

# APPLICATION TO EXHIBIT + CONTRACT, COMMERCIAL VENDORS

Please complete, sign & forward with payment to:  
Executive Event Production Inc., PO Box 39048 Panorama PO, Surrey, BC V3S 9A7  
OR Fax to: 778.564.3947 P:604.543.4593 E: heather@westcoastchristmasshow.com

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web: \_\_\_\_\_ Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_

**Given the agreement on this application and subject to the conditions expressed herein, the company/vendor listed on this document agrees to abide by the terms and conditions outlined on Pages 1 & 2 of this Application to Exhibit and Contract.**

Authorized Agent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Products sold/exhibited: \_\_\_\_\_

**IMPORTANT NOTE FOR CHOOSING YOUR CORRECT BOOTH SIZE:** When selecting your booth size, please be sure that you choose a booth that is large enough for all your product displays and activities. Vendors may NOT use the storage spaces behind their booths for any other purpose than storage of empty boxes and/or excess products. Prohibited use includes: preparation of goods for sale, packaging of goods, office, change room, and any other activity that is beyond the scope of simple storage of goods. Where more than one booth backs onto a common storage area, each of those vendors may only store goods in an area that is proportionate to the size of their rented booth space, and must respect ease of access for all those sharing the storage area. Line of sight to adjoining booths MUST BE RESPECTED, 8 ft high side walls may only be installed by written permission from show management.

## EXHIBIT SPACE FEES:

### PIPE AND DRAPE BOOTHS:

The following booths are pipe and drape ONLY – no carpet, table or chair included.  
**Floor covering within your booth is mandatory.** If you do not have your own floor covering, you may wish to request a Deluxe booth in the section below.

NO. OF BOOTHS	BOOTH SIZE	BOOTH RATES
<input type="text"/>	10 ft wide x 5 ft	\$790
<input type="text"/>	10 ft wide x 10 ft	\$1,095
<input type="text"/>	15 ft wide x 10 ft	\$1,640
<input type="text"/>	20 ft wide x 10 ft	\$2,175

### DELUXE BOOTHS: (including carpet, skirted table, chair)

NO. OF BOOTHS	BOOTH SIZE	BOOTH RATES
<input type="text"/>	Deluxe 10ft x 5ft	\$895
<input type="text"/>	Deluxe 10ft x 10ft	\$1,225
<input type="text"/>	Deluxe 10ft x 15ft	\$1,795
<input type="text"/>	Deluxe 10ft x 20ft	\$2,395

### PAYMENT METHOD

E-transfer to [heather@westcoastchristmasshow.com](mailto:heather@westcoastchristmasshow.com)  Cheque attached: Payable to Executive Event Production Inc. (GST Registration No. RT 862746245)

OR Charge to:  Visa  MasterCard Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

By signing below I agree to have my credit card debited according to the schedule of 2 payments as indicated below.

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Deposit payable now 50% \$ \_\_\_\_\_ Bal due by Sept 15/17: \$ \_\_\_\_\_

### Please indicate your preferred choice of booth location.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Booth choice is not guaranteed and will be based on availability and location.

### Additional fee for Corners (2 sides facing aisles)

\_\_\_\_\_ x \$115/10x10 booth \_\_\_\_\_ x \$85/10x5 booth

End of Row Section Fee \_\_\_\_\_ x \$75

<b>BOOTH FEE:</b>	\$ _____
<b>CORNER FEE:</b>	\$ _____
<b>END OF ROW SECTION FEE:</b>	\$ _____
<b>SUBTOTAL:</b>	\$ _____
<b>5% GST:</b>	\$ _____
<b>TOTAL PAYABLE:</b>	\$ _____

**Exhibitors Please Note: Your exhibit décor must reflect the spirit of the Holiday Season**

### FOR OFFICE USE ONLY

Accepted by Show Management: \_\_\_\_\_ Date: \_\_\_\_\_

Booth Number(s) Assigned: \_\_\_\_\_ Payment Received: \$ \_\_\_\_\_



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Tel: 604.543.4593 Fax: 778.564.3947  
Email: [info@westcoastchristmasshow.com](mailto:info@westcoastchristmasshow.com)

# West Coast Christmas Show

## Terms & Conditions

- The company or individual named on the contract shall be referred to as the Exhibitor. BC Artisan Marketing Society and Executive Event Production Inc., producers of the West Coast Christmas Show & Artisan Marketplace shall be referred to as Show Management. TRADEX shall be referred to as the Facility.

The exhibitor assumes all responsibility for its property, including any and all loss, theft, or damage to Exhibitor's displays, equipment and other property while on the premises of the Facility and hereby waives any demand or claim it may have against the Facility, Show Management, all service contractors, including its staff members and officers. All property will remain under the custody and control of the Exhibitor whether in transit to and from the Facility, or within the Facility or within the confines of its booth space. In addition the Exhibitor agrees to defend, if requested, indemnify and hold harmless Show Management, the Facility, all service contractors and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, claims, damages, suits, costs and expenses, including without limitation legal fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

Exhibitors will carry Worker's Compensation Insurance in compliance with provincial laws covering all of the Exhibitor's employees, contractors or agents engaged in the performance of any work for the Exhibitor.

### 1. Allocation of Space + Deadlines

Applications will be processed on a first-come, first served basis. Whenever possible, space assignments will be made in keeping with exhibitor preferences. Show Management reserves the right to make final determination of space assignments. Failure to meet payment deadlines will forfeit first option on preferred space request. Relocation of exhibit space will be in the overall best interest of the show and is at the sole discretion of Show Management.

### 2. Subletting of Space

Exhibiting companies may only assign, sublet or share their exhibit space with another business or firm upon payment of a booth-sharing fee of \$150 (one hundred fifty dollars). Included in this fee will be 5 additional exhibitor badges and separate listing of the second company on the show website and show guide.

### 3. Insurance + Liability

Each Exhibitor shall carry liability coverage including premises, operations, contractual, personal injury and property damage liability. The Exhibitor is liable for any damage caused to the building or to standard booth equipment, or to other Exhibitors property.

### 4. Exhibit Space Rental Payment + Cancellation Policy

This application to Exhibit +Contract must be completed and returned with a 50% deposit. The balance owing is due September 15th, 2017. Failure to meet these payments waives the Exhibitors right to the contracted space and Show Management will not guarantee the availability of the location specified within the contract. Applications not accompanied by a 25 % deposit will not be processed. Applications submitted after September 15th, 2017 must be accompanied by full payment. Exhibit space fees include draped back and sidewall of booth space. Cancellation of Exhibit Space must be received in writing by June 1, 2017 at which time all but 10% of the fees will be refunded. No cancellation of exhibit space will be accepted after June 1, 2017, & exhibitor is liable for the full cost of booth rented.

### 5. Size & Structure + Appearance of Exhibit Space

Exhibit space will be allocated in units as shown on the floor plan. Standard booths are 10 x 10 and are on cement floors. Construction of Exhibits shall comply with the exhibit booth regulations found in the Exhibitor Manual. Full, 8ft high, side booth walls may only extend to within 5 ft of aisle, except by written permission from show management. Exhibit height limit is 8 feet; the height of the back wall of the exhibit booth. Exhibitors may not build higher than 8 ft or erect signs that are above the 8ft height limit, unless approved in writing by show management. No Exhibitor shall permit the exposure of any unfinished surface to neighbouring booths or visitors. **Floor covering is mandatory** and available for rent through Global Show Services and is the responsibility of the Exhibitor. **Exhibits without covered floors will not be permitted to operate at the 2017 show.** Exhibit space fees include draped back and sidewall. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. The exterior of any display structure facing a side aisle, or adjacent to exhibitors booth must be suitably decorated at the exhibitors expense. The Exhibitor must keep the Exhibit space in a clean and orderly state throughout the duration of the show. No cleaning services are included in the Exhibit space fee. Storage of packing crates and materials is not permitted within the Exhibit space during the show. Storage areas will be provided for properly marked materials. It is the Exhibitor's responsibility to properly identify and mark its crates and then place in the storage areas. Exhibitors may utilize available space behind their drapes for storage, provided that they do not block access to power and plumbing hookups or infringe on Fire exits. Show management has the final approval on storage and may at its sole discretion designate certain areas behind the exhibit curtains as no storage areas in order to facilitate alternate use for that un-rented space. Exhibitors may NOT use these storage areas for any other purpose such as preparation area, packaging area, office, change room, etc. and where the storage area is used by multiple booths, each booth must only use their proportionate share of the available storage space.

### 6. Conduct + Operation of Exhibit

No exhibitor shall call or invite a visitor out of an exhibit that is not their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials. Other areas including the show floor, aisles and the Facility, both inside and on the exterior property, may not be used for these purposes. Exhibit personnel, including demonstrators, models, mascots and corporate characters are required to confine their activities within the exhibit space. Exhibit personnel, including demonstrators or models must be properly and modestly attired. Show Management retains the right to remove any Exhibitor personnel found to be conducting themselves in a manner deemed inappropriate. The distribution of advertising or promotional material, which is deemed inappropriate for the show, is not permitted. Show Management will terminate any Exhibitor selling a product or service, which is deemed deceptive or objectionable. The Exhibiting Company must have an Exhibit representative present at all times within the booth during show hours. The Exhibit space must remain operational at all times during show hours. Exhibitors shall not distribute materials, extend invitations, hold hospitality events, call meetings, or otherwise encourage absence of visitors from the show floor during the operating hours of the show. Exhibit personnel will not be permitted to enter Tradex earlier than one hour before the scheduled opening time on show days and likewise will not be permitted to remain within Tradex more than 15 minutes after closing each day with the exception of Sunday, November 19, 2017.

It may be necessary for neighbouring Exhibits or Show Management to access utility connections in an Exhibitor's booth. The Exhibitor agrees to permit such access, which may include the placement of piping, ramping, conduit, cable, etc.

Each Exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to fire prevention, public safety, and health, including the health regulations, while participating in the West Coast Christmas Show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the Exhibitor.

### 7. Sound, Noise, Music, Lighting + Odors

Videos related to an exhibitor's product will be permitted, provided the projection equipment and screen are located in the back third of the booth. Sound will be permitted only if the sound is not audible in the aisle or neighbouring booths. Sound systems, including microphones, will be permitted if not turned louder than conversational level AND if not objectionable to neighbouring exhibitors. Show management provides background Christmas music throughout the facility, therefore exhibitors may NOT play their own music in their booths. No loud or obtrusive activities will be permitted during show hours. This includes the operations of any item, which may cause vibration, smoke, and excessive noise or produces objectionable odors. Show Management reserves the right to limit or terminate the use of distracting light effects, including glaring, flashing and strobe lights.

### 8. Exhibitor Badges

Exhibitor badges will only be provided to persons named on the Exhibitor Name Badge Form. These passes are restricted to a maximum of 6 per 10' x 10' booth. Exhibitor Badges are for the sole use of persons staffing the Exhibitor's booth and will be required for entry via the Exhibitor's entrance. The clear view of the Exhibitor badge must not be obstructed.

### 9. Sampling + Sale of Products

Free samples are permitted for distribution to visitors. The selling of goods is permitted from within the exhibit space. All food vendors including exhibitors who are sampling food must apply for Temporary Health Permits through the Fraser Health Region Offices. Forms can be found on the TRADEX website. Sale of on-site consumable foods come under the Tradex food and beverage regulations and subject to a fee by Tradex.

### 10. Official Show Guide

Show Management assumes no responsibility for any errors or omissions within the Official Show Guide.

### 11. Installing + Removing of Exhibit

Exhibitors must adhere to the set up time as outlined in the Exhibitor Manual, unless prior arrangement has been made in writing with Show Management. All installations must be complete prior to show opening. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without written consent from Show Management. No deliveries may be made during show hours. No exhibit shall be dismantled in any way prior to show closing. The deadline for removal of Exhibits is 11 PM on Sunday, November 19, 2017. In any event, all exhibitor displays or materials left on the show floor after 11 PM Sunday, November 19, 2017 will be packed and shipped at the discretion of Tradex, and all charges applied to the Exhibitor, and without liability for loss, damage or theft.

### 12. Failure to hold the Event

If the show is interrupted or prevented from being held including but not limited to acts of God, strikes, lockouts or other labour or individual disturbances, riots, failure to secure materials or labour, fire, lightning, epidemic, tempest, flood, explosion, or any other causes, then Show Management shall in no way whatsoever be liable to the Exhibitor, other than to return such portion of any amounts paid, after deduction of such amounts as may be necessary, to cover all expenses incurred by Show Management in connection with the Show and / or promotion and publicity. If Show Management determines that the location of the Show should be changed or the dates of the Show postponed, no refund will be made but the Show Management shall assign to the Exhibitor, in lieu of the original space, such other spaces as the Show Management deems appropriate and the Exhibitor agrees to use such space under the same terms and conditions.

### 13. Show Management's right to make changes

Show Management reserves the right to make changes, amendments and additions to these rules and regulations at any time and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors be advised of any such changes. Any matters not covered herein are subject to decision by Show Management.

### 14. Applicable Law

When signed by the parties, this application for space constitutes a binding contract enforceable under the laws of the Province of British Columbia. Should a court of competent jurisdiction herein find any provision invalid, such invalidation shall not affect the terms of this contract.