

Christmas Bazaar 2010 - Exhibitor Agreement

Contact Information

Company Name (if applicable) _____
 First Name _____ Last Name _____
 Address _____
 City / Prov. _____ Postal Code _____
 Phone _____ Fax _____
 Email Address _____
 Website _____

If someone inquires about your contact number, may we give it out? Yes No

Booth Rental

Booth rental includes one (1) 8 ft table and two chairs.

Booth size is 10 ft wide x 10 ft deep.

Booths have 4 ft back as well as 4ft side walls

DESCRIPTION	COSTS	TOTAL	DETAILS
Cost of Booth - (Max of 2) Commercial Exhibitor	\$100.00		\$100.00 + \$5.00 GST
Cost of Booth - (Max of 2) Non-Commercial Exhibitor	\$60.00		\$60.00 + \$3.00 GST
Power	\$50.00		\$47.62 + \$2.38 GST
Additional Table	\$10.00		\$9.52 + \$0.48 GST
	Total Payable		

Do you require your table? Yes No Do you require your chairs? Yes No

Move In Day Friday Saturday

Description of articles to be sold

I have read the rules and regulations of the Christmas Bazaar and agree to abide by them

Print - Name _____

Signature _____

Credit Card Visa M/C # _____ Exp ____/____

Office use only

Date received _____

Booth Number _____

Cash Debit

Receipt Number _____

Cheque Credit

Amount _____

Authorization # _____

INDEMNIFICATION FORM

For Non-Commerical Exhibitors ONLY

In consideration of Westerner Park providing us with access to the designated common areas of the **Westerner Park Christmas Bazaar** on the day (s) of **December 4 & 5, 2010**, we agree to indemnify and save harmless the Westerner Park, its employees, volunteers, Board of Directors, licensees, and invitees from and against any and all liabilities, claims, damages, injuries, actions costs and expenses, including legal fees, of any kind or nature or by anyone whatsoever due to or arising out of our presence of our members, associates or employees at Westerner Park.

We further agree that Westerner Park, its employees, volunteers Board of Directors, licensees, and invitees shall not be responsible to us or to any of our members, associates or employees in any way for any injury to any person or loss of any property howsoever while such person or property is in or about the Westerner Park site.

Agreed and accepted as an authorized representative of the undersigned and on behalf of all persons entering Westerner Park for the purposes of the undersigned this _____ day of _____, _____.

Contact Name—Please Print

Signature

Witness - Please Print

Witness Signature



Westerner Park

Christmas Bazaar

Rules and Regulations

1. One - 8 ft table and two chairs are provided in a 10' wide x 10' deep space. Booths have 4 ft back as well as 4ft side walls.
2. Electricity is an additional cost, and spaces with this available are limited.
3. Refunds – Only 80% of total booth payment will be reimbursed by Westerner Park for cancellations. 20% will be retained as an administration fee. Any cancellations after November 19, 2010 will NOT be reimbursed.
4. Exhibitor Agreements will be processed on a first come first served basis..
5. Tables are not transferable. All tables must be used by the exhibitor whose name appears on the contract.
6. Failure to comply will result in loss of space in future years.
7. Westerner Park will be operating its own full concession during the Christmas Bazaar – therefore exhibitors are only permitted to sell pre-approved baked, pre-packaged, or canned goods. Food exhibitors must post a David Thompson Health Board Food Permit in their booth.
8. Westerner Park & Westerner Park Staff are not responsible for any injuries, damages, or losses to exhibitors or their articles.
9. Westerner Park & Westerner Park Staff reserve the right to reject any items they consider to be unsuitable for the Christmas Bazaar.
10. Exhibitors are responsible for notifying Westerner Park of any change of address. Applications and contracts will be sent to the last known address.
11. **No exhibitor will be accepted without full payment.** Your cancelled cheque will act as your receipt, NO other will be issued.
12. Exhibitors will be placed at management's discretion. Due to the variety of products we cannot guarantee that you will not be next to a competitor.
13. Any exhibitor who moves out before the close of the show (3:00 p.m.) will not be invited back.
14. *NO SHOWS will not be invited back.

Exhibitor Instructions

1. **Location** – Parkland & Prairie Pavilion, Westerner Park.
2. **Time** - Christmas Bazaar hours are Saturday - 10:00 a.m. to 4:00 p.m and Sunday 10:00 a.m. to 3:00 p.m. Anyone moving out early will not be invited to future shows.
3. **Move In** - *ONLY* through the large shipping and receiving doors located at the back (east side). **Vehicles must be removed from the loading area immediately or they will be towed. Security will be in place to direct traffic – please follow their instructions. *Exhibitor parking is located behind the pavilions.***
4. **Move in Hours** - Friday, December 3, 2010 from **1:00 p.m. to 8:00 p.m.** and Saturday, December 4, 2010 from **7:00 a.m. to 9:00 a.m.** **ALL EXHIBITORS MUST BE SET UP BY 9:30 a.m.**
5. Any exhibitors not registered by **8:30 a.m., Saturday, December 4**, will have their space resold with no refund to original exhibitor.
6. **Move Out Hours** - from **3:00 p.m. to 6:00 p.m.** immediately after the show. All unsold items and garbage must be removed from the building by 7:00 p.m.
7. Westerner Park is a smoke free facility. Smoking is permitted outside ONLY.
8. Return completed exhibitor agreement with cheque made payable to *Westerner Park*

Show Manager

Westerner Park
Attn: Alana Morgotch, Marketing Events & Sponsorship Coordinator
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Red Deer, Alberta T4R 2N7
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