

## *Application: Indoor Vendor Space*

\*Please Note: All applications will be given serious consideration but not necessarily accepted. All fees will be refunded should your application not be accepted. Application deadline for review is 5:00 p.m. on May 17<sup>th</sup>, 2019.

Business Name: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Describe booth in detail below/ or send pictures.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We propose the following display: (List item(s) to be sold or displayed):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***\*Please attach additional information if required***

### **Indoor Vendor Booth Prices**

***All fees must be submitted with the application. If paying by credit card you must contact the Moose Jaw Exhibition Company LTD administration office with payment information in order for application to be considered.***

<b>Booth</b>	<b>Price</b>
10' x 8'	\$ 200.00
Each Additional Adjoining 10'	\$ 100.00
<b>Sub Total</b>	\$ _____
<b>GST (5%)</b>	\$ _____
<b>Performance Bond</b>	\$ 200.00
<b>Total</b>	_____

- Exhibitors Receive two 3-day Passes No Charge.
- Additional 3-day Passes are \$15.00/each, or 1-day Passes are \$5.00/each - must be purchased before June 14<sup>th</sup>.
- All Exhibitors and Staff Require a Pass. **NO EXCEPTIONS.**

## Electrical Services

One duplex 15 amp outlet is provided with each space; if more electric outlets are required and if available, you will be charged an additional fee.

Please provide complete details of your electrical requirement:

Voltage\_\_\_\_\_

Amp\_\_\_\_\_

Total kw\_\_\_\_\_

Appointments must be made for hookups through Regal Electric @ 1-306-692-6221 prior to June 14<sup>th</sup>, 2019.

## Rental Fees and the Performance Bond will be submitted at the time of this application

Please send money order or cheque payable to: Moose Jaw Exhibition Company Ltd  
You can also call the office and pay by credit card: 306-692-2723

## Terms of Agreement

### Vendor Space Exhibitors:

***The 2019 Moose Jaw Hometown Fair will be held – June 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>.***

Indoor Exhibit locations are to be announced upon arrival.

- All fees are subject to GST
- Please notify the office if you have any special requirements in your designated area (any additional costs will be your responsibility)
- All electrical cords and electrical hook ups are subject to approval by Regal Electric
- All cancellations must be submitted in writing to the Moose Jaw Exhibition Company LTD administration office by 5:00pm May 17<sup>th</sup>, 2019. **Any cancellations after this date will result in the forfeit of all fees.**

### Exhibitor's Insurance Requirements

It is required that every Exhibitor/Lessee meets all fire, health and any other related provincial regulations: liability, public liability, theft, fire and other coverage is recommended and may be required. This will be left to the discretion of the Moose Jaw Exhibition Company.

The Lessee will obtain and keep in force during the term of occupation, Comprehensive General Public Liability insurance respecting the use, occupancy and conduct of business in accordance with the Lessor's minimum insurance requirements, with insurers acceptable to the Lessor (Moose Jaw Exhibition Company Ltd.), for the amount not less than \$2,000,000.00. The policy will name the Moose Jaw Exhibition Company as an additional named insured with the cross-liability clause and the Lessee shall promptly furnish to the Lessor, copies of insurance policies or other applicable documentation by **May 17<sup>th</sup>, 2019**. Failure to do so will result in termination of the contract and the forfeit of all rental fees.

**Displays**

**Set-up time:** Thursday, June 20<sup>th</sup> from 12:00 Noon – 9:00 PM

**Hours of Operation of Indoor booths:**

Friday, 3:00 PM – 10:00 PM; Saturday, 12:00 PM – 10:00 PM; Sunday, 12:00 PM – 8:00 PM

**All Booths must be Shut-down Sunday June 23<sup>rd</sup> by 8:00pm, and must be removed Sunday June 23<sup>rd</sup> by 10:00pm. Failure to remove your items from the building by 10:00pm will result in the forfeit of Performance Bond.**

**Application Requirements:**

**Performance Bond:** All Exhibitors are required to submit the \$200.00 as consideration of a Performance Bond as part of the registration fees. Failure to adhere to any rules and regulations set out by the Moose Jaw Exhibition Company will result in the forfeit of any and all bond fees.

The following information must be included with the Application form:

1. Performance Bond Fee
2. Rental Fee
3. A description or a photo of your booth
4. Insurance policy must be submitted by May 17<sup>th</sup>, 2019. **NO EXCEPTIONS.**

The Application form and the above specified documents must be submitted to the Moose Jaw Exhibition Company.

***\*Failure to comply with the terms set out in this agreement will result in the forfeiture of ALL FEES***

**\*The Moose Jaw Exhibition Company LTD is not held liable for any damage and/ or loss of products and/ or display items and or booths/trailers.**

Please feel free to contact the Administration Office by phone 306-692-2723 or by email [moosejawexh@sasktel.net](mailto:moosejawexh@sasktel.net), should you require additional information.

\_\_\_\_\_  
Signature of Exhibitor/Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moose Jaw Exhibition Company

Please submit to:

*Moose Jaw Exhibition Company Ltd  
250 Thatcher Drive East  
Moose Jaw SK  
S6J 1L7  
Phone: 306-692-2723  
Fax: 306-692-2762*