

# The GREATER OTTAWA WEDDING SHOW

## Exhibitor Contract and Application

COMPANY NAME _____	CONTACT _____
MAILING ADDRESS _____	CITY _____ PROV _____ PC _____
PHONE ( ) _____	FAX ( ) _____ Cell Phone ( ) _____
EMAIL _____	WWW _____

*I/We wish to reserve the following space at the THE GREATER OTTAWA WEDDING SHOW.  
May 4, 2013 Travelodge, Carling Avenue, Ottawa. 10am - 3pm*

<b>Booth Choices:</b>	Near Entry 1 <sup>st</sup> Choice	Corner 2 <sup>nd</sup> Choice	Size: <u>6'</u> approx. _____
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<b>RATES / BOOTH COST</b>	
<b>\$140</b>	

<b>PAYMENT</b>
EMAIL FUNDS TRANSFER PREFERRED - CHEQUES CANNOT BE ACCEPTED
<p><b>MONEY ORDERS PAYABLE TO:</b></p> <p>April Boomer, 51 McKittrick Drive, Kanata, ON K2L 2J6 (613) 709-3883</p> <p><b><u>PAYING WITH PAYPAL?</u></b> To cover service charges from PayPal, we are now requiring all vendors paying with this method add a new \$8.00 surcharge to your payment making the total cost \$108.00. If you are unsure what to do with Paypal, please let us know and we will send you a PayPal invoice. Send to <a href="mailto:Events@YourPREVA.com">Events@YourPREVA.com</a></p> <p><input type="checkbox"/> <b>EMAIL BANK TRANSFER</b> (Email to Events@YourPREVA.com)</p> <p><input type="checkbox"/> <b>MONEY ORDER DROP OFF/MAIL</b></p> <p><input type="checkbox"/> <b>CASH DROP OFF</b></p>

**BOOTH COST \$ 140**

Add \$8.00 if paying via PayPal

**DOUBLE BOOTH**

(\$150) \$ \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

\$ \_\_\_\_\_

**WE Will Donate The Following Item(s) For the Giveaway/Draws AND/OR WE WOULD LIKE TO DONATE THE FOLLOWING ITEMS FOR THE SILENT AUCTION/BIDDING TABLE:** *(You may also do a draw at your own table but we will be doing draws as well.)*

\_\_\_\_\_

\_\_\_\_\_

*Applications Will Not Be Processed Unless All Monies Are Received. All monies paid after acceptance of application are non-refundable. Authorized signature here indicates acceptance of Terms & Conditions on both sides of this document as set forth by April Boomer, YourPREVA, and/or authorized staff or volunteers only.*

*Although we will try to accommodate requests for preferred sites, final booth allocation is at the discretion of Show Management.*



**AUTHORIZED EXHIBITOR SIGNATURE**

**PLEASE PRINT FULL NAME**

**DATE**

and

**THE VENDOR(S)**

(herein referred to as Vendor or Exhibitor)

1. Management shall make available to the applicant for the period of the Show the space applied for, including tables. (does NOT include table cloths or skirting).
2. Subletting of space by the exhibitor is prohibited unless approved in writing by Management.
3. No signs or advertising devices shall be displayed outside space other than those furnished by the Management. Displays blocking the unobstructed view from space to space are prohibited.
4. No displays or signs may be affixed to building walls or posts with nails or permanent marking devices.
5. **There will be absolutely NO guarantees, either written or implied as to attendance by guests in numbers or percentages of expected attendees.** No show management should ever guarantee numbers.
6. This event is NOT a one per industry event. Competing companies may be in attendance in person or make a contribution to the SWAG bags. (if applicable to this show).
7. Exhibitors shall abide by and observe all laws, rules, and regulations of the Province and City where the Show takes place, and departments thereof and all rules of the related Centre.
8. Once a contract is accepted - Exhibitors shall **NOT** be entitled to a refund of any part of any fee should the exhibitor for any reason be unable to exhibit at the Show, or cancel any space previously contracted for. Exhibitors who are unable to exhibit at the Show, or cancel any space previously contracted for, may request in writing that any monies on account with Management (less an administrative fee if cancellation request is made less than six months prior to the Show) be transferred to another Show produced by Management. Such Show must be scheduled to be held within one calendar year of the cancelled Show.
9. If an exhibitor fails to make payments due herein when they are due, such exhibitor's rights to exhibit may be cancelled by the Management without further notice.
10. Management has the option to cancel or reassign the exhibit space of any exhibitor for any reason whatsoever whether or not that exhibitor has complied with payment terms stated on this application. Such exhibitor shall **NOT** be entitled to a refund of any part of any fee and shall be responsible for any unpaid balance due. The Management shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees, or other representatives to perform, meet, or observe any term or condition set forth herein, and such exhibitor shall not be entitled to a refund of any part of any fee.
11. If, during the show any Exhibitor or Vendor removes any part of his or her display or packs up early (anything prior to 10 minutes before show close) they will be billed a \$40 early closure fee. **NO EXCEPTIONS!**
12. Management reserves the right to alter or change the space assigned to an exhibitor, to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to other Show Participants.
13. We have a **ZERO TOLERANCE POLICY ON ABUSE OF OTHER VENDORS, ATTENDEES, VENUE STAFF, OR SHOW OWNERS/MANAGERS/STAFF:** This includes but is not limited to aggressive behaviour, personal, abusive and/or aggressive comments, cursing and/or swearing, physical contact and/or aggressive gestures, bullying behaviour, gossiping or disparaging comments or remarks, etc. If a complaint is received, the offending party will be removed from the premises without ANY refund whatsoever from that show or any other shows paid for in full or in part. **NO EXCEPTIONS.**
14. In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy or other cause, the Show or any part thereof is prevented from being held, is canceled by the Management the exhibit space applied for herein becomes unavailable, Management shall determine and refund the applicant his proportionate share of the balance of the exhibit fees received which remains after deducting expenses incurred by the Management and reasonable compensation to the Management, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.
15. **Any refund owing to any exhibitor shall be completed WITHIN 45 days of notice of cancellation.**
16. Neither the Management, the Center nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or any other cause, and neither the Management nor the Center will obtain insurance against any such damage, loss, harm or injury.