



Friday April 5, 2024 -
Sunday April 7, 2024

Booth(s) Assignment

ACCT#:

OFFICE USE ONLY

EXHIBITOR CONTRACT

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Contact: _____ Telephone: _____

Email: _____ Website: _____

Type of Product/Service: _____

PACKAGE ONE <input type="checkbox"/> • 10 x 10 booth - 100 series x _____	\$660.⁰⁰
PACKAGE TWO <input type="checkbox"/> • 6 x 10 booth - 200 series	\$504.⁰⁰
PACKAGE THREE <input type="checkbox"/> • Large corner booth - 300 series	\$955.⁰⁰
PACKAGE FOUR <input type="checkbox"/> • 8 x 8 lobby spot	\$404.⁰⁰
PACKAGE FIVE <input type="checkbox"/> • 8 x 6 upper lobby artisan space	\$299.⁰⁰
PACKAGE SIX <input type="checkbox"/> • 10 x 10 Multipurpose room booth	\$440.⁰⁰

BOOTH SELECTION

Choices are not guaranteed. Show Producer will do their best to select next best alternative.

1st Choice

2nd Choice

ALL EXHIBITS INCLUDE: DRAPERY, 24 HOUR SECURITY, 110V POWER, FREE PARKING. TABLE AND CHAIRS AVAILABLE UPON REQUEST.

PAYMENT SCHEDULE

Booth Cost:\$.....

Plus 13% HST:.....\$.....

Total* \$.....

METHOD OF PAYMENT

Cheque Visa MC On Account

Name on Card.....

Card#:.....

Exp. Date:.....CVV:.....

Signature:.....

I/We have read the Exhibit rules & regulations pertaining to this event and agree to abide by the conditions set forth

Exhibitor: This Week representative:.....
Date:.....

*Cancellation of Display space: Display space fees are non-refundable if cancelled within 60 days of show. 50 percent of total booth fees are refundable if cancellation is more than 60 days from show date. All fees are refundable in the event of show cancellation.

- 1. SHOW MANAGEMENT** - The words, Show Management: as herein refers to PTBO This Week and Event Management (a division of Metroland Printing, Publishing and Distributing Ltd.), its employees or agents. The enforcement of the following rules and regulations is the responsibility of Show Management.
- 2. SPACE RENTAL** - The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with 10' tall backdrop and side rail drapery (Colour to be picked by Show Management). No carpets are supplied. Electricity is supplied to designated areas.
- 3. CANCELLATION OF DISPLAY SPACE** - Display Space fees are non-refundable if cancelled within 60 days of show. 50 percent of total booth fees are refundable if cancellation is more than 60 days from show date. All fees are refundable in event of show cancellation.
- 4. USE OF SPACE AND RESTRICTIONS** - The space contracted is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated and where an exhibitor's display is built beyond limitations set forth in this contract. Show management reserves the right to correct such violations by having the exhibitor alter, remove or re-arrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits, which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighboring exhibits. No Representation of the exhibitor, his/her products or services may be carried on in the aisles, corridors, feature area or other designed common area of the facility.
- 5. INSTALLATION, EXHIBIT HOURS AND DISSMANTLING** - Installation will be done as per move in package. Show Management will specify exhibiting and dismantling. Goods received after the opening of the exhibition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be manned at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or abandon his display prior to the official closing. Failure to comply with this regulation will result in the exhibitor being barred from participation in future exhibitions conducted by Show Management. All Exhibit Material must be removed by designated time in the move in package, and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.
- 6. FIRE REGULATIONS** - All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for insuring that exhibits meet these standards.
- 7. ELECTRICAL SAFETY CODE REQUIREMENTS** - All exhibitors must comply with the Electrical Safety code Requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
- 8. DAMAGE TO PROPERTY** - Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitor's property and shall indemnify the Facility Management, Show Management and/or Official Service Contractor against and hold them harmless from any complaints, suits or liabilities resulting from negligence from the exhibitor in connection with the exhibitor's use of the exhibit space.
- 9. CARE OF BUILDING** - Painting, nailing or drilling of floors, walls, ceilings, or any part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to the ceiling, walls, pipes or electrical fixtures. A full set of venue regulations will be provided by the venue in the move in package.
- 10. SECURITY** - Show Management will provide adequate and reasonable watch-persons and/or security on a 24-hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitor's property. However, Show Management assumes no liability for loss or damage, however caused, of goods, exhibits or other materials owned, rented or leased by the exhibitor.
- 11. CLEANING** - Show Management will clean all common areas of the Show (i.e. feature areas, aisles). The exhibitor is responsible for the cleaning of their rental booth space.
- 12. EXHIBITOR BADGES** - Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to show.
- 13. FOOD AND/OR ALCOHOLIC BEVERAGES** - The preparation and/or serving of food or beverages of any kind without the written permission of Show Management is prohibited. Serving alcoholic beverages on the exhibit floor is prohibited.
- 14. LIABILITY AND INSURANCE** - The exhibitor must obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to Show Management. The Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. Neither Metroland Printing, Publishing and Distributing Ltd., nor any of its officers, directors, employees or agents, nor the owners, employees or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing corporation, individuals and firms from and agrees to indemnify same against, any and all claims for such loss, damage, or injury.
- 15. EXCLUSIVE RIGHTS** - Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the show office so that immediate remedial action can be taken.
- 16. ENTRY TO SHOW** - Show Management reserves the right to refuse admission to any visitor, exhibitor or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the show.
- 17. BOOTH ASSIGNMENT** - Peterborough This Week reserves the right to assign any and all booth space as it best determines, but will be guided by a first received deposit system. To be eligible for priority Peterborough This Week and Events Management must receive a signed contract and proper deposit.
- 18. Show Management** reserves the right at its sole discretion to change the date or dates upon which the exhibition is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Show Management shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in a consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of Show Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the exhibitor should be in any way be rendered unusable, the exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Show Management. A refund of all monies paid by the exhibitor to Show Management will be made by Show Management in the event that the exhibition is not held by Show Management.