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2018 EXHIBITOR APPLICATION FORM

I/We wish to present at the 2018 Discover Georgina Show:

Company Name: _____ Contact Name: _____

Telephone: _____ Fax: _____

Address: _____

E-mail: _____ Website: _____

Signature: _____

Products to be displayed: _____

NOTE: Only products/services listed above and approved by show management may be displayed.

Space/s required - please list three choices: 1) _____ 2) _____ 3) _____

Space will be allocated in the order which applications (with payment) are received.

Do you require hydro? (\$80) Yes No

Do you require insurance through the Town of Georgina (\$32.40 tax included) Yes No

Booth Rate: _____

Hydro: _____ (optional)

Subtotal: _____

+13%HST _____

Subtotal _____

Insurance: _____ (insurance is mandatory. Purchasing through Home Show is optional)

Total Cost _____

A 20% deposit must accompany this contract/application. Full payment must be made by March 31, 2017.

Payment options are as follows:

Cheque payable to Georgina Chamber of Commerce - Enclosed: \$ _____

VISA M/C Card No: _____ Expiry: _____ Amount: _____



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2018 EXHIBITOR AGREEMENT/RULES

- CONTACT:** This application for space, when accepted by the Georgina Chamber of Commerce and Show Coordinator (hereby referred to as Management) shall constitute a contract between the Exhibitor and Management and in addition to its terms, shall include and incorporate the Exhibitor's Rules and Regulations printed on this application, the tentative floor plans which the parties acknowledge may be amended and/or modified by the Management and any additional rules and regulations which will be sent to the Exhibitor as part of the Exhibitor's Kit.
- QUALIFICATIONS TO EXHIBIT:** Management reserves the right to remove, decline or prohibit an exhibit or part of an exhibit or proposed exhibit which, in its opinion is not suitable to or in keeping with the character of the exhibition.
- PAYMENTS:** Applications for space received by Management must be accompanied by a minimum deposit of 20% of the total cost of the space selected. The total booth fee must be paid in full by March 31st, 2018. Early Registration Discount applies when applications are paid in full by March 3rd, 2018.
- EXHIBIT:** The Exhibitor agrees to confine their presentation within the contracted space only and to maintain a staff in his/her booth pace during show hours while maintaining a code of behavior and dress appropriate for the Exhibition. Management reserves the right to relocate an exhibitor as it shall deem necessary to best display both the Exhibitor and the show.
- EXHIBITOR INFORMATION:** Upon receipt of the completed booth order form, signed Exhibitor Agreement Form and booth fee, exhibitor information will be e-mailed to the exhibitor or may be picked up from the Georgina Chamber of Commerce office. These forms are also available online at www.georginahomeshow.ca. This package will contain a copy of the Georgina Fire Department's Regulations for Exhibitors, Exhibitor entry pass badge form, order sheet for additional hydro, proof of insurance form and special needs request form. This information will be forwarded to the Exhibitor Contact Person.
- EXHIBIT SET-UP/TEAR-DOWN:** The Exhibitor agrees that no display will be dismantled or any goods removed during the show, but must remain intact until after the closing time of the last day of the show. The Exhibitor also agrees to remove the exhibit and equipment from the Ice Palace by the final move-out time limit (as set out by Management), or in the event of failure to do so, the exhibitor agrees to pay for such additional costs as may be incurred.
- INSURANCE:** The exhibitor is solely responsible for the placement and cost of comprehensive liability insurance on products and completed operations, coverage with a minimum \$2,000,000 limit of liability. The Exhibitor further agrees to add the Georgina Chamber of Commerce and the Town of Georgina as additional insured to its policy and to provide proof of insurance for this event. Contact your insurance company or broker to provide proof of insurance for this event.
- SUBLEASE OF SPACE:** Space contracted by an Exhibitor may not be sublet.
- CANCELLATION OF CONTRACT:** The Management reserves the right to terminate this contract and to withhold from the Exhibitor possession of the exhibit space if: (a) the Exhibitor fails to pay all space rental charges by March 31, 2018 or (b) the Exhibitor fails to perform any terms and condition of the contract.
- CANCELLATION POLICY:** In the event an exhibitor whose application has been processed and accepted wishes to cancel prior to March 15, 2018, a refund of moneys deposited less 50% will be made upon receipt of written cancellation. **NO REFUND OF EXHIBIT SPACE PAYMENTS WILL BE MADE AFTER MARCH 15, 2018**
- POSTPONEMENT OR CANCELLATION BY MANAGEMENT:** Management reserves the right to postpone or cancel the exhibition at its discretion. All monies will be refunded to sponsors and exhibitors. The option to participate in future exhibitions is at the discretion of the Sponsor/Exhibitor.
- DAMAGES:** Management shall not be liable for any damages, whether direct, indirect, general, special, consequential or otherwise to the Exhibitor, its agents and employees or visitors to its exhibit whether occasioned by Management, its officers, agents or employees, or by another Exhibitor.
- NON-DELIVERY OF THE BUILDING:** Management will not be liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of Nature, strikes, the authority of the law, or any other cause beyond its control.
- INTERPRETATION OF REGULATIONS:** The Management has the right to make such changes, amendments and additions to these Exhibitor's Rules and Regulations, as it shall deem necessary to the proper conduct of the Exhibition and thereupon the Exhibitor's Rules and Regulations shall rest with the Management and its decision shall be final. Management may require Exhibitors to make such alterations to their displays, as it deems necessary to the proper conduct of the exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense.

I/We agree to uphold the terms and conditions of this agreement.

Name (please print) _____ Signature of Authorized Personnel _____



2018 VENDOR INFORMATION

Company Name: _____

Show Times:

Saturday, May 5th: 10:00am-5:00pm

Sunday, May 6th: 10:00am-3:00pm

Set-Up Times:

Friday, May 4th: 11:00am to 7:00pm

Tear Down Time:

Sunday, May 6th: after 3:00pm* **tear down in accordance with signed agreement*

Hydro Service:

Regular Duplex Outlet (1500 watt Max. 110 volts). This service is suitable for lights, computer demonstrations, televisions etc. and is supplied at a cost of \$80 for the entire show

For heavy machinery please contact the show coordinator to make special arrangements.

An addition fee per outlet will be applied for upgrades and/or additional hydro service.

Insurance:

Insurance is required from each exhibitor at the show. In order to show proof of insurance, A CERTIFICATE OF INSURANCE must be filled out if you are not purchasing insurance through the Town of Georgina.

A CERTIFICATE OF INSURANCE can be acquired by contacting your existing Insurance Company, Broker or Agent. Please ensure that our Insurance form and a certificate from your company, broker or agent is completed and returned to us. Should you need to purchase insurance for the purpose of this show, please contact a local insurance broker or agent. You can also apply on-line with PAL Insurance Brokers at www.palcanada.com.

Insurance can also be obtained through the Home Show at a cost of \$32.40 (tax included). If you are interested in purchasing insurance through the Chamber of Commerce (from the Town of Georgina), please indicate on your application form.

_____ I will be obtaining Insurance through the Town at a rate of \$32.40

_____ I will be acquiring insurance through a local insurance broker or agent

_____ I already have insurance

Booth Accessories:

The following items will be supplied per booth at no additional cost:

* One six-foot table (bare) and two chairs

* Back and side draping for booths 10x8 & larger

* Aisle carpeting

* Six show entry passes

* Listing on Discover Georgina Show Website

* Listing in the official show flyer

* Wireless Internet Connectivity

* Pre-show juried exhibitor booth awards and presentation

* Tickets for complimentary continental breakfast on Saturday & Sunday (2/day) (additional passes \$5/person)

_____ We do not require a table.

_____ We do not require chairs.

RVS Draperies

The rental of additional booth accessories such as tables, chairs, special flooring is the responsibility of the exhibitor. RVS Draperies has several accessories to choose from and can be ordered directly through their company. Order Forms will be sent to all confirmed vendors and are available on the DiscoverGeorginaShow.ca website. All orders must be submitted prior to May 1, 2018.

_____ Our business/organization is interested in additional accessories but understand we are responsible for the ordering, rental and payment of extra equipment.

Spreading the Word:

From the moment you sign up for the Discover Georgina Show, we would like to promote your business and what you have to offer our community! Help us spread the word by filling out the form below. Keep in mind, the information listed below will be used in our advertising and promotion on our website, social media and marketing campaigns.

Business Name: _____

Business Address: _____

Phone Number: _____ Contact Name: _____

Email Address: _____

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Pinterest: _____

Other: _____

In addition to promotion on social media, your business contact information will be listed on our website. If you would like to have your logo included in our directory, please forward to info@georginahomeshow.ca.

Social Media:

In return, please connect with us on social media and help spread the word about the Home Show! "Liking", "sharing" and "retweeting" will help advertise the event and raise awareness about the show!

Website:	www.DiscoverGeorginaShow.ca
Facebook Event Page:	Discover Georgina Show 2018
Facebook Page:	Georgina Chamber of Commerce
Twitter:	@chambergeorgina
Instagram:	@georginachamber