



*“A Show for everyone”*

*April 20, 21, 22, 2018*

*Castlegar Recreation Complex*

*Castlegar, BC*

*Exhibitor*

*Manual*

## FORM DEADLINES

### EARLY BIRD

To qualify you must be registered and paid by

**December 11th, 2017**

Please read all of the exhibitors package for information

### Show Times

Friday 5pm—8pm

Saturday 10am—5pm

Sunday 10am—3pm

## General Information

**Payment Terms**

**Cancellation**

**Liability**

**Care of Building and Equipment**

**Fire Rule and Regulations**

**Limitation on Structure and Materials**

**Exhibitor Content and Manner of Use**

**Fire & Gas Regulations**

**Licenses**

**General Rules**

**Insurance**

**Forfeiture Upon Payment**

**Amendments**

**Manning and Dismantling**

**Conclusively**

### Exhibitor Information

**Vendor Badges**

**Prize Draws**

**Security**

**Food Vendors**

**Set up and Tear Down times**

## **West Kootenay Trade Show Exhibitor Rules & Regulations**

**Exhibitors must sign the application AFTER carefully reading the RULES AND REGULATIONS below:** These Rules and regulations become part of the Exhibit Space Rental Agreement for shows produced by the Castlegar and District Chamber of Commerce. With the Exhibitor being said Lessee:

**PAYMENT TERMS:** A deposit of 50% (non-refundable) of the total amount of space rental will be required with the application form. The deposit payable is due upon the signing of rental agreement and the remainder of the payment must be paid in full 30 days prior to the show. **No exhibit or part of exhibit will be permitted space until the rental agreement is paid in full.**

**CANCELLATION:** Cancellation of exhibit must be provided in writing. If cancellation is received by lessor:  
**Before 30 days prior to the show 50% returned**  
**Less than 30 days prior to the show all monies shall be forfeited.**

**West Kootenay Trade Show management has the right to move a vendor space/booth for unforeseen circumstances such if they occur .**

**LIABILITY:** Neither the Lessor, the Castlegar Recreation Complex, or their representatives or any member of the above named, will be responsible for any injury, loss or damage that may occur to the Lessee's employees or property from any cause whatsoever. The lessee upon signing the contract expressly releases the aforementioned from any and all claims for such loss, damage or injury. Exhibit halls will be locked during the time that exhibits are not being shown. 24 HR Security in use for outside exhibitors.

**CARE OF BUILDING AND EQUIPMENT:** Lessees, or their agents, must not injure or deface the walls or floors of the building and adjacent areas, including outside surfaces. If such damage appears, the Lessee is liable to the Recreation Complex and the Lessor for the property so damaged. Unfortunately, water-filled spas are not allowed (only outside of the building is permitted) due to damage liabilities.

**FIRE RULES AND REGULATIONS:** Combustible exhibit and display materials must be approved by the Chamber of Commerce and the appropriate governing bodies. Explosive materials are not allowed on the premises.

**LIMITATION ON STRUCTURE AND MATERIALS:** Exhibitor's who bring, erect or cause to be erected a booth which, in the opinion of the Exhibition, is not of sufficient standard will be required to remove the structure(s) as directed by the Exhibition.

**EXHIBITOR CONTENT AND MANNER OF USE:** All exhibits, displays and demonstrations must be "West Kootenay Trade Show oriented the focus being Trade/Business products and services. The Lessee (Castlegar and District Chamber of Commerce) reserves the right to prohibit exhibitors that do not fall within the "West Kootenay Trade Show exhibitor mandate. The lessor reserves all rights to make decisions relative to content and reserves the right to reject exhibits which it deems detrimental and do not meet the standards of the show.

**LICENSES:** The lessee shall procure, at its own cost and expense, any necessary licenses and official permits from the City of Castlegar and Health Inspector for the purpose of displaying, exhibiting or selling merchandise at the show.

**GENERAL RULES:** The Lessee shall not, without the prior written consent of the Lessor, assign or sublet such space or any part thereof. The actual occupancy of the space with the above exhibit is of the essence hereof. In the event the Lessee shall not occupy said space six hours prior to official opening of the event, then and in such event, the Lessor is expressly authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of said event without any rebate or allowance whatsoever to Lessee and without any way releasing the Lessee from any liability hereunder and the Lessee expressly agrees to pay the Lessor the full sum herein above set forth.

**INSURANCE** must be obtained at Lessee's own cost and expense. The Lessor shall not be responsible for loss or damage to the property of the exhibitor however caused and all Exhibitors shall carry their own, fire, theft and extended perils insurance on their own property. It is the Exhibitors responsibility to provide his/her own coverage for public liability, bodily injury, property damage and product liability. The Exhibitor shall purchase adequate insurance to cover the liabilities and risks imposed upon him by the contracts. The exhibition recommends that a per occurrence minimum not be less than that of \$1,000,000.00 (one million dollars) coverage. The Lessor assumes no risk and by the acceptance of this agreement, the Lessee expressly releases Lessor of and from all liability for any damage, injury or loss to any person or goods which arise from the use or occupancy of said space from any loss or damage by reason hereof. No loud noises will be permitted in booths. Lessor will control aisle space

**FOREFEITURE UPON DEFAULT:** In the case of failure of Lessee to make any of the payments, or any part thereof, or to perform or observe all of the conditions, covenants and restrictions herein set forth, this contract shall, at the option of the Lessor, be extinguished and the Lessee shall forfeit all payments made on this agreement and such payment shall, with or without notice or demand of any kind, be retained by Lessor or partial satisfaction of all damages sustained.

**AMENDMENTS:** These rules, regulation and conditions have been drawn for the purpose of providing a well-balanced, well-regulated, attractive and successful event. The Lessor shall have full power to interpret the rules and regulations or make such and any and all amendments of the forging rules, regulations and conditions which shall bind the Lessees. **NO EXCLUSIVE OR VERBAL CONTRACTS WILL BE RECOGNIZED WITHOUT WRITTEN APPROVAL OF LESSOR.**

**MANNING AND DISMANTLING:** These are to be cleared by the Castlegar and District Chamber of Commerce Board of Directors. Exhibitors are not to leave until 5 minutes past closing on ANY of the Show dates.

**NO EXHIBIT IS TO BE DISMANTLED UNTIL AFTER 3PM SUNDAY with the exception of extenuating circumstances.**

**BOOTHS MUST BE MANNED DURING OPERATING HOURS For THE ENTIRE SHOW.**

**CONCLUSIVELY** the Lessee hereby agrees as follows:

To abide by and conform to all the rules and regulations prescribed or adopted by Lessor which apply to the use or occupancy of the exhibit area covered by this agreement, or which pertain to the operation of the event.

To comply with all laws, ordinances or regulations imposed by the management of the facility or the municipal authorities of the City of Castlegar, Province of British Columbia applicable to the use of the building or ground areas of the facility and as imposed on the Lessor. All exhibitors must use the "**Exhibitors Entrance**".

To clean up Lessee's space at completion of exhibit, returning said space to original condition. In the event of failure to so clean, to the satisfaction of the Lessor, Lessor may perform said cleaning and charge Lessee a reasonable fee, which fee Lessee agrees to pay to Lessor on demand.

Booths that are generally considered to be "food booths" dispensing edible products for sale or otherwise, must also be of a standard approved by the governing Health Inspector and Health Regulations.

The Lessee shall ensure that all their employees, agents and others which the agreed upon Lessor permits on the Exhibition premises are at all times cleanly-clad, orderly and polite in their conduct speech, that the Exhibit area is kept clean and that there is no accumulation of rubbish, waste paper or other combustible substance within or about the rented area.

A designated list of all "assistants" which thus names are to be submitted in writing must be given to a Director prior to the Show. Assistants must be over sixteen (16) years of age.

During the official open hours of each and every day during the Exhibition, all exhibits must be open to the public and in the charge of a competent attendant during exhibition hours of operation. Exhibitors must leave the Exhibit area within 15 minutes of the closing time for this area. All exhibits must be confined within the area of the rented square footage of space. Exhibitors are expected to be set up on-site at least one hour prior to opening hours.

The Lessee hereby releases and forever discharges the Castlegar & District Chamber of Commerce from all loss damages, including the loss of profits, which he/she may suffer or incur as a consequence of such cancellation or any act purporting to vary, suspend or revoke the exhibit.

**Upon careful evaluation and with full understanding of the RULES AND REGULATIONS listed above, the Lessee's signature on the submitted application becomes a contract and is subject to the Show committee and management.**

**Vendor Badges**—Must be worn at all times during the show as identification.

**Prize Draws**—Exhibitors are discouraged to enter each others draws/contests as these are used as tools to attract people to the show.

**Security**— The building is secured when the show is closed in the evenings and security will be onsite for outside exhibits.

**Food Vendors**— must be self contained with water.

## Set up and Tear Down Times

Thursday 3pm to 8pm

Friday 10am to 4pm (must be set up for 5pm open)

Show Dates & Times

Friday, April 20th, 2018 5pm to 8pm

Saturday, April 21st, 2018 10am to 5pm

Sunday, April 22nd, 2018 10am to 3pm

## Contact Information

Tammy Verigin—Burk Show Management 250-365-6313 or [cdcoed@castlegar.com](mailto:cdcoed@castlegar.com)

Anna Kaytor Show Management 250-365-6313 or [cdcoc@castlegar.com](mailto:cdcoc@castlegar.com)

Castlegar Recreation Complex 250-365-3386

WIFI—Available

## PRICES

10x10 = \$350 Plus GST, Electrical extra please see Application. To secure your space 50% deposit is required.

**Early Bird Rate \$300 for 10x10 Deadline December 11th, 2017**

OUTSIDE SPACE 3 Parking Lot spaces = \$200 and \$50 per stall after third **(NO ELECTRICAL OUTSIDE AVAILABLE)**  
Plus GST

Food Vendors—\$250 plus GST, deposit required (\$100) full amount due 30 days prior to show. Contact the Chamber directly for more information.

# Booth Reservation Application

WEST KOOTENAY TRADE SHOW

COMPANY

INDICATE BOOTH SIZE REQUIRED

ADDRESS

SELECT YOUR BOOTH CHOICE

CITY

PROVINCE

1st CHOICE

POSTAL CODE

CONTACT

2nd CHOICE

E-Mail ADDRESS

3rd CHOICE

PRODUCTS CATEGORY

CALCULATE THE COST

TELEPHONE

**Yes No** ELECTRICAL FOR \$25 ADDITIONAL  
CHARGE please circle

FAX

All costs are GST extra. No reservation will be accepted  
without a 50% Deposit.

VISA OR MASTERCARD NUMBER

**FULL PAYMENT DUE 30 DAYS PRIOR TO SHOW  
NO EXCEPTIONS.**

NAME OF HOLDER

I HAVE READ THE RULES AND REGULATIONS OF THE WEST  
KOOTENAY TRADE SHOW

EXPIRY DATE

SIGNATURE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE