



Big Christmas Farmers' Market & Tradeshow 2020

November 27 1:00 p.m. – 8:00 p.m.

November 28 10:00 a.m. – 5:00 p.m.

I give permission for my contact information to be given to customers

Legal Business Name	
Business Name for Show Listing	
Contact Individual	
Main Phone	
Cell Phone	
E-mail Address	
Complete Address with City & Postal Code	

Farmers' Market Eligibility: Baker Crafter Producer Other _____

Do you make, bake or grow your own products Yes No Are you a returning vendor? Yes No

Is your product made, baked, grown in Alberta? Yes No

Rates & Vendor Requirements— booth Space includes 1- 8' table, 2 chairs, 1 power outlet, pipe and drape			
Booth Type & Extras	Price	Amount Required	Total
1— 10' x 10' Booth	\$128.57		
Corner Booth <i>surcharge</i>	\$14.29		
Extra Table	\$13.33		
Extra 110V Power	\$85.71		
Extra 220V Power	\$171.43		
Extra Exhibitor Badge	\$3.81		
Space Request or comments:		Sub Total	
		Add 5% GST	
		Contract Total	\$

Payment & Contract Agreement

- * Early Bird applications are due **SEPTEMBER 11, 2020**; if not received by this date, you will be considered a "NEW EXHIBITOR" AND the booth space will not be held and will be released for resale.
- * The Exhibitor is subject & bound to all Trade Show Policies, Rules & Regulations. The exhibitor acknowledges having read the attached policies, rules & regulations and understands that they form part of this contract as entered into with Exhibition Park.

By signing the contract below, I authorize Lethbridge & District Exhibition the use of my credit card number to process this application and all forthcoming amounts related to this contract.

<input type="checkbox"/> Cheque Attached <input type="checkbox"/> Cash Payment <input type="checkbox"/> Debit Card <input type="checkbox"/> E-Transfer (payments@exhibitionpark.ca) {PLEASE NOTE: If paying by E-Transfer, please use the password payment}			
<input type="checkbox"/> Credit Card (V/MC) # _____ Expiry _____ CVV _____			
Signature _____		DATE _____	
Ex Park	GST #R123172801	Invoice # BCF-113018	PID # AA03FUU41

OFFICE USE ONLY:			
Amount received with Contract: _____		Balance Due: _____	
Booth # _____	EP: _____	DB: _____	Finance: _____ Mapped: _____ CP: _____

Contract Policies for Farmers' Market

1. Each booth space includes: 1-8' table, 2 chairs, 1-15amp/110V power 2 exhibitor badges per 200 Sq. Ft., booth pipe and drape as per requested space.
2. Current COVID rules* - the first 2' at the front of the booth must remain empty so customers can step out of the aisle so as to maintain social distancing. **this may change closer to the event*
3. All **additional exhibitor requirements** not included in this contract, must be ordered **10 days** prior to the market. Exhibition Park cannot guarantee any additional requirements.
4. Contracts are due **September 11, 2020** with 50% of the Total Contract Price.
5. 100% of the Total Contract Price is due on or before **October 30, 2020**.
6. If space is available and assigned, you will be charged and sent a confirmation package. Booth locations and specifically corner booths are assigned based on a *first come- first served* basis.
7. Any contracts received from Returning Exhibitors after the deadline date, will be processed with the submissions of New Exhibitors and no preferential treatment will be given.
8. Event Administration will make every effort to accommodate all exhibitors and the space requested. Due to limited availability and selection. Event Management cannot guarantee space allocations and reserves the right to make changes as necessary. Exhibitors in good standing from previous markets (returning exhibitors) will have the first right of refusal on space, not location.
9. A 25% administration fee will be charged for cancellations by Exhibitors 30 days before the start of the event.
10. All monies will be forfeited for cancellations by exhibitors less than 30 days before the start of the event.
11. All cancelations must be received by Exhibition Park in writing.
- 12. Exhibition Park reserves the right to refuse space in the show to any Exhibitor.**
13. Exhibitor packages and badges can ONLY be picked up during scheduled "move-in" times.
14. Security Services are in effect from "move-in" until the conclusion of "move-out".
15. Exhibitors who have trailers, are asked to park their trailers by the barns down the East backstretch. On show days, we ask that you park your vehicle at least 6 rows back, to allow customers closer access to the buildings.
16. Exhibition Park will do their best to direct the public through the tradeshow and promote the tradeshow, however we cannot guarantee the tradeshow will be busy at all times.
17. Under no circumstances can anyone other than electricians from Exhibition Park make electrical service connections or repairs. The same applies for water service connections.
- 18. Extension cords will NOT be provided by Exhibition Park. Exhibitors must provide their own extension cords, as the power may not be located directly in reach of their booth.**
19. No exhibitor will have exclusive rights to products. Other exhibitors will be allowed to sell similar products. However, Market Management will do its best to ensure there is not an abundance of similar items.
20. The exhibitor must clearly identify on the contract form their PRODUCT DESCRIPTION and BRAND NAMES they are selling. The exhibitor is limited to the sale of the items listed on their initial contract. All additions to the exhibitor product list must be provided in writing and approved by Exhibition Park prior to event set-up. You will be asked to remove any items not previously approved by the Exhibition Park.
21. Any products shipped in for our event must be labelled with your booth number, company name and contract information with all documents prepared for shipping. Products are NOT to be shipped any earlier than one (1) week prior to the event.
22. Exhibitors are required to keep their exhibit space and surrounding aisle ways free and clear of obstructions. Exhibitors shall not operate equipment, so as to interfere with adjoining space and will conduct business in a quiet and orderly manner.
23. No threatening or aggressive behavior to Exhibition Park staff and/or volunteers, security, members of the public, or of other exhibitors will be tolerated. Event Management may at any time, in its discretion remove the exhibitor, and/or its employees/workers from Exhibition Park for any violation of this contract.

24. Event Management reserves the right to terminate or limit any demonstrations, which is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or detrimental to the character and nature of the event.
25. All individuals scheduled to work the Exhibitor's booth are required to present an Exhibitor's badge at the admission gate, or daily admission/parking will be charged (which is non-refundable)
26. Trailers or declared vehicles of any kind for the purpose of advertising, are not permitted to park in Exhibition Park's parking lot or along the fence line during the event, unless an outdoor booth has been rented, are a paid sponsor, or other arrangement have been made with Exhibition Park. Utility trailers can be parked and stored during the market as designated by Exhibition Park.
27. Camping on Exhibition Park grounds is NOT permitted.
28. Sub-letting and sharing of exhibit space or transfer of application to another person or company not indicated as an exhibitor is NOT permitted. A contract MUST be completed for EVERY exhibitor.
29. All sales must take place within your allotted booth space. You are NOT permitted to leave your booth and solicit business from the aisle or adjacent booths.
30. Direct selling is allowed. However, your entire display must remain intact throughout the event and within your booth space.
31. Raffle draws are NOT allowed unless a gaming license is provided to Exhibition Park. Free draws are permitted.
32. No helium balloons, helium cylinders or propane tanks will be allowed within the building.
33. No smoking of cigarettes, marijuana or vaping is allowed within the facilities or outside main entrance doors.
34. No animals are allowed in the booths, on the grounds, or in vehicles at the time of the event.
35. Event Management reserves the right to make changes, additions or deletions to event regulations at any time considered necessary.
36. Business signage must be FREE standing (NO tacks, nails or tape may be used), no higher than 12 feet and must remain within your booth.
37. No signage representing Exhibition Park or any Exhibition Park sponsors can be covered or removed.
38. Printed material for the purpose of solicitation outside the boundaries of your allotted area is NOT allowed to be distributed during markets unless authorized by management. Stickers, windshield flyers, etc. are prohibited.
39. Your Exhibitor information will appear on our Exhibitors' list (please note the name listed in your contract will be the name that appears in all advertising lists and government issued reports). By signing this contract you give Exhibition Park permission to include your information on the exhibitors list and to distribute these lists as Exhibition Park deems appropriate. For example, this information may be provided to, but not limited to the show guide (if applicable), and various media outlets (such as Facebook, Instagram, Snapchat), or Exhibition Park's website. In addition, your name as well as any pictures of your booth or pictures of company representatives may be used in public relations, marketing and other media correspondence.
40. Exhibitors using any type of heating/burning device must have a regulation fire extinguisher in their booth. The policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the *Alberta Fire Code* **MUST** BE adhered to.

Insurance

41. All exhibitors listing food items being sold must provide proof of insurance "Certificate of Insurance" as evidence insurance is maintained for your booth, including Comprehensive General Liability Insurance with a minimum limit of \$10,000,000. For Non-Edible products it is encouraged you have liability insurance in place to protect your safety and the safety of your customers and fellow exhibitors.
42. The Certificate of Insurance must name "**Lethbridge & District Exhibition**" as an additional insured.
43. Exhibition Park Management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in, event and move-out. Exhibitors are responsible for all their materials and should take adequate security measures at all times.

Food Services

44. All food and liquor services at the market are controlled by Exhibition Park.
45. Food exhibitors will be limited to sell items not sold by Exhibition Park's concessions. Exhibition Park reserves the right to limit the number of food and/or beverage exhibitors in the market.
46. No outside food is allowed to be brought onto our grounds, into our buildings during an event where Exhibition Park is providing food services from any concession.
47. No alcoholic beverages are permitted to be consumed at any exhibit site or display area,
48. The *Public Health Act Food Regulations* will be adhered to.
49. All food exhibitors must provide their own drainage tank (i.e. Blue Boy) and are responsible for emptying at the designated area on a daily basis.
50. **Each food exhibitor must comply with the Alberta Health Food Safety Regulations, which includes applying for a Special Market Food Exhibitor Notification.** You may download an application at: <https://www.albertahealthservices.ca/fm-19882>
51. All vendors must follow the current COVID protocols. These will be provided in the vendor package.

Please return completed contract by:

E-mail: marisa.holloway@exhibitionpark.ca

Fax: 403-320-8139

Mail or in-person: 3401 Parkside Drive, S

Lethbridge, AB T1J 4R3

