

2019 TRADE SHOW BUSINESS REGISTRATION FORM

The exhibitor applications must be accompanied with payment. Registration Deadline is March 29th, 2019. The Tradeshow Committee will make every effort to allocate booth that have been requested by exhibitors but reserves the right to allocate alternate booths to that request. All applications received will be allocated on a first come, first serve basis.

SHOW DATES: FRIDAY, APRIL 26th, 4 PM – 9 PM & SATURDAY, APRIL 27th, 10 AM – 4PM

BUSINESS NAME: _____

MAILING ADDRESS: _____ **TOWN:** _____

POSTAL CODE: _____ **CONTACT PERSON :** _____

EMAIL: _____

PHONE # : _____ **FAX # :** _____ **CELL #:** _____

TYPE OF PRODUCT/SERVICES: _____

BOOTH PREFERENCE **#1:** _____ **#2:** _____

BOOTH INFORMATION

of Booths

8' x 10' Booth (Include 1 table, power, draping, 2 chair)- \$350.00 + GST _____

Additional Booths - \$250.00 + GST _____

Total: _____

Payment:

- Booth confirmation only with payment in full
- No refunds on booth rentals
- No invoices will be issued for booth space
- Please make cheques payable to the County of Northern Lights
- Forward this application to: **County of Northern Lights, C/O Economic Development, Box 10, Manning, AB, T0H 2M0**

Credit Card Type  

Credit Card # _____ Exp. Date ____/____

Name on Card: _____ Signature: _____

Set-up Times

- Large Display Items, Thursday, April 25th from 12:00 pm – 5:00 pm. *Use of equipment aids not guaranteed if arriving outside of large display item set up time.*
- General Set Up: Thursday April 25th from 5:00 – 7:00 pm or Friday, April 26st from 8:00 am – 2:00 pm.
- Dismantle: Saturday, April 27th from 4:00 pm – 8:00 pm

OFFICE USE ONLY:

Date Received	Amount Paid	Receipt #	Booth Assigned

RULES AND REGULATIONS

- The Manning Regional Tradeshow Committee reserves the right to assign booth locations with respect to general appearance, public interest, noise levels and product involvement.
- The Manning Regional Tradeshow Committee reserves the right to control the extension of material for display beyond the booth limits. This will not be permitted.
- Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to premises, furnishings, or equipment occurring in the area leased under this agreement providing such damage is due to negligence of the exhibitor, its servants, agent, or others for whom the exhibitors is, in law, responsible.
- The County of Northern Lights, the Manning & District Chamber of Commerce, and the Manning Regional Tradeshow Committee will not assume any responsibility for theft, and or pilferage of exhibitor’s material, supplies etc.
- The Manning Regional Tradeshow Committee has the authority to establish and interpret rules and regulations necessary for the orderly conduct of exhibitors and/or their agents for the mutual benefit of all parties.
- No refunds will be given for booth rental. No confirmation on booth’s space will be acknowledged until payment in full is received prior to March 29th, 2019.
- Absolutely no booths are to be taken down prior to 4:00 pm, Saturday, April 27th, 2019.
- No promotional or saleable food or coffee is allowed in any booth unless prior approval is obtained from the Committee and appropriate food license is obtained from the food inspector.
- No duplicate home-based businesses will be permitted at the event. E.g. no two Tupperware booths. Registration is first come, first serve.
- Exhibits cannot impede fire escape exits.

LIABILITY INSURANCE CLAUSE

The User shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in Alberta and in forms and amount acceptable to the Committee.

General comprehensive liability insurance coverage with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user, its officers, employees, servants, agents, contractors, and volunteers and shall include: The County of Northern Lights, Town of Manning and The Manning & District Chamber of Commerce as named insured including, its officers, employees, servants, agents, contractors, and volunteers as additionally named insured with respect to liability arising out of the use of occupation by the user of the property belonging to the County.

CERTIFICATE OF INSURANCE CLAUSE

If the User already has liability coverage they shall provide the County with evidence of all required insurance prior to the event date. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the County, the User agrees to provide certified, original copies of required insurance policies.

Note: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

- (a) Name of the insurance company and the binder or policy number
- (b) Name and address of the insured (user group)
- (c) Policy period (covering at least the period of the facility rental)
- (d) Description of coverage
- (e) Policy limits
- (f) Description of insured operation and locations(s)
- (g) Signature of authorized representative and date

Please fax completed registration forms to 1-780-836-3663 or mail: The County of Northern Lights, Box 10, Manning, AB, T0H 2M0, or email csc@countyofnorthernlights.com

Registrant’s Name

Registrant’s Signature