



**Fort Saskatchewan Trade Show & Sale**

**May 3, 4, & 5, 2019**

***Space Lease Application & Contract***

In consideration of these premises and of the mutual covenants of the parties, the Fort Saskatchewan Chamber of Commerce (hereinafter referred to as "Management") does hereby demise, let, and lease unto the undersigned (referred to as the "Exhibitor") and the Exhibitor does hereby hire and take from Management exhibition space at Fort Saskatchewan, Alberta, subject to the terms, conditions and regulations as set out in Schedule "A" (attached) and upon the following terms and conditions.

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Rental and Contract Execution:

- a. Subject to Management's discretion, booths may be reserved by remitting **payment** of the full cost with this completed Application
- b. No refunds after April 1, 2019. 50% refund from March 1 – March 31, 2019. Prior to March 1, 2019, a full refund minus a \$50 administrative fee will be issued.
- c. Management will supply one 8-foot skirted table, two folding chairs, and one 800 watt electrical outlet. For any additional requirements, the Exhibitor must contact Superior Show Service (780-992-0404) no later than Friday, Apr. 12, 2019. The cost of any additional requirements will be incurred by the Exhibitor.

\_\_\_\_\_ (initial)

***Exhibit Space Request:***

|                | Ice Arena<br>10'x30'<br>Limited Availability | Corner Booth<br>10'x10' | Standard<br>10'x10' | Small<br>6'x8'<br>Limited Availability;<br>Restricted to Home-Based<br>Businesses & Non-Profits | Cost |
|----------------|--|-------------------------|---------------------|---|------|
| Chamber Member | Contact the Office                           | \$630                   | \$550               | \$350   |      |
| Non-Member     | Contact the Office                           | \$830                   | \$750               | \$550   |      |
| 5% GST         |  |                         |                     |   |      |
| Total          |  |                         |                     |   |      |

Booth No.: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

It is understood by the Exhibitor that Management may not be able to assign the Exhibitor the space applied for. In that event, Management shall notify the Exhibitor of all the available space. In the event that more than one Exhibitor applied for the same exhibit space(s), that space will normally be awarded to the first Exhibitor forwarding the required payment on said space. Management reserves unto itself sole and absolute discretion to award and allocate exhibit space. **No Exhibitor will be offered exclusivity regarding product or service.**

\_\_\_\_\_ (initial)

The exhibitor intends to exhibit the following:

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Signature: X \_\_\_\_\_

Date: \_\_\_\_\_

|   |  |
|---|--|
| <b><u>Payment Options:</u></b>                              |  |
| Please make cheques payable to:<br>Mail to:                 | Fort Saskatchewan Chamber of Commerce<br>Box 3072, Fort Saskatchewan, AB T8L 2T1 |
| Circle one: Visa   Master Card                              |  |
| Number: _____   | Expiry Date: _____   |
| Name on Card: _____   | Amount to be charged: _____  |
| <b>Payment in full must be received at time of booking.</b> |  |

*Exhibitor:* Please submit completed application with payment. Keep a copy for your records.

Return to:

Fort Saskatchewan Chamber of Commerce, Box 3072, Fort Saskatchewan, AB T8L 2T1; drop off at the Chamber office at 9923 103 Street, Fort Saskatchewan; or email Erin at [events@fortsaskchamber.com](mailto:events@fortsaskchamber.com).

**\*Please note, rules and regulations are subject to change.**



**Fort Saskatchewan Trade Show & Sale**  
**May 3, 4, & 5, 2019**

***Schedule 'A' – Rules & Regulations***

Management, or a representative duly appointed by Management, shall have final authority on the enforcement of the “Space Lease Application” and these “Schedule ‘A’ – Rules and Regulations” throughout the duration of the Trade Show, including booth set up and booth take down.

**1. HOURS OF OPERATION**

The show will be open to the public during the following hours:

- Friday, May 3 – 5 p.m. to 9 p.m.
- Saturday, May 4 – 10 a.m. to 5 p.m.
- Sunday, May 5 – 11 a.m. to 4 p.m.

**2. EXHIBITOR REPRESENTATION AT BOOTH**

The Exhibitor will have an authorized representative in attendance at the booth **at all times** when the show is officially opened. Failure to comply with this regulation may result in removal from the show.

\_\_\_\_\_ (initial)

**3. BOOTH CANCELLATION**

No refunds after April 1, 2019. 50% refund from March 1 – March 31, 2019, Prior to March 1, 2019, a full refund minus a \$50 administrative fee will be issued.

\_\_\_\_\_ (initial)

**4. BOOTH USE**

- i. The Exhibitor will use the booth for those products as listed on the Space Lease Application
- ii. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except with the written approval of the Management
- iii. The booth must be maintained in a neat and orderly manner throughout the show
- iv. The Exhibitor will store in the booth only those goods or merchandise actually on display or for sale. Nothing shall be done or permitted by the Exhibitor in or about the booth area which shall be or result in a nuisance
- v. Preparation and/or serving of food or beverages of any kind without **written permission** of the Management are prohibited
- vi. Management reserves the right to limit the generation of noise, smell, dust, smoke, litter, method of operation, creation of safety hazards or any other result which may be objectionable or otherwise detract from or be out of keeping with the character of the show as a whole

\_\_\_\_\_ (initial)

**5. BOOTH DISPLAY**

- i. Any items in your display or booth must not obstruct the aisle
- ii. Items or articles taller than 4 feet on the sidewalls or 8 feet on the back wall must not obstruct nor cause detriment to the neighbouring booths
- iii. Specially built back walls may not exceed an overall height of 8 ft without the written permission of the Management
- iv. Unfinished wooden, cardboard, etc. panels must be painted or finished appropriately if they will be visible from other booths
- v. Exhibits that could cause cleaning problems – e.g. soapstone carving, wood carving, clay and any other dust generating item – cannot be located in the Agrium Soccer Field

- vi. Any carpeting or flooring must remain inside the perimeter of your booth
  - vii. Interpretation of this restriction shall be at the sole discretion of the Management. The purpose of this policy is to allow the public to see through a booth to the next booth as they approach
- \_\_\_\_\_ (initial)

**6. GIVEAWAYS**

- i. Complimentary giveaways cannot include popcorn, bubblegum, chewing gum, or sunflower seeds
- ii. Food giveaways are permitted in the Sherritt CEP Arena only
- iii. Only **wrapped candy** may be given away in the Agrium Soccer Field
- iv. Nuisance items, such as spray string or noise makers, should not be distributed at the show
- v. Exhibitors providing free giveaways should be considerate of other exhibitors who may be selling that same product
- vi. ALL giveaways (excluding candy) must be approved by Management.

Proposed giveaway items: \_\_\_\_\_  
\_\_\_\_\_ (initial)

**7. AUTHORIZED ACCESS**

The Exhibitor will permit the officers of the onsite Management or any person authorized by Management, at any time, to enter upon and inspect the licensed area

\_\_\_\_\_ (initial)

**8. PLACEMENT**

To respect the space of other exhibitors during show hours, Management will do its best not to place like businesses within proximity of each other

\_\_\_\_\_ (initial)

**9. BOOTH SETUP**

- i. The Exhibitor will set up their booth on Thursday May 2, 2019 between 12:00 p.m. and 9:00 p.m. and Friday May 3, 2019 between 8:00 a.m. – 2:00 p.m.
- ii. **No booth set up will be permitted after 2:00 p.m. on Friday, May 3, 2019**

\_\_\_\_\_ (initial)

**10. BOOTH TAKEDOWN**

- i. Booths **must not** be dismantled before the show close at 4:00 p.m. on Sunday, May 4, 2019
- ii. Exhibitors must remove all goods between the hours of 4:00 p.m. and 7:00 p.m. on Sunday, May 4, 2019

\_\_\_\_\_ (initial)

**11. SPECIAL NEEDS**

- i. Exhibitors with special needs, such as early access for large trucks, **must obtain a written permit** from Management prior to arriving onsite
- ii. A copy of the written permit will be issued to the Dow Centennial Centre manager and the Exhibitor

\_\_\_\_\_ (initial)

**12. BOOTH COORDINATOR**

- i. Superior Show Service is the appointed official display coordinators for the 2019 Trade Show & Sale. All inquiries about booth display and setup should be directed to Superior Show Service, 780-992-0404
- ii. A service desk will be set up in the ATB Leisure Ice during the set up period for the show
- iii. If you have any issues during the show, please contact the Information Desk located in the foyer of the Dow Centennial Centre

\_\_\_\_\_ (initial)

### 13. ELECTRICITY USAGE

- i. Exhibitors are responsible to provide surge protection for their electrical equipment
- ii. The Exhibitor, at no time, shall use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The onsite Management's determination of what constitutes hazards shall be binding upon the Exhibitor

\_\_\_\_\_ (initial)

### 14. FOOD CONCESSION

- i. Food concession booth operators **must** contact Superior Show Service, 780-992-0404 to confirm their power requirements. Note; Additional costs are not determined by the Trade Show Committee or Management, and it is the responsibility of the vendor to get the quote and pay the subsequent invoice
- ii. All food concession vendors must submit a copy of their food handling permit to Management with this application

\_\_\_\_\_ (initial)

### 15. VEHICLES AND MOTORIZED EQUIPMENT

- i. The Exhibitor will provide all keys for all equipment and vehicles to a DCC representative for safe keeping
- ii. Engines shall not be started or run, except to bring the unit in and out of the show area
- iii. Securely tape "X" over fuel cap as a safety precaution
- iv. No gasoline is permitted for small, hand held equipment
- v. The Exhibitor will be restricted to a maximum of one (1) gallon of gasoline per vehicle
- vi. The Exhibitor will ensure that batteries are disconnected
- vii. The Exhibitor will provide ground sheeting under vehicles to prevent oil or gasoline dripping onto the floor surfaces
- viii. **All x-large items must be in place in by Wednesday, May 1, 2019 no later than 5 pm.**  
No exceptions. (ex. Hot Tubs, Vehicles, Boats etc.)

\_\_\_\_\_ (initial)

### 16. LEGISLATION

- i. The Exhibitor is responsible for compliance with all local, provincial and federal ordinances, regulations and legislation covering licenses, permits, fire, safety and health
- ii. The Exhibitor will comply with all federal, provincial and municipal legislation, regulations, bylaws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business

\_\_\_\_\_ (initial)

### 17. LIABILITY AND INSURANCE

Exhibitors must provide their own insurance for their inventory and equipment for the duration of the show

\_\_\_\_\_ (initial)

### 18. DAMAGE

- i. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection with the show by Management howsoever such damage is caused
- ii. **Management assumes no liability for loss or damage through any cause of goods, exhibits, or other materials owned, rented or leased by the Exhibitor**
- iii. The Exhibitor shall indemnify the Management and the Fort Saskatchewan Chamber of Commerce and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the Exhibitor, its servants, employees, agents, invitees, licensees in and about the booth

- iv. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, the Management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor

\_\_\_\_\_ (initial)

#### 19. SECURITY

- i. Management will maintain a security service for non-show and non-setup and takedown hours and will take reasonable precautions to safeguard the Exhibitor's property
- ii. Exhibitors are responsible for the security of their booths during show hours, set up and take down. We advise that booths should be manned during these times

\_\_\_\_\_ (initial)

#### 20. EXHIBITOR PACKAGES/BADGES

- i. Exhibitor packages will be in your booth when you arrive on site for setup
- ii. Each booth will receive two (2) exhibitor badges. Please ensure the badges are returned to Management by 4:30 pm on Sunday, May 5, 2019. Exhibitors may request two (2) extra badges prior to the show. A maximum of four (4) badges will be issued per booth. Exhibitors must recycle the badges among the representatives manning their booths

\_\_\_\_\_ (initial)

#### 21. EXHIBITOR LOADING ACCESS

- i. Exhibitors located in Booths 1-85 (in the Sherritt-CEP Arena)
- Use the Zamboni door entrance 1207 to load and unload your goods
- ii. Exhibitors located in Booths 86-178 (in the Agrium Soccer Field)
- Use the Loading Dock on the far west side of the building (door number 1307) to load and unload your goods

\_\_\_\_\_ (initial)

#### 22. EXHIBITOR PARKING DURING THE SHOW

- i. Special Exhibitor parking will be provided behind the Arena or the Soccer Arena
- ii. Vehicles must be parked in the designated area during show hours
- iii. Exhibitors and their representatives attending the show are **encouraged to use the Exhibitor parking lot and free shuttle**
- iv. Exhibitors and their representatives should plan to arrive early

\_\_\_\_\_ (initial)

#### 23. EXHIBITOR BREAKFAST

- i. A complimentary Exhibitor breakfast will be held on Saturday morning at 9:00 a.m. in the entertainment stage area
- ii. Admission will be by ticket only. Each exhibitor is entitled to two (2) complimentary tickets
- iii. The tickets will be in the Exhibitor package

\_\_\_\_\_ (initial)

#### 24. EXHIBITOR LOUNGE

Complimentary coffee will be provided in the Exhibitors' Lounges throughout the show

\_\_\_\_\_ (initial)

#### 25. EXCLUSIVITY

The Management does not offer exclusivity to any Exhibitor at the show

\_\_\_\_\_ (initial)