

ST. ALBERT AND DISTRICT CHAMBER OF COMMERCE
LIFESTYLE EXPO & SALE APPLICATION and CONTRACT
April 5TH, 6TH, 7th, 2019

Early Bird Application- Ends January 18, 2019.

In consideration of these premises and of the mutual covenants of the parties, the St. Albert And District Chamber of Commerce (hereinafter referred to as "Management") does hereby demise, let and lease unto the undersigned (hereinafter referred to as the "Exhibitor") and the Exhibitor does hereby hire and take from Management exhibition space at St. Albert, Alberta, subject to the terms, conditions, and regulations as set out below hereof and upon the following terms and conditions.

Rental and Contract Execution

- a. Subject to Management's discretion, booths may be reserved by remitting \$150.00 + GST with this completed Application, the Early Bird balance is to be paid prior **January 18, 2019** to receive early bird pricing. **Balances unpaid after January 18, 2019 will be charged full price.**
- b. The St. Albert And District Chamber of Commerce reserves the right to alter the floor plan or move Exhibitors in the Expo.
- c. 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 the available space. If more than one Exhibitor applies for the same exhibit space(s), that exhibit space will normally be awarded to the first Exhibitor forwarding the required payment on said exhibit space. Management reserves unto itself sole and absolute discretion to award and allocate exhibit space.
- d. **It is understood by the Exhibitor that Management does not restrict how many industries / businesses of the same nature are allowed into the Expo. Management will do its best to ensure that like businesses are not in the same vicinity, but we cannot guarantee this.**
- e. Exhibitors are only permitted to represent one company or one company's line of products per booth.
- f. The Lifestyle Expo Committee has complete discretion in accepting expo exhibitor's and/or their products.
- g. Contract begins on April 4th, 2019

Reservation Policy:

A BOOKING DEPOSIT of **\$150 plus GST** is required for each booth. The booking deposit is NON-REFUNDABLE, and payment must accompany this application/contract. **Please note:** Booths are NOT reserved until this completed application/contract and booking deposit are both received by Management.

Cancellation Policy:

Upon cancellation of this contract by the Exhibitor (whether or not the space is resold), the Exhibitor will be liable to Management for 50% of total space cost if written cancellation is received at any time from 60 days to 30 days prior to commencement of contract, and 100% of total space cost if written cancellation is received within 30 days of commencement of contract. All cancellations must be received in written format prior to or by March 1, 2019.

Company: _____ **Contact Person:** _____

Mailing Address: _____ **City:** _____ **Prov:** _____

Postal Code: _____ **Tel:** _____ **Fax:** _____

EMAIL (EXPO RELATED CORRESPONDANCE): _____

(This email will be used for all Expo related correspondence. Please ensure that it is valid, checked regularly, and going to the correct Expo contact).

Facebook.com/ _____ **Website:** _____

Twitter.com/ _____ **How many years have you been an exhibitor in the Lifestyle Expo?** _____

STAMP AROUND: - ADULT @ \$50 (plus GST) -KIDS @ \$50 (plus GST) - ADULT & KIDS @ \$75 (plus GST)
 - Please send me more information - Not interested at this time

Insurance Requirements:

All Exhibitors must provide a valid CERTIFICATE of INSURANCE that denotes the following:

- Complete name and address for the Exhibitor's business/organization.
- Full name of insurer providing coverage.
- Type of insurance provided (minimum \$1,000,000 liability inclusive for bodily injury and/or property damage; non-owned automobile insurance – if applicable.
- Insurance policy number.

- Effective dates of coverage (**April 4th – 7th, 2019**).
- St. Albert And District Chamber of Commerce named as ADDITIONAL INSURED OR FIRST LOSS PAYABLE WITH THE ADDRESS OF SERVUS CREDIT UNION PLACE WHICH IS 400 CAMPBELL ROAD, ST. ALBERT, AB.
- Dated and signed by an officer or authorized representative.
- The CERTIFICATE of INSURANCE MUST ALSO STATE THAT THE NAMED INSURERED WILL PROVIDE THE St. Albert And District Chamber of Commerce with thirty (30) days advanced written notice of any policy cancellation and/or material change.

I am a Chamber Member** NO YES ** If YES, my membership is due: (month) _____

I acknowledge by receiving the Chamber Member pricing for my 2019 Exhibitor Booth, I agree that my Chamber membership will be current and paid in full as of March 15, 2019. **(Initials) X** _____

****Reminder, only current St. Albert And District Chamber Members will receive the member rate****

Exhibit Space Request

****Please note that the floor plan and booth numbers may change from year to year so please see current map****

1st choice booth # _____ 2nd choice booth # _____ 3rd choice booth # _____

Circle Booth Size

2019 Booth Prices

ST. ALBERT AND DISTRICT CHAMBER OF COMMERCE MEMBERS	Non-St. Albert and District Chamber of Commerce Members
10' x 10' Booth: \$690 After January 18, 2019: \$765	10' x 10' Booth: \$900 After January 18, 2019: \$975
15' x 10' Booth: \$890 After January 18, 2019: \$965	15' x 10' Booth: \$1,150 After January 18, 2019: \$1,225
10' x 20' Booth: \$1,070 After January 18, 2019: \$1,145	10' x 20' Booth \$1,385 After January 18, 2019: \$1,460
300 sq. ft Corner Booth \$1,270 After January 18, 2019: \$1,350	300 sq. ft Corner Booth \$1,648 After January 18, 2019: \$1,720
10' x 10' Corner Booth \$740 After January 18, 2019: \$815	10' x 10' Corner Booth \$950 After January 18, 2019: \$1025
10' x 15' Corner Booth \$940 After January 18, 2019: \$1,015	10' x 15" Corner Booth \$1,205 After January 18, 2019: \$1,280
10' x 20' Corner Booth \$1,120 After January 18, 2019: \$1,195	10' x 20' Corner Booth \$1,460 After January 18, 2019: \$1,535
For larger spaces, please contact the St. Albert Chamber of Commerce directly at: 780.458.2833	For larger spaces, please contact the St. Albert Chamber of Commerce directly at: 780.458.2833
Taste of St Albert Booth: \$500 After January 18, 2019: \$550	Taste of St Albert Booth: \$680 After January 18, 2019: \$730

Booking deposit - \$150 plus GST PER BOOTH

Booth Size in Square FT	Price per Square Ft	Price (+GST)

Booth Price \$ _____

Stamp Around \$ _____

5% GST \$ _____

TOTAL SPACE COST \$ _____

minus **NON-REFUNDABLE** Deposit (incl. GST) \$ _____

Remaining Balance \$ _____

Visa MC #: _____ Exp: _____ / _____ CVA _____

I give the St. Albert & District Chamber of Commerce authorization to charge my credit card with the remaining balance of the Lifestyle Expo charges as of March 1st, 2019, if the balance hasn't been cleared prior February 28, 2019.

X _____

Exhibitors must include a 30-word description for the Show Guide with this contract. Please include your description below **WITH the correct contact number** you would like listed. If no phone number or 30 Word Description is provided by March 1, 2019, then no description or phone number will appear in the Show Guide. If you are a returning Exhibitor, and no 30-word description with phone number is received by March 1, 2019, the 30 Word Description and phone number will be used from the 2018 Show Guide.

COMPANY NAME (AS IT IS TO BE LISTED IN THE SHOW GUIDE):

30 WORD DESCRIPTION:

COMPANY PHONE NUMBER OR WEBSITE (AS IT IS TO BE LISTED IN THE SHOW GUIDE):

Executed by: (Print name) _____ Position: _____

(Signature) X _____ Date: _____

Please ensure the following checklist has been completed BEFORE submitting your contract.

I have included:

- Correct email address and contact information for all Expo related correspondence
- 30-word description and phone number for the Show Guide
- Deposit of \$150 (plus GST) per booth
- CERTIFICATE of INSURANCE
- Signature on contract
- I have made a copy of this contract for my records
- Completed AHS form if you are a Food or Personal Service Vendor

Return to: St. Albert And District Chamber of Commerce
71 St. Albert Trail
St. Albert, AB
T8N 6L5
events@stalbertchamber.com
Phone: (780) 458-2833
Fax: (780) 458-6515