



Town of Viking Administration Office
 5120-45 Street, Viking, AB, T0B 4N0
 Phone: 780-336-3466
 Email: info@viking.ca | viking.ca

Exhibitor Terms & Conditions - Community Business Showcase 2018, May 12, 2018, 10 a.m. – 4 p.m.

Exhibit Allocation

Exhibit space is allocated by the Trade Show Coordinator based on when the applications were received, the nature of the exhibit, and the size and space required. Preference is given to those applications received before the deadline date May 7, 2018. Exhibitors are responsible for providing staff to be present in their booth at the designated times.

Exhibit Size

Each display area (10 feet x 10 feet) includes one table and two chairs. In order to provide adequate clearance and access, the Trade Show Coordinator reserves the right to restrict exhibits to specific dimensions. If you exhibit exceeds these limits or requires equipment and/or attention, please notify the Trade Show Coordinator prior to setup.

Exhibit Set-up

Exhibit set-up begins Friday, May 11 at 1 p.m. to 7 p.m. Setup must be completed by 8 p.m.

Exhibit Tear-down

Dismantling, loading, and departure of displays and exhibits

must not be started until after the show at 4 p.m. on May 12, 2018 and must be completed by 6 p.m.

Cancellation Policy

Should the exhibitor cancel their commitment to the Town of Viking Community Business Showcase after submitting the application, they may only cancel by giving the Town of Viking Recreation Director written notice by mail, fax or email by May 7, 2018. The exhibitor is eligible for a full refund if notice is received by May 7, 2018.

Liability

The exhibitor agrees not to hold responsible the Town of Viking, and their employees and agents for any and all claims whatsoever of liability, loss, damage, or expense resulting for the exhibitor's use of the exhibit space. A charge will be applied by the Town of Viking of any exhibitor or organization for damages resulting from negligence or carelessness or lack of adherence to the Town of Viking regulations or the Viking Carena Complex Facility Rules.

Community Business Showcase 2018 – Exhibitor Application

Contact Name:		Title:	
Company or Organization:			
Mailing Address:		Town/City:	Postal Code:
Street/Municipal Address:		Town/City:	Postal Code:
Phone:		Cell:	
Fax:		Email:	

Exhibit Space(s):	# of Spaces	Rates	Payment:
Not-for-profit groups:		Free of charge	Total payment is due by May 7, 2018
Home based business:		\$35 per space for home based business with 1 or 2 employees.	
Established business:		\$50 per space for established business with 3 to 5 employees or more	
Power:		\$15 per space for Power	
Total:		<i>Make cheques payable to The Town of Viking.</i>	

Name of employees attending the Community Showcase:

Agreement

We have read and agree to abide by the information outlined in the "Exhibitor Terms and Conditions" regarding exhibits at the Town of Viking Community Business Showcase 2018 including booth information, set-up, dismantling and liability. All allocations of space will be made by the Trade Show Coordinator. Provisions of exhibit space by the Town of Viking does not constitute endorsement of goods and/or services.

By signing this contract, the exhibitor agrees with the Exhibitor Terms and Conditions pertaining to the Town of Viking Community Business Showcase 2018 as outlined in this document package.

Signature:		Date:	
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