

# TRI-MUNICIPAL EXPO 2019 CONTRACT/APPLICATION

Hosted by: *Stony Plain & District Chamber of Commerce*

**Assigned Booth #**

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**Office Use Only**

BETWEEN THE STONY PLAIN & DISTRICT CHAMBER OF COMMERCE ("the Chamber") and

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell/Alternate # \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Briefly describe your products/services \_\_\_\_\_ Use of \_\_\_\_\_

<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>	<b>Debit</b> <input type="checkbox"/>	<b>Cheque</b> <input type="checkbox"/>	<b>Cheque #</b> _____
**Cheque made payable to Stony Plain & District Chamber of Commerce District				
<b>Card Number</b> _____	<b>Expiry</b> _____	<b>CVS Code</b> _____		
<b>Cardholder Name</b> _____				
<b>Cardholder Signature</b> _____				
<b>Deposit Paid</b> _____	<b>Final Payment</b> _____			

**Use of Assigned Space** - The Chamber shall allow the Exhibitor to use the space described below ("the Assigned Space") for the period specified, subject to the conditions contained on the reverse of this Agreement. The Assigned Space is that space determined by the Chamber and identified on the location map attached to this agreement. The Exhibitor acknowledges that the Chamber has the discretion to re-assign space to the Exhibitor. Upon receipt of the Deposit, the Exhibitor shall be entitled to indicate a preference of booth location.

Requested Booth size: \_\_\_\_\_

1st Booth Choice \_\_\_\_\_ 2nd Booth Choice \_\_\_\_\_ Previous Year's booth \_\_\_\_\_

The Exhibitor Agrees to pay the following:

Rental of Assigned Space, according to enclosed cost schedule \$ \_\_\_\_\_

Stamp Around Program (optional) \$ \_\_\_\_\_

Additional Exhibitor Passes (2 provided at no charge): \_\_\_\_\_ (# of passes) x \$2.00 each \$ \_\_\_\_\_

Less applicable discounts (i.e. multiple booth) minus \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

*Stony Plain & District Chamber of Commerce GST Number - # R108034141* GST 5% \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Exhibitors displaying Exhibitor passes shall be entitled to use of the Assigned Space at the Tri-Municipal Expo 2019 from 5:00 p.m., April 12, 2019, to 4 pm on April 14, 2019, and to reasonable access of the Assigned Space before and after this period for assembly and removal of exhibits. Booths must be dismantled immediately following show closing on Sunday. There is **NO** provision to leave product and pick up on Monday.

No exhibitor will be offered exclusivity regarding product or service. The Chamber also reserves the right to limit the number of similar products and/or services. The Exhibitor acknowledges that he has read the Terms and Conditions on the reverse of this Agreement, and agrees to be bound by them.

**CONDITIONS OF CONTRACT:** The Exhibitor agrees to abide by all rules & regulations adopted by the Tri Municipal Expo Business & Home as per Exhibitor Package.

**PLEASE PRINT YOUR COMPANY NAME AND PHONE NUMBER AS YOU WOULD LIKE IT TO APPEAR IN ANY SHOW ADVERTISING.**

Business Name \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Chamber Member of: Stony Plain \_\_\_\_\_ Spruce Grove \_\_\_\_\_

**\*\*Discount for Chamber members applies only to Stony Plain or Spruce Grove Chamber members.**

Please read and sign the 'TERMS AND CONDITIONS' on the back of this sheet **(signature is required)**

## TERMS AND CONDITIONS

All booth Rental Agreements must be **accompanied by a \$200.00 deposit of the rent** payable. To qualify for the Early Bird discounted rate, payment in full must be received by February 1, 2019. After February 1, 2019, Regular rates will apply and full payment must be received by March 3, 2019. The Chamber reserves the right to re-rent booths for which full payment has not been received by March 3, 2019.

All cancellations must be in writing and delivered personally or by registered mail to the Chamber office at 4815 - 44 Ave., Stony Plain, Alberta T7Z 1V5 and are subject to an administrative fee. Cancellations received by March 3, 2019, will be entitled to a refund of booth rental fee less 30%. Cancellations received on or after March 3, 2019, will be entitled to a refund of booth rental less 50% if the assigned space is re-rented. In the event of a cancellation of the Expo, by the Chamber or other causes, the Exhibitor will receive a refund of rent paid and the Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of the cancellation.

1. Any additional electrical outlets or electrical wiring supplies or services other than what is specified in the Tri-Municipal Expo 2019 Information Summary shall be the Exhibitor's expense and arrangement made only with the contracted show company Superior Show Service.
2. The Exhibitor agrees to abide by all the rules and regulations adopted by the Chamber regarding Tri-Municipal Expo 2019.
3. The Exhibitor's property shall be placed on display and exhibited at the Exhibitor's sole risk and the Chamber assumes no responsibility for any loss or damage thereto.
4. **Liability** - The Exhibitor shall indemnify and save harmless the Chamber from and against any damage, expense or liability arising from any injury, damage or loss to the Exhibitor, his agents, servants or employees, or to the property of the Exhibitor occurring in the Assigned Space at the TransAlta Tri Leisure Facility, or the approaches or entrances thereto. The Exhibitor is responsible for the placement and cost of insurance related to lease of space, exhibition of equipment and participation in the Tri-Municipal Expo 2019.
5. **Responsibility for Damages** - The customer accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the customer agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility.
6. The Chamber reserves the right to reject or prohibit exhibits or Exhibitors that the Chamber considers objectionable and to relocate exhibits or Exhibitors due to extenuating circumstances beyond their control or when in the Chamber's judgment such moves are necessary to maintain the character of good order of Tri-Municipal Expo 2019.
7. Under no circumstances shall any portion of your physical exhibit be removed from the licensed space during the continuance of the Show. Exhibit must **REMAIN INTACT UNTIL 4:00 PM SUNDAY, APRIL 14, 2019 or the Exhibitor will not be eligible to participate in future Tri-Municipal Expo's.** After carpets are lifted dollies will be available. All booths must be dismantled and taken out immediately following the show on Sunday, via the east loading doors of the TransAlta Tri Leisure Centre. Exhibitors are prohibited from loading material out through the main entrance.
8. The Exhibitor will not do anything directly or indirectly connected with the Exhibitor's display that may be a violation of any law, bylaw, ordinance or regulation of any government body. Food and concession spaces require local health board and fire department permits and must conform to all applicable regulations. **All intended food samples or products must be approved by the Stony Plain & District Chamber of Commerce and Alberta Health Services prior to the show.**
9. 800 Watt (Maximum) Electrical outlet is included in rental. Additional power will be charged at cost plus (to be arranged prior to show with the display company). All power costs are to be paid for prior to show opening.
10. All space (booths) must be staffed during Tri-Municipal Expo 2019.
11. The Exhibitor agrees that specially built backwalls and the first four feet of the sidewalls (from the backwalls) may not exceed an overall height of eight feet and that the remainder of the sidewalls may not exceed an overall height of four feet. **NO Exceptions** will be made except for the large booths.
12. **Food Samples or Sales:** Only permitted if the sample or food product for sale relates to your business operations. *All intended food samples or products must be approved by the Stony Plain & District Chamber of Commerce and Alberta Health Services prior to the show.* No Popcorn is allowed in the show other than from a popcorn company.

**THESE TERMS AND CONDITIONS FORM PART OF THE BOOTH RENTAL AGREEMENT.**

**I / WE HAVE READ, UNDERSTAND, AND AGREE TO THESE TERMS AND CONDITIONS**

Name of Business \_\_\_\_\_

Exhibitor Authorized Signature \_\_\_\_\_

Company Position: \_\_\_\_\_ Date \_\_\_\_\_

4815 - 44 Avenue, Stony Plain, AB T7Z 1V5 Ph.: (780) 963-4545 Fax: (780) 963-4542 Email: [info@stonyplainchamber.ca](mailto:info@stonyplainchamber.ca)  
Website: [www.stonyplainchamber.ca](http://www.stonyplainchamber.ca)