

On behalf of the Estevan Showcase Association, we would like to invite you to register for the 25th Annual Showcase 2018 to be held September 28 and 29, 2018 at Power Dodge Ice Centre in Estevan, Saskatchewan. SPECIAL RATES are in effect for 2018 to celebrate our 25th year PLUS there will be FREE ADMISSION to the public with an optional donation to the Estevan Food Bank.

SHOWCASE 2018 REGISTRATION FEE STRUCTURE

1. Indoor Mixed Trade Display

~~\$550~~ **25th ANNIVERSARY RATE \$412.50 + GST**

CORNER PREMIUM - ~~\$725~~ 25th ANNIVERSARY RATE \$543.75 + GST

Includes:

- 10' x 10' booth
- Back & side drapes
- 1 - 8' skirted table, 2 chairs
- 1 - 110V electrical supply
- 24-hour scheduled security checks
- 2 exhibitor passes

Registration & setup: Thursday: 5 pm-9 pm and Friday 9 am-2 pm

Take down: Saturday from 8 pm - 10 pm

2. Outdoor Display

~~\$550~~ **25th ANNIVERSARY RATE \$412.50 + GST** /1000 square feet

~~\$900~~ **25th ANNIVERSARY RATE \$675 + GST** /2000 square feet

~~\$1,325~~ **25th ANNIVERSARY RATE \$993.75 + GST** /3000 square feet or under awning (maximum)

Includes:

- 2 Exhibitor passes
- 24-hour scheduled security checks

Registration & setup Thursday: 5 pm - 9 pm and Friday 9 am - 2 pm

Take down: Saturday from 8 pm - 10 pm

3. Charitable Organizations

~~\$350~~ **25th ANNIVERSARY RATE \$262.50 + GST**

Includes:

- 10' x 10' booth
- 1 - 8' skirted table, 2 chairs
- 24 hours scheduled security checks
- 2 exhibitor passes
- 1 - 110V electrical supply

Registration & setup: Thursday: 5 pm - 9 pm and Friday 9 am - 2 pm

Take down: Saturday from 8 pm - 10 pm

Please sign and complete the attached registration form and return it to:

Estevan Showcase Association Inc.

#2, 322 Fourth Street Estevan, SK S4A OT8

Tel:(306)-634-2828 E-mail: admin@estevanchamber.ca

EXHIBITOR REGISTRATION FORM

September 28 & 29, 2018

Exhibitor License Application and Agreement

Note: All applications are subject to approval by the Estevan Showcase Association (ESA) Selection Committee. Registration fee will be refunded for any non-approved applications.

Please print

Business: _____

Address: _____

City: _____ **Province** _____ **Postal Code** _____

Tel # _____ **Cell #** _____ **Fax:** _____

E-mail: _____

By providing an email address you give the Estevan Chamber authorization to add you to our Showcase Contact List for updates and future registrations. If you do not want to be contacted in the future, please sign here _____

Contact: _____

Booth Number Preferred (see map) _____

Type of Booth Required (Regular or Premium) _____

Will you have a demonstration? **YES** _____ **NO** _____

Please specify display/sale items or samples (food and drink samples require Showcase approval)

*Full Description of products MUST accompany registration to be considered registered.

Number of Regular Booths _____ Number of Premium Booths _____

Price of Booth(s) \$ _____ +GST Price of Booth(s) \$ _____ +GST

Total Amount owing \$ _____

Signature: _____ **Date:** _____

Please return signed application along with cheque payment to:
 Estevan Showcase Association Inc.
 #2, 322 Fourth Street
 Estevan, SK S4A OT8
 Tel: (306)-634-2828
 E-mail: admin@estevanchamber.ca

OFFICE USE ONLY	
Date Registered	_____
Invoice #	_____
Amount paid \$	_____ Chq # _____
Date paid	_____
Balance due:	_____ Chq # _____
Receipt #	_____



Information for Exhibitors

SHOWCASE SETUP TIMES

- Thursday, evening: 5:00 pm – 9:00 pm
- Friday, during day: 9:00 am – 2:00 pm

SHOWCASE TAKE DOWN TIMES

- Take Down times: Saturday: 8:00 pm – 10:00 pm

SHOWCASE HOURS

- Friday, Sept 28 - 4:00 pm – 9:00 pm
- Saturday, Sept 29 – 10:00 am – 8:00 pm

LOCATION

Power Dodge Ice Centre (Formerly the LMC), 701 Souris Avenue North, Estevan, SK
(From Highway 39 (*Becomes 4th Street*) turn Left on Hwy 47 North (*Souris Avenue*) and turn right on 7th Street which will lead you to the City of Estevan Leisure Centre/Affinity Place, located north side of railroad tracks)

EXTRA TABLE, CHAIRS, POWER

Booth comes with 1 Table, 2 Chairs and 110 Volt Power.

If you require more tables, chairs or power, please contact **GES** at 1-306-347-8280.

INTERNET

There is no extra charge for wireless internet, so NO need for you to contact anyone.

LOADING

You must register with the registration desk PRIOR to setting up your booth. PLEASE DO NOT LEAVE VEHICLE UNATTENDED. If a vehicle is left unattended in a loading zone, we reserve the right to tow your vehicle.

PAYMENT FOR BOOTH

Payment is due for your booth upon registration by cheque or cash, sorry no electronic payment options available. If you have not paid, that means you are not registered. If you still need a copy of your invoice, please contact 306-634-2828 and we will resend.

SHOWCASE COMMITTEE & VOLUNTEERS

If you require anything during Showcase please look for a Showcase Committee member and we will do our best to help out.

Rules & Regulations 2018

The **EXHIBITOR**, his agents, employees, affiliates, contractors and subcontractors, invitees and guests are bound by the Rules and Regulations of the Estevan Showcase Association Inc (ESA).

THE EXHIBITOR:

- Is permitted to exhibit, sell and demonstrate only those products and services approved in the Application. Two or more exhibitors with similar products may be permitted into the Showcase.
- May not solicit business or perform demonstrations anywhere else at the Showcase except their assigned booth without written approval from ESA.
- Shall maintain a neat and tidy display/concession.
- Must have **ESA written approval** for any and all food and drink samples. Food concessions shall operate in accordance with all applicable health rules and regulations and shall assist in keeping common eating grounds clean and tidy.
- Must clearly state name of Exhibitor and booth number on draw tickets and must draw and award all prizes, goods or awards *prior* to Showcase closing.
- Requires **ESA written approval** for mechanical or electrical displays or demonstrations and operate and maintain the display/demonstration in accordance with the conditions and restrictions set out in such approval.
- Shall ensure all displays and demonstrations comply with all applicable **occupational health and safety codes**.
- Shall maintain a booth **not exceeding twelve (12) feet in height** without interference to adjoining or adjacent displays.
- Shall get **ESA written approval** for an indoor exhibit in excess of 1000 pounds (1/2 ton), per booth.
- Shall ensure one **adult** remains in charge of exhibit **at all times** during Showcase hours.
- Is prohibited from moving goods, stocking inventory or dismantling displays during operational hours of Showcase.
- Shall set up display **prior to 2:00 Friday, September 28, 2018.**
- Shall **dismantle exhibit between 8:00 p.m. and 10:00 p.m. on Saturday, September 29, 2018.** Failure to do so within the time limit **shall result in reimbursing ESA** for any expenses incurred.
- Shall keep all doorways, aisles, and exits **clear and unobstructed at all times** in respect to Fire Regulations.

INSURANCE:

The **EXHIBITOR** is responsible for obtaining and maintaining in force, **public liability insurance** in the following amounts:

- Non-food and beverage Exhibitors: \$500,000.00.
- Food and Beverage exhibitors and concession operators: \$1,000,000.00.

Proof of insurance **must be provided** on request to ESA and *failure* to have such insurance in force **is deemed to be a breach of the terms of this agreement.**

SECURITY:

While the Estevan Showcase Association will provide *general security* to the area, the Exhibitor:

- Indemnifies and saves harmless the ESA, its directors, officers and employees from any and all loss, damages or claims arising out of the exhibitor's use and occupation of ESA premises. **Individual booth security** (including merchandise, cash, cheques, personal belongings, etc.) is the **sole responsibility of the Exhibitor.**
- Agrees to maintain and have in force **property, theft, and fire insurance** with respect to the occupation of exhibit space at the Estevan Showcase.
- Acknowledges the ESA does not accept any liability or responsibility for any loss, damage or injury, including personal injury, caused to anyone or anything by the Exhibitor.

continued..

Rules & Regulations 2018

TERMS OF AGREEMENT:

ESA reserves the right to cancel this Agreement at any time, if in its sole opinion, the terms and conditions of this Agreement are not being observed or the exhibitor is operating in a manner detrimental to other exhibitors of the Showcase. The Exhibitor agrees to abide by and follow all applicable Rules and Regulations adopted by the ESA, and agrees the ESA is the sole authority in respect to rules, regulation, finding or decision. **In the event of any dispute, the decision will go to the chairperson or his/her appointee, who shall make a final decision and binding ruling.**

Circumstances that **may result in the cancellation** of this Agreement and possible claims for damages include, but are not limited to:

- Disregard for fire code, orders, directions, by-laws and ordinances including any and all local parking and traffic regulations, admission fees, and ESA policies.
- Use of a flammable substance, fuel, pyrotechnics, explosive or explosive gas without prior written approval from the ESA.
- Undue noise, an unseemly or unsafe demonstration or annoying odors employed while operating concessions, or exhibit its interfering with other exhibitors or which give rise to complaints by patrons and guests (bells, whistles, amplifiers included). The decision as to what constitutes such noise, practice or demonstration, etc. shall rest in the sole discretion of ESA management, whose decision shall be final.

ESA reserves the right to substitute exhibitors who are **late with a "stand-by" Exhibitor** or to change the location or dimensions of a booth without notice or refund to exhibitor.

PAYMENT

- 1 All prices listed are in Canadian Funds.
2. No reservation will be accepted **without full payment** of the booth rate.
- 3 Payment will be accepted by a **currently dated** cheque payable to the Estevan Showcase Association.
4. **Booth cancellations** made between December 1st, 2017 and August 31, 2018 will receive a partial refund of 75%. Cancellations made after August 31, 2018 are non-refundable.

ESA reserves the right to change the Rules and Regulations of the Estevan Showcase at any time.



Regular Booth

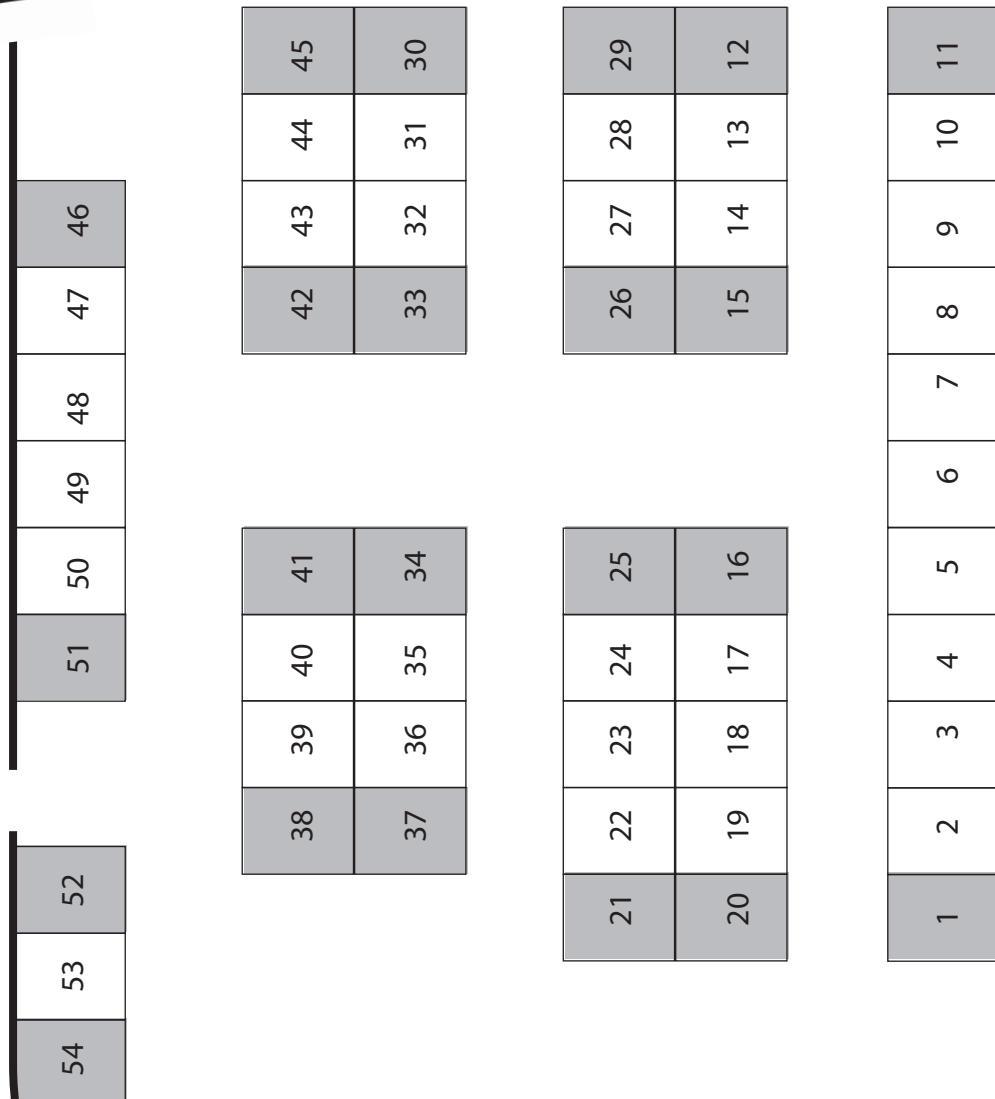


Premium Booth

Emergency Exit

58	59	60
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Emergency Exit



South Parking Lot for Exhibitors
No Parking - Please park in West Lot

South Parking Lot
by Aquatic Centre entrance

MAIN ENTRANCE
FOR SHOWCASE



Exhibitor Entrance

Affinity Main Entrance
Public Entrance



An Additional 20 Booths are available in the hall of the Leisure Centre