



S O U T H E R N
ALBERTA **HOME**
& garden
SHOW

MARCH 30 - APRIL 2, 2022

www.hglethbridge.ca

TRADESHOW APPLICATION

homegarden@exhibitionpark.ca

LETHBRIDGE & DISTRICT EXHIBITION
P: 403-328-4491 | F: 403-320-8139

3401 PARKSIDE DRIVE SOUTH LETHBRIDGE, AB T1J 4R3

In order for us to process your application, please complete and sign the attached contract and provide the following information:

Previous Exhibitor Application Deadline and Spacing

Exhibitors for the 2022 show will receive priority spacing based on the following conditions:

- A. The exhibitor is in good standing with Lethbridge & District Exhibition.
- B. The exhibitor application for the 2022 show must be received by November 26, 2021.

Previous Exhibitor deadline extended to February 25th, 2022

New Exhibitor Application Deadline and Spacing

New exhibitors to Home & Garden will be considered once returning exhibitors deadline date of November 26 has passed. They must also fit within the criteria of the show. Any spaces that have not been filled by returning exhibitors after this date will be released to sell to waitlist exhibitors.

Please Note: Home & Garden organizers will do their best to accommodate exhibitor requests. However, it should be noted specific and historical booth locations and booth sizes may not be available or guaranteed. We would like to thank you for your interest in Home & Garden 2022 and look forward to seeing you soon.

All Exhibitor Applications

All Exhibitors, previous and new for the 2022 show must submit with their application:

- A. Proof of \$2 million liability and property damage insurance.
- B. Attach a business card.

Be sure to read the contract rules and regulations carefully, complete ALL required information and sign page three of the contract. Confirmation of your acceptance will be emailed to as soon as possible upon approval.

CONTRACTS WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.

Please feel free to contact me if you have any questions.

homegarden@exhibitionpark.ca

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Completing Your Contract

Please check to be sure your contract is filled out properly. If it is not filled in completely, the contract will be sent back to you. To save time and ensure you meet the deadline, please use the following checklist to review your contract before sending it in.

- Fill out the entire top (information) portion clearly by printing or typing. It is imperative we have all contact information including first and last name, phone numbers and e-mail.
- Attach a copy of your business card.
- Fill out your booth space according to your needs. It is not guaranteed you will get the space or location you have had in previous years.
- If you are requesting more space than is available in the choices make a note in the comments and it will be reviewed, approved if possible and charged accordingly.
- All booth spaces are based on 10'x10' units. The maximum width is 20' but the length is only restricted by availability. We will only allow an initial maximum booth size request of 20'x30'. Exhibitors can request more space which will be allocated after the Nov 26 deadline has passed.
- You can request a specific pavilion and we will try to accommodate.
- We do have wireless complimentary Internet but it sometimes is not reliable for everyone. If there are a significant number of people accessing it and it can be weak in certain areas of our building. If it is something you rely on heavily and require dedicated Internet, please order a hard line for your booth on the contract page 2.
- If you are paying by credit card, please be sure to fill out the numbers very clearly and check the box indicating we can process the transaction.
- Contracts must be signed and dated or they will not be accepted.
- The signature must be of the contact person listed on the contract. This will be the person that will be contacted with any information regarding the show. Please give a copy to the person(s) looking after your booth if it is different than the name on the contract, so they have all the details & understand the rules and regulations.
- Due to construction there is no West Lot access for the Main Pavilion. All large equipment booths will be relegated to the North, South or West Pavilions only.
- Depending on booth location, Exhibitors with large equipment and/or displays may be required to move-in early.

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Exhibitor Contract Page 1

| EXHIBITOR INFORMATION | | | |
|---|--|-------------|--|
| ARE YOU A RETURNING EXHIBITOR FROM 2019, 2020 or 2021? Y/N: | | | |
| LEGAL BUSINESS NAME | | | |
| NAME FOR SOCIAL MEDIA LISTING | | | |
| CONTACT (FIRST & LAST NAME) | | | |
| HOME PHONE | | | |
| CELL PHONE | | | |
| WEBSITE | | | |
| FACEBOOK | | | |
| E-MAIL | | | |
| ADDRESS | | | |
| PROVINCE | | POSTAL CODE | |

Important!! I have large equipment that requires early move-in. Yes No

Please provide a brief description of the product you are showcasing, selling and/or giving away for approval

Notes or requests, Indicate here any additional space requests or changes for returning



Exhibitor Contract Page 2

| RATES & EXHIBITOR REQUIREMENTS | | | |
|--|------------|------------|-----------------------------|
| BOOTH TYPE | PRICE | # REQUIRED | TOTAL PRICE |
| 10 x 10 (100 sq. ft.) | \$790.00 | | |
| 10 x 20 (200 sq. ft.) | \$1,400.00 | | |
| 10 x 30 (300 sq. ft.) | \$2,050.00 | | |
| 10 x 40 (400 sq. ft.) | \$2,650.00 | | |
| 10 x 50 (500 sq. ft.) | \$3,250.00 | | |
| 20 x 20 (400 sq. ft.) | \$2,650.00 | | |
| 20 x 30 (600 sq. ft.) | \$3,850.00 | | |
| Outdoor Booth (30x60) | \$850.00 | | |
| Additional 10 x 10 (100 sq. ft.) <i>if available</i> | \$600.00 | | |
| Additional Exhibitor Badges | \$25.00 | | |
| 20 Client Passes, includes parking | \$170.00 | | |
| 20AMP / 120V Power | \$85.00 | | |
| 30AMP / 240V Power | \$160.00 | | |
| Hardline Internet | \$155.00 | | |
| Gas Line | \$175.00 | | |
| HOME & GARDEN DIRECTORY BASIC LISTING (Bronze) | \$50.00 | | |
| | | | SUB TOTAL |
| | | | BILD Member 10% discount |
| | | | ADD 5% GST |
| | | | TOTAL |

For more information on the Digital Show Guide and Directory Packages please contact: homegarden@exhibitionpark.ca

Are you interested in access to online tradeshow training for your staff, courtesy of BILD Lethbridge Region?

Yes No



Exhibitor Contract Page 3

Returning Exhibitor applications are due November 26, 2021
 Contract will not be processed until it is fully completed, including
 signature.

BY SIGNING THE CONTRACT BELOW, I AUTHORIZE LETHBRIDGE & DISTRICT EXHIBITION TO PROCESS THIS APPLICATION AND ALL FORTHCOMING AMOUNTS RELATED TO THIS CONTRACT.

| | | |
|-------|-------|------------|
| DATE: | NAME: | SIGNATURE: |
|-------|-------|------------|

"THE EXHIBITOR IS SUBJECT & BOUND TO ALL TRADE SHOW POLICIES, RULES & REGULATIONS. THE EXHIBITOR ACKNOWLEDGES HAVING READ THE ATTACHED POLICIES, RULES & REGULATIONS AND UNDERSTANDS THEY FORM PART OF THIS CONTRACT, AS ENTERED INTO WITH EXHIBITION PARK."

| | | |
|---|------------|-----|
| PAYMENT INFORMATION <input type="checkbox"/> <i>50% payment</i> <input type="checkbox"/> <i>Full payment</i> | | |
| <input type="radio"/> Credit Card <input type="radio"/> Cheque Attached <input type="radio"/> Cash/Debit/Other _____ <input type="radio"/> E-Transfer | | |
| Credit Card # (Visa, Mastercard only) | Expiry | CVV |
| Print Name | Signature* | |
| E-transfer information: EMAIL: payments@exhibitionpark.ca PASSWORD: Expark COMMENTS: List business name & event | | |

**Please sign to authorize the use of the credit card information*

Lethbridge & District Exhibition GST# R123172801 PID# AA03FUU41

OFFICE USE ONLY :

Amount received with Contract: _____ Balance Due: _____

Booth# _____ EP: _____ DB: _____ Finance: _____ Mapped: _____ CP: _____

Invoice# _____ Second Payment: _____ Final Payment: _____

CONTRACT INCLUSIONS

| BOOTH TYPE | EXHIBITOR BADGES | 110V POWER OUTLETS |
|------------------------------------|------------------|--------------------|
| 10 x 10 | 2 | 1 |
| 10 x 20 | 2 | 1 |
| 10 x 30 | 4 | 2 |
| 20 x 20 | 4 | 2 |
| 20 x 30 | 6 | 3 |
| Booths larger than 600 square feet | 8 | 4 |
| Outdoor Lot 30 x 60 | 2 | N/A |

IMPORTANT INFORMATION – LETHBRIDGE & DISTRICT EXHIBITION (LDE)

- Event Management will attempt to accommodate all applications for space but due to limited availability and selection procedures, Event Management will not guarantee space allocations and reserves the right to make changes as necessary. Exhibitors in good standing have first right of refusal, not location.
- Any returning exhibitor contracts not received by the application deadline will be processed in conjunction with submissions of new applicants.
- All booths must be checked in & set-up by the Tuesday at 6:00 p.m, the day prior to the show, or booth space will be considered a “no show”. No refunds will be issued, and the space will be re-sold to avoid empty space in the show.
- Exhibitor rates apply to booths checked as a single connected unit solely by LDE. Sub-letting and sharing of exhibit space or transfer of application to persons or companies not indicated as an Exhibitor is NOT permitted. A contract MUST be completed for EVERY Exhibitor.
- Exhibitors must contain promoting & selling, all materials, demonstrations and promotional giveaways within the boundaries of their exhibit space. Stickers, windshield flyers, etc. are prohibited.
- Direct selling is allowed within booth space. Printed material for the purpose of solicitations outside booth areas is not allowed to be distributed during events unless authorized by Management. All sales MUST take place within your allocated booth space
- Policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the Alberta Fire Code will be adhered to. Exhibitors using any type of heating device must have a regulation fire extinguisher in their booth and can only be an outside exhibitor. Heating devices and any burning candles are not allowed inside, as this is against regulations.
- Exhibitor’s admittance badges & power outlets according to chart above.
- All booths will have 8’ back drape and 3’ side drape.
- Security Services in effect from move-in until conclusion of move-out.
- All staff members scheduled to work booth locations are required to present either an Exhibitor Badge or daily admission ticket & parking pass at gate, otherwise they will be charged admission & parking fees—which are non-refundable. This applies to everyone entering gates including drop-off/pick-ups.
- Parking is available in designated “Exhibitor Parking” areas as per the Exhibitor Package you will receive two weeks before the show.
- Event Management reserves the right to terminate or limit any demonstration or displays, which in its opinion are objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke or are determined to be detrimental to the character & nature of the show.
- No Exhibitor will have exclusive rights to products. Other Exhibitors will be allowed to sell similar products. However, Event Management will do its best to ensure there is not an abundance of similar items.
- No threatening or aggressive behavior to LDE staff/volunteers, security, members of the public, or other Exhibitors will be tolerated. Event Management may at any time in its discretion, remove the Exhibitor, and/or its employees/workers from Exhibition Park for any violation of this contract.
- Following written notice, Exhibitors in violation of the Event Regulations shall be excused from the show for one year and subsequently must request future participation as a new Exhibitor.
- Camping at Exhibition Park is NOT permitted. If you require camping please contact Bridgeview RV Park 403- 381-2357.
- Raffle draws are NOT permitted without a valid AGLC gaming license and the express written consent of Exhibition Park.
- No smoking of cigarettes, vaping or marijuana is permitted other than in designated smoking areas outside of the pavilions.
- LDE and Event Management reserve the right to make changes, additions or deletions to Event hours, set-up and regulations at any time considered necessary.
- Business signage must be FREE standing no higher than 12 feet and must remain within your booth space.
- Your Exhibitor information will appear on our Exhibitor list (the name listed on your contract will be the name that appears in all advertising lists and government reports). By signing this contract you give LDE permission to include your information on the Exhibitor list and to distribute these lists as LDE deems appropriate. This information may be provided to various media outlets such as Facebook, Twitter, Instagram, and Lethbridge & District Exhibition websites. In addition, your name as well as any pictures of your booth or pictures of company representatives, may be used in public relations, marketing and other media correspondence.
- No helium or propane cylinders are allowed in the buildings.
- No animals are allowed in the booths, or left in vehicles. Application
- 50% of TOTAL is due upon application submission, balance is due by January 7, 2021.
- All cancellations prior to January 7, 2021 are subject to a 25% Administration Services Charge.
- Exhibitors cancelling participation in Home & Garden after January 7, 2021, will forfeit all monies.
- All cancellations must be made in writing to Event Management.
- If you require booth furnishings (tables, chairs, carpet, etc...) please fill out the Event Services Form (included in this package).

INITIAL_____

Utilities & Insurance

- Under no circumstances can anyone other than electricians contracted by LDE make electrical service connections or repairs.
- All exhibitors are required to have their own \$2 million general liability insurance.
- The exhibitor is responsible for obtaining insurance related to participation & requirements for the exhibit in the show.
- The Certificate of Insurance must name Lethbridge & District Exhibition as an additional insured.
- Exhibition Park Management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in, event and move-out. Exhibitors are responsible for all their material and should take adequate security measures at all times.

Shipping

- Any products shipped in or out for the show must be labelled with your booth number, company name and contact information with all documents prepared for shipping. Products are not to be shipped any earlier than one week before the show due to minimal storage.
- Forklifts are available for move-in and move-out. They may be requested at the info booth. There are forklifts available to lift from 3,500lbs to 8,500lbs. Exhibitors requiring forklifts for longer than one hour and excessive usage will be required to pay additional costs and should book ahead for early move-in and later move-outs. The forklifts are extremely busy during these times so please be respectful of usage time and ensure your placement is correct the first time. Additional move requests may require additional costs and will be moved to the end of the list.
- Please note that there is no loading dock on

site. Additions

- Trailers or decaled vehicles of any kind for the purpose of advertising are not permitted to park in the lot or along the fence line during the show unless you made specific paid sponsorship or other arrangements. Utility trailers can be parked and stored during the show in the parking area at the end of the track off the backstretch. A map will be provided from the info booth during registration.

New & Important

- A \$250 charge will be implemented to any company that packs up and leaves earlier than 5pm on the last day of the show, this fee will be required to be paid in full prior to being allowed in the show for the following year. No exhibitor is permitted to move out before 5:00 p.m. Saturday, the last day of the show as it is unfair to the exhibitors who are still set up and trying to do business and to the customers that have paid to attend the show and expect the booths to be set up until 5:00 p.m.
- Extension cords will NOT be provided by LDE. Exhibitors must provide their own extension cords as the power may not be located directly in reach of your booth.

Food Service

- Each food exhibitor must comply with the Alberta Health Food Safety Regulations, which includes applying for a Special Event Food Vendor Notification.
- Please download an application at <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>
- For further information, please contact the Lethbridge office directly 403-388-6690
- No alcoholic beverages are permitted to be consumed at any exhibit site or display (indoor or outdoor), without permission from Event Management and LDE Food Services Department. If caught with alcohol, this would be ground for automatic removal of your exhibit & no refund will be given.
- The Public Health Act Food Regulations will be adhered to.

COVID-19

- All current COVID-19 policies and procedures can be found at <https://agrifoodhub.ca/covid-19/>
- All COVID-19 policies and procedures must be adhered to, those not complying will be asked to leave the facility.

By signing this contract you give LDE permission to include your contract information on the exhibitor lists and distribute these lists as LDE deems appropriate. (For example, this information may be provided to, but not limited to, the show guide (if applicable), various media or published on Lethbridge & District Exhibition websites. In addition, your name as well as any pictures of your booth or pictures of company representatives may be used in public relations, marketing and other media correspondence).

INITIAL_____

Contract Submission

Please return COMPLETED contracts along with all requirements listed on page one to:

homegarden@exhibitionpark.ca
LETHBRIDGE & DISTRICT EXHIBITION
P: 403-328-4491 | F: 403-320-8139

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CHECKLIST FOR HOME & GARDEN APPLICATION

Use this checklist to ensure your application is completed and to review information needed.

Please read, check off, sign, date, and return a copy with the contract.

- I have completed and signed the entire Home & Garden Trade show space application.
- I have included a business card.
- I have read the enclosed cover letter and the contract Rules & Regulations.
- If you have any special requests such as booth location, or you would like to increase your booth space amount, please indicate under notes and requests on page 3 of the contract.
- I have included requests for additional power requirements, internet, phone line, gas line, client passes, extra badges, equipment use, etc. on the contract.
- I have filled out the Event Services Form and will return with the contract.
- I have included a 50% deposit with my application (if payment is coming from head office or under a different company name, please indicate on the cheque which business the payment is to be directed to)
- Please keep a copy of the contract application for your files (This is also your invoice).
- I have informed all employees working during the show the criteria, rules & regulations of the show.
- I understand that I must have the booth staffed at all times during the show and I understand that I will be charged a \$250.00 fee for packing up before 5pm on the last day of the show.
- I have passed all this information to be reviewed to the person(s) that will be working the show booth(s)
- Please note that depending on your size of booth & equipment you may be required to move-in early at specific scheduled times as well as for move-out and must be diligent with those times as others will be scheduled around you.
- I understand move-out must be completed by Wednesday, April 6.

For sponsorship opportunities please contact Mike Wuchterl at mike@exhibitionpark.ca



Event Services

| | |
|--------------------|--|
| Business Name | |
| Contact Individual | |
| Main Phone | |
| Cell Phone | |
| E-mail | |
| Address | |

Prices are based on 4 days, most items are not available for outside lots.

Limited quantities available on certain items so
please RETURN THIS FORM WITH YOUR CONTRACT

Pre Order Deadline: March 5, 2022

| CHAIRS, TABLES & EXTRAS | | | |
|--|---------------------------------------|----------|-------|
| QTY | DESCRIPTION | PRICE | TOTAL |
| | Black Fiberglass Chairs | \$ 25.00 | |
| | Black Folding Chairs | \$ 22.00 | |
| | Padded Drafting Chairs | \$ 44.00 | |
| | 4' Table with Cover | \$ 56.00 | |
| | 6' Table with Cover | \$ 71.00 | |
| | 8' Table with Cover | \$ 71.00 | |
| | Round Tall Pedestal Table | \$ 84.00 | |
| | Easels - Metal | \$ 28.00 | |
| | Twin Display Booth Lights | \$ 31.00 | |
| | Trees | \$ 45.00 | |
| | Draw Barrel - Gold | \$ 16.00 | |
| | Wastebasket | \$ 20.00 | |
| | TV/DVD Combo | \$ 75.00 | |
| | Twin Display Booth Lights | \$ 40.00 | |
| | Table Covers (client supplying table) | \$ 31.00 | |
| Table cover colors, check one: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red | | | |

| BOOTH CARPET AND CLEANING | | |
|---|-----------|-------|
| Cleaning done prior to show opening and every night at show close for duration of show: carpets vacuumed, wastebaskets emptied, housekeeping | | |
| BOOTH ITEM - PER 10X 10 | PRICE | TOTAL |
| GREY BOOTH CARPET | \$ 160.00 | |
| BOOTH UNDERLAY - <i>MUST BE PREORDERED**</i> | \$ 90.00 | |
| BOOTH CLEANING | \$ 75.00 | |



Event Services

| SIGN HANGING – must preorder | | | | FORKLIFT | | | |
|------------------------------|------------------|-----------|-------|----------|-----------------------|-----------|-------|
| QTY | DESCRIPTION | PRICE | TOTAL | QTY | DESCRIPTION | PRICE | TOTAL |
| | Up to 1 hour | \$ 175.00 | | | Forklift up to 1 hour | \$ 150.00 | |
| | Additional hours | \$ 75.00 | | | Additional hours | \$ 150.00 | |

| TOTALS | |
|-----------------------------|--|
| SHOW TOTAL | |
| PENTALTY AFTER DEADLINE 25% | |
| SUBTOTAL | |
| G.S.T. | |
| TOTAL OWING | |

TERMS & CONDITIONS

- All booth carpet & underlay must be pre-ordered by the advance price deadline date or may not be available
- Exhibitor is responsible for all items for the duration of the show.
- If a table cover color is not chosen the selection will default to black.
- No refunds on cancelled draped tables or custom booth draping.
- 25% will be refunded on all cancelled furnishings.
- Charges are for rental of equipment only. All items remain property of LDE.
- All claims or discrepancies must be settled at the Exhibition Park Event Services prior to show closing.

PAY MENT INFORMATION - *all event services are to be paid in full when ordered*

| | | |
|--|------------|-----|
| <input type="radio"/> Credit Card <input type="radio"/> Cheque Attached <input type="radio"/> Cash/Debit/Other _____ <input type="radio"/> E-Transfer | | |
| Credit Card # (Visa, Mastercard only) | Expiry | CVV |
| Print Name | Signature* | |
| E-transfer information: EMAIL: payments@exhibitionpark.ca PASSWORD: Expark COMMENTS: List business name & event | | |

**Please sign to authorize the use of the credit card information*

Lethbridge & District Exhibition GST# R123172801 PID# AA03FUU41

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