



# Exhibitor Application

## Exhibit Space

Each 10'x10' display space receives: One (1) 6ft or 8ft table, table cover, two (2) chairs, pipe & drape, WiFi, Exhibitor Name Badges and 100 attendee entrance tickets for you to distribute to your customers and prospects (*valued at \$5 each and mailed to you prior to the Expo*).

### EARLY BIRD PRICING (Until June 30<sup>th</sup>, 2019)

1<sup>st</sup> booth - 10'x10' \$675  
Addt'l booth(s) - 10'x10' \$550 (*each*)

### REGULAR PRICING

1<sup>st</sup> booth - 10'x10' \$725  
Addt'l booth(s) - 10'x10' \$600 (*each*)

## Exhibitor Set-Up and Tear-Down

Set-Up: OPTION 1: Tuesday, October 8<sup>th</sup>, 2019

Set-Up closed at 7:00pm on Tuesday, October 8<sup>th</sup>, 2019

**Set-Up Hours:** 10:00am to 7:00pm

Set-Up: OPTION 2: Wednesday, October 9<sup>th</sup>, 2019

**All displays must be ready by 11:30am on Wednesday, October 9<sup>th</sup>, 2019**

**Set-Up Hours:** 8:30am to 11:30am

Tear-Down: Thursday, October 10<sup>th</sup>, 2019

All displays must be gone by 12:00 midnight.

**Tear-Down Hours: After the Hog Carcass Competition Results to 12:00 midnight.**

## Show Hours:

**Wednesday, October 9<sup>th</sup>, 2019**

**12:00pm to 4:00pm**

**Pork Rib BBQ Competition**

**4:00pm to 8:00pm**

**Thursday, October 10<sup>th</sup>, 2019**

**9:30am to 4:00pm**

**Hog Carcass Competition**

**3:30pm to 4:00pm**

## Payment Policies

- Full payment, by cheque or credit card, is due with the application
- Cheques payable to: ***Vibrant Event Management***

## Cancellation and Refund Policy

If the exhibitor application is cancelled on or before ***July 31, 2019***, ***full refund will be received***. ***Any cancellations after July 31, 2019***, there will be no refunds given.

## Security

Doors will be locked after set-up. Please ensure that valuables are secured or put away. Please use your discretion and err on the side of caution.



# Exhibitor Application

**Please complete all sections**

Show management will place all exhibitors. We will do our best to accommodate your choices; however, there is no guarantee. All booths are booked on a first come first serve basis.

**Booth size:** \_\_\_\_\_ **Power:** Additional \$40 each (110 volt)  Yes **OR**  No

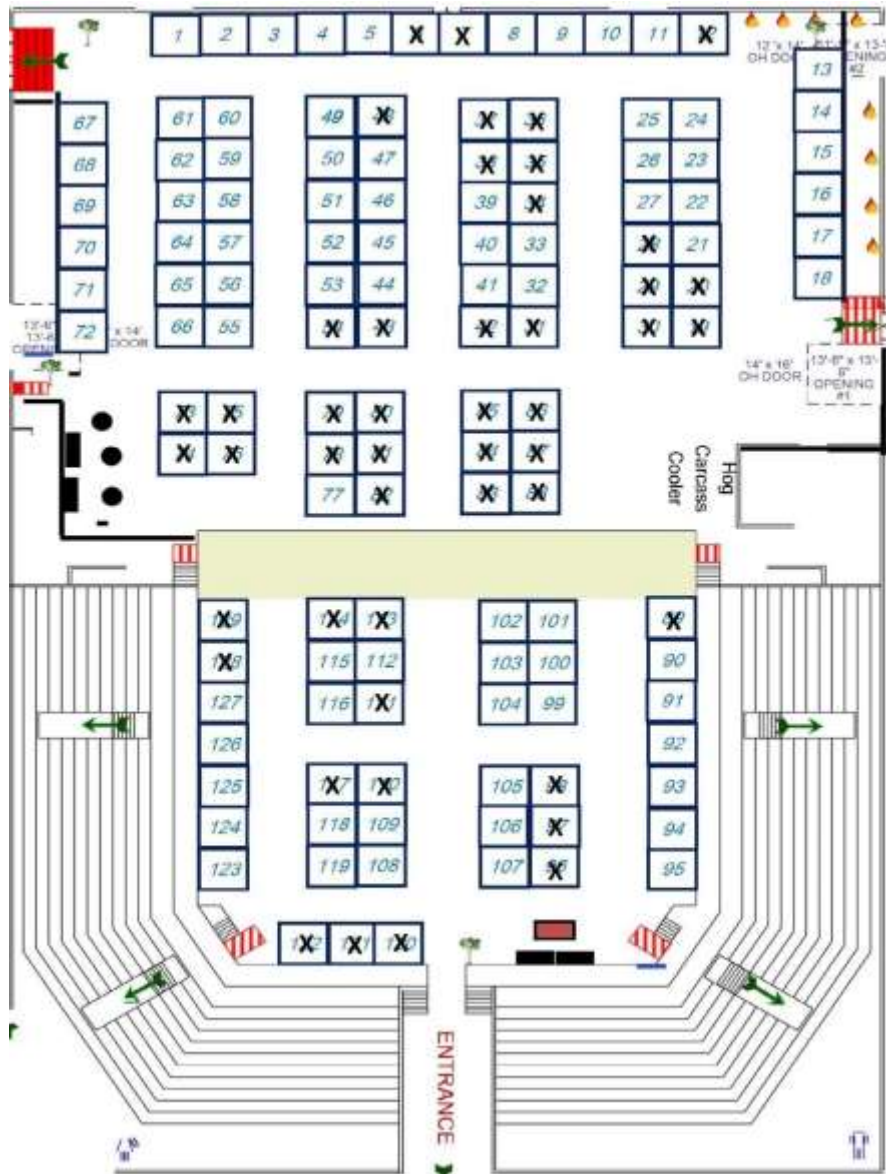
**Booth Choices:** (please complete both options)

1st Choice(s): \_\_\_\_\_ 2nd Choice(s): \_\_\_\_\_

**Carpet** (grey with underlay): Additional \$175 **per 10'x10' booth** Additional \$265 **per 10'x20' booth**

**1 Table per 10'x10' booth:** Choice of \_\_\_ 6ft **OR** \_\_\_ 8ft

**Forklift Required:**  Yes **OR**  No **Approx. amount of time in 15 min increments:** \_\_\_\_\_





# Exhibitor Application

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

Contact First & Last Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Contact Mailing Address for Attendee Tickets: \_\_\_\_\_

Exhibit Space: 1<sup>st</sup> Booth = \$ \_\_\_\_\_

Exhibit Space: Add'l Booth(s) = \$ \_\_\_\_\_

Electrical Outlet (110 volt): \_\_\_\_ @ \$40.00 each = \$ \_\_\_\_\_

Carpet \$175 per 10'x10' or \$265 per 10'x20' = \$ \_\_\_\_\_

Lunch Tickets: \_\_\_\_ @ \$15.00 each = \$ \_\_\_\_\_

BBQ Competition Tickets: \_\_\_\_ @ \$25.00 each = \$ \_\_\_\_\_

Sub Total = \$ \_\_\_\_\_

5% GST (#83480 3397 RT0001) = \$ \_\_\_\_\_

Total Owing = \$ \_\_\_\_\_

Payment via cheque (Please make cheque payable to **Vibrant Event Management** and include with your application)

Payment via credit card (Please note statement will reflect a charge from **Vibrant Event Management**)

Visa     Mastercard     American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CSC: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

I hereby apply for exhibit space to the Alberta Livestock Expo on Wednesday, October 9 and Thursday, October 10, 2019, at Exhibition Park, Lethbridge Alberta. I have read the exhibitor information in this application package and agree to the rules & regulations. I understand that this is an application and that final approval rests with show management of the Alberta Livestock Expo.

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

**Please complete and return this application to:**

**Mail:** Alberta Livestock Expo c/o Lisa Doyle 19 Everglen Manor SW Calgary, Alberta T2Y 5G2

**OR Fax:** 1-855-631-0286 **OR Email:** lisa@vibranteventmanagement.ca

Please contact me regarding sponsorship opportunities



## 2019 Alberta Livestock Expo Rules & Regulations

### DATE, HOURS AND LOCATION:

Wednesday, October 9, 2019 - Show Hours: 12:00pm – 4:00pm

Thursday, October 10, 2019 - Show Hours: 9:30am – 4:00pm

Exhibition Park – South Pavilion

3401 Parkside Drive S. - Lethbridge, Alberta T1J 4R3

**ASSIGNMENT OF SPACE:** Alberta Livestock Expo Management will attempt to make assignments of space guided by Exhibitor's priorities based on requirements of individual Exhibitors, and by their choice of locations. Alberta Livestock Expo Management reserves the right to rearrange the floor plan and/or any exhibit in a fashion which is, in the sole discretion of Alberta Livestock Expo Management, in the best interests of the Trade Show.

**PAYMENT:** Payment must be received in full prior to move-in at the Alberta Livestock Expo. Payments can be made via credit card or via cheque made payable to Vibrant Event Management.

**RENTAL OF SPACE:** Each 10'x10' display space receives: One (1) 6ft table or 8ft table, table cover, two (2) chairs, pipe & drape, WiFi, Exhibitor Name Badges and 100 attendee entrance tickets for you to distribute to your customers and prospects (valued at \$5 each).

**ELECTRICITY:** If you require electricity for your booth please order it through the Alberta Livestock Expo Management **prior** to move-in. A 110 volt electrical outlet is an **additional** \$40 fee. (\$20 per day)

**BOOTH CARPET:** If you require carpet for your booth please order it through the Alberta Livestock Expo Management **prior** to move-in. All carpet is grey and includes underlay padding. Carpet is an **additional** \$175 fee **per** 10'x10' booth space, \$265 fee **per** 10'x20' booth, \$365 fee **per** 10'x30' booth.

**USE OF EXHIBIT SPACE:** Exhibitors agree not to assign or sublet any space allotted to them without prior consent of Alberta Livestock Expo Management, not to display equipment other than those manufactured or carried by them in the regular course of business, not to place any name signs or courtesy card on any equipment loaned to them for demonstration purposes unless the supplier of such equipment is also an exhibitor in the Trade Show.

**NO DEMONSTRATIONS OR PROMOTING IS PERMITTED OUTSIDE OF THE EXHIBITOR'S ASSIGNED PLACE:** No person, firm or organization not having regularly contracted with Alberta Livestock Expo Management for the occupancy of space in the exposition will be permitted to display or demonstrate its products, processes, or services, distribute advertising materials in the hall or corridors, or in any other way occupy or use the facilities for any purpose inconsistent with the Rules and Regulations.

**INSURANCE:** Alberta Livestock Expo Management shall not be responsible for any loss, theft or damage to the property of the Exhibitor's employees or representatives. Further, Alberta Livestock Expo Management will not be liable for damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of the use or occupancy of the exhibit space by the Exhibitor or his assigns and the Exhibitor shall indemnify and hold harmless the Alberta Livestock Expo Management from all liability which might ensue from any cause whatsoever. If the Exhibitor's material fails to arrive, the Exhibitor is nevertheless responsible for his space rental. Shielding from chips, sparks, strong light, smoke or any toxic substance must be complete. Safety markings, masking, flagging or railings must be placed on any projection or other objects where attendees could not injure themselves. No storing of flammable material is allowed behind any backwall or between two backwalls.



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**MOVE IN AND MOVE OUT: OPTION 1:** Move in time is from 10:00am – 7:00pm on Tuesday, October 8<sup>th</sup>, 2019 and **OPTION 2:** on Wednesday, October 9<sup>th</sup>, 2019 from 8:30am – 11:30am. Any company whose booth is not set up by 11:30am on Wednesday, October 9<sup>th</sup>, 2019 will not be allowed to exhibit in the Trade Show and no refunds will be given, unless previous arrangements were made with the Alberta Livestock Expo Management.

**Move out time is 4:00pm – 12:00 Midnight** on Thursday, October 10<sup>th</sup>, 2019. Please do not break down your booth before 4:00pm. Everything must be removed from the facility by 12:00 midnight.

**CANCELLATION:** If the Alberta Livestock Expo Management should be prevented from holding the Trade Show by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government, terrorists or acts of God) or if it cannot permit the Exhibitor to occupy his space due to cause or causes beyond its control, then the Alberta Livestock Expo Management has the right to cancel the Trade Show with no further liability to the Exhibitors.

If the exhibitor application is cancelled on or before **July 31, 2019, full refund will be received. Any cancellations after July 31, 2019**, there will be no refunds given.

**ARRANGEMENT OF EXHIBITS:** Exhibits shall be arranged to not obstruct the general view nor hide the exhibits of others. Plans for specially-built displays not in accordance with the terms and conditions of this agreement shall be submitted to the Alberta Livestock Expo Management before construction is ordered. No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. All exhibits must face forward.

**NAME BADGES:** Each Exhibitor is required to submit Exhibitor names for special name badges. Exhibitor name badges must be worn at all times during Trade Show hours. Registration policies and procedures shall be under the exclusive control of the Alberta Livestock Expo Management at all times.

**RESTRICTIONS:** The Alberta Livestock Expo Management reserves the right to restrict exhibits which, in the opinion of the Alberta Livestock Expo Management, because of noise, vibration, glaring or flashing lights, method of operation, or any other reason, become objectionable, and also prohibit or evict any exhibit which may detract from the general character of the Trade Show. This reservation includes persons, things, conduct, printed matter, or anything the Alberta Livestock Expo Management judges to be objectionable.

**COMPLIANCE:** The Exhibitor assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized Local, Provincial and Federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Trade Show is held. Exhibitors are solely responsible for complying with all copyright /trademark regulations.



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**FOOD AND BEVERAGES:** No food or beverages may be served or distributed in the exhibit area without written approval of the Alberta Livestock Expo Management. No alcohol of any type may be served. Concessions for food and drink are available.

**HANDLING, SHIPPING AND STORAGE:** You may handle your own exhibit. If you arrange special rigging, you must coordinate this with the Alberta Livestock Expo Management. If you must have your display shipped to the site, please try to coordinate it to arrive one day prior to the show. Ship to: For Alberta Livestock Expo – Exhibition Park 3401 Parkside Drive S. - Lethbridge, Alberta T1J 4R3. Please do not ship your displays to the Alberta Livestock Expo Management office.

**MISCELLANEOUS:** Helium may be allowed in the Trade Show Hall for the inflation of balloons with the Alberta Livestock Expo Management approval. Helium tanks must be secured in the manner regulated by law. No smoking will be allowed in the Trade Show Hall at any time. There will be designated smoking areas outside the Trade Show Hall.

**THE MANAGEMENT:** The Exhibitor agrees that the Rules and Regulations of the Trade Show are made part of this agreement and that said Exhibitors agree to be bound by each and all of these Rules and Regulations. The Alberta Livestock Expo Management shall have the full power to interpret and enforce all terms, conditions and Rules and Regulations in the manner which is in the best interest of the Expo.

**DOOR PRIZES:** If you wish to donate a prize to be given out during the trade show, please let the Alberta Livestock Expo Management office know. Exhibitors are also encouraged to offer booth prizes for attendees.

## ALBERTA LIVESTOCK EXPO MANAGEMENT

Lisa Doyle, CMP

Vibrant Event Management

P: 403-305-1563

F: 1-855-631-0286

E: [lisa@vibranteventmanagement.ca](mailto:lisa@vibranteventmanagement.ca)

W: [www.albertalivestockexpo.com](http://www.albertalivestockexpo.com)