

2021



SMOKE, WIND & FIRE

LETHBRIDGE & DISTRICT EXHIBITION

TRADESHOW APPLICATION

JULY 10 – 11, 2021

DAVE LITTLE | MANAGER, EVENTS
dlittle@exhibitionpark.ca

LETHBRIDGE & DISTRICT EXHIBITION
P: 403-328-4491 | F: 403-320-8139

3401 PARKSIDE DRIVE SOUTH LETHBRIDGE, AB T1J 4R3

TRADESHOW BOOTH CONTRACT

INFORMATION

If you have unique products, handmade, artisan or commercial items related to barbequeing, Lethbridge & District Exhibition wants you to be a part of the Marketplace Tradeshow at the 2021 Smoke, Wind & Fire BBQ Competition!

Tradeshow hours run from:

Saturday, July 10	10:00 a.m. – 8:00 p.m.
Sunday, July 11	9:00 a.m. – 3:00 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). After event management confirms your booth fits into the criteria of the event a confirmation of your acceptance will be emailed to you 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			
LEGAL BUSINESS NAME			
NAME FOR SOCIAL MEDIA LISTING			
CONTACT (FIRST & LAST NAME)			
HOME PHONE		CELL PHONE	
WEBSITE		FACEBOOK	
E-MAIL			
ADDRESS			
PROVINCE		POSTAL CODE	

RATES & EXHIBITOR REQUIREMENTS			
BOOTH SPACE INCLUDES 8' BLACK DRAPE WALLS, 1-8' SKIRTED TABLE, 2 CHAIRS, 110V/20A OUTLET			
BOOTH TYPE	PRICE	QUANTITY	TOTAL
10' X 10'	\$200.00		\$
10' X 10' (if available)	\$250.00		\$
ADDITIONAL RATES & EXHIBITOR REQUIREMENTS		DEPOSIT	\$
Additional charges may apply for requests not included in the booth rate.		SUBTOTAL	\$
		5% GST	\$
		DEPOSIT TOTAL	\$

PAYMENT INFORMATION			
<input type="checkbox"/> Credit Card	Credit Card (MC/Visa)#		
<input type="checkbox"/> Cheque attached	Expiry:	CVV	
<input type="checkbox"/> Cash/Debit	**E-Transfer Information - email to: payments@exhibitionpark.ca		
<input type="checkbox"/> E-transfer	PASSWORD: Expark	COMMENTS SECTION: Business name & BBQ Event	

Invoice# BBQ0721

GST#R123172801

PID#AA03FUU41

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

DATE:	NAME:	SIGNATURE:

OFFICE USE ONLY:

Amount received with contract: _____ Balance Due: _____

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

POLICIES, RULES & REGULATIONS – LETHBRIDGE & DISTRICT EXHIBITION (LDE)

- All AHS and City of Lethbridge bylaws, regulations and protocols regarding the COVID-19 pandemic are to be adhered to. The current protocols will be communicated to all exhibitors in advance of show and any changes will be updated as they occur.
- Event Management will attempt to accommodate all applications for space but due to limited availability and selection procedures, Event Management will not guarantee space allocations and reserves the right to make changes as necessary. Exhibitors in good standing have first right of refusal, not location.
- Move-in will be allowed on the Friday until 8pm. All booths must be checked in & set-up by 8pm Friday, the day prior to the show, or booth space will be considered a “no show”. No refunds will be issued, and the space will be re-sold to avoid empty space in the show.
- Exhibitor rates apply to booths checked as a single connected unit solely by LDE.
- Exhibitors must contain promoting & selling, all materials, demonstrations and promotional giveaways within the boundaries of their exhibit space. Stickers, windshield flyers, etc. are prohibited.
- Direct selling is allowed within booth space. Printed material for the purpose of solicitations outside booth areas is not allowed to be distributed during events unless authorized by Management. All sales MUST take place within your allocated booth space
- Policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the Alberta Fire Code will be adhered to. Exhibitors using any type of heating device must have a regulation fire extinguisher in their booth and can only be an outside exhibitor. Heating devices and any burning candles are not allowed inside, as this is against regulations.
- Exhibitor’s admittance badges & power outlets according to chart above.
- All booths will have 8’ back drape and 8’ side drape.
- Security Services in effect from move-in until conclusion of move-out.
- Parking is available in designated “Exhibitor Parking” areas as per the Exhibitor Package you will receive two weeks before the show date.
- Event Management reserves the right to terminate or limit any demonstration or displays, which in its opinion are objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke or are determined to be detrimental to the character & nature of the show.
- 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.
- No threatening or aggressive behavior to LDE 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.
- 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.
- Camping at Exhibition Park is NOT permitted. If you require camping please contact Bridgeview RV Park 403- 381-2357.
- 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.
- Raffle draws are NOT permitted without a valid AGLC gaming license and the express written consent of Exhibition Park.
- No smoking of cigarettes, vaping or marijuana is permitted other than in designated smoking areas outside of the pavilions.
- LDE and Event Management reserve the right to make changes, additions or deletions to Event hours, set-up and regulations at any time considered necessary.
- Business signage must be FREE standing no higher than 12 feet and must remain within your booth space.

- Your Exhibitor information will appear on our Exhibitor list (please note 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 LDE permission to include your information on the Exhibitor list and to distribute these lists as LDE deems appropriate. For example, this information may be provided to various media outlets such as Facebook, Twitter, Instagram, and Lethbridge & District Exhibition websites. 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.
- No helium or propane cylinders are allowed in the buildings.
- **No animals are allowed in the booths, or left in vehicles.**

Application

- 50% of TOTAL is due upon application submission, balance is due by June 15, 2021.
- All cancellations prior to June 15, 2021 are subject to a 25% Administration Services Charge.
- Exhibitors cancelling participation after June 15, 2021, will forfeit all monies.
- All cancellations must be made in writing to Event Management.
- If you require booth furnishings (additional tables, chairs, carpet, etc...) please include in the additional space provided.

Utilities & Insurance

- Under no circumstances can anyone other than electricians contracted by LDE make electrical service connections or repairs.
- All exhibitors are required to have their own \$2 million general liability insurance.
- The exhibitor is responsible for obtaining insurance related to participation & requirements for the exhibit in the show.
- The Certificate of Insurance must name Lethbridge & District Exhibition as an additional insured.
- 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.

Shipping

- 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 move-out. They may be requested at the info booth. There are forklifts available to lift from 3,500lbs to 8,500lbs. Exhibitors requiring forklifts for longer than one hour and excessive usage will be required to pay additional costs and should book ahead for early move-in and later move-outs. The forklifts are extremely busy during these times so please be respectful of usage time and ensure your placement is correct the first time. Additional move requests may require additional costs and will be moved to the end of the list.
- Please note that there is no loading dock on site.

Additions

- 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, made specific paid sponsorship or other arrangements. Utility trailers can be parked and stored during the show in the parking area at the end of the track off the backstretch. A map will be provided from the info booth during registration.

New & Important

- A \$200 charge will be implemented to any company that packs up and leaves earlier than 3pm on the last day of the show, this fee will be required to be paid in full prior to being allowed in the show for the following year. No exhibitor is permitted to move out before 3:00 p.m. Sunday, the last day of the show as it is unfair to the exhibitors who are still set up and trying to do business and to the customers who attend the show and expect the booths to be set up until 3:00 p.m.

- Extension cords will NOT be provided by LDE. Exhibitors must provide their own extension cords as the power may not be located directly in reach of your booth.

Food Service

- 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
- No alcoholic beverages are permitted to be consumed at any exhibit site or display (indoor or outdoor), without permission from Event Management and LDE Food Services Department. If caught with alcohol, this would be ground for automatic removal of your exhibit & no refund will be given.
- The Public Health Act Food Regulations will be adhered to.

By signing this contract you give LDE permission to include your contract information on the exhibitor lists and distribute these lists as LDE deems appropriate. (For example, this information may be provided to, but not limited to, the show guide (if applicable), various media or published on Lethbridge & District Exhibition websites. 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).

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