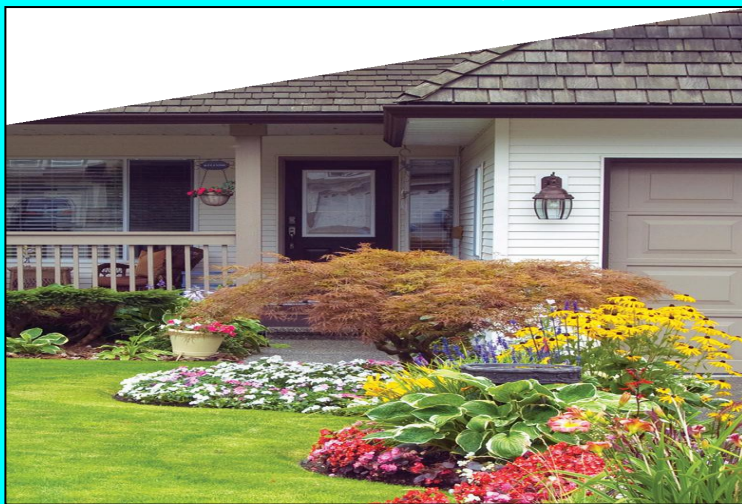




**Join Us For The
3rd "Kiwanis Home, Garden,
Leisure Show"
April 20th, 21st, & 22nd 2018
New Hours and Venue!
Encana Events Centre
Dawson Creek, BC**



Exhibitor's Brochure

Booth Prices

10 X 10 Booth—\$450.00

10 X 20 Booth—\$800.00

20 X 20 Booth—\$ 1200.00

20 X 40 Booth—\$2000.00

(Price does not include GST)

Included in Your Booth Price

Booth as per purchase, 1 standard power outlet, 1 six foot skirted table, two chairs

Show Hours & Locations

Friday 4:00 p.m. to 9:00 p.m.

Saturday 10:00 a.m. to 6:00 p.m.

Sunday 10:00 a.m. to 4:00 p.m.

There will be three floor areas used in the Encana Events Centre

Set-up starts Thursday, April 19, 2018 at 8:00 a.m. to 8:00 p.m. and again Friday, April 20th from 8:00 a.m. and must be completed by 3:00 p.m. Tear down must be completed by 8:00 p.m. Sunday, April 22, 2018.

Rules and Regulations

No Combustibles—Any vendor that brings into the

site any displays, props, decorations, materials or other personal property, it must fully comply with the Fire Code of the City of Dawson Creek, i.e. all wiring on booths or display fixtures must meet the rules and standards of the City of Dawson Creek Board of Fire Underwriters and Fire Department. Among other precautions, cloth, paper decorations, vegetation (branches, etc.) must be flame proofed. Use of combustible material is forbidden.

No Helium or Helium filled balloons are permitted inside the building.

Insurance Requirements— Vendor must provide a certificate of insurance to the Dawson Creek Kiwanis Club a minimum of 7 days prior to the set up date of April 19, 2018. Show location is Encana Events Centre, #1 300 Hwy #2, Dawson Creek, BC. Event dates are April 20, 21, & 22, 2018. The certificate must include Commercial General Liability Insurance with minimum limits of \$2,000,000.00, Global Spectrum Facility Management as Agent for the City of Dawson Creek, The Encana Events Centre, The City of Dawson Creek, and the Kiwanis Club of Dawson Creek shall be included as an additional named insured. Certificates of Insurance to be delivered to the Club no later than 1:00 p.m. April 16. Failure to do so will result in booth being cancelled without refund or a surcharge of \$100.00 to have Insurance provided.

Kiwanis Home, Garden & Leisure Show Rules & Regulations

Subletting of Space: Exhibitors will NOT be permitted to sublet the space allotted to them, or any portion thereof. Also, the exhibitor will not use space for any purpose than that shown on the application. Any breach of this clause will mean forfeiture of space allotted and non-refund of rent paid.

Completion Time: Space allotments may be cancelled by the Show Manager if exhibitors fail to occupy the space allotted to them by 2:00 pm with the exhibit specified on their application on the first day of the Show. This will mean forfeiture and non-refund of all monies paid.

Space Restriction: Exhibitors must confine all exhibit structures and activities to within the limits of the space allotted to them. Salespeople and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles in such a way as to be nuisance or an interference to the public or to other exhibitors.

Noise: Undue noise made in the operation of exhibits, or noisy or unseemly methods employed in sales or demonstration activities, will not be tolerated. All exhibitors must have an equal opportunity to conduct their own demonstrations without interference from their neighbours. The decision of what constitutes undue noise or any unseemly method shall rest with the Show Manager, whose decision shall be final.

Price Signs: Where prices must be advertised, signs must be small, neat and inoffensive, and the Show Manager shall have the right to prescribe their character and number .

Amplifying Devices: The use of amplifying devices

inside exhibit booths is prohibited. This ruling does not apply to the demonstration of products such as radios, televisions or VCR displays.

Give Aways: Exhibitors are not allowed to give away noisemakers, free coffee, drinks, etc. If you contemplate giving anything away, it would be to your advantage to check first with the Show Manager.

Show Liability: The Show Management will provide Security unto to the extent set out herein pursuant to “Security”, and it shall not otherwise be responsible in any manner for the persons, property or materials of the exhibitors or owners or their agents, servants or employees. The exhibitors or owners shall assume the risks of exhibiting their property and materials, and should any exhibit or portion thereof or any property in connection therewith be injured, lost stolen or suffer damage from any cause whatsoever, the Show and its Management will not be liable therefore in any manner whatsoever. Small and invaluable exhibit material should be packed away each night.

Height & Size Limitations for Displays: No display can exceed the contracted area. The height restriction for backwall and sidewalls for the standard draped booth areas also applies to the exhibitors display. There is no limitation on the height of equipment on display in the bulk space areas, provided such equipment is self-supporting and free standing. Equipment on display platforms may be subject to display height regulations.

Damage to Show Property: Exhibitors are responsible for all damage caused by them to show property.

Security: Security is provided during show hours

(The Event Centre will be secured during non-exhibition hours)

Staffing of Booths: Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show.

Booth Cleaning: Sweep your booth at closing and deposit garbage in the aisle for the night sweepers to remove. Exhibitors are expected to keep their booth neat and tidy at all times.

Alcoholic Beverages: The use of liquor (spirits, wine and beer) by exhibitors in their exhibit area is contrary to regulations set out by the Liquor Branch.

Food Vendors: menus for all food vendors must be approved by Show Management **PRIOR** to registration

Entry to the Show: Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor’s employees, who in the opinion of the management, is unfit, intoxicated, or in any way creating a disruption of the show.

Show Management on Site: Throughout the entire show period, Show Management will maintain a show office, located near the main entrance of the Events Centre.

Contracts: Confirmation of your Registration Card implies your acceptance of the Regulations and Clauses herein described.

Cancellations: If canceled prior to March 31, 2018 full refund will be provided. No refund will be provided after April 1, 2018.

Sales: Ticket sales as well as product sales can only be sold at your own booth area.

VENDOR APPLICATION FORM

Company Name: _____

Contact Name: _____ Position: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Fax: _____ Cell phone: _____

Please provide a brief description of the product or service to be displayed: _____

What is your booth preference: 1st Choice _____ 2nd Choice _____

3rd Choice _____

Renewal Deadline for last year's exhibitors is February 16, 2018, full payment must accompany application form. New vendor's must include full payment with their application as well.

Payment made be made by cheque payable to the Kiwanis Club of Dawson Creek . Visa, Mastercard, and E transfer are also accepted.

In the event of a cancellation by a vendor, there is a 100% refund up to March 31, 2018, after that date there are NO refunds given.

Application forms can be emailed to: Kiwanisdc@pris.ca

Or may be mailed to the Kiwanis Club of Dawson Creek

P.O. Box 765

Dawson Creek, BC V1G 4H8

In addition there is an option to attend a dinner Saturday night after the show closes, cost is \$25.00 per person. The dinner will be held at the En-cana Events Center.

Costing:

Booth Rental:

10 X 10 Cost \$450.00 Quantity: _____ Total Cost: _____

10 X 20 Cost \$800.00 Quantity: _____ Total Cost: _____

20 X 20 Cost \$1200.00 Quantity: _____ Total Cost: _____

20 X 40 Cost \$2000.00 Quantity: _____ Total Cost: _____

Multiple Booth Rental Discount—\$50.00 per booth

Saturday Night Dinner Tickets:

Quantity _____ X \$25.00 each = Total Cost: \$ _____

BOOTH RENTAL + DINNER TICKETS = TOTAL COST \$ _____

GST 5% of Total Cost: \$ _____

Total Amount due with Registration \$ _____

Payment Information:

Please indicate method of payment:

Cheque _____ E Transfer _____ Visa _____ Mastercard _____

Credit Card Number: _____ Expiry Date: _____

CV Code: _____

Name on Card: _____

Signature: _____

Acknowledgement of Kiwanis Home, Garden, and Leisure Show Rules and Regulations included in the registration package:

Signature: _____