

# Brockville Wedding Show

## Exhibitors Contract



**Sunday, February 23, 2020, 10:00a.m. - 3:00p.m.**

**Location:** Memorial Centre, 100 Magedoma Blvd, Brockville, ON K6V 7J5

***IMPORTANT: Please print clearly. This will appear on our official website.***

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City & Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

I \_\_\_\_\_ of \_\_\_\_\_  
agree that I have read the terms of the exhibitor contract (attached) before signing.

- 100% of fees are due upon submission of this contract
- 100% of fees are non-refundable as soon as web listings go live.
- Only one company per booth space unless prior approval. This includes brochures, business cards, advertisements of any kind, etc.
- Web listings and prize blasts are no longer guaranteed if contract is received with in 30 days prior to show date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All placements are made on a first-come, first-serve basis. Exhibit space is not guaranteed until contract and full payments are received and accepted by show personal.

Double Concept Productions, c/o Nathalie Lavergne, producer  
10 Victoria Ave, Brockville, ON K6V 2B1 514-699-4102  
doubleconceptnl@yahoo.ca www.productionsdoubleconcept.com

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**Please circle only ONE category for your web listing:**

Beauty/Hair	Bridal Wear	Cake/Pastries	Caterers	Decor Rental
DJs/Musician	Favours	Financial Planning	Florist	Gift Registry
Invitations	Health Fitness	Jewellers	Menswear	Officiant
Photo Booth	Photographers	Publications	Transportation	Travel
Video	Wedding Center	Wine/Spirits	Wedding Consultants	

### I am interested in booking:

- ☐ **Traditional Booth \$250**  
Includes one 8' wide and 6' deep booth space, one 6' table with standard linens and two chairs. A maximum of two employees. Bride contact sheet. Web listing with link to your web page on [www.productionsdoubleconcept.com](http://www.productionsdoubleconcept.com). Your brochure in the swag bags (200).
- ☐ **Cruiser Booth \$125**  
Includes one pub table. A maximum of two employees. Bride contact sheet. Web listing with link to your web page on [www.productionsdoubleconcept.com](http://www.productionsdoubleconcept.com). Your brochure in the swag bags (200).
- ☐ **Prizes – Prize help to bring in the Brides!!**  
We ask that all exhibitors donate a prize to the show. These prizes are listed on the official web page [www.productionsdoubleconcept.com](http://www.productionsdoubleconcept.com). They are also used as advertising on our social media and press release.
- ☐ All prizes valued over \$200 are listed as GRAND PRIZES and are given extra attention.
  - **Please fill out the attached prize form and submit with your application. You will need to bring your item(s) with you to the show.**
- ☐ **Food Sampling** - Food sampling is permitted only with written approval. Please fill out the attached food sampling form and return a minimum of 30 days prior to show date. Any late applications may not be processed.

### Methods of Payment: **Full payment must be received no later than 30 days prior to show date**

I would like to pay by: (Please check one)

- ☐ Cheque (Make Cheque payable to: DOUBLE CONCEPT PRODUCTIONS).  
10 Victoria Ave, Brockville, ON K6V 2B1 \*\* There will be a \$35 returned cheque fee for any payments that are returned due to insufficient funds\*\*
- ☐ E-Transfer ([doubleconceptnl@yahoo.ca](mailto:doubleconceptnl@yahoo.ca) - Password: PDC2020)

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY: Date registration and payment received: \_\_\_\_\_

In this exhibitors contract Double Concept Productions shall herein be referred to as Show Management.

Payment – 100% of the cost of the rental of exhibit space must accompany this application.

**Space Assignment** - Exhibit space will be assigned by Show Management according to the date on which the application is received. Show Management reserves the right to relocate space of exhibits, which may be affected by a change in the floor plan, or in the interest of optimum traffic control and exhibit exposure. Exhibit shall be arranged to not obstruct the general view or hide the exhibits of others. Plans for special build displays not in accordance with all applicable regulations should be submitted to Show Management before construction is ordered. Show Management cannot be held liable if competitive exhibitors are adjacent to or opposite each other but effort will be made to allocate space on the basis fair to all exhibitors.

**Display of Exhibits** - Displays must not protrude beyond the measured booth dimensions, nor obstruct a clear view of the neighbouring booths, may not be taller than 8 feet high, including signs, and must be free standing. Low side dividers between exhibits should not exceed 36 inches in height. The exhibitor may not attach their display to the walls, structural supports, or flooring in the exhibit building, by nails, screws, bolts, nor may they suspend anything from the ceiling. No exhibitor shall permit the exposure of any unfinished surface to neighbouring booths. If the exhibitor fails to correct the unfinished part, Show Management reserves the right to finish such outside partitions. The exhibitor shall pay the cost of such repairs to Show Management upon demand being made therefore.

**Show Hours** - The exhibit must be attended throughout the show hours by at least one representative of the exhibiting company. It is the exhibitor's responsibility to keep their area clean and orderly throughout the show and to ensure that it is ready for opening at the time the show opens.

**Show Etiquette** - Free samples may be distributed. Order for products may be taken and merchandise may be sold at a cash retail prices. Raffles and give-a-ways may be conducted but only with the approval of Show Management (please see below for more information). If in the opinion of Show Management, an exhibitor or their employees or agents conducts themselves in an objectionable manner, they will be liable for any damage or loss to the exhibition. There will be no refund of rental fees.

**Machinery and Noise** - Show Management has the right to stop the display, demonstration or running of an engine or machine or anything which, is causing vibration, noise, smoke, smell, or any combination of them, that may be considered by anyone to be a nuisance. The exhibitor shall at the request of show management stop the use of loud speakers, micro- phones, amplifiers, musical instruments, stereo & video equipment, radios, filming equipment or any of them.

**Common Show Areas** - All lobbies, corridors, aisle ways, rest rooms, food and beverage concessions will be considered as common show areas to be used for the movement and flow of the public No exhibitor will be permitted to use these areas for the display or distribution of products, services, or their attendant literature.

**Exhibit Building Rules** - As sub-tenants, exhibitors are required to abide by the rules and regulations of the management of the exhibitor building.

**Exhibit Dismantling** - Unless required by Show Management, no exhibitor shall disassemble or remove any part of this display before the show is officially closed. All exhibits must be removed from the exhibit hall by 6:00 p.m. on the Sunday.

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**Draws, Promotional Giveaways & Mailing Lists** - All exhibitor draws & promotional giveaways must be approved by Show Management prior to show, but such approval shall not be construed to mean the Show Management deems the draw or promotional give away to be legally compliant. All exhibitor draws and promotional giveaways must be free and clear of any financial obligation on the part of the winner & must be in compliance with all applicable laws. All contest terms & conditions, and lists of prizes available & their value must be clearly posted. Show Management reserves the right to cease any promotional activities that do not meet the above criteria. Mailing lists compiled by the exhibitor at the show may not be sold or otherwise distributed and are for the exclusive use of the exhibitor unless otherwise contested to by the participating individuals.

**Cancellation** - Should the exhibitor decide to withdraw their participation, Show Management shall have the right to retain as a cancellation fee any payment by the exhibitor up to the time of the cancellation.

**Advertising** - Any advertisement of the exhibitor using the name of the show must be approved in writing by Show Management, which reserves the right to use the name of the exhibitor as a part of its advertising in so far as to say that the exhibitor is displaying their products or services at the show, unless otherwise agreed upon by both parties in writing.

**Health and Safety** - The exhibitor will assume all responsibility for compliance with local city and provincial safety, fire and health department's rules, guidelines and ordinances regarding installation and operation of their exhibit. The exhibitor shall be properly insured for the same. Only fireproof materials shall be used in displays.

**Liability & Insurance** - Show Management shall not under any circumstances whatsoever be liable or responsible for **a)** any loss, damage, theft, or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the exhibitor or for which the exhibitor is responsible **b)** any damage or injury suffered by the exhibitor their representatives or employees or by any other person **c)** any loss, damage expense or cost whatsoever suffered by the exhibitor by reasons of any change in date, time or place of the exhibition or the abandonment of thereof. The exhibitor shall be liable for all loss, damage, injury, claim costs and expenses in any circumstances whatsoever by the exhibitor, their repetitive or employees or the good, exhibitors for which the exhibitor is responsible and the exhibitor here by agrees to indemnify Show Management in respects of **a)** any such loss, damage, injury, claims, costs expenses and said-forth and **b)** all of any infringement of copyright or breach of licenses granted by the performing rights society. Limited or any other person whatsoever. Since the exhibitor is at its own risk in every respect, they must carry general public liability insurance, and provide proof if requested, covering bodily injury and property damage for a minimum inclusive limit of \$2 million. Exhibitors wishing to insure their goods must do so at their own expense. If Show Management should be prevented from holding the show by any cause beyond its control of if it cannot permit the exhibitor to occupy this rented space do to circumstances beyond it control including, but not limited to, fire, inclement weather and acts of god, Show Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the show expenses. Suppliers of Show Management shall have no further obligation or liability to the exhibitor. Any contractual agreement made between an exhibitor and supplier shall be between those parties and Show Management shall not be party there to nor incur any liability on behalf of any one exhibitor in such contractual agreements.

**General** - All matters and questions not covered by this Exhibitors Contract are subject to the decision of Show Management. In addition, Show Management shall have full discretion in the interpretation and enforcement of all rules contained herein and the authority to make sure amendments there to and such further rules and regulations governing the conduct of and participation in the show, as it shall consider necessary for the proper presentation of the show. The exhibitor agrees to cease any activity the Show Management deems to be a violation of the terms and to follow the directives of Show Management.

*We hope the show is a success and will bring you new customers and contacts. Please, do not hesitate to contact us if you have any questions or suggestions to make the show bigger and better!*

*Thank you for your business,*

*Nathalie*

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