

Dear Sir/Madam:

On behalf of the Estevan Showcase Association, we would like to invite you to register for the 24th Annual Estevan Business Expo Showcase 2017 to be held from September 22 – September 24, 2017 at Power Dodge Ice Centre in Estevan, Saskatchewan.

## **SHOWCASE 2017 FEE STRUCTURE**

### **1. Indoor Mixed Trade Display**

**Regular Booth \$550 + GST | Additional Booths \$400 each**

(Discount available for regular booths only. Must be one exhibitor only to receive discount on second booth and booths must be side by side. Please call for clarification if needed)

**CORNER PREMIUM – \$725 + GST**

Includes:

- 10' x 10' booth
- Back & side drapes
- 1 – 8' skirted table, 2 chairs
- 1 – 110V electrical supply
- 24-hour scheduled security checks
- 2 exhibitor passes

Registration & setup: Thursday: 5 pm-9 pm and Friday 9 am-2 pm

Take down: Sunday from 4 pm – 7 pm

### **2. Outdoor Display** (Under Awning at main entrance and in South parking lot of Power Dodge Ice Centre)

**\$555 + GST /1000 square feet**

**\$900 + GST /2000 square feet**

**\$1,325 + GST /3000 square feet (maximum)**

Includes:

- 2 Exhibitor passes
- 24-hour scheduled security checks

Registration & setup Thursday: 5 pm - 9 pm and Friday 9 am - 2 pm

Takedown Sunday 4 pm - 7 pm

### **3. Charitable Organizations** (premium booths unavailable – Cannot guarantee selected booth, call for clarification)

**\$350 + GST**

Includes:

- 10' x 10' booth
- 1 – 8' skirted table, 2 chairs
- 24 hours scheduled security checks
- 2 exhibitor passes
- 1 – 110V electrical supply

Registration & setup: Thursday: 5 pm - 9 pm and Friday 9 am - 2 pm

Take down: Sunday from 4 pm – 7 pm

Please sign and complete the attached registration form and return it to:

**Estevan Showcase Association Inc.**

#2, 322 Fourth Street Estevan, SK S4A 0T8

Tel: (306)-634-2828 Fax: (306)-634-6729 E-mail: [admin@estevanchamber.ca](mailto:admin@estevanchamber.ca)

## Information for Exhibitors

### SHOWCASE SETUP TIMES

- Thursday, evening: 5:00 pm – 9:00 pm
- Friday, during day: 9:00 am – 2:00 pm

### SHOWCASE TAKE DOWN TIMES

- Take Down times: Sunday: 4:00 pm – 7:00 pm

### SHOWCASE HOURS

- Friday, Sept 22 - 4:00 pm – 9:00 pm
- Saturday, Sept 23 – 10:00 am – 6:00 pm
- Sunday, Sept 24 – 10:00 am – 4:00 pm

### LOCATION

Power Dodge Ice Centre (Formerly the LMC), 701 Souris Avenue North, Estevan, SK  
(From Highway 39 (*Becomes 4th Street*) turn Left on Hwy 47 North (*Souris Avenue*) and turn right on 7th Street which will lead you to the City of Estevan Leisure Centre/Affinity Place, located north side of railroad tracks)

### EXTRA TABLE, CHAIRS, POWER

Booth comes with 1 Table, 2 Chairs and 110 Volt Power.

If you require more tables, chairs or power, please contact **GES** at 1-306-347-8280.

### INTERNET

There is no extra charge for wireless internet, so NO need for you to contact anyone.

### LOADING

You must register with the registration desk PRIOR to setting up your booth. PLEASE DO NOT LEAVE VEHICLE UNATTENDED. If a vehicle is left unattended in a loading zone, we reserve the right to tow your vehicle.

### PAYMENT FOR BOOTH

Payment is due for your booth upon registration. If you have not paid, that means you are not registered. If you still need a copy of your invoice, please contact 306-634-2828 and we will resend.

### SHOWCASE COMMITTEE & VOLUNTEERS

If you require anything during Showcase please look for a Showcase Committee member and we will do our best to help out.

## Rules & Regulations 2017

The **EXHIBITOR**, his agents, employees, affiliates, contractors and subcontractors, invitees and guests are bound by the Rules and Regulations of the Estevan Showcase Association Inc (ESA).

### **THE EXHIBITOR:**

- Is permitted to exhibit, sell and demonstrate only those products and services approved in the Application. Two or more exhibitors with similar products may be permitted into the Showcase.
- May not solicit business or perform demonstrations anywhere else at the Showcase except their assigned booth without written approval from ESA.
- Shall maintain a neat and tidy display/concession.
- Must have **ESA written approval** for any and all food and drink samples. Food concessions shall operate in accordance with all applicable health rules and regulations and shall assist in keeping common eating grounds clean and tidy.
- Must clearly state name of Exhibitor and booth number on draw tickets and must draw and award all prizes, goods or awards *prior* to Showcase closing.
- Requires **ESA written approval** for mechanical or electrical displays or demonstrations and operate and maintain the display/demonstration in accordance with the conditions and restrictions set out in such approval.
- Shall ensure all displays and demonstrations comply with all applicable **occupational health and safety codes**.
- Shall maintain a booth ***not exceeding twelve (12) feet in height*** without interference to adjoining or adjacent displays.
- Shall get **ESA written approval** for an indoor exhibit in excess of 1000 pounds (1/2 ton), per booth.
- Shall ensure one ***adult*** remains in charge of exhibit ***at all times*** during Showcase hours.
- Is prohibited from moving goods, stocking inventory or dismantling displays during operational hours of Showcase.
- Shall set up display ***prior to 12 noon Friday, September 22, 2017.***
- Shall ***dismantle exhibit between 4:00 p.m. and 7:00 p.m. and no later than 7:00 p.m. Sunday, September 24, 2017.*** Failure to do so within the time limit ***shall result in reimbursing ESA*** for any expenses incurred.
- Shall keep all doorways, aisles, and exits **clear and unobstructed at all times** in respect to Fire Regulations.

### **INSURANCE:**

The **EXHIBITOR** is responsible for obtaining and maintaining in force, **public liability insurance** in the following amounts:

- Non-food and beverage Exhibitors: \$500,000.00.
- Food and Beverage exhibitors and concession operators: \$1,000,000.00.

Proof of insurance **must be provided** on request to ESA and *failure* to have such insurance in force **is deemed to be a breach of the terms of this agreement.**

### **SECURITY:**

While the Estevan Showcase Association will provide *general security* to the area, the Exhibitor:

- Indemnifies and saves harmless the ESA, its directors, officers and employees from any and all loss, damages or claims arising out of the exhibitor's use and occupation of ESA premises. **Individual booth security** (including merchandise, cash, cheques, personal belongings, etc.) is the ***sole responsibility of the Exhibitor.***
- Agrees to maintain and have in force ***property, theft, and fire insurance*** with respect to the occupation of exhibit space at the Estevan Showcase.
- Acknowledges the ESA does not accept any liability or responsibility for any loss, damage or injury, including personal injury, caused to anyone or anything by the Exhibitor.

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## Rules & Regulations 2017

### TERMS OF AGREEMENT:

ESA reserves the right to cancel this Agreement at any time, if in its sole opinion, the terms and conditions of this Agreement are not being observed or the exhibitor is operating in a manner detrimental to other exhibitors of the Showcase. The Exhibitor agrees to abide by and follow all applicable Rules and Regulations adopted by the ESA, and agrees the ESA is the sole authority in respect to rules, regulation, finding or decision. **In the event of any dispute**, the decision will go to the **chairperson or his/her appointee**, who shall make a **final decision and binding ruling**.

Circumstances that **may result in the cancellation** of this Agreement and possible claims for damages include, but are not limited to:

- Disregard for fire code, orders, directions, by-laws and ordinances including any and all local parking and traffic regulations, admission fees, and ESA policies.
- Use of a flammable substance, fuel, pyrotechnics, explosive or explosive gas without prior written approval from the ESA.
- Undue noise, an unseemly or unsafe demonstration or annoying odors employed while operating concessions, or exhibits interfering with other exhibitors or which give rise to complaints by patrons and guests (bells, whistles, amplifiers included). The decision as to what constitutes such noise, practice or demonstration, etc. shall rest in the sole discretion of ESA management, whose decision shall be final.

ESA reserves the right to substitute exhibitors who are **late with a "stand-by" Exhibitor** or to change the location or dimensions of a booth without notice or refund to exhibitor.

### PAYMENT

1. All prices listed are in Canadian Funds.
2. No reservation will be accepted **without full payment** of the booth rate.
3. Payment will be accepted by a **currently dated** cheque payable to the Estevan Showcase Association
4. **Booth cancellations** made between May 1st, 2017 and August 31, 2017 will receive a partial refund of 75%. Cancellations made after August 31, 2017 are non-refundable.

***ESA reserves the right to change the Rules and Regulations of the Estevan Showcase at any time.***

## EXHIBITOR REGISTRATION FORM

### September 22, 23 & 24, 2017

**Exhibitor License Application and Agreement**

Note: All applications are subject to approval by the Estevan Showcase Association (ESA) Selection Committee. Registration fee will be refunded for any non-approved applications.

Please print

**Business:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Tel #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

Booth Number Preferred (see map) \_\_\_\_\_

Type of Booth Required (Reg or Prem) \_\_\_\_\_

Will you have a demonstration? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Please specify display/sale items or samples (food and drink samples require Showcase approval)**

\*Full Description of products **MUST** accompany registration to be considered registered.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Regular Booths \_\_\_\_\_

Number of Premium Booths \_\_\_\_\_

Price of Booth(s) \$ \_\_\_\_\_ (+GST)

Price of Booth(s) \$ \_\_\_\_\_ (+GST)

**GST:** \$ \_\_\_\_\_

**Total Amount owing \$** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return signed application along with cheque payment to:

Estevan Showcase Association Inc.  
 #2, 322 Fourth Street  
 Estevan, SK S4A 0T8  
 Tel: (306)-634-2828  
 Fax: (306)-634-6729  
 E-mail: admin@estevanchamber.ca

**OFFICE USE ONLY**

Date Registered \_\_\_\_\_

Invoice # \_\_\_\_\_

Amount paid \$ \_\_\_\_\_ Chq # \_\_\_\_\_

Date paid \_\_\_\_\_

Balance due: \_\_\_\_\_ Chq # \_\_\_\_\_

Receipt # \_\_\_\_\_

