

2010 BRIDAL FAIR LUXURY WEDDING SHOWCASE

CONTRACT FOR TRADE SHOW BOOTH SPACE

Date: **January 31, 2010** Place: **Campus Activity Centre, Thompson Rivers University**
Setup Time: Sunday, January 31, 2009; 6:00AM - 9:30AM
Take Down Time: Sunday, January 31, 2010; 3:30PM-6:30PM

Hosted by the Professional Convention Management Association – Thompson Rivers University Chapter

Sponsored by the TRU Campus Activity Centre, Lady Divine & Viva Bridal Boutique

We wish to reserve _____ booth(s) at the 5th Annual 2010 Bridal Fair. We agree to pay the fees listed on the attached trade show fee schedule. A cheque payable to “TRU Ancillary Services” or a Visa/Mastercard number for the total exhibit rental agreement to be paid by January 15th, 2010. I understand I will not be able to set up the booth without full payment of my booth(s) and rental agreement, and there will only be one company per booth.

Exhibitor/Vendor: _____
Primary Contact Person for Booth Rentals and Ads: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
E-mail: _____ Phone: _____
Fax: _____ Website: _____

Description of your product of services:

All exhibitors are encouraged to provide a door prize or sponsorship to promote their business during the 2010 Bridal Fair. Please refer to the Sponsorship Contract document for more details.

Exhibitors are welcome to provide a small sample or pamphlet to be included in the Bride Registration Bags. Please coordinate the delivery of these items with the 2010 Bridal Fair coordinators by January 15th, 2010.

For booth prices see attached list – After December 1, 2009 add \$25.00 per booth.

Included in each booth at no additional charge are the following:

- 1 table with white linen and skirting (front and side skirts)
- 2 chairs

Supplementary booth items available at the additional charge stated below:

- | | |
|--|------|
| • Pipe & Drape: | \$10 |
| • Chair: | \$2 |
| • *Table: | \$5 |
| • *Table Cloth, Skirting (front & side skirts),
Skirting Clips: | \$5 |

*Please order these items with this registration form.



Booth Rental Fee Only \$ _____
Additional Items Needed: _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Total Due \$ _____

** Amount Due No Later than January 15th, 2010*

Please indicate your payment method:

_____ Cheque Enclosed
 _____ Credit Card Payment
 Card Number: _____ Expiration Date: _____
 Name on Card: _____

Please indicate (X) the size of table you would like for your booth: _____ 6' x 18" _____ 8' x 32"

Comments:

There are NO GUARANTEES; however, we will try to accommodate all requests.

Booth space is sold on a first come, first serve basis. This means that exhibitors who have paid and turned in a completed exhibitor application, will be accepted into the show before those who have not. There will only be one company per booth. Please see the Rules & Regulations. The TRU Campus Activity Center reserves the right to refuse any vendor for any reason.

This agreement consists of the front and back-side of this document, Trade Show Booth Price sheet, Exhibitor Rules and Regulations and 2010 Exhibitor Handbook. I hereby acknowledge receipt of all pages and have read all pages of the documents mentioned above and do agree to the conditions and provisions set forth.

Signature: _____

Exhibitor/Vendor: _____ Date: _____

Please complete contract and submit with payment. Please retain a copy for your records.

C/O Brittany Hansum & Havovie Suraliwalla
 TRU Campus Activity Center
 900 McGill Rd, PO Box 3010
 Kamloops BC V2C 5N3

Fax: 250-828-5392 | E-mail: kamloopsbridalfair@gmail.com | Website: www.kamloopsbridalfair.com

TRADE SHOW BOOTH PRICES

Regular 10' x 10' Booth:	\$367.50
After December 1, 2009 Deadline	\$393.75
Deluxe 10' x 20' Booth:	\$630.00
After December 1, 2009 Deadline	\$656.25

***All prices include GST.**

**** PLEASE NOTE THE TABLE AND BOOTH SIZES AND SELECT APPROPRIATELY *****



EXHIBITOR RULES & REGULATIONS

Space Assignments – Space is leased on a first come, first serve basis with space allocation being decided by 2010 Bridal Fair with exhibitor input requests or mutual consent. Every effort will be made to honour exhibitors' wishes; however, you may be reassigned if previous competitor booths are deemed to close. 2010 Bridal Fair reserve the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless the 2010 Bridal Fair tradeshow committee or TRU Campus Activity Centre, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any cause.

Cancellations – In the event of cancellation by the Exhibitor at any time, the 2010 Bridal Fair shall have the right to lease the space to any else without obligation to return the monies already paid and the right to retain such amount as liquidated damages. Any balance due for the rental booth space is to be paid no later than January 15, 2009. No exhibitor can set up without full payment of booth(s) leased.

Booths and Equipment – The booth space will include one skirted table and two chairs. All other furnishing, equipment, facilities will be provided by the Exhibitor at Exhibitors expense and responsibility. Each exhibitor is responsible for the safe set-up of the booth. All empty crates and boxes may be stored under tables within your booth. Fire rules prohibit storage of boxes, crates or product outside the defined booth area.

Admissions – The 2010 Bridal Fair will have sole authority over all admissions. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibits as issued or amended by the authorized representative of 2010 Bridal Fair. Use of Booths all demonstrations and exhibits must be contained within the contracted booth spaces unless involved in a total convention program or demonstration, which has been cleared by 2010 Bridal Fair. No exhibitor shall assign, sub-let or share the whole or any part of the booth space allotted without the express written permission of the 2010 Bridal Fair coordinators. Distribution of printed matter shall be restricted to the Exhibitor's booth and must be distributed in a manner that will not interfere with other Exhibitors.

Installation of Exhibits – Each Exhibitor installs and removes his exhibit at his own expense. All exhibits must be completely set up and show ready by 9:30 AM Sunday, January 31st, 2010. There is a one-vehicle loading dock at the Campus Activity Centre; therefore, we must ask that you completely unload your vehicle before beginning set-up of your booth so that others may have access to the dock.

Cancelled Exhibition – 2010 Bridal Fair, Campus Activity Centre and its employees will not be liable if the convention and tradeshow are not held as scheduled due to fire, act of God, weather, terrorism, public enemy, labour strike, epidemic, or any law or regulation of Public Authority, which makes it impossible or impractical to hold the Exhibition.

BRIDAL FAIR AGREES TO:

1. Conduct Bridal Fair 2010 on January 31, 2010 at The TRU Campus Activity Center from 10:00AM to 4:30PM.
2. Abide by our Rain or Shine Policy. In the event of severe weather conditions, the show will not be cancelled.
3. Exhibitor's booth payments will not be refunded.
4. Provide the exhibitor with the booth package for which he/she pays for.
5. Provide each **paid** exhibitor with a complete listing of all registered brides-to-be attending the show. The compiled list will be sent out within two weeks after the show.
6. Include normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
7. Furnish the brides-to-be with programs and promotional items on show day.
8. Provide time for set-up and teardown of booths.
9. The TRU Campus Activity Center reserves the right to refuse any vendor for any reason.
10. Show Management retains the right to change the location of the exhibitor's booth at any time at its sole discretion.

EACH EXHIBITOR AGREES TO:

1. One company per booth. One company will utilize the exhibitor space. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, please notify show management prior to the show date.
 - a. The exception to this is when multiple companies are owned by the same individual. The first business will pay for a booth in full, with the second business paying 50% of the booth fee, and the third business paying 25% of the booth fee.
2. Exhibitors will not display items from any other business nor distribute any other business' materials at the show, without permission from Show organizers.
3. Exhibitors will have the booth(s) manned during all show hours: 10:00AM until 4:30PM
4. Exhibitors will set-up booths between 6:00AM and 9:30AM on the day of the show.
5. Exhibitor agrees to completely remove booth(s) from show site by the final move-out time limit, which is 6:30PM
6. **Guidelines will be adhered to:**
 - a. **No Nails or Screws or Staples will be placed in the walls**
 - b. **All Garbage and Decorations will be removed from the room following the event**
 - c. **No Glue Guns to be used on the premises**
 - d. **No Tape to be used on any wall surfaces**
 - e. **All linens that are spoiled from candle wax, colouring, and stains resulting directly from decorations will be billed back to the client**
7. Decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.
8. **Exhibitors shall exclusively use the given list of registered brides. Exhibitors will not lend-out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof. Exhibitors who violate this policy and misuse the list will be banned from participating in future shows.**
9. Insure yourself against any claims resulting from the exhibits. Bridal Fair 2010 and The TRU Campus Activity Center will not be responsible for any personal injury, damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
10. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
11. The exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the TRU Campus Activity Center, Bridal Show and their managers, show sponsors, and employees, against any and all claims, liabilities, losses, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon Campus Activity Center property.

12. Understand The TRU Campus Activity Center has a No outside Food or Beverage Policy. However, sample size portions of food/drink are permitted. No alcohol will be permitted.
13. Understand that The TRU Campus Activity Center will not allow open flame in the building. Candles enclosed in votives or tea-lights are permitted.
14. Loudspeakers, radios, television sets, or the operation of any machinery or equipment, which is of sufficient volume to be annoying to neighbouring exhibitors, will not be permitted.
15. Prior to the show, exhibitors must make payment with credit card, check or money order. Make checks payable to TRU Ancillary Services. On show day, exhibitors that have not paid will not be allowed entry into the show.
16. Understand and agree that this contract is firm with a non-refundable payment.