



Whoop-Up Days 2019 Indoor Marketplace Trade Show

Aug. 20 (12-9 p.m.) Aug. 21 (10 a.m.-9 p.m.) and Aug. 22-24 (1-9 p.m.) daily (NEW HOURS)

Whoop-Up Days Family Festival is an event designed to entertain families in the community and visitors from across the province, country and abroad.

Sunny skies, great midway rides, an Indoor Tradeshow, Festival Street with a variety of food trucks and top-notch entertainment for families & nightly concerts at our new Stage Ex festival site — making this the premiere event in all of Southern Alberta this summer!

If you have unique products, handmade, artisan or commercial items we want you in the tradeshow. In 2019 Exhibition Park will be bringing in larger concert acts and creating a unique look to the Indoor Trade Show with entertainment. Exhibition Park will be promoting Whoop Up Days more and to a larger area to attract more customers and create the ultimate summer festival for all ages. Exhibition Park will be hosting the indoor saloon opening earlier hours and located right next to the tradeshow as well as other indoor activities, and social media spotlights to attract more guests inside.

In order to process your Indoor Trade Show contract, please complete and sign the attached contract and provide the following information:

- Proof of \$2 million Liability and Property Damage Insurance
- **A current price list and a list of all products and brands being sold at your booth**
- A business card

Please read the contract rules and regulations carefully and be sure to sign the contract. Contracts will not be accepted without a signature. Confirmation of your acceptance will be e-mailed to you in late June.

If you have any questions please contact

Terri Nielson by email terri@exhibitionpark.ca or call 403.328-4491



CONTRACT POLICIES / RULES / REGULATIONS

1. Each booth space includes: 2 exhibitor badges* including parking, 8' back drape; 3' side drape (pre-set colors), 1 - 8' skirted table ; 2 chairs; 1-20amp/120v power receptacle (**extension cords are not provided**).
*Exhibitor badges will be given out as follows: 2 badges for up to a 10x20 space, 4 badges for up to a 10x50 space and a maximum of 6 badges for a 10x60 or larger space.
2. All **additional Exhibitor requirements** not included in this contract, must be ordered on the contract or event service form included in this package or Exhibition Park cannot guarantee any additional requirements.
3. Contracts are due **May 24, 2019** with 50% of Total paid for returning exhibitors. Total due **July 12, 2019**.
4. New exhibitor 50% due upon contract submission. 100% of Total price is due on or before **July 12, 2019**.
5. Acceptance of payment by Exhibition Park under this Contract does not guarantee space at the Event. If space is available and assigned, the Exhibitor will receive a confirmation package.
6. Any contracts received from Returning Exhibitors after the deadline date, will be processed with the submissions of 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 as long as products fit in with the criteria of the show for the current year.
8. Accepted applicants will also be determined by the nature of their booth display & items to ensure it fits in with the festival fair crafts, artistic, unique and the nature of Whoop Up Days.
9. A 25% Administration Fee will be charged for cancellations by Exhibitors 30 days prior to the Event.
10. All monies will be forfeited for cancellations by Exhibitors less than 30 days before start of the Event.
11. All cancellations must be received in writing to Exhibition Park.
12. **Exhibition Park reserves the right to refuse space in the show to any Exhibitor.**
13. Exhibitor packages can ONLY be picked up during scheduled "move in" times.
14. Security Services are in effect from "move in" until the conclusion of "move out".
15. **Exhibitor parking is ONLY in "Exhibitor Parking" area located in the northwest gated area.**
16. Exhibition Park will do their best to direct the public through the tradeshow and promote the tradeshow, however cannot guarantee the tradeshow will be busy at all times.
17. Under no circumstances can anyone other than electricians from Exhibition Park make electrical service connections or repairs. The same applies for water service connections.
18. **Extension cords will not be provided by Exhibition Park. Exhibitors must provide their own extension cords as the power may not be located directly in reach of your booth.**
19. No Exhibitor will have exclusive rights to products. Other Exhibitors will be allowed to sell a similar product however Event Management will do its best to ensure there is not an abundance of similar items.
20. The Exhibitor must clearly identify on the Contract form their PRODUCT DESCRIPTION and BRAND NAMES that 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 event set-up. You will be asked to remove any items not previously approved by Exhibition Park.
21. Any products that are shipped in or out for the Event 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 (1) week prior to the Event.
22. 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.
23. No threatening/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, or 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 are 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 as designated by Exhibition Park.
27. 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.
28. 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.
29. Direct selling is allowed however, your entire display must remain intact throughout the Event and within your booth space.
30. Raffle draws are not allowed unless a gaming license is provided to Exhibition Park. Free draws are permitted.
31. No helium balloons, helium cylinders or propane tanks will be allowed within the building.
32. No smoking of cigarettes, cannabis or vaping allowed within the facilities or outside main entrance doors.
33. All signage must be professional.
34. Event Management reserves the right to make changes, additions, or deletions to Event Regulations at any time considered necessary.
35. Business signage must be Free standing (No tacks, nails or tape may be used), no higher than 12 ft. and must remain within your booth space.
36. No signage representing Exhibition Park or any Exhibition Park Sponsors can be covered or removed.
37. 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.
38. Your Exhibitor information will appear on our Exhibitors' list (please note the name listed on your contract will be the name that appears in all advertising lists and government issued 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 or 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.
39. 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

40. All Exhibitors 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 \$2,000,000.00.
41. The Certificate of Insurance must name "Lethbridge & District Exhibition" as an additional insured.
42. 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 materials and should take adequate security measures at all times.

FOOD SERVICES

43. All food Exhibitors outlets agree that all beverages are to be purchased through Exhibition Park.
44. All food Exhibitors must adhere to the AB Health Service regulations and must have their own insurance.

