



April 27-28, 2019
Show Location: Genesis Place
800 East Lake Blvd NE, Airdrie AB
(do not mail forms to this address)

Exhibitor Application

Company Name: _____
(as it will appear on Show Program)

Mailing Address: _____
City: _____

Province: _____
Postal Code: _____

Business Telephone: _____
Fax: _____

Cellphone: _____
Email: _____
Website: _____

Facebook: _____
Twitter: _____

Booth Choices	1 st Choice # _____	2 nd Choice # _____	Size _____ x _____
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(NOTE: Booth allocation is at the sole discretion of the Show Management.)

List products/services to be displayed & sold: _____

(NOTE: Only items that have been approved and accepted can be displayed. NO EXCEPTIONS.)

ARE YOU INTERESTED IN: (PLEASE CHECK)

SPONSORSHIPS (i.e. prizes, money tunnel, staycation, packages)
 SWAG BAG OPPORTUNITIES (minimum quantity of 500)

Registration Fees: NB all booths include drapery, one table, four name badges and one 600 watt duplex outlet **IF requested.** Please check box if you require the power as per above:

Booth Cost	\$ _____	x 1 (FIRST BOOTH)	= \$ _____
Additional Booths	\$ _____	x _____	= \$ _____
Additional badges \$2.00 each	\$ _____	x _____	= \$ _____
Subtotal			= \$ _____
GST			= \$ _____
TOTAL			= \$ _____

Payment Information (select one) Application will not be processed unless all monies are received.

Cheque: _____
Chq #, amount & dated – Jan. 15/2019.

Visa/MC: _____ Expiry: _____

Card Holder: _____ Card Holder Email: _____

I hereby authorize the Airdrie Chamber of Commerce to process payments per the above booth rental to my Visa/MC.

Authorized Signature: _____

Return with payment to: events@airdriechamber.ab.ca, fax: 403-948-3141 or mail to: Airdrie Chamber of Commerce:
#102, 150 – Edwards Way NW Airdrie, AB T4B 4B9.

1. Management shall make available to the Exhibitor for the period of the Show the space paid for, including drapery, one table and four name badges.
2. Exhibitor agrees to use space only for the purpose and for those products/services as listed on Exhibitor Application Form.
3. Subletting of space by the exhibitor is prohibited. Sharing or other use of the space not specifically authorized prior to the Show by Management is prohibited. Exhibitor agrees to promote only the business (es) registered for and approved by Management. No third party promotion will be permitted.
4. Exhibitors wishing to cancel their booth must do so in writing no later than March 01, 2019. A \$100.00 administrative fee will be charged for all cancellations made on or before March 01, 2019. There will be no refunds for cancellations made after Midnight on March 01, 2019.
5. All booths have an 8' high back wall and 3' high side walls. If a sign or display is higher than 36", such higher display can only extend four feet outwards from the back along the side rails. Exhibitors desiring to use a booth with non-standard height (including sidewalls) must receive written approval from Management in advance of the Show.
6. All exhibit structures (i.e. carpets, signs), activities (i.e. staff, mascots) and materials (i.e. brochures) must be confined to within the limits of the assigned booth space.
7. Exhibitors providing food, beverage, and/or personal services must notify Show Management and complete Alberta Health Services' Vendor Application (Available from Management) no later than April 01, 2019.
8. Carpentry inside the Venue during set-up is not permitted. All exhibits must be finished on both sides so that raw or unfinished sides are not left exposed to the neighboring booth.
9. No wiring or electrical work shall be done except by GES Canada. It is the exhibitor's responsibility to ensure they have adequate electrical supply for their booth. One 600 watt duplex outlet will be supplied at no cost IF requested prior to March 15, 2019. Additional electrical is available at Exhibitor's cost from GES Canada. NOTE: Extension cords MUST NOT be plugged into power bars (or vice versa).
10. The following items are prohibited within the Venue: candles, helium balloons, straw bales, pressurized cylinders, fork lifts, any equipment or machinery which is loud and disruptive to the Show as judged by Management.
11. **All exhibits must be staffed during show hours by at least one person.**
12. **All exhibits must remain intact until the close of show Sunday, April 28th at 4 pm.**
13. Exhibitors are responsible for keeping displays and the Venue clean and orderly. Trash must be placed in bags and be left in aisle for pick up at close of show.
14. Security will be provided during show hours. Neither Management nor the Venue is responsible for theft or damage of property.
15. Exhibitors must obtain insurance related to their participation in the Show. A certificate of insurance indicating proof of insurance and naming the City of Airdrie and the Airdrie Chamber of Commerce additional insured must be submitted to the Airdrie Chamber of Commerce no later than March 15, 2019. Neither Management, the Venue nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause.
16. The Exhibitor hereby agrees to indemnify, defend and protect Management and the Venue against, and hold and save Management and the Venue harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind which might result from or arise out of any action or failure to act by the Exhibitor or any of its employees or other representatives.
17. Management reserves the right to alter or change the space assigned to an Exhibitor, to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound and to expel Exhibitors or their personnel if, in Management's opinion, their conduct or presentation unreasonably interferes with the exhibits of other Exhibitors, Management's ability to maintain an appropriate and/or safe environment in the Venue, or if the Exhibitor, their employees or other representatives have failed to meet any term or condition set forth herein or in the Exhibitor's Manual. Such an Exhibitor shall not be entitled to a refund.
18. If, due to circumstances beyond the control of Management, the show should be cancelled, the Exhibitor shall waive any claims for damages or compensation and Management shall determine and refund the applicant his proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by Management.
19. In the event an Exhibitor has failed to occupy the space contracted for by Friday, April 26th, 2019 at 6:30 pm, Management shall have the right to utilize such space in any manner they choose. This will in no way release the contracted Exhibitor nor shall a refund be in order.
20. Management retains the full power to rule on any and all situations which may arise that are not explicitly outlined in the terms and conditions of Exhibitor Contract and Application Form.
21. Failure to comply with any of the items outlined above shall result in the exhibitor being subject to expulsion from future Shows.

Authorized Exhibitor Signature

Date

Please Print Name

Authorized signature here indicates acceptance of the Terms & Conditions set forth in this Exhibitor's Contract
as set forth by the Airdrie Chamber of Commerce.