 2018**.
5. If space is available and assigned, you will be charged and sent a confirmation package.
6. Any contract received from Returning Exhibitors after the deadline date, will be processed with the submissions of the New Exhibitors, and no preferential treatment will be given.
7. Event Administration will make every effort to accommodate all Exhibitors and the space requested. Due to limited availability and selection, Event Management cannot guarantee space allocations and we reserve the right to make changes as necessary. Exhibitors in good standing from previous events (Returning Exhibitors) will have the first right of refusal on space, not location.
8. A 25% Administration Fee will be charged for cancellations by Exhibitors **30 days** prior to the event
9. All monies will be forfeited for cancellations by Exhibitors **less than 30 days** before the start of the event.
10. All cancellations must be received by Exhibition Park in writing.
11. **Exhibition Park reserves the right to refuse space in the show to any Exhibitor.**
12. Exhibitor packages and badges can ONLY be picked up during scheduled "move-in" times.
13. Security Services are in effect from "move-in" until the conclusion of "move-out".
14. Exhibitors who have trailers, are asked to park their trailers in the Old Campground on the NW side of the North parking lot. We ask that you park at least 6 rows back, to allow customers closer access to the buildings.
15. Exhibition Park will do their best to direct the public through the tradeshow and promote the tradeshow, however we cannot guarantee the tradeshow will be busy at all times.
16. Under no circumstances can anyone other than electricians from Exhibition Park make electrical service connections or repairs. The same applies for water service connections.
17. **Extension cords will NOT be provided by Exhibition Park. Exhibitors must provide their own extension cords as**
18. No Exhibitor will have exclusive rights to products. Other Exhibitors will be allowed to sell similar products, however Event Management will do its best to ensure there is not an abundance of similar items.
19. The Exhibitor must clearly identify on the Contract form their PRODUCT DESCRIPTION and BRAND NAMES they are selling. The Exhibitor is limited to the sale of the items listed on the initial contract. All additions to the Exhibitor product list must be provided and approved by Exhibition Park in writing prior to the event set-up. You will be asked to remove any items not previously approved by Exhibition Park.
20. Any products that are shipped in for our for the Event must be clearly 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 (1) week prior to the event.
21. Exhibitors are required to keep their exhibit space and surrounding aisle ways free and clear of obstructions. Exhibitors shall not operate equipment so as to interfere with adjoining space and will conduct business in a quiet and orderly manner.
22. No threatening or aggressive behavior to Exhibition Park staff/volunteers, security, members of the public, or other Exhibitors will be tolerated. Event Management may at any time in its discretion, remove the Exhibitor, and/or its employees/workers from Exhibition Park for any violation of this contract.
23. Following written notice, Exhibitors in violation of the Event Regulations shall be excused from the show for one year and subsequently must request future participation as a new Exhibitor.



24. Event Management reserves the right to terminate or limit any demonstrations, which is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, detrimental to the character and nature of the event.
25. All individuals scheduled to work the Exhibitor's booth are required to present an Exhibitor's badge at the admission gate, or daily admission/parking will be charged (which is non-refundable).
26. Trailers or decaled vehicles of any kind for the purposes of advertising, are not permitted to park in Exhibition Park's parking lot or along the fence line during the event, unless an outdoor booth has been rented, you are a paid sponsor, or other arrangements have been made with Exhibition Park. Utility trailers can be parked and stored during the event in designated spots provided by Exhibition Park.
27. Camping on Exhibition Park grounds is NOT permitted.
28. Sub-letting and sharing of exhibit space or transfer of application to persons or companies not indicated as an Exhibitor is NOT permitted. A contract MUST be completed for EVERY Exhibitor.
29. All sales MUST take place within your allocated booth space. You are NOT permitted to leave your booth and solicit business from aisles or adjacent booths.
30. Direct selling is allowed, however your display must remain intact throughout the event and within your booth space.
31. Raffle draws are NOT allowed unless a gaming license is provided to Exhibition Park. Free draws are permitted.
32. No helium balloons, helium cylinders or propane tanks will be allowed within the building
33. No smoking of cigarettes, marijuana or vaping is permitted within the facilities or outside the main entrance doors to the building.
34. No animals are allowed in the booths, on the grounds, or in vehicles at the time of the event.
35. Event Management reserves the right to make changes, additions, or deletions to Event Regulations at any time considered necessary.
36. Business signage must be FREE standing (NO tacks, nails or tape may be used), no higher than 12 feet and must remain within your booth space.
37. No signage representing Exhibition Park or any Exhibition Park Sponsors can be covered or removed.
38. Printed material for the purpose of solicitation outside the boundaries of your allotted area is NOT allowed to be distributed during events unless authorized by management. Stickers, windshield flyers, etc. are prohibited.
39. Your Exhibitor information will appear on our Exhibitors' list (please not the name listed on your contract will be the name that appears in all advertising lists and government reports). By signing this contract you give Exhibition Park permission to include your information on the Exhibitors' list 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), and various media outlets such as Facebook, Twitter, Instagram, 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.
40. Exhibitors using any type of heating/burning device must have a regulation fire extinguisher in their booth. The Policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the *Alberta Fire Code* MUST be adhered to.

Insurance

41. All Exhibitors listing food items as being sold must provide proof of insurance "Certificate of Insurance" as evidence that insurance is maintained for your booth, including Comprehensive General Liability Insurance with a minimum limit of \$1,000,000.00. For non-edible products it is encouraged that you have liability insurance in place to protect your safety and the safety of your customers and fellow exhibitors.
42. The Certificate of Insurance must name "**Lethbridge & District Exhibition**" as an additional insured.
43. Exhibition Park 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, event and move-out. Exhibitors are responsible for all their material and should take adequate security measures at all times.



Food Services

44. All food and liquor services at the market are controlled by Exhibition Park.
45. Food exhibitors will 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 market.
46. No outside food is allowed to be brought onto our grounds, into our buildings during a market where Exhibition Park is providing food service from any concession.
47. No alcoholic beverages are permitted to be consumed at any exhibit site or display area.
48. The *Public Health Act Food Regulations* will be adhered to.
49. All food exhibitors must provide their own drainage tank (i.e. Blue Boy) and are responsible for emptying at the designated area on a daily basis.
50. **Each food exhibitor must comply with the *Alberta Health Food Safety Regulations*, which includes applying for a Special Market Food Vendor Notification.** You may 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

Please return completed contract by:

E-mail: lisa@exhibitionpark.ca

Fax: 403-320-8139

Mail or in-person: 3401 Parkside Side Drive, S
Lethbridge, AB T1J 4R3

