



EXHIBITOR REGISTRATION FORM

APPLICATION FOR EXHIBIT SPACE

Please complete and return this form with your credit card number or cheque payment (please retain a copy for your records). Upon acceptance by Show Management, confirmation will be forwarded to you via email. At the time of registration exhibit space will not be confirmed without payments, by cheque or credit card.

You are hereinafter referred to as the "Exhibitor"; hereinafter we are referred to as "Show Management" for the 2018 Home & Leisure Trade Show. This contract is subject to the terms and conditions located throughout this exhibitor package.

REGISTRATION INFORMATION

(Please print clearly - all fields must be complete)

Exhibitor: _____

Address: _____

City: _____

Province: _____ Postal Code : _____

Phone : _____ Fax : _____

E-Mail : _____

Website : _____

Contact: _____

BOOTH SELECTION

Booth # (1 st Choice)			
(2 nd Choice)			
(3 rd Choice)			
Booth Cost		\$	
Additional Exhibitor Passes (\$3.00/each - 2 included)			
LED Sign Ad – 2 weeks Additional \$100.00			
GST (5%)		\$	
Total Cost		\$	

PRODUCT/SERVICE DESCRIPTION

- Advertising on our LED sign is available to our exhibitors for an additional \$100.00 +gst.
- This ad will show your company's logo and location of your company at the Trade Show.
- The ad will run from March 30th, 2018 till the end of the show.
- Your logo will also be included in the HLTS Advertising

SPECIAL REQUESTS

The location and size of your booth will be subject to availability. We will try to accommodate as best we can, but please try to book your booth as soon as possible in order for us to better accommodate your request.

EXHIBIT SPACE BOOTH RENTALS

Regular Price - Fieldhouse		Member Price - Fieldhouse	
10 x 10 – Fieldhouse	\$515.00	10 x 10 – Fieldhouse	\$ 400.00
Corner	\$ 972.00	Corner	\$ 912.00
Regular Price - Arena		Member Price -Arena	
500 sqft booth	\$2.50/sqft	500 sqft booth	\$2.00/sqft

**GST not included*

EACH BOOTH WILL INCLUDE:

- 1 – 8' high back wall drape
 - 1 – 4' high sidewall drape
 - 1 – electrical outlet
 - 2 – chairs
 - 2 – 150 watt floodlights
 - 1 – 8' skirted table
- NOTE: access to internet is not provided



VISA

Card Number: _____

MASTERCARD

Expiry Date: _____

CHEQUE

Cardholder Name : _____

CASH

Signature : _____

AMOUNT

\$

50% deposit required at time of registration.
Any balance owing MUST be paid by March 1, 2018.
All booths are non-refundable after March 1, 2018

All Information packages and payment should made payable to and mailed to:
Cold Lake Regional Chamber of Commerce, Box 454, Cold Lake, Alberta T9M 1P1

***If you are attending from out of town and require a hotel please view our member hotels:**

<http://business.coldlakechamber.ca/list/category/hotels-motels-49>

**If you require assistance with booking accommodations please email
executiveassistant@coldlakechamber.ca**



TERMS AND CONDITIONS

- I understand that, if I need extra equipment, electricity, power, including a different size table I must pre-order with Superior Show Service.
- I understand that the show committee has final authority to make any changes to booth locations.
- I understand that **I MUST** confine all the contents of my display within the designated area. Otherwise show organizers will have the right to make the necessary adjustments without permission.
- I have read and understand all the information contained within this exhibitor information package.
- If my booth demonstrates noisy products I may be asked to take a booth at the back of the arena. Stereos, vacuums, etc., must notify show committee of such items.
- I understand that if I have bulk space (over 400 sq. ft. or more) that it will consist of back drape only, additional equipment will be at the cost of the exhibitor.
- I understand my booth must be manned at all times (reasonable breaks understood). If not, show management has the right to dismantle my booth or allow another exhibitor to use the booth space.

BOOKING PAYMENT/CANCELLATION

- A **50% DEPOSIT** must be received with the application for to secure space.
- **No phone** consents/bookings accepted without payment.
- **Cancellation** of a booth/space must be received either by; letter, email or fax - messages on answering machine will not be acceptable unless confirmed by a call back from the committee that such a message had been received.
- **Cancellations** must be *received by Show Committee 30 days prior to Show*. If cancelled 30 days or more, prior to the show, a full refund of your deposit will be reimbursed With the *exception of a \$50.00 administration fee.*
(Cancellations less than 30 days from show date – NO REFUND)
- All booths must be **paid in full** by **March 1st, 2018**. If payment has not been received by such time, show management has the right to sell the booth/space to another applicant.
- \$30.00 service charge on NSF. Deposits will *not* be refunded in this case.
- Anyone booking after **March 1st, 2018** must pay by certified cheque, money order, cash, visa, or MasterCard (**full payment required**).
- Show management has the right to use/rent any exhibitor's space if not occupied by the exhibitor by 5:00 pm on Friday April 13, 2018, or any other day during the show if booth is left unoccupied. **Deposits will not be refunded.**

SET-UP/TAKE DOWN:

Set up:	Friday	April 13th	9:00 am – 3:00 pm.
Take Down:	Sunday	April 15th	4:00pm
Hours of Operation:	Friday	April 13 th	6:00pm - 9:00pm
	Saturday	April 14 th	10:00am - 5:00pm
	Sunday	April 15 th	11:00am - 4:00pm

Large vehicles or displays needing early set up/late take down MUST contact show organizers two weeks prior to show dates, to make arrangements.

Dates are subject to change.

If dates are changed and you are unable to attend a full refund will be supplied.

Displays with vehicles will be asked to set up early to eliminate disruption of others.

Call the Chamber office at 780-594-4747 for early set up/late take down.

Security/Damage/Waiver

- The Show Committee will take reasonable precautions to protect the property of Exhibitors during the evenings of closure INSIDE ARENA ONLY, however *assumes no responsibility* for loss or damage to property of exhibitors in exhibit area or outside in the surrounding grounds (Please consider this when booking—weather and other risks.) In the event the building should be destroyed by fire or the elements, or if any circumstances what so ever should occur which might make it impossible for the show management to permit Exhibitors to occupy the premises or if the show be cancelled, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor and the show management will be in no way responsible for any claims or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by the Management in the event of this show not being held as proposed and the show management shall be released from any and all claims for damages or otherwise. The show management therefore is discharged from all liabilities.
- *Exhibitors are responsible to check their own insurance policies to be sure that coverage includes trade show participation. Copies are to be sent to Show Management prior to the start of the show.*
- Show management reserves the right to limit duplicate booths or similar products. So book early.
- An exhibitor will not use space for any purpose not shown on the contract without prior approval of show management.
- Any exhibitor having **food** in their booth must disclose all products on the application form. They must also obtain **permission from show Management and have written permission from the Local Health inspector.** Call 594-4404.

- Exhibitors are liable for any damages caused by members of his/her rental space, or to any portion of the shows facility if damaged. i.e.: dragging displays across floors, damage to curtains, etc.
- It is understood and agreed by the Exhibitor that the Show Organizers may cancel the said Show and may cancel this contract if, in the opinion of the Show organizers, such Show would be impractical and /or inadvisable.
- There is **no power** to exhibitors' booths before/after show hours unless specifically requested on the **application form and verbally day of show to actual organizers and display company.**
- Any exhibitor bringing in large display items: **cars, trucks, boats, trailers, etc., will need to arrange set up with show management to ensure easy accessibility.** Upon take down we ask all exhibitors to not block the entrances with their vehicles/trailers. (This will help eliminate congestion at the exits)
- **Show management has the right to add or change layout/floor plan of show at anytime, when in their opinion such moves are necessary to maintain the character and / or good order of the Show.** However, the show management will notify you of any changes.

General Information

- Each booking will receive **TWO** exhibitors' passes, which ***will be handed out the day of the show.*** Additional passes (**For STAFF ONLY**) may be ordered only at time of application for a cost of \$3.00 each - be sure to advise all staff and volunteers of this. Should you leave your passes behind in the hotel or your vehicle you will be required to purchase another one in order to enter the facility. Passes **MUST** be worn at all times. Passes may be exchanged when changing **booth** personnel **ONLY**. Anyone giving their badges to others for free access will have their passes revoked and be required to pay full admission.
- Exhibitors parking in front of the facility/displaying promotional vehicles or signs will be asked to relocate such item/vehicle to the designated area unless located in purchased outdoor space.
- All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the City of Cold Lake will be adhered to. All codes pertaining to Liquor, Health, Fire, City Ordinates, Safety and Electrical must be adhered to.
- All exhibits must remain intact and **manned** until the close of the show. Unmanned booths are not permitted and will be dismantled by show management.
- All booths sold are to be used by the purchaser and are not to be sublet or shared with any other company or organization without prior approval of Management.
- All exhibit structures, activities and materials must be confined to within the limits of the space assigned. Salespeople are to keep within the boundaries of their specified booth. Static displays are not permitted unless in the foyer and approved by Management.
- Garbage Bags (bags only no boxes) placed in the aisle at closing each day will be deposited in a garbage receptacle on your behalf.
- Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, exhibitor's employee, family, friends, who: does not have an exhibitors badge or daily stamp or who in the opinion of the show management is unfit, intoxicated or in any way likely to create a disruption of the show.
- I understand that the show management has final authority to make any changes to booth locations.

- I understand that, if I need extra equipment, electricity, power, including a different size table I must pre-order with the Show Company.
- Please be advised that the 2018 Trade Show will be booked on a first come first served basis

Please sign below to indicate that you understand and have read the Terms and Conditions listed in the Exhibitor's Registration Form.

Date: _____

Cold Lake Regional Chamber of Commerce

Phone: (780) 594-4747 Fax: (780) 594-3711

Email: admin@coldlakechamber.ca

Online: www.coldlakechamber.ca

X

Exhibitor

FOR OFFICE USE ONLY	
Booth Number Assigned	#
Date Application Received	/ /
Amount Received	\$
Amount Owing	\$
Payment Type	