

# 2019 Booth Space Contract



## CanWest Hort EXPO

Brought to you by the BC Landscape & Nursery Association  
September 25 & 26, 2019 | Tradex, Abbotsford, BC Canada



### Terms & Conditions

1. Please fill out, sign and return the full copy of this agreement.

2. Booth Cost

	<u>BCLNA Member</u>	<u>Non-Member</u>
<input type="checkbox"/> Standard (10' x 10')	\$995	\$1,295
<input type="checkbox"/> Island (10' x 20')	\$1,995	\$2,595
<input type="checkbox"/> Feature (10' x 20')	\$2,395	\$2,895
<input type="checkbox"/> Feature (20' x 20')	\$3,995	\$5,295
<input type="checkbox"/> Bulk Space-Equipment & Vehicle Companies	Call for pricing	Call for pricing

3. The applicant has read and agreed to the show rules and regulations on the back of this contract.
4. Booth payment billing procedure:
  - a) **Return your contract by Oct 31, 2018 to secure your 2019 booth(s)**
  - b) **First payment of 50% is due February 1, 2019**
  - c) **Final payment of 50% is due May 1, 2019**
  - d) Full payment required for new contracts received after May 1, 2019
  - e) Unpaid accounts are charged 10% after July 1, 2019
5. There will be **no refunds after June 1, 2019.**
6. Conditions stated herein apply to the contract.

### Applicant Information

Are you a member of the BCLNA?  Yes  No

Company Name (Please print full name)	Primary Contact - Show	Primary Contact - Email
Address, City, Prov, PC/Zip	Secondary Contact - Accounting	Secondary Contact - Email
Phone	Cell	Website
	Authorizing Signature	Date

### Product/Service Information for Show Guide (Please choose only **one**)

- Nursery & Floriculture Growers  
  Garden, Landscape, Nursery Products & Supplies  
  Floriculture Suppliers  
  Equipment & Services  
  Service Organizations  
  Soils, Compost, Sod, Fertilizer, Pesticides  
  Seeds  
  Greenhouse Builders & Suppliers  
  Irrigation Equipment & Services  
  Labels, Printing & Software  
  Arborist Equipment, Supplies & Services  
  Education & Service Organizations  
  Publications  
  Christmas Decor  
  Giftware  
  Business Development & Franchises  
  Other

### New Product Showcase

All exhibitors are invited to participate in the New Product Showcase. Your first new product is FREE up to 5 square feet!

Will you have a new plant/product to display in the **New Product Showcase**?  Yes  No

### Booth Number Preference

**1st Choice:** Booth #(s) \_\_\_\_\_ **2nd Choice:** Booth #(s) \_\_\_\_\_ **3rd Choice:** Booth #(s) \_\_\_\_\_

Booth assignment will be based on your choice of exhibit area and the postmark of the application. The show management reserves the right to assign booths and to curtail exhibits that do not pertain to the industry. Exhibitor's selections are based on their priority number.

### Booth Payment

Booth Cost: Cost \$ _____ X _____	= \$	_____
Bulk Space: Cost \$ _____ X _____	= \$	_____
5% GST ( # R125741744)	= \$	_____
<b>Total</b>	<b>= \$</b>	_____

Method of Payment:  Visa  MasterCard  Cheque (Please make cheque payable to 'BC Landscape & Nursery Association')

Please Note: The second payment, due May 1, 2019, will be processed on the credit card listed below.

Credit Card #	Expiry Date	CVS #	Name on Credit Card	Signature
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Please return contract to BC Landscape & Nursery Association: 102, 19289 Langley Bypass, Surrey, BC V3S 6K1  
 Booth Sales & Sponsorship: Karen DeJong (Contractor to BCLNA) 604.575.3504 [canwest@bclna.com](mailto:canwest@bclna.com)  
 Exhibitor Relations: Michelle Linford 604.575.3511 [milford@bclna.com](mailto:milford@bclna.com); Accounting: Judi Spicker 604.575.3507 [accounting@bclna.com](mailto:accounting@bclna.com)

# RULES AND REGULATIONS OF AGREEMENT

**1. MOVE-IN** Tradex security staff and the CanWest Hort Show floor director will control entry by strict adherence to Exhibitor's predesignated time slots. All Exhibitors must report to the holding lot first. Exhibitors missing their time designations may be placed at the end of the line-up. There is a maximum 30 minutes unloading time limit. Booth space not filled during move-in day may, at the discretion of the CanWest Hort Show Manager, be resold.

**2. MOVE-OUT** Exhibitors are not permitted to tear down their booth until the show officially closes. Doing so will forfeit that exhibitor's chances for display in next year's show. Once the show closes, no carts are permitted inside until completion of the carpet roll-up. For your protection, no untagged materials may leave the building prior to closing.

**3. NO CHILDREN ON SHOW FLOOR DURING MOVE-IN & MOVE-OUT:** Due to WCB regulations and the prevalence of heavy equipment, machinery, vehicles and forklifts on the show floor, children will not be allowed in the exhibit halls during move-in and move-out hours. Any infractions may result in the shutdown of the facility operations. We appreciate the burden this may create for many of our exhibitors who have family owned businesses, but safety concerns for all individuals on the show floor will require that this is strictly enforced.

**4. BOOTH ACCOUNT POLICY** All exhibitors are to have their account paid in full by **May 1, 2019**. No refunds will be given to those wishing to cancel their booth space after the date of **June 1, 2019**. A 10% discount will be granted to 2019 exhibit space for contracts submitted and paid in full by October 31, 2018.

**5. SUB-LEASING** No Exhibitor may assign, sublet or apportion the whole or any part of the booth space assigned to him, nor permit any other party to exhibit therein, nor to distribute any promotional or advertising materials, in the occupied space other than those manufactured, grown or sold by them in the regular course of business.

**6. EXHIBITOR'S SOLICITATIONS/TERRITORY** Exhibitors must limit their activities to within the confines of the booth space. Exhibitor activities must be conducted in a manner consistent with the non-interference of activities legitimately exercised by other Exhibitors. No firm or organization not assigned booth space inside the exhibit hall will be permitted to solicit within the Trade Show area. If they do so, they will be asked to leave the show.

**7. CHARACTER OF EXHIBITS** The Trade Show Management retains the privilege to restrict exhibits to products and services of interest to and related to the nursery and horticultural trade. The Management also reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason is objectionable and also to prohibit or to evict any exhibit which, in the opinion of the Management, may detract from the general character of CanWest. This reservation includes persons, things, conduct, printed matter or anything of a character which the Management determines objectionable. In the event of such restriction or eviction, CanWest is not liable for any refunds or rentals or other exhibit expenses.

**8. RIGHT TO EXHIBIT** Management reserves the right to prohibit any applicants applying for exhibit space in the show from displaying in CanWest.

**9. DISPLAY CONFIGURATION & LOCATION** Booth displays shall be according to trade industry norm with exhibit height in excess of 3' confined to the rear 5' of each booth. Where required each booth is provided with a 10' wide, 8' high backdrop, plus 3' high side curtains, which separate you from your neighbor. From the backdrop toward the front of your booth, you may have solid material for a maximum distance of only 5'. The next 5' to the front of your booth requires that you have only "see-through" type material above the 3' curtain. Feature Booths (20' x20'+) are required to have a 5ft 'Clear View Zone' around the perimeter of their booth - solid booth material may not exceed 3ft high in this zone. The CanWest Management and Committee will be charged with the enforcement of this rule and any violation will be immediately corrected or possible loss of booth space may result. CanWest also reserves the right to adjust the floor plan, and/or move exhibitors' booth locations, in order to accommodate higher or lower than expected exhibit- it sales, address safety and security issues, or for any other reason deemed necessary by show management.

**10. SPECIAL EQUIPMENT RESTRICTIONS** The operation of oil, natural gas or gasoline engines is prohibited and must be free of all such fuels while on display in the exhibit area. All battery cables must be disconnected during exhibition of vehicles and cable ends must be taped to meet Fire Department regulations. Audio-visual equipment is limited in its operation to sales demonstrations only, must not be noisy and shall not be used for showings designed to attract or amuse visitors, all audio-visual equipment shall be in accordance with the requirements of the fire prevention authorities and in harmony with any agreement entered into by CanWest, the Management of the facility and applicable labour-unions. The use of loud speakers and public address equipment by Exhibitors is absolutely prohibited. All plans for installation and operation of special sound equipment must be approved by the CanWest Management prior to installation.

**11. FOOD & DRINK** For reasons of sanitation and safety, no food or drink shall be given away or sold by Exhibitors in the exhibit hall. This distribution of alcohol by Exhibitors is prohibited in the exhibit hall. The concessionaire has exclusive rights for distribution of food and drink within the Tradex area.

**12. BALLOONS** Due to the Abbotsford International Airport located beside Tradex, no small hand-out helium balloons are permitted in the facility. Helium balloons or large inflatables for the purpose of advertising may be permitted in Tradex but must first be approved in writing through the Tradex Event Coordinator. CanWest and Tradex are not liable for the costs incurred to retrieve any such balloon from the ceiling or any damage caused by their escape. Sole liability rests with the Exhibitor.

**13-A. FOOTWEAR** In accordance with Workers Compensation Board policy, all Exhibitors must wear suitable safe, leather upper footwear when building or dismantling their exhibits. **RUNNING SHOES ARE PROHIBITED.**

**13-B. SAFETY VESTS REQUIRED** Safety vests must be worn by all exhibitors while on the show floor when moving in and moving out.

**14. WALL HANGINGS** Exhibitors are not permitted to hang anything whatsoever on the Exhibit Hall walls.

**15. PROPANE** The exhibit regulation for fire safety prohibits bringing propane containers exceeding 20 lbs. into the building. A "flow restriction valve", available from ICG Liquid Gas, or Malkin & Pinton Industrial Supplies, must be used on all propane tanks. All propane connections must be approved by Tradex Building Services Coordinators. For specific events requiring larger propane requirements, it may be possible to make special arrangements with Tradex and the Provincial Gas Inspector's Office.

**16. SMOKING** Tradex is a non-smoking facility. Patrons must be a minimum 25 feet (7.5 meters) away from the perimeter of the building.

**17. FIRE DEPARTMENT REGULATIONS** In accordance with the City of Abbotsford Fire Department all aisles and exits as designated on approved show plans shall be kept clean, clear and free from obstructions. Easels, signs, etc. shall not be placed beyond booth area into aisles.

**18. COMBUSTIBLES** Literature on display by Exhibitors must be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retarded to the satisfaction of the Fire Department. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited. Table coverings must be flame treated unless they lie flat, with any overhang of no greater than six (6) inches.

**19. SECURITY** CanWest will provide adequate security service for the exhibit area. As further protection, the CanWest Management encourages each Exhibitor to have at least one employee in their booth during move-in and move-out hours. However, in all cases, **THE ULTIMATE RESPONSIBILITY OF SECURITY LIES WITH THE EXHIBITOR AT ALL TIMES AND THE CANWEST WILL NOT BE HELD LIABLE FOR THE LOSS OR THEFT OF ANY OR ALL ITEMS FROM AN EXHIBIT BOOTH AT ANY TIME.**

**20. NON-COMPLIANCE TO RULES & REGULATIONS** Each Exhibitor for himself and his employees, substitutes or aides, agrees to abide by the rules and regulations given herein and by subsequent amendments and additions considered by the CanWest Management to be in the best interest of all Exhibitors. Upon non-compliance with the rules formulated, the CanWest Management reserves the right to prohibit, reject or eject any Exhibitor, Exhibitor's representative, exhibit (in whole or in part), or visitor, with or without giving cause. In the event of restriction or eviction, CanWest is not liable for any refunds on rentals or other exhibit expenses.

**21. AMENDMENT TO RULES** In an effort to provide the best to the greatest number, the CanWest Management shall have full power to so interpret the rules and regulations or make such judgements as may appear to be for the best interests of the entire exposition and any and all amendments of the foregoing rules, regulations and conditions shall bind the Exhibitors.

**22. EXHIBITOR LIABILITY INSURANCE REQUIRED** Exhibitors are required to have adequate liability coverage for their booth. (A min \$2,000,000 Liability is recommended.) See your commercial liability insurance provider; policy should identify BC Landscape & Nursery Association as an additional insured.

**23. LIMITATION OF LIABILITY** It is expressly understood and agreed, and the Exhibitor agrees by accepting these rules and regulations and/or by signing an official contract to exhibit, that he will make no claim of any kind against Tradex, CanWest, the BC Landscape & Nursery Association, its members, employees or agents for any loss, damage or destruction of goods, nor any injury or death that may occur to himself or his employees, associates or aides while in the exhibit area, nor for any damage of any nature or character whatsoever.