



BOOTH REGISTRATION FORM

AND TRADE SHOW

Booths: Include a 10' X 10' booth or 10 x 20 booth with lighting, draping, a power outlet, a table, and two chairs.

Space is limited to 60 booths - REGISTER NOW!

Complete this form (both sides) and send with payment to the Town of Barrhead, details are below.

Contact Carol Lee, Event Coordinator, at 780-674-2532 Ext.4 if you have any questions or concerns

Contact Name:		Name of Organization:	
Mailing Address:		Town/City and Province:	Postal Code
Phone Number: ()	Fax Number: ()	E-Mail:	
<p>Eligibility: Barrhead Green Expo and trade show here in known as Management, has the sole right to decide the eligibilty of a company, or its products, for inclusion in the show. Final space allocation of an exhibitor will be made by Management. Briefly describe how your company or products are relevant to the Barrhead Green Expo, as follows:</p>			
<p>Payments: are to be made to The Town of Barrhead, Box 4189, 5014-50 Ave, Barrhead, AB T7N 1A2. Payment must be made in cash or cheque, cash will only be accepted in person at the Town of Barrhead office. Please indicate the amount below, and attach payment accordingly.</p>			
Payment: \$350.00 plus GST (\$17.50) = \$367.50 10 x 10 Booth <input type="checkbox"/> Cheque Enclosed <input type="checkbox"/> Cash - In person		Payment: \$600.00 plus GST (\$30.00) = \$630.00 10 x 20 booth <input type="checkbox"/> Cheque Enclosed <input type="checkbox"/> Cash - In person	

- In the event the trade show is full the payment will be refunded in full.
- In the event of an NSF cheque, a fee of \$25.00 will be added per cheque and may result in the cancellation of the booth.
- Management reserves the right to assign booths and limit the number of tables to each organization for the Barrhead Green Expo and Trade Show.
- See Reverse for Terms and Conditions, and Acceptance of those Terms and Conditions

FOR BARRHEAD GREEN EXPO AND TRADE SHOW OFFICE USE ONLY:

BOOTH NUMBER: _____ DATE RECEIVED: _____

(See Over →)

TERMS AND CONDITIONS

PAYMENT FOR EXHIBIT SPACE

The rate for each 10' x 10' booth space is \$367.50 (\$350.00 + GST) and for a 10 x 20 Booth \$630.00 (\$600.00 + GST). Applications for space must be accompanied by the full cost of the space reserved (cheque or cash). Please enclose a copy of this form with payment. Cheques should be made payable to Town of Barrhead Box 4189, 5014-50 Ave, Barrhead, AB T7N 1A2.

EXHIBITION HALL INFORMATION & HOURS

Hours and times are noted in brochure. All booths must be assembled and ready for display on Friday _____, between _____ and _____. All booths must be disassembled and removed from the facility by _____.

SECURITY

Barrhead "Green" Expo & Trade Show will arrange to provide security for the exhibit area during the entire show. While every precaution will be taken, Barrhead "Green" Expo, & Trade Show, the Town of Barrhead, and Barrhead Agrena does not assume any responsibility for damaged, missing, or stolen equipment.

GENERAL INSTRUCTIONS & RESTRICTIONS

Exhibits shall be installed so they will not project beyond the space allocated. Booth equipment, signs and displays (signs and decorations) shall not exceed 10' in height, nor extend out farther than one-half the distance from the back wall of the exhibit booth to the front of the booth to permit a clear view from booth to booth.

Exhibitors must, at their own expense, maintain and keep in order the exhibit space contracted for. Audio and video equipment and other apparatus must not operate at a sound level that will interfere with other exhibits.

No part of any exhibit or any signs relating thereto shall be posted, nailed, or otherwise attached to walls, doors, or posts in any way to deface exhibit hall property. Damages arising by failure to observe these rules shall be paid by the exhibitor.

All decorations must be of non-flammable or flameproof materials. No combustible decorations, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time.

Exhibitors will not be permitted to store containers, packing crates, and other nonessential items in their booth during the period of the show. Volatile, explosive, or other flammable matter or any substances prohibited by law, or the insurance carriers, are not permitted on the premises. No open flame without fire department approval.

ELECTRICAL

All electrical service will be provided by the show's electrical contractor. Exhibitors will each receive one complimentary outlet. Additional electrical service must be ordered by the exhibitor on order forms provided in the exhibitor's service kit. The cost of any electrical fixtures or service are to be borne by the exhibitor.

LIABILITY

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Barrhead Agrena, Barrhead "Green" Expo and Trade Show and Town of Barrhead employees harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability Barrhead "Green" Expo and Trade Show and Barrhead Agrena do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain liability insurance covering such losses by exhibitor.

CONTRACT FOR SPACE

Booth spaces will not be reserved without a registration form and payment. Formal notice of booth assignment by Barrhead "Green" Expo and Trade Show will constitute the complete agreement for the right to use the allocated space. The association reserves the right, in the best interest of the trade show, to relocate exhibits. If the Barrhead 'Green' Expo and Trade Show is sold out, and your company is interested in exhibiting, you will be placed on a waiting list.

CODE OF ETHICS

Exhibitors are expected to comply with the rules and regulations set forth.

SUMMARY

Failure to comply with the Rules and Regulations of the Barrhead "Green" Expo and Trade Show, as outlined in this document, forfeits all right to assigned spaces, which then may be reassigned to others with no obligation for refund. In no case will an exhibitor be allowed to install his exhibit until rental fees have been paid in full. No refund will be made for space that is not used during part of the exhibit. Should space remain unoccupied at the opening of the exhibit, Barrhead "Green" Expo and Trade Show may rent or use it, without obligation for a refund, unless prior arrangements have been made with Barrhead "Green" Expo and Trade show.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE TERMS AND CONDITIONS SET FORTH IN THIS DOCUMENT:

X

Signature / Printed Name of Applicant

Print Name of Organization

For questions regarding booth registration, please contact Carol Lee at (780) 674-2532 Ext. 4