

2020

INDOOR MARKETPLACE TRADESHOW

AUGUST 18 - 22, 2020

EXHIBITIONPARK.CA | WHOOPUPDAYS.CA

AYLLA BOTT | COORDINATOR, EVENTS

LETHBRIDGE & DISTRICT EXHIBITION

P: 403-317-3214 | C: 403-593-1419 | F: 403-320-8139
3401 PARKSIDE DRIVE SOUTH LETHBRIDGE, AB T1J 4R3

INDOOR MARKETPLACE CONTRACT

INFORMATION

Exhibition Park invites you to be a part of the 2020 Whoop-Up Days Family Festival! 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 and Festival Street with a variety of food trucks, make this the premiere event in all of Southern Alberta this summer!

If you have unique products, handmade, artisan or commercial items, Exhibition Park invites you to be a part of the Marketplace Tradeshow at the 2020 Whoop-Up Days Family Festival!

Tradeshow Hours

Tues, Aug. 18	12:00 p.m.	-	11:00 p.m.	
Wed, Aug. 19	10:00 a.m.	-	11:00 p.m.	Family Day
Thurs, Aug. 20	1:00 p.m.	-	12:00 a.m.	Moonlight Madness
Fri, Aug. 21	1:00 p.m.	-	11:00 p.m.	
Sat, Aug. 22	1:00 p.m.	-	11:00 p.m.	

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 product and price list of all items being sold at your booth
- A business card

Be sure to read the contract rules and regulations carefully, complete ALL required information and sign page two (contracts will not be accepted without a signature). Confirmation of your acceptance will be emailed to you by late June after all applications have been reviewed.

Please feel free to contact me if you have any questions. We look forward to seeing you this summer.

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EXHIBITOR INFORMATION

PLEASE COMPLETE THE ENTIRE FORM (CLEARLY PRINT OR TYPE) AND ATTACH A BUSINESS CARD (OR A PHOTOCOPY OF ONE)

LEGAL BUSINESS NAME			
NAME FOR SHOW GUIDE LISTING			
CONTACT (FIRST & LAST NAME)			
HOME PHONE		CELL PHONE	
WEBSITE		FACEBOOK	
E-MAIL			
ADDRESS			
PROVINCE		POSTAL CODE	

RATES & EXHIBITOR REQUIREMENTS

BOOTH SPACE INCLUDES BLACK 8' BACK DRAPE, 3' SIDE DRAPES; 1- 8' SKIRTED TABLE, 2 CHAIRS

BOOTH TYPE	PRICE	# REQUIRED	TOTAL
10' X 10' BOOTH (NO CORNER)	\$485.00		
10' X 10' CORNER BOOTH	\$533.00		
SPACE LARGER THAN 600 SQ. FT.	\$4.35/Sq. Ft.		

ADDITIONAL RATES & EXHIBITOR REQUIREMENTS

5-DAY EXHIBITOR BADGE (INCLUDES ADMISSION & PARKING)	\$25.00		
DAILY ADMIT 1 PASS	\$4.00		
DAILY PARKING PASS	\$4.75		
1- 20 AMP/120V POWER	\$155.00		
1- 30 AMP/240V POWER	\$299.00		

SUB TOTAL	
ADD 5% GST	
CONTRACT TOTAL	

Payment & Contract Agreement

- Returning Exhibitor applications are due **MAY 15, 2020**; if not received by this date, booth space WILL NOT be held and will be released for resale.
- No contract will be processed unless it is completed in full, including Exhibitor signature, list of all products sold (including brand names) and payment of 50% OF "CONTRACT TOTAL". **THE REMAINING BALANCE IS DUE JULY 10, 2020.**

BY SIGNING THE CONTRACT BELOW, I AUTHORIZE LETHBRIDGE & DISTRICT EXHIBITION TO PROCESS THIS APPLICATION AND ALL FORTHCOMING AMOUNTS RELATED TO THIS CONTRACT.

PAYMENT TYPE	CREDIT CARD INFORMATION
<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque Attached <input type="checkbox"/> Cash/Debit Card/Other <input type="checkbox"/> E-Transfer	Credit Card (MC/V)# _____ Expiry_CVV_____ Invoice# WUD0820 Ex Park GST #R123172801 PID # AA03FUU41 **E-TRANSFER INFORMATION: EMAIL: payments@exhibitionpark.ca, PASSWORD: Expark, COMMENTS SECTION: List Business name & the event

THE EXHIBITOR IS SUBJECT & BOUND TO ALL TRADE SHOW POLICIES, RULES & REGULATIONS. THE EXHIBITOR ACKNOWLEDGES HAVING READ THE ATTACHED POLICIES, RULES & REGULATIONS AND UNDERSTANDS THEY FORM PART OF THIS CONTRACT, AS ENTERED INTO WITH EXHIBITION PARK.

DATE:	NAME:	SIGNATURE:
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OFFICE USE ONLY:	
Amount received with Contract: _____	Balance Due: _____
Booth# _____ EP: _____ DB: _____	Finance: _____ Mapped: _____ CP: _____

MENU, PRODUCTS & PRICING

Please provide us with a complete list of products being sold using the full product description and brand names. You will be asked to remove items not listed. For food items, please be specific.

NOTE: APPLICATIONS CANNOT BE ACCEPTED WITHOUT THIS INFORMATION.

Horizontal lines for product listing

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 not provided**)
Exhibitor badges will be distributed 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 10x 60 or larger space.
2. All **additional Exhibitor requirements** not included in this contract, must be ordered on the contract or event services form included in this package or Exhibition Park cannot guarantee any additional requirements.
3. Contracts are due **May 15, 2020** with 50% of Total paid for returning exhibitors. **Total due July 10, 2020.**
4. New Exhibitors 50% due upon contract submission. 100% of total price is due on or before **July 10, 2020.**
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 contract 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 reserves the right to make changes as necessary. Exhibitors in good standing from previous markets (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 of 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, artists, 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 start of the market.
10. All monies will be forfeited for cancellations by exhibitors less than **30 days before** the start of the market.
11. All cancelations must be received by Exhibition Park in writing.
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. Exhibition **parking is ONLY in the "Exhibitor Parking" area (location will be provided in confirmation package).**
16. Exhibition Park will do their best to direct the public through the tradeshow and to 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 their booth.
19. 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.
20. The Exhibitor must clearly identify on the contract form the **PRODUCT DESCRIPTION** and **BRAND NAMES** they are selling. The Exhibitor is limited to the sale of the items listed on their initial contract. All additions to the exhibitor product list must be provided in writing and approved by Exhibition Park prior to market set-up. You will be asked to remove any items not previously approved by the Exhibition Park.
21. Any products 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 or aggressive behavior to Exhibition Park staff and/or volunteers, security, members of the public, or of 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.
 24. 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.
 25. 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.
 26. 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).
 27. Trailers or declared 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.
 28. Sub-letting and sharing of exhibit space or transfer of application to another person or company not indicated as an exhibitor is not permitted. A contract must be completed for every Exhibitor.
 29. All **sales must take place within your allotted booth**. You are not permitted to leave your booth and solicit business from the aisle or adjacent booths.
 30. Direct selling is allowed. However, your entire 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, cannabis or vaping is allowed within the facilities or outside main entrance doors.
 34. All signage must be professional.
 35. Exhibition Park and Event Management reserve the right to make changes, additions or deletions to Event hours, set-up and 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.
 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 you allotted area is not allowed to be distributed during markets unless authorized by management. Stickers, windshield flyers, etc. are prohibited.
 39. Your Exhibitor information will appear on our Exhibitors list (please note the name listed in 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, Instagram, Snapchat), 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.
 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 must provide proof of insurance "Certificate of Insurance" as evidence that insurance is maintain for your booth, including Comprehensive General Liability Insurance with a minimum limit of \$2 million.
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 and move-out. Exhibitors are responsible for all materials and should take adequate security measures at all times.

FOOD SERVICES

44. All food Exhibitor outlets agree that all beverages are to be purchased through Exhibition Park.
45. All food Exhibitors must adhere to the Alberta Health Services Regulations and must have their own insurance.
46. All beverages served or offered for sale through all food outlets are to be exclusively Pepsi Brands, including all sparkling and still, natural and artificially-flavored non-alcoholic beverages such as fruit juices, fruit drinks containing juice, fruit-flavored drinks, fruit punches and sports drinks, frozen sparkling beverages, bottled sparkling and still water, ready to drink iced teas and coffees, vegetable and vegetable based juice drinks, energy and vitamin enhanced natural and simulated drinks.
47. All beverages served or sold through food outlets are to be plastic bottles ONLY. Cans or glass containers are NOT allowed.
48. The within policies exclude outlets that solely and exclusively provide special drinks i.e. lemonade, pineapple, orange fresh squeezed juices, etc. including jet spray dispensers.
49. A list of beverage product and prices available for sale to food outlets will be sent with confirmation of acceptance into the event.
50. All Food and Liquor Service at the Event are controlled by Exhibition Park.
51. The following are approved for all events in which our concession are open: 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 event.
52. No outside food is allowed to be brought onto our grounds, into our buildings during an event where Exhibition Park is providing food service from any concession.
53. No alcoholic beverages are permitted to be consumed at any exhibit site or display area.
54. The Public Health Act Food Regulations will be adhered to.
55. 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.
56. Each food exhibitor must comply with the Alberta Health Food Safety Regulations, which includes applying for a Special Event 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.

No camping on grounds permitted. For camping services please contact Bridge RV Resort at (403) 381-2357 or Hiawatha Campground (403) 628-3430.

CONTRACT SUBMISSION

Please return COMPLETED contracts along with all requirements listed on page one to:

AYLLA BOTT | COORDINATOR, EVENTS

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