



TOWN OF TABER
Taber's 1st annual Home and Rec Show
Vendor Information

Please Coordinate Arrangements through the ACE Coordinator
located at the Community Center (403-223-6013)

Dear exhibitor,

In this contract package, please find enclosed:

- Vendor Information page (current page)
- Approved Vendor List
- Checklist to be submitted with application
- Home and Rec Show Vendor Application
- Contract Guideline

Please familiarize yourself with the Home and Garden Trade Show regulations on the reverse side of the contract to ensure all rules are being followed. Please be sure to attach your business card to your application or a photocopy of one and that you have filled out the application with a signature in order to be an approved vendor.

Please note; show organizers will do their best to accommodate exhibitor requests, however, it should be noted that space locations will not be guaranteed. They will be given out at a first come, first served basis. We would like to thank you for your interest in Home and Garden Trade Show and look forward to seeing you soon.

We will provide:

- Exhibitor admittance badges (2)
- 8' table + 2 folding chairs per each 10' x 10' space indoors
- 8' table + 2 folding chairs per each 30' x 60' space outdoors
- Parking for 1 vehicle marked "exhibitor parking" are only on the north/west side of the auditorium (by the curling rink)
- Rolling trollies (if needed) to assist with bringing things in
- We will attempt to supply power as requested on your vendor application form



TOWN OF TABER
Taber's 1st annual Home and Garden Expo
Vendor Checklist

Please Coordinate Arrangements through the ACE Coordinator
located at the Community Center (403-223-6013 or ace@taber.ca)

	Fill out the entire top (information) portion clearly by printing or typing. It is imperative that we have all contract information. Including first and last name, phone numbers and emails.
	Attach a copy of your business card, business license number, and proof of WCB coverage.
	Fill out the booth space form
	If you require internet, we do have wireless complimentary internet but it sometimes is not reliable for everyone as so many people are accessing it and can be weak in certain areas of our buildings.
	If you are paying by Cheque, please attach the cheque with the application. Make payable to <u>Town of Taber</u>
	Contracts MUST be signed or it will not be accepted. The signature must be of the 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 manning your booth if it is different from the name on the contract.
	Payment
	Food Trucks must complete the Fire Inspection Form

Please return the completed contract to ace@taber.ca or by fax to 403-223-5530.

If you have any questions or concerns, please contact the ACE Coordinator, Emily, at 403-223-6013.



TOWN OF TABER
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Vendor Application / Contract

Please Coordinate Arrangements through the ACE Coordinator
 located at the Community Center (403-223-6013 or ace@taber.ca)

Please complete the ENTIRE form (clearly print or type), please attach a business card or a photo copy of one, and return Home and Rec Vendor Application / Contract to the ACE Coordinator no later than **March 16, 2022**.

Legal Business Name:	
Conducting business Name:	
Taber Business License #: <small>(if from another municipality, please list municipality Business License #)</small>	
Address:	
Phone:	
Email:	
Event day contact name:	
Event day contact phone:	

Booth Description; how is this business related to Home and/or Recreation? (Include any give-away items, sale items, and gifts): _____

BOOTH RATES

BOOTH SIZE	Price	# Required	Total
INSIDE 10' X 10'	\$50.00		\$
INSIDE 20' X 10'	\$70.00		\$
INSIDE 20' X 20'	\$100.00		\$
OUTSIDE 30' X 60'	\$100.00		\$
OUTDOOR FOOD TRUCK STALL	\$100.00		\$
TOTAL	-	-	\$

EXTRAS

EXTRA	Price	# Required	Total
POWER	\$0.00		\$
EXTRA FOLDING CHAIR(S)	\$0.00		\$
EXTRA FOLDING TABLE(S)	\$0.00		\$
CORNER BOOTH	\$0.00		\$
AGAINST A WALL	\$0.00		\$
OTHER (LIST)			
TOTAL	-	-	\$

TOTAL BOOTH COST

	Price	# Required	Total
TOTAL BOOTH	-	-	\$
EXTRAS	-	-	\$
SUBTOTAL	-	-	\$
ADD 5% GST	-	-	\$
TOTAL	-	-	\$

Date: _____

Signature: _____

By signing this document, you agree that everything is true and correct, and are agreeing to the vendor guidelines.



TOWN OF TABER

Taber's 1st annual Home and Rec Show

Contract Guidelines (for the Applicant to keep)

Please Coordinate Arrangements through the ACE Coordinator
located at the Community Center (403-223-6013)

Contract Guidelines:

- The Show is April 8th (6pm - 8pm) and April 9th (9am - 5pm)
- 100% of the total cost must be paid upon application deadline of **March 16, 2022**
- All cancellations prior to March 30th will receive 50% refund. After March 30th, there will be no refunds.
- Exhibitors in violation of event regulations, following written notice, shall be excused from the show for one year and subsequently must request future participation as a "new" exhibitor.
- This show is **NON-EXCLUSIVE** (we will allow multiple companies selling a similar product; however, event management will do it's best to ensure there is not an abundance of similar items). We ask you to clearly identify on the application/ contract form your product description and brand names that you are selling. You are allowed only the items you listed on your initial application. All additional product lists must be given in writing one week prior to event set up.
- Exhibitors are required to keep their exhibit space free of trash, paper, etc. Refuse is to be disposed of in a manner indicated by the health authorities or the Town of Taber. The exhibitor will conduct his/ her business in a quiet and orderly manner and keep their booth neat and clean.
- An exhibitor will not set up their exhibit or operate equipment so as to interfere with the adjoining space or obstruct the aisle ways.
- All booths must provide professional signage and displays.
- No threatening or aggressive behavior toward staff, security, other vendors, or the public will be tolerated; immediate removals of the exhibit and no refund will be given. Any complaints must be given in writing.
- Town of Taber staff reserve the right to move/remove and refuse any exhibitor for any reason determined by the staff and management of the event.
- Town of Taber management reserve the right to terminate or limit any demonstrations or displays, which in its opinion, is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or is detrimental to the character and nature of the Home & Rec Show 2022.
- Printed material for the purpose of solicitations outside of booth areas is not allowed to be distributed during events unless authorized by management.
- Each food exhibitor must comply with Alberta Health Food Safety Regulations, which includes applying for a special event food vendor notification.
- Vendors may set up starting at 1:00pm on Friday April 8th. Doors will open to the public at 6pm on April 8th.
- Vendors must keep their booth set up the entire duration of the event. Vendors may begin taking down their booth at 5pm on Saturday April 9th

Booth Space Guidelines:

- Event Administration will attempt to accommodate all applications for space, but due to limited availability and selection procedures, event administration will not guarantee space allocations and we reserve the right to make changes as necessary.
- Acceptance of payment at time of application does not guarantee location at the Home & Rec Show
- Subletting / sharing exhibit space is not allowed
- Exhibitors must contain all materials, demonstrations, and promotional giveaways within the boundaries of their exhibit space; stickers, windshield flyers, etc. are prohibited.
- Direct selling is allowed, however, your entire display must remain intact throughout the entire Home & Rec Show
- All sales must take place within your allotted booth. You are **NOT** permitted to leave your booth and solicit business from the aisles or adjacent booths
- Your booth must be manned during the entire duration of the Home & Rec Show
- All booths must adhere to the Alberta Fire Code
- Under no circumstances can anyone other than the Town Electrician make electrical service connections / repairs
- All additional power requests are to be submitted with your application