

SPACE RENTAL CONTRACT



Town of Kentville, Parks and Recreation Department
354 Main Street Kentville, N.S. B4N 1K6

Contact: Kevin Bennett kbennett@kentville.ca 902-679-6407

All show information will be addressed to the following address unless otherwise indicated

Exhibitor Information

Company Name _____

Mailing address _____

City: _____ Prov _____ Postal Code _____

Phone (Office) _____ Phone (Cell) _____ Fax _____

Website _____ E-Mail (required) _____

Products Displayed _____

Main Contact Name _____ E-Mail (required) _____ Phone _____

Location Request (Choices) 1st _____ 2nd _____ 3rd _____

Rental Details / Payments Options

Booths booked and paid for in FULL by March 17th 2017 are priced at \$440.00 per booth. Booth booked or paid for after March 17th are priced at \$585.00 per booth. All prices are subject to HST. To ensure your reservation a signed contract and payment must be received as per terms above, March 17th 2017.

Cancellations

Cancellation of any reserved booth must be received in email form prior to March 17th 2017, any cancellation requests after March 17th 2017 will result in a 50% of reserved space fee.

Booth Requests:

- | | | |
|--|------------|------------|
| <input type="checkbox"/> Early Bird Booth (Prior to March 17 th 2017) | \$440.00ea | Qty. _____ |
| <input type="checkbox"/> Regular Booth (After March 17 th 2017) | \$585.00ea | Qty. _____ |
| <input type="checkbox"/> Outside Space (To be negotiated with organizer) | \$T.B.D. | Qty. _____ |
| <input type="checkbox"/> Chairs | \$5.00 ea. | Qty. _____ |

Advertising / Sponsorship Options

- | | |
|---|----------|
| <input type="checkbox"/> Platinum | \$700.00 |
| <input type="radio"/> Radio promotion, inclusion in all print material, full color page ad in show brochure, promotion on Town of Kentville site with links to company site for 12 months | |
| <input type="checkbox"/> Gold | \$400.00 |
| <input type="radio"/> Full page color ad in show brochure | |
| <input type="checkbox"/> Silver | \$250.00 |
| <input type="radio"/> Half page color ad in show brochure | |
| <input type="checkbox"/> Bronze | \$200.00 |
| <input type="radio"/> Quarter page color ad in show brochure | |

Subtotal = _____ HST (15%) _____ Total = _____

Payment Method

Cheque (Made payable to Town of Kentville) and mailed to above address

Invoice (Above address to be used)

Customer

Printed Name _____ Confirming Signature _____ Date _____

EXHIBITOR TERMS AND CONDITIONS



1.0 Public Exhibition Hours

- Friday April 21st 5:00pm – 9:00pm
- Saturday April 22nd 9:00am – 5:00pm
- Sunday April 23rd 12:00pm – 4:00pm

2.0 Vendor Set-Up and Tear Down

All displays must be set-up by 1:00 on April 21st unless prior arrangements have been made with show organizer. Set up times are as follows:

- April 19th for large displays and large truck access ONLY
- April 20th 8:30am – Midnight
- April 21st 8:30am – 1:00pm

All displays must be taken down by 4:00 April 24th. No exhibitors are to begin tearing prior to 4:00 on April 23rd

3.0 Booth Specifications

- A standard booth is 10 feet wide by 10 feet deep divided by draperies across the back 8 feet high and extending along the sides 3 feet high. These will be provided by the event organizers. All displays must be kept within the confines of the rented booth space.
 - Booth carpet, tables, chairs and extra lighting must be rented prior to the show and do not come included in the price. See contact information for contractor.**
- Painting or fastening to walls, floors or any other part of the building is prohibited. Attaching signs or display material to the show's contractor's equipment will be with approved methods only. Any damage to the building or show dressings will be the responsibility of the exhibitor.
- Final allotment of booth space will be at the discretion of the event organizer.
- Space is to be used for products and purpose of the exhibitor and cannot be sublet or used by anyone other than the exhibitor without written consent from the organizer.

4.0 Lighting and Power

Kentville Home Show event organizers will supply one 15amp plug per 10 x 10 booth space. However, the exhibitor is required to supply all the necessary connections including, CSA Approved Equipment (i.e. extension cords, power bars). A licenced electrician will perform an inspection of all electrical work on Friday April 21st between hours of 1:00 pm – 4:00pm

Agreement to abide by terms and conditions

I, (Exhibitor's name) _____ have read, understood and will comply with all the terms and conditions of this contract.

Signature _____

5.0 Insurance

The exhibitor shall from the time of take-over of the rented space provide proof of Public Liability / Property Damage Insurance Coverage to the limit of \$2,000,000.00 with the Town of Kentville as an additional named Insured stated on the Insurance Form or Contract until such time as the rented space is released back to the Town of Kentville. The Town of Kentville or event sponsor (sponsors) is not responsible for any loss incurred by any exhibitor

6.0 Passes

Each vendor will receive 4 passes for their business. If more are required exhibitor must contact event organizer 2 weeks prior to show

7.0 Selling at the show

Exhibitors are permitted to sell at the show. Any vendor selling or distributing food must provide show with copy of food handlers certificate and expect to be inspected by the Health Inspector.

8.0 Parking

Exhibitors will be provided prior to show with a parking map for options to park. The event will not permit exhibitor parking in the front of the facility.

9.0 Show contractor

The Kentville Home Show as stated will provide each exhibitor the space they reserved ONLY. Any other furnishing or necessary items must be booked prior to the show through:

Darwin Event Group
info@darwineventgroup.com
1-902-877-679-7177

Pricing and listing will be sent prior to show once exhibitor confirms reservation.

10.0 Payment

If event does not receive cheque at the time of booking and exhibitor requires an invoice the Town of Kentville requires payment as per terms of contact. Any outstanding invoices will be charge interest as per our collection policy. A copy of the Town of Kentville Collection Policy is available upon request.

Date _____