

2019 Booth Space Contract

WESTCOAST SMALL HOME EXPO

June 1 & 2, 2019 | Tradex, Abbotsford, BC

Terms & Conditions

1. Please fill out, sign and return this agreement
2. Booth Cost: See table on back side.
3. The applicant has read and agreed to the show rules and regulations on the back of this contract.
4. Booth payment schedule:
 - a. Return your contract with your 50% deposit that is due at time of booking.
 - b. Final payment is due on or before March 1, 2019.
 - c. Full payment is required for all new contracts received after March 1, 2019.
 - d. Unpaid accounts will be charged 10% after March 1, 2019.

Company Name: _____

Contact Name: _____ Show Contact Email: _____

Address: _____ City: _____ Prov/ST: _____ Postal/Zip: _____

Phone: _____ Cell: _____

Website: _____ Company Email: _____

Description of Products or Services: _____

Date: _____ Authorizing Signature: _____

Booth Number Preference

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Booth Payment

Booth Cost: No. of Booths _____ x Cost _____ = \$ _____

5% GST (#85971 5971) \$ _____

Method of Payment: Total \$ _____

E-transfer Visa Mastercard Cheque (payable to Events Plus Management)

Credit Card # _____ Expiry Date _____ CVS _____

Name on Credit Card _____ Signature: _____

Events Plus Management

21674 48 Avenue, Langley, BC V3A 3M8 • 604.328.0029 • barb@eventsplusmanagement.com

RULES AND REGULATIONS

Move-In: Tradex Security staff and the Small Home Expo show management will control the entry by strict adherence to the Exhibitor's predesignated time slots. There is a maximum 30 minutes unloading time limit. Booth space not filled during move-in day may be re-sold at the discretion of the Small Home Expo Show Manager.

Move-Out: Exhibitors are not permitted to tear down their booth until the show officially closes. Once the show closes, the show aisles must be kept clear until completion of the carpet roll-up.

No Children On Show Floor During Move-In Or Move-Out: Due to WCB regulations and the prevalence of heavy equipment, machinery, vehicles and forklifts on the show floor, children will not be allowed in the exhibit halls during move-in and move-out hours. Any infractions may result in the shutdown of the facility operations.

Sub-Leasing: No exhibitor may assign, sublet or apportion the whole or any part of the booth space that they are assigned, nor permit any other party to exhibit therein, nor to distribute any promotional or advertising materials in the occupied space other than those manufactured, grown or sold by them through their regular course of business.

Exhibit Guidelines: Exhibitors activities must be limited to within the confines of their appointed booth space. Exhibitor activities must be conducted in a manner consistent with the non-interference of activities legitimately exercised by other Exhibitors. No firm, organization or individual not assigned booth space inside the exhibit hall will be permitted to solicit within the show area. If they do so, they will be asked to leave the show.

Right to Exhibit: Show management reserves the right to prohibit any applicants applying for exhibit space in the show from displaying at Small Home Expo.

Footwear and Safety Vests Required: In accordance with WCB policy, all exhibitors must wear CSA approved safety boots or shoes when building or dismantling their exhibits. Running shoes are prohibited. Safety vests must be worn by all exhibitors when moving in and moving out of the show area.

Food & Drink: For reasons of sanitation and safety, no food or drink shall be given away or sold by Exhibitors in the Exhibit Hall. The distribution of alcohol by Exhibitors is prohibited in the Exhibit Hall. The concessionaire has exclusive rights for the distribution of food and drink within the Tradex area.

Balloons: Due to the Abbotsford International Airport being located beside Tradex, no small hand-held helium balloons are allowed in the facility. Some helium balloons or large inflatables for the purpose of advertising may be permitted in Tradex but must first be approved by the Tradex Event Coordinator. Small Home Expo and Tradex are not liable for the costs incurred to retrieve any such balloons from the ceiling or any damage caused by their escape. Sole liability rests with the exhibitor.

Wall Hangings: Exhibitors are not permitted to hang anything whatsoever on the Exhibit Hall walls.

Propane: The exhibit regulations for fire safety prohibits bringing propane containers exceeding 20 lbs. into the building. A "flow restriction valve" available from ICG or Malkin & Pinton Industrial Supplies, must be used on all propane tanks. All propane connections must be approved by Tradex Building Services Coordinators. For specific events requiring larger propane requirements, it may be possible to make special arrangements with Tradex and the Provincial Gas Inspector's Office.

Smoking: Tradex is a non-smoking facility. Patrons may not smoke or VAPE within a minimum 25 feet (7.5 metres) away from the perimeter of the building.

Fire Department Regulations: In accordance with the City of Abbotsford Fire Dept. all aisles and exits as designated on approved show plans shall be kept clean, clear and free from obstructions. Easels, signs, etc. shall not be placed beyond booth area into the aisles.

Security: Small Home Expo will provide adequate security services for the exhibit area. As further protection, Show Management encourages Exhibitors to have at least one employee in their booth during move-in and move-out hours. However, in all cases, the ultimate responsibility of security lies with the Exhibitor at all times and Small Home Expo will not be held liable for the loss or theft of any or all items from an exhibit booth at any time.

Non-Compliance to Rules & Regulation: Each Exhibitor for themselves and their employees, substitutes or aides, agrees to abide by the rules and regulations give herein and by subsequent amendments and additions considered by the Small Home Expo Management to be in the best interest of all Exhibitors. Upon non-compliance with the rules formulated, the Small Home Expo Management reserves the right to prohibit, reject or eject any Exhibitor, Exhibitor's representative, exhibit (in whole or in part), or visitor, with or without giving cause. In the event of restriction or eviction, Small Home Expo Management is not liable for any refunds on rentals or other exhibit expenses.

Amendment to Rules: In an effort to provide the best to the greatest number, the Small Home Expo Management shall have full power to so interpret the rules and regulations or make such judgements as may appear to be for the best interests of the entire expo, and any and all amendments of the foregoing rules, regulations and conditions shall bind the Exhibitors.

Exhibitor Liability Insurance Required: Exhibitors are required to have adequate liability coverage for their booth. (A minimum \$2,000,000 liability is required.) Policy should identify (Small Home Expo / Events Plus Management) as an additional insured.

Limitation of Liability: It is expressly understood and agreed, and the Exhibitor agrees by accepting these rules and regulations and/or by signing an official contract to exhibit, that they will make no claim of any kind against Tradex, Small Home Expo, Events Plus Management, its members, employees, volunteers or agents for any loss, damage or destruction of goods, not for any injury or death that may occur to themselves or their employees, associates or aides while in the exhibit area, nor for any damage of any nature or character whatsoever.

Cancellation: If the Exhibitor reduces the size of the exhibit space from the contracted amount, Small Home Expo Show Management reserves the right to treat this as cancellation. Lack of attendance and failure to appear and exhibit at the Show will not be grounds for release of Exhibitor's responsibility for full payment due as a result of this contract. If for any reason Small Home Expo Show Management is forced to cancel the Show under any circumstances, Show Management will not be liable for any amount in excess of what the Exhibitor actually paid as a result of this contract. Exhibitor waives any/all compensation and/or damage claims as a result of cancellation of the Show.

Standard booth sizes	Booth Price
10ft x 10ft	895.00
10ft x 10ft Corner	995.00
10ft x 20ft	1595.00
10ft x 20ft endcap	1695.00
20ft x 20ft Feature	2995.00
20ft x 30ft Feature	3495.00
Tiny Home Village spaces (various sizes)	Please see Tiny Home Village document for pricing.