

SPACE RENTAL CONTRACT

Agreement of reservation and use is between “The Kentville Centennial Arena” and “The Exhibitor” Please read and complete all sections.

CONTACT INFORMATION

Name of exhibitor (company) _____

Mailing Address _____

Contact Name _____ Phone _____ Fax _____

Email (required) _____ Website _____

Products to be displayed _____

RENTAL DETAILS / PAYMENT OPTIONS

Booths booked and paid for in full by March 19th, 2010 are priced at \$335.00 ea. **Booths booked or paid for after this date will be priced at \$425.00 ea.** All prices are subject to HST. To ensure your reservation payment in full must be received by March 19th, 2010. A fee of 50% will be applied to any cancellation after March 19th 2010. All cancellation requests must be received in writing.

Booth Charge: _____ @ \$335.00 ea = _____ (Paid for on or before March 19, 2010)
 Booth Charge: _____ @ \$425.00 ea = _____ (Any booth paid for after March 19, 2010)
 Outside Space: _____ @ _____ = _____ (To be negotiated with organizer)
 Chair Charge: _____ @ \$5.00 ea = _____
 Table Charge: _____ @ \$10.00 ea = _____
 Co-Sponsor Fee: \$500.00 = _____ (Inclusion in all print and radio advertising)

PAYMENT METHOD

- Cheque enclosed
 Invoice me

SUBTOTAL = _____

HST (13 %) = _____

TOTAL = _____

Please make cheques payable to:
 Town of Kentville
 354 Main Street Kentville
 B4N 1K6

Contact Information:
 Kevin Bennett
 (902) 679-2533 / (902) 680-6407
 Fax # (902) 679-2375
kbennett@kentville.ca

TERMS AND CONDITIONS

1. Public Exhibition Hours:

- Friday, April 16th (5:00pm - 9:00pm)
- Saturday, April 17th (9:00am - 6:00pm)
- Sunday, April 18th (12:00pm - 4:00pm)

2. Set-Up and Tear Down:

All displays must be set up by 1:00pm on Friday April 16th unless prior arrangements have been made with the event organizer. Set up times for displays will be as follows:

- Wednesday April 14th (8:30am - 4:30pm)
- Thursday, April 15th (8:30 am -12:00 am)
- Friday April 16th (8:00am -1:00pm)

All displays must be taken down by 4:00pm on Monday April 19th. Please note, no vendors are to start the tear down process before 4:00 on Sunday the 18th.

3. Booth Specifications:

- (a) A standard booth is 10 feet wide by 10 feet deep (10 x 10) divided by draperies across the back (8 feet high) and extending along the side (3 feet high). These will be provided at the expense of the event organizers. Carpeting or other floor covering for booths is the responsibility of the exhibitor. All booth decorations must be kept within the confines of the rented booth dimensions and may not block the visibility of other exhibits.
- (b) Painting or fastening to walls, floors or any other part of the building is prohibited. Attaching signs or display material to the show contractor's equipment will be by approved methods only. Any damage to the building or show dressings will be the responsibility of the exhibitor.
- (c) Final allotment of booth space will be at the discretion of the event organizer.
- (d) 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. Lighting and Power:

Kentville Home Show event organizers will supply one 15 amp plug per booth; however, the exhibitor is required to supply all the necessary connections including, CSA Approved Equipment (i.e. extension cords and power bars). A licensed electrician will perform an inspection of all electrical work on Friday, April 16th between the hours of 1:00pm and 4:00pm.

5. 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. Passes:

Each vendor will receive 4 passes to hand out to people helping out during the Home Show weekend.

7. Selling at the show:

Exhibitors are permitted to direct sell from booth space during the show.

8. Parking

Vendors are asked **not to park in the front parking lot** during the hours of the show. The front parking lot is to be designated for the general public. Parking options and maps will be provided to vendors prior to the show to ensure vendors have parking options.

AGREEMENT TO ABIDE BY TERMS AND CONDITIONS

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