

2016 EXHIBIT SPACE AGREEMENT

The Queen City Ex – Commercial Exhibits Application August 3 – 7, 2016

Evraz Place
P.O. Box 167, 1700 Elphinstone Street
Regina, SK S4P 2Z6

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A production of The Regina Exhibition Association Limited



COMPANY

CONTACT NAME

STREET ADDRESS

CITY PROV POSTAL CODE EMAIL

PHONE # CELL # WEBSITE

PRODUCTS (Please list all that will be part of your display, including brand names. Licensee may only sell of display products listed here. Changes or additions to the product must be approved.

ARE YOU A MEMBER OF THE CANADIAN ASSOCIATIONS OF FAIRS AND EXHIBITIONS (C.A.F.E.) YES NO
PLEASE PROVIDE C.A.F.E. # (C.A.F.E. MEMBERS WILL NOT BE SUBJECT TO \$20 LEVY FEE)
WILL YOU BE USING A MICROPHONE OR SOUND IN YOUR BOOTH? YES NO

FEES AND PAYMENT SCHEDULE

- To apply for booth space, a signed copy of this Agreement must be received by Evraz Place with a **50% deposit** – Final payment must be received by **May 13/16**.
- Returned payments (including NSF cheques and declined credit card payments) will be subject to a \$25 processing charge, plus GST.
- No separate billing invoice will be issued. Receipts available upon request.
- Charitable organization rates do not apply to corner booths.
- No corners or chosen locations are guaranteed.
- No applications will be processed unless payment accompanies agreement.
- No end caps allowed.
- Proof of Insurance must be submitted by **July 1/16**. Failure to deliver will forfeit booth space.

TYPE OF SPACE	PRICE	QUANTITY	TOTAL
Inline 10' x 10' Booth	\$675.00		
Corner 10' x 10' Booth	\$925.00		
Bulk Space 20' x 40' Booth	\$3375.00		
Charity Booth	\$525.00		
C.A.F.E. Levy (non-members)	\$20.00		
	GST #122306780RT0001	5% GST	
		TOTAL	

PAYMENT METHOD

Cheque # (Payable to Evraz Place) VISA MC AMEX

Card Number Expiry Date

Card Holder Name Signature Date

All applications are subject to review and approval by Regina Exhibition Association Ltd. I understand that this application becomes an agreement once payment is made in full and approved by The Queen City Ex Show Management. I acknowledge to have read and understand the rules/regulations governing the lease of use of exhibit space, on a non-exclusive basis with the Regina Exhibition Association Limited.

Licensee Signature

Date

2016 EXHIBIT SPACE AGREEMENT

1. **CONDUCT OF SHOW** - The Licensor reserves the right to:
 - (a) Require the Licensee to withdraw any item from public sale or view that the Licensor deems objectionable;
 - (b) Reject Licensee's display or change any exhibit or concession location so as to enhance the quality and/or presentation of the show;
 - (c) cancel this Agreement at any time without notice and provide to the Licensee a full refund of all amounts paid by the Licensee provided that such cancellation is not as a result of the Licensee's breach of this Agreement or these rules and regulations, in which event the Licensor may retain all amounts paid by the Licensee to the Licensor.
2. **EXHIBIT HOURS** - Subject to clause 4, the Licensee will: (a) take possession of the exhibit or concession location during move-in hours specified by the Licensor, and (b) complete all carpentry work and painting and have the Licensee's exhibit in good order and ready prior to the move-in deadline specified by the Licensor. Failure by the Licensee to comply with the foregoing may result in forfeiture of Licensee's rights under this Agreement and any amount paid hereunder. Exhibits must be: (a) fully set up, stocked and have personnel on location during all show hours; (b) dismantled and removed following the conclusion of the show prior to the move-out deadline specified by the Licensor.
3. **EARLY MOVE-IN** - Upon special permission provided by show management, a Licensee may take possession of the exhibit or concession location prior to the commencement of the specified move-in hours.
4. **CANCELLATION** - The Licensee may by written notice to the Licensor cancel this Agreement at any time prior to the 90th day preceding the commencement of the show, and on receipt of such written notice the Licensor shall refund to the Licensee all amounts paid under this Agreement less an administration fee equal to 50% of the total booth cost. No refunds will be provided for cancellations received by the Licensor less than 90 days prior to the commencement of the show. If a Licensee fails to take possession of an exhibit or concession location prior to conclusion of the move-in, or abandons the exhibit or concession location, the Licensee's right and entitlement to occupy the exhibit or concession location shall immediately cease and be at an end.
5. **SUBLETTING** - Subletting or sharing of an exhibit or concession location by Licensee is not allowed. The exhibit or concession location is to be used exclusively for the purpose shown on this Agreement. Licensee is not permitted to use electrical power or water from another Licensee. Exhibit or concession location(s) which have been assigned and confirmed are not transferable.
6. **EXHIBIT OR CONCESSION LIMITATIONS** - The Licensor has the right to prescribe the materials to be used in the construction of booths, signs, show cards or tabloids of exhibits and to regulate their dimensions and positions, and generally direct the arrangements of articles exhibited so far as the same may be necessary to secure an attractive appearance. Licensee must confine all exhibit activities to within the limits of the space allocated to it. No soliciting or advertising for any purpose will be permitted on the grounds except from within the space for that purpose.
7. **LIABILITY** - The Licensor will take reasonable precautions to ensure the safety of property and materials brought upon the premises of Evraz Place. The Licensee assumes the risk of exhibiting and the Licensor shall not be liable for any bodily injury sustained by, or death of, any individual, nor for any loss of, or damage to, any property in connection with the exhibit. The Licensee agrees to indemnify and save harmless the Licensor from and against and all liability resulting from injury to, or the death of, any individual, or damage to any property arising from the use and occupation of the Licensee's exhibit or concession location, or the acts or omissions of the Licensee, its servants, employees or agents. The presence of security and/or watch personnel does not constitute acceptance of any responsibility by the show for such security of the Licensee's products but is merely to assist the Licensees during the show.
8. **INSURANCE** - The Licensee shall obtain and maintain in force for the period commencing on the commencement of the Licensee's move-in and ending on the Licensee vacating Evraz Place, third party public liability insurance in an amount of not less than One Million Dollars (\$1,000,000) per occurrence, and shall: (a) designate the Licensor as an additional insured under such insurance; and (b) provide to the Licensor concurrent with delivery of this Agreement, a certificate of insurance confirming such insurance. Failure to submit will result in forfeit of booth space without refund.
9. **ELECTRICAL** - Licensees are advised that standard electrical outlets (800 watt - 120volt) are included for inside rental space only. The Licensee is responsible for coordinating their electrical requirements (other than standard) with Evraz Place.
10. **EXHIBIT OR CONCESSION DIMENSIONS (INDOOR)** - No part of an exhibit may exceed the height of the back or sides of both supplied by Licensor unless provided in this Agreement.
11. **NOISE** - Undue noise in the demonstration of exhibits, or noisy or unseemly methods employed in sales or demonstration activities will not be permitted. The decision of what constitutes undue noise or unseemly methods rest exclusively with the Licensor.
12. **PRODUCT FOR DISPLAY** - The Licensee may only sell or display products listed within this application. The Licensee must make any changes or additions to the list of products in writing and are subject to approval by the Licensor. **No guns, knives, toy weapons are to be displayed or sold.**
13. **CONTRAVENTION OF LAWS** - Licensee is responsible for complying with all applicable federal, provincial and municipal laws with respect to its products and exhibit. This includes, but is not limited to, labour legislation with respect to minimum wages and benefits of employees working at its exhibits, municipal business license, social insurance numbers and immigration requirements.
14. **SECURITY** - Outside security companies are not permitted to work on site at Evraz Place. Anyone wanting to hire security personnel must use Evraz Place security.
15. **FIRE REGULATION** - If Licensee uses any type of fuel such as gas, oil, or propane in its exhibit or concession location(s), Licensee shall contact the Regina Fire Department to discuss all matters pertaining to the installation of such equipment. The use of the following materials shall be prohibited:
 - Acetate fabrics, corrugated paper box board; and no seam paper
 - Paper backed foil unless glued securely to suitable backing
 - The following materials shall be flameproof if used for display or decorative purposes:
 - All cloth materials
 - Plastic Materials
 - Flowers - artificial
 - Ruscus
 - Foliage - artificial
 - Split wood and bamboo fibers
 - Styrofoam
 - Textiles, straw, grass, haybales, wood chips, 13. shavings
 - Paper - Cardboards or compressed paperboard less than 1/8" thick is considered to be paper
 - Flammable liquids or gases shall not be stored inside the building.
 - Aerosols: It is permissible to exhibit one pressurized container, not exceeding one pint capacity, of each product classified as a flammable liquid.
 - Motor vehicles or gasoline powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected.
16. **GOVERNMENT INSPECTORS** - The Licensee Will provide to all government inspectors or agents all information required in the conduct of their investigations and will not impede or overrule the work of any government inspector in any area of their jurisdiction.
17. **TAXES** - Licensee is responsible for collecting and remitting to the appropriate government authority all sales and other taxes as applicable with respect to the sale of products or services from the exhibit or concession location(s).
18. **DELIVERY OF GOODS** - Employees of the Licensor will not receive goods on behalf of a Licensee. Arrangements for delivering and storage of goods are the responsibility of the Licensee.
19. **EXHIBIT OR CONCESSION CLEANING** - The Licensee will keep its own location(s) swept and cleaned. The Licensor will supply staff to ensure that the aisles are kept clean. Roadways and garbage containers will be cleaned daily by the Licensor.
20. **FOOD & BEVERAGE** - Licensee will not dispense, whether for a price or free of charge, any food or beverage from its space except as provided for in this Agreement.
21. **VEHICLES** - No vehicles will be allowed in the building after the move-in deadline. No moving vehicles will be allowed on the roadways of the grounds during the show and vehicles may only be parked in designated areas of the grounds during the show. No vehicles will be permitted within the exhibit area.
22. **TRAILERS ON LICENSEE'S LOTS** - Trailers that are used as offices or stage areas will be positioned on the lot so as not to interfere with the sight lines of adjoining or neighboring Licensees. The Licensor will have final approval as to location.
23. **STORAGE** - Storage of equipment on the grounds after the move-out deadline is not permitted. Equipment left on the grounds after the move-out date will be removed or stored at the Licensee's expense. Licensee absolves the Licensor from any liability or claim with respect to such action taken after the move-out date.
24. **PUBLIC ADDRESS SYSTEMS** - Public address systems may be used only with the permission of the Licensor.
25. **FREE DRAWS** - Licensee shall not conduct a free draw unless prior approval from the Licensor has been obtained. All free draw tickets and stubs must contain the name of the company conducting the free draw and a sample of same must be provided to Licensor. Licensee will provide Licensor with the name of the winner(s) of any free draws that are conducted.
26. **RAFFLE TICKETS** - The selling of raffle tickets or soliciting of donations by Licensee from its exhibit or concession location(s) is prohibited unless provided in this Agreement.
27. **ILLICIT DRUGS** - The Licensee will not permit the display, sale or advocacy of items or paraphernalia that may be seen to promote or sell in any way the use of illegal drugs.
28. **NOVELTIES** - Licensee shall not give away buttons, hats, fans and such other items which are customarily distributed from novelty stands except as provided in the Agreement.
29. **MOTION PICTURE EQUIPMENT** - Licensees are advised that the buildings and the outside grounds utilized for the purpose of live entertainment are covered by a contract with the International Alliance of Theatrical Stage Employees and Moving Picture Operators of the United States and Canada. Motion Picture operators are specified as employees covered in the contract and such persons must be supplied by the Union if used within Evraz Place as covered by the contract.
30. **CONSENT** - I give consent to receive electronic communications, including emails, from the Queen City Ex and or Evraz Place and their services, events, news, offers, promotions, updates and more. I may withdraw consent at any time.
31. **REGISTERED NON-PROFIT AND CHARITABLE ORGANIZATIONS** - Must supply a registered charity number.
32. **NO EXHIBITOR SHALL MOVE**, unless approved by show management.
33. **NO EXHIBITOR WILL ENTER**, move or remove items from other Exhibitor's booth.
34. Evraz Place offer's NO EXCLUSIVES.
35. **BOOTH DIMENSIONS** - all booths are 10' x 10', backdrop maximum of 8' ft high, sides' maximum of 8' ft high for the first 5' ft and 3' ft high for the remaining 5' ft. Bulk spaces (20 x 40) are excluded.

I have read, and agree with all the rules and regulations set out by the Queen City Ex.

Name

Date

SUBMIT FORM