



...experience it!



## **35<sup>th</sup> ANNUAL FOSTER'S PEACE COUNTRY CLASSIC AGRI-SHOW**

### **EVERGREEN PARK**

**March 12, 13 & 14, 2020**

**Thursday & Friday 10 a.m. – 5 p.m.**

**Saturday 10 a.m. – 4 p.m.**

*“Promoting Agriculture, Educating Our Customers, Industry Stakeholders and Providing the Venues for Fostering Business Relationships”*

Dear Exhibitor,

Welcome to the 35<sup>th</sup> Annual Foster's Peace Country Classic Agri-Show. Following is enclosed in this package:

- Exhibitor Space Request Contract
- Layout of Exhibit spaces
- Event Service Form (Superior Show Services)
- Checklist

***\*\* Please see the Exhibit Space Map for set up schedule, dismantle will be the reverse of the setup schedule. Example: First to setup will be the last to dismantle.***

To ensure a first class show, we request that all inside booths be manned during Show Hours.

Please show consideration in setting up and dismantling your equipment and booth so you do not impede the movement of other Exhibitors.

Please carefully read the entire Foster's Peace Country Classic Agri-Show contract regulations.

Please be sure you attach a business card to your application or a photocopy of one and completely fill out the application to be accepted.

### **Previous Exhibitor Contract Deadline and Spacing**

Exhibitors from the 2019 Show will receive priority spacing based on the following conditions:

a) The exhibitor is in good standing with Evergreen Park.

***b) The exhibitor application for the 2020 show is received by the Show office prior to November 8, 2019 (if not, your space will be released).***

c) Please ensure the person manning the booth gets a copy of the registration form and regulations.

### **New Exhibitor Contract and Spacing**

New Exhibitors to the 2020 Foster's Peace Country Classic Agri-Show will be considered once existing exhibitors that meet the Agri-Show criteria are confirmed. New exhibitors will be considered based on the following conditions:

a) The exhibitor has provided a letter describing their business or a short description on the contract and how it relates to the agriculture industry.

b) By date submitted.

c) There is space remaining in the show.

d) The exhibitor is considered to be in good standing with Evergreen Park.

Please note: Agri-Show organizers will do their best to accommodate exhibitor requests. However, it should be noted space location(s) will not be guaranteed. We would like to thank you for your interest in the 2020 Agri-Show and we look forward to seeing you soon.

### **Completing Your Exhibitor Space Contract**

Checking to be sure your Exhibitor Space Contract is filled out properly is very important. If it is not filled out completely, the Contract will be returned to you with a new copy of the Contract Form to fill out. If it is necessary for you to fill out a new contract, the second, correct copy will also be required by the deadline to save your booth. To save time and ensure you meet the deadline, please use the following checklist to review your Contract before sending it in.

- Fill out the entire top (information) portion clearly by printing or typing. It is imperative we have all contact information. Including first and last name, phone numbers and e-mail.
- Attach a copy of your business card.
- Fill out the Contract requesting the space according to what you had last year, unless you want to decrease your space.
- If you are requesting less space than the previous year please indicate this under the notes or requests section on the Contract. In this case, your Contract Form can be filled out according to the decreased space.
- If you are requesting more space on the contract it will be adjusted after the additional space is approved. And you will be charged accordingly. Be sure to indicate under the notes or requests section on the contract if you are requesting more space or a move from previous location.
- If you are paying by cheque please only send your contract form with the cheque through the mail. Please ensure you have enough time to send in by mail to ensure it arrives prior to the deadline date.

- If you are paying by credit card, please be sure to fill out the numbers very clearly.
- Registration Form MUST be signed and dated or it will not be accepted.
- The signature must be of the contact person listed on the contract form. This will be the person that will be contacted with any information regarding the show. Please give a copy to the person(s) at the booth if it is different than the name on the contract, so they have all the show details.

***If you require Internet, we do have wireless complimentary Internet. But, it sometimes is not reliable for everyone, as so many people are accessing it and it can be weak in certain areas of our buildings. So if it is something you rely on heavily, please arrange to bring your own Smart Hub we do not have hard line internet available.***

Were you in the show in 2019? Yes \_\_\_\_\_ No \_\_\_\_\_

I have large equipment that requires early move in? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a brief description of the product you are showcasing:

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Notes or requests, additional space requests for returning vendors:

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## 2020 Foster's Peace Country Classic Agri-Show Exhibitor Space Request Contract

Please complete the ENTIRE form (clearly print or type). Please attach a business card or a photocopy of one. **Please note the contact person you state below is the person that will receive all correspondence for the show. Please ensure a copy of this information is also passed onto the person(s) who will be attending the show.**

Business Name/Or conducting business as: \_\_\_\_\_

Contact Individual: \_\_\_\_\_

Address (include city, province and postal code): \_\_\_\_\_

Main Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

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

Booth Number	Booth Size	Rate	# Required	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	Total
Inside Booths 108-135, 200-295	10' x 10'	\$ 555.00 each				
Inside Booths 300-322	8' x 10'	\$ 535.00 each				
Inside Booths 100-107, 136-167	Bulk Booths	\$ 2.65/sq. ft.				
Outside Booths Center 400-421	50' x 30'	\$ 175.00 each				
<b>SUB TOTAL</b>						
GST 10744 6668RT					<b>5% GST</b>	
<b>TOTAL</b>						

- If you are a returning vendor please put size of previous year's booth and additional space requests under Notes or Requests.
- Additional Requirements: See additional forms for any additional requirements i.e. carpet, furnishings etc. (Superior Show Services).
- Extension cords not included. Most items through Event Services are not available outside. i.e. power.
- For new applicants' payment will not be processed until after November 8, 2019 — only if accepted.
- For returning exhibitors 50% deposit is required on contract submission — the remainder is due by January 31, 2020.

**If you are a RETURNING EXHIBITOR, your contract is due November 8, 2019.**

**If your contract is not received by this date, we cannot guarantee your booth space will be available for The 2020 Foster's Peace Country Classic Agri-Show.**

**(NO EXCEPTIONS) Please scan and e-mail back to [denise@evergreenpark.ca](mailto:denise@evergreenpark.ca)**

**No contract will be processed without completed contract, exhibitor signature on contract (below) and 50% deposit. Balance is due and payable January 31, 2020. This is your invoice. Please ensure you keep a copy for your records.**

\_\_\_\_\_ Process Full Amount

\_\_\_\_\_ Process Deposit Only

Make cheques payable to:

Evergreen Park, P.O. Box 370

Grande Prairie, AB T8V 3A5

Phone: (780) 532-3279 Fax:(780) 539-0373

\_\_\_\_\_  
Cheque #

\_\_\_\_\_  
VISA/MC Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
CVC #

\_\_\_\_\_ I authorize Evergreen Park the use of my credit card number to process this contract and all forthcoming amounts related to this contract (Please check to agree).

\_\_\_\_\_  
Exhibitors (Signature)

\_\_\_\_\_  
Date

**"The above 'Company' is subject and bound to all Trade Show Policies, Rules and Regulations, which I/We acknowledge hereto and form part of this agreement covering the privilege (but not the exclusive privilege) of the aforementioned operations at Foster's Peace Country Classic Agri-Show governing the exhibits at Evergreen Park."**

**STANDARD BOOTH PROVISIONS (unless otherwise specified)**

- . Exhibitor's admittance badges and power outlets according to chart.
- . 8' back drape and 3' side drape (pre-set colours).
- . Exhibitors must provide their own extension cord.
- . Security Services in effect from move-in until conclusion of move-out.

**Parking is available in designated "Exhibitor Parking" areas only TBD**

**If you require booth furnishings (table, chairs, carpet, etc.) please fill out the Event Services Form from Superior Show Services (included in this package).**

## FOSTER'S PEACE COUNTRY CLASSIC AGRI-SHOW EVENT REGULATIONS

### APPLICATION

- 50% of TOTAL due upon application deadline date of November 8, 2019.
- All cancellations prior to January 31, 2020 are subject to a 25% Administration Services Charge.
- Exhibitors cancelling participation in the 35<sup>th</sup> Foster's Peace Country Classic Agri-Show after January 31, 2020, will forfeit all monies.
- Cancellations must be made in writing.
- Exhibitors in violation of Event Regulations, following:  
written notice, shall be excused from the show for one year and subsequently must request future participation as a "new" exhibitor.
- Show management reserves the right to terminate or limit any demonstrations or displays, which in its opinion, are objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or are detrimental to the character and nature of the Foster's Peace Country Classic Agri-Show.
- Printed material for the purpose of solicitations outside of booth areas is not allowed to be distributed during events unless authorized by Management.

### UTILITIES AND INSURANCE:

- Under no circumstances can anyone other than electricians contracted by Evergreen Park make electrical service connections or repairs.

#### ***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 amounts acceptable to the Society.

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 Grande Prairie Regional Agricultural and Exhibition Society and the County of Grande Prairie #1 as named insureds including, its officers, employees, servants, agents, contractors and volunteers as additionally named insured with respect to liability arising out of the use or occupation by the user of the property belonging to the Society.

#### ***Certificate of Insurance Clause***

If the User already has liability coverage they shall provide the Society 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 Society, 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 location(s)
  - (g) Signature of authorized representative and date
- Neither show Management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in and/or move-out. Exhibitors are responsible for all their materials and should take adequate security measures at all times.
  - 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 exhibitor is, in law, responsible.

### **SPACE ALLOCATION:**

- Event Administration will attempt to accommodate all applications for space, but due to limited availability and selection procedures, Event Administration will not guarantee space allocations and reserve the right to make changes, as necessary. Exhibitors in good standing have first right of refusal on space not location. Acceptance of payment at the time of application does not guarantee location at the Foster's Peace Country Classic Agri-Show.
- Any contracts not received by the application deadline date will be processed in conjunction with submissions of new applicants. Transference of application to a company other than to whom it has been addressed is not permitted. Sub-letting and sharing of exhibit space to persons or companies not indicated as the Exhibitor is not permitted, unless authorized by Show Management.
- ***All Booths must be checked in and set up by Wednesday, the day prior to the show, by 8:00 p.m. or booth space will be considered a "no show" with no refund and re-sold, as we do not want any empty booth spaces in the show.***
- ***Absolutely no booths are to be taken down prior to 4:00 p.m., on the Saturday of the Show.***
- Exhibitors must contain promoting, selling and all materials, demonstrations and promotional giveaways within the boundaries of their exhibit space; stickers, windshield flyers, etc. are prohibited.
- Direct selling is allowed. However, your entire display must remain intact throughout Foster's Peace Country Classic Agri-Show.
- There shall be no operating of gas, propane or diesel motors. Any electric motors must be wired safely with proper guards before operation and are subject to inspection.
- Combustible materials are subject to certifications to their acceptability by the County of Grande Prairie Fire Department.

### **FOOD SERVICES:**

- All food and liquor services at the Foster's Peace Country Classic Agri-Show are controlled by Evergreen Park.
- No alcoholic beverages are permitted to be consumed at any exhibit site or display area indoor

or outdoor. If caught with alcohol, it would be grounds for automatic removal of your exhibit and no refund will be given.

- The Public Health Act food regulations will be adhered to.

**ADDENDUM:**

- The selling of raffle ticket draws are not permitted — unless a proper gaming license is provided to Evergreen Park.
- No exhibitors will have exclusive rights to products.
- No helium is allowed in the buildings.
- No animals are allowed in the booths, or in the buildings.
- Show Management reserves the right to make changes, additions, or deletions to event regulations at any time considered necessary.
- It is understood that by exhibiting in a show, Evergreen Park does not relinquish the right to control the management of the show and the enforcement of Event Regulations.
- No smoking cigarettes or vaping within the facilities or outside the Main Entrance doors.
- Propane cylinders are not permitted within the building.
- Business signage must be within booth allotted space, no higher than 12 feet and must remain within your booth space. Signage representing Evergreen Park or any Evergreen Park sponsors cannot be covered or removed at any time.
- By registering for the Foster's Peace Country Classic Agri-Show, your contact information will appear on our exhibitor lists.
- By signing this contract you give Evergreen Park permission to include your contact information on the exhibitor lists and to distribute these lists as Evergreen Park deems appropriate. (For example, this information may be provided to, but not limited to, the show guide (if applicable), the list of exhibitors may be provided to various media, or may be published on Evergreen Park's website. In addition, your name as well as any pictures of your booth or pictures of company representatives may be used in public relations, marketing and other media correspondence).

**ADDITIONS:**

- Trailers or decaled vehicles of any kind for the purpose of advertising are not permitted to park in the lot or along the fence line during the show unless you have rented space in Machinery Row or made specific paid sponsorship or other arrangements. Utility trailers can be parked and stored during the show in the Lewis Hawkes parking lot south of the Event Centre.
- All equipment dropped off on Machinery Row, if unattended, must be labelled with a sign or other company name and contact information in the case we need to reach you.
- Any products shipped in or out for the show must be labelled with your booth number, company name and contact information with all documents prepared for shipping. Products are not to be shipped any earlier than one week before the show due to minimal storage.
- Forklifts are available for move-in and may be requested at the Registration office.
- There are forklifts available to lift to a maximum of 5,000 lbs. If your requirements exceed this please make prior arrangements with Show Management.
- No threatening or aggressive behavior to staff, security or other vendors will be tolerated. Immediate removals of exhibit and no refund will be given. Any complaints must be given in writing.
- Evergreen Park reserves the right to move/remove and refuse any exhibitor for reasons determined by the staff and management at Evergreen Park.



## Checklist for Foster's Peace Country Classic Agri-Show

**\*Please use this checklist to ensure your Contract is completed\***

- HAVE YOU COMPLETED AND SIGNED THE ENTIRE AGRI-SHOW SPACE APPLICATION?
- I HAVE INCLUDED A BUSINESS CARD.
- READ THE ENCLOSED COVER LETTER AND THE CONTRACT RULES AND REGULATIONS.
- IF YOU HAVE ANY SPECIAL REQUESTS SUCH AS BOOTH LOCATION, OR YOU WOULD LIKE TO INCREASE OR DECREASE.
- YOUR SPACE AMOUNT, PLEASE INDICATE ON NOTES AND REQUEST SECTION ON CONTRACT. ALL REQUESTS.
- WILL BE CONSIDERED AND WE WILL DO OUR BEST TO ACCOMMODATE THEM. HOWEVER, WE CANNOT GUARANTEE ANY REQUESTS.
- I HAVE CONTACTED SUPERIOR SHOW SERVICES IN REGARDS TO ADDITIONAL BOOTH REQUIREMENTS.
- HAVE YOU INCLUDED A 50% DEPOSIT WITH YOUR APPLICATION (IF PAYMENT IS COMING FROM HEAD OFFICE OR UNDER A DIFFERENT COMPANY NAME, PLEASE INDICATE ON THE CHEQUE WHICH BUSINESS THE PAYMENT IS TO BE DIRECTED TO)?
- RETURNING EXHIBITORS MUST SUBMIT CONTRACTS ON OR BEFORE NOVEMBER 8, 2019.
- PLEASE KEEP A COPY OF THE CONTRACT FOR YOUR RECORDS (THIS IS ALSO YOUR INVOICE).
- HAVE INFORMED ALL EMPLOYEES WORKING DURING THE SHOW OF THE RULES AND REGULATIONS OF THE SHOW?
- HAVE PLANNED TO HAVE THE BOOTH STAFFED AT ALL TIMES?
- I HAVE COMPLETED AND FULFILLED THE ENTIRE CHECKLIST:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_