



www.OttawaWeddingShow.com

Space Application & Contract -Spring Show - April 2 & 3/11

Exhibitor Information

The information in this portion of the contract is intended for billing and invoicing purposes only. It WILL be used for the company directory listing unless otherwise requested.

Company	
Contact	
Title	
Address	
City	
Province	Postal Code
E-mail	
Website	
Telephone	
Fax	

Exhibitor Rates

Space is leased in 10 x 10 ft units. The minimum amount of space available is 100 sq. ft. You may reserve in multiples of 100 sq. ft.

- Single 10 x 10 space.....\$995 each
- Multiple 10 x 10 spaces.....\$895 each (Not applicable to shared space)
- \$95 is a required (non-optional) listing fee for every Exhibitor. This fee covers all costs associated with including Exhibitor's contact information in all print and web directories. If multiple companies are to be listed there will be a \$60 fee for each extra listing. (Listing expiry June 30/11)
- Booth sharing permitted only with prior approval

Exhibitor Booth Selection

Indicate location(s)/booth(s) in order of preference, using numbers from attached floor plan.

1st
2nd

- Booth space is assigned on a first come, first served basis
- Only a signed contract with deposit will hold your space
- Final booth location is at the discretion of show management



Space Application & Contract - Spring Show - April 2 & 3/11

Billing Summary

Space
of 10 x 10 spaces _____ @ \$ _____ = \$ _____

Directory Listing Fee
Standard 1 listing @ \$95.00 = \$95.00

Extra Listings
_____ @ \$60.00 each = \$ _____

Subtotal \$ _____

H.S.T. (13%) \$ _____

Total \$ _____

Payment Schedule

	Due	Amount
Deposit 1	20% on signing	\$ _____
Payment 2	30% December 15/10	\$ _____
Final	50% February 15/11	\$ _____

* For contracts signed after Nov 1, 2010, 50 % is due on signing. For contracts signed after Feb 1, 2011, 100 % is due on signing.

Payment Method - Credit Card

Visa MasterCard American Express

Credit Card Number (Print clearly) _____ Expiry date _____

Card Holder's Name (Exactly as shown on card) _____

Card Holder's Signature _____

As the cardholder, I agree to have my credit card charged for the deposit amount upon signing and the remaining payments charged according to the payment schedule as outlined in this agreement.

Payment Method - Cheque

Cheque • Cheque in the amount of the deposit is due upon signing
• Post-dated cheques required upon signing for installment plan

Cheques payable to:

Summit Consumer Shows Inc.
36 Shoreham Avenue
Ottawa, Ontario K2G 3T7

Terms & Conditions

1. General

a) EXHIBITOR agrees that upon acceptance of this Space Application by Summit Consumer Shows Inc. (hereafter SHOW) this Application becomes a Contract between SHOW and EXHIBITOR. This represents the entire agreement between the two parties and cannot be varied except in writing signed by both parties. The person signing this Contract warrants that he/she is authorized to sign this Application/ Contract on behalf of the EXHIBITOR.

b) EXHIBITOR agrees to respect the payment terms per the Contract. A Deposit equal to 20% of the total contract amount is required upon submission of the Application. A 2nd payment equal to 30% of the total contract amount is then required on or before December 15/10. The final 50% balance is due on or before February 15/11.

(For Applications made after November 1 and before February 1, 2011 50% is due immediately and the balance February 15/11. The full amount is due for all

Applications submitted after February 1/11.) A full refund will be made if SHOW does not accept a Space Application.

c) Show attempts to accommodate EXHIBITOR'S request for a specific booth location. EXHIBITOR agrees that final assignment of space location will be at the sole discretion of SHOW. At any time up to show opening an exhibitor may have to be relocated to a different space from that originally assigned. SHOW shall also not be liable in any way if competitive exhibitors are located in proximity to each other.

d) EXHIBITOR cannot sublet, transfer, assign or sell its booth space or a portion of its space to another party without written consent of SHOW.

e) EXHIBITOR will not promote at the show any products or services of nonexhibitors without the written approval of SHOW.



THE Ottawa
Wedding Show



Space Application & Contract - Spring Show - April 2 & 3/11

f) SHOW has the right to use the name and contact information for the EXHIBITOR for the purpose of promoting the show.

g) Show must receive any exhibitor cancellation via xpresspost (mail) and the date of cancellation shall be the date mail is received by Show. Both the Exhibitor and the Show agree that in the event of cancellation by Exhibitor the Show will sustain losses that cannot be precisely determined. Due to the difficulty in determining said losses the Exhibitor agrees to pay the following as liquidated damages (and not a penalty) if the Exhibitor cancels its participation : If notice is received on or prior to November 15/10 the Exhibitor shall receive a 100% refund of any monies paid to date. If notice is received after November 15/10 and before February 1/11 the Exhibitor shall receive 50% of any monies paid to date. If notice is received on or after February 1/11 the Exhibitor is liable for 100% of the contract total.

h) Show reserves the right to cancel Exhibitor's participation if the Exhibitor does not comply with the terms and conditions of the Contract including, but not limited to, making any payment that is due as per this Contract. If Show does cancel Exhibitor as per this section, the Exhibitor will have been deemed to have canceled its own participation and thus subject to liquidated damages as stated in (g) above. The date of cancellation for calculating damages shall be the date that Show cancels the Exhibitor for breach.

i) EXHIBITOR agrees to abide by all rules and regulations adopted by SHOW. All matters not covered by these TERMS & CONDITIONS are subject to final decision by SHOW.

2. Operation & Display

a) EXHIBITOR is to complete display set-up by 10:00 p.m. Friday, April 1/11. If the EXHIBITOR'S booth space does not include a display 12 hours before show opening, SHOW reserves the right to take whatever action it deems is in the best interest of the show including allocation of the space to another exhibitor.

b) Preparation of the Exhibit including electricity, carpet and booth furniture will be entirely at the EXHIBITOR'S expense. These items can be ordered from show contractors. Order forms are available on the show website.

c) Exhibit will remain intact until 5:00 p.m., Sunday, April 3/11. No removal or dismantling of the exhibit or exhibit material is permitted before this time. All exhibits and exhibit material must be removed from the show floor by 8:00 p.m. Sunday.

d) Displays may not protrude beyond the measured booth dimensions. Exhibits will be so arranged not to obstruct the general view nor hide the exhibits of others. Regular and specially-built back walls, including signs, may not exceed an overall height of 8 feet. For standard (non-island) booths the maximum booth

height of 8 feet may extend 5 feet from the back wall. Height limitation of the display in the balance of the area is 3 feet.

e) Demonstrations of equipment or products must be conducted so that customers and demonstrator are within the booth dimensions.

f) No display may expose an unfinished surface or stored equipment and materials to neighboring booths. If EXHIBITOR fails to cover an unfinished surface or stored items SHOW may do so and the cost of the covering will be the responsibility of the EXHIBITOR . Also all tables within a booth must be properly draped. SHOW also recommends that floor surfaces within the booth area are covered with carpet or other decorative surface.

g) Painting or fastening to walls, floors, ceiling or any part of the building is not permitted. Any damage to the building or show dressings will be the responsibility of the EXHIBITOR .

h) Exhibit must be attended during all show hours by at least one representative of EXHIBITOR . EXHIBITOR must keep area clean and orderly throughout the show and ensure that exhibit and staff are ready at show opening each day.

i) All displays and promotional literature must be acceptable to SHOW. Changes may be required if SHOW determines that the display or literature may be offensive to some show visitors.

j) Free samples are permitted but any EXHIBITOR offering free food or drink samples must notify SHOW in advance. Any Exhibitor that plans to sell any food or drink items must receive written approval in advance from SHOW.

k) All EXHIBITOR draws and promotional give-aways must be approved by SHOW in advance of the show. All contest terms and conditions, prizes available and their value must be clearly posted.

l) Mailing lists compiled by the EXHIBITOR are for the exclusive use of the EXHIBITOR and may not be provided to any 3rd party. Similarly any lead list provided to an EXHIBITOR by SHOW is for the exclusive use of the EXHIBITOR and may not be shared with a 3rd party or used in any way to promote any other event.

3. Limited Liability

a) SHOW and event sponsor(s) are not responsible to the EXHIBITOR or its employees, servants or agents for any injury or loss, damage, theft or destruction of any kind to goods, exhibits or other property. Exhibitors wishing to insure their goods or displays must do so at their own expense.

Exhibitor Signature/Date

Exhibitor Name & Title (print)

Office Use Only

Show Signature/Date

Show Name & Title (Print)