

# 2012 BRIDAL FAIR LUXURY WEDDING SHOWCASE

## CONTRACT FOR TRADE SHOW

**Date:** January 29, 2012 **Place:** Conference Centre, Thompson Rivers University

**Setup Time:** Sunday, January 29, 2012; 6:00AM - 9:30AM

**Take Down Time:** Sunday, January 29, 2012; 3:30PM - 6:30PM

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

Sponsored by the TRU Conference Centre, Magical Moments, and Viva Bridal Boutique

We wish to reserve \_\_\_\_\_ booth(s) at the 7th Annual 2012 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 must be submitted for the total exhibit rental agreement to be paid by January 10<sup>th</sup>, 2012. I understand I will not be given access to the booth(s) without full payment of my booth(s) and rental agreement. I further understand only one company is permitted per booth.

Exhibitor/Vendor: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Description of your product and/or services:

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\*The phone number provided will be listed in the program

All exhibitors are strongly encouraged to provide a door prize or sponsorship to best promote their business during the 2012 Bridal Fair. Please refer to the Sponsorship Contract document for more details.

Exhibitors are welcome to provide a small sample, gift or pamphlet to be included in the Bride Registration Bags. Please coordinate the delivery of these items with the 2012 Bridal Fair coordinator by January 15th 2012.

If you are interested in providing a door prize, sponsorship, or including something in the Bride Registration Bags, please indicate below:

Door Prize

Sponsorship

Bride Registration Bags



For booth prices see attached list- After December 1, 2011 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)
- 1 or 2 chairs (please circle one)

**Supplementary booth items available at the additional charge stated below:**

	Before HST	Including HST
<input type="checkbox"/> 1 panel Pipe & 1 Drape:	\$10	\$11.20
<input type="checkbox"/> Chair:	\$3	\$3.36
<input type="checkbox"/> *Table:	\$5	\$5.60
<input type="checkbox"/> *Table Cloth, Skirting (front & side skirts), Skirting Clips:	\$5	\$5.60



\*Please order these items with this registration form.

**Booth Type** \_\_\_\_\_

**Booth Rental Fee Only** \$ \_\_\_\_\_

**Additional Items for Rental:**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

*\*Amount Due No Later than January 10<sup>th</sup> 2012*

**Please indicate your payment method:**

\_\_\_\_\_ *Cheque Enclosed*

\_\_\_\_\_ *Credit Card Payment*

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**Please indicate if there is a specific size table you would prefer \_\_\_\_\_**

**Is a power connection needed for your booth?**                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

\*Please note that you must supply your own electrical extension cords.

**Comments:**

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While all requests will be considered, there are NO GUARANTEES we will be able to accommodate.

Booth space is sold on a first come, first serve basis. This means that exhibitors who have completed payment and have 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 Conference Center reserves the right to refuse any vendor for any reason.

This agreement consists of this document as well as the 2012 Exhibitor Handbook. I hereby acknowledge receipt of all pages and have read all pages of the documents mentioned above and sign in agreement 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 Lorna Crouse  
TRU Conference Center  
900 McGill Rd, PO Box 3010  
Kamloops BC V2C 5N3

Fax: 250-828-5392 | E-mail: [kamloopsbridalfair@gmail.com](mailto:kamloopsbridalfair@gmail.com) | Website: [www.kamloopsbridalfair.com](http://www.kamloopsbridalfair.com)

**TRADE SHOW BOOTH PRICES**

	Before HST	Including HST
Deluxe Space 10'x10' Booth:	\$625.00	\$700.00
After December 1, 2011 Deadline:	\$650.00	\$728.00
Prime Space 10' x 10' Booth:	\$450.00	\$504.00
After December 1, 2011 Deadline:	\$475.00	\$532.00
Rotunda Table Space OR 10'x10' Booth Space:	\$375.00	\$420.00
After December 1, 2011 Deadline:	\$400.00	\$448.00



## **EXHIBITOR RULES & REGULATIONS**

**Space Assignments** – Space is leased on a first come, first serve basis with space allocation being decided by 2012 Bridal Fair considering 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 too close. 2012 Bridal Fair reserves the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless the 2012 Bridal Fair tradeshow committee or TRU Conference Centre, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any other cause.

**Cancellations** – In the event of cancellation by the Exhibitor at any time, the 2012 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 10, 2012. No exhibitor can set up without full payment of booth(s) leased.

**Booths and Equipment** – The booth space leased will include one skirted table and one chair. 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 and teardown 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.

**Selling of Goods and Services** – Exhibitors will be able to sell goods and services at their exhibit with the exception of alcoholic beverages.

**Admissions** – The 2012 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 2012 Bridal Fair. Use of Booths, all demonstrations and exhibits must be contained within the contracted spaces unless involved in a total convention program or demonstration, which has been coordinated by 2012 Bridal Fair. Absolutely no exhibitor shall assign, sub-let or share the whole or any part of the booth space allotted. Distribution of printed materials 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 is responsible for the installation and removal of their exhibit at their own expense. All exhibits must be completely set up and show ready by 9:30 AM Sunday, January 29th, 2012. There is a one---vehicle loading dock at the Conference 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** – 2012 Bridal Fair, Conference 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 2012 on January 29, 2012 at The Thompson Rivers University- Conference 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 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 brides-to-be with programs and promotional items provided by vendors and sponsors on show day.
8. Provide time for set-up and teardown of booths as specified under Exhibitor Agreement.
9. The TRU Conference 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 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, show management must be notified prior to the show date.
  - a. The only exception to this agreement is when the same individual owns multiple companies. 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. This must be cleared by Bridal Fair 2012 management.
2. Exhibitors will not display items from any other business nor distribute any other business' materials at the show, without written permission from show organizers.
3. Exhibitors will have the booth(s) manned during all show hours: 10:00AM until 3:30PM.
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 of 6:30PM.
6. **Guidelines will be adhered to:**
  - a. **No Nails, Screw or Staples will be placed in the walls**
  - b. **All Garbage and Decorations will be removed from the building 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 exhibitor**
7. Exhibitors will 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 exhibition. Bridal Fair 2012 and the TRU Conference 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 Conference Centre, 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 Conference Centre property.
12. Understand The TRU Conference Centre has a No outside Food or Beverage Policy. However, sample size portions of food/drinks are permitted. No alcohol will be permitted.
13. Understand that The TRU Conference Centre does not allow open flame in the building. Candles enclosed in votives or tea-lights are permitted.
14. Loud speakers, radios, television sets, or the operation of any machinery or equipment, which is of sufficient volume to be an annoyance 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 to the show.
16. Understand and agree that this contract is firm with a non-refundable payment.