



**Hometown
Family
Fun!**

Presented by the Spruce Grove
& District Chamber of Commerce

LIFE **AND**
LEISURE
EXPO

**Where Business Meets
Community**

Saturday, May 12, 2018

EXPO STREET VENDOR PACKAGE

WELCOME TO THE LIFE AND LEISURE EXPO IN CENTRAL PARK!

HOSTED BY THE SPRUCE GROVE & DISTRICT CHAMBER OF COMMERCE

**Be recognized as an active Business leader by joining us on May 12th in the Park where
Business meets Community and shares in the celebrations!**

Exhibitor details are enclosed. Please read all the information carefully.

WHEN: Saturday, May 12th, 2018

OUTDOOR EXPO LOCATION: 9 Agrena Road, Spruce Grove

HOURS OF FAMILY EXPO: (Open to the Public) 10:00 AM – 6:00 PM

FESTIVAL STREET PRICING:

MEMBERS: \$300 + GST **NON-MEMBERS:** \$400 + GST

SIZE: 1 stall - 9 (frontage) x 19 feet (Secured & Patrolled)

POWER: If required is available for \$25

Vendors are responsible for supplying tents and tables as well as complying with local health codes, regulations and permits.

Vendors will be provided up to two (2) wrist bands for staffing the booth. Additional wrist bands required will be charged for. Please ensure you have enough wrist bands for your staff and that you have made arrangements for them to access those wrist bands prior to entering the event.

MOVE IN: Vendors will have access to the outdoor area on **Friday May 11th, 2018** from 3:00 PM to 9:00 PM to set up **large items** (ie: tables, chairs, etc.). The area will be secured and patrolled overnight on Friday. Vendors are invited to move small items from 7:00 AM to 9:00 AM on **Saturday, May 12th**. Absolutely no move in after **9:00 AM on Saturday, May 12th** to allow protective services walk through requirements prior to gates opening to the public at 10:00 AM

MOVE OUT: Take down and move out is immediately after the expo on May 12th at 6:00 PM. All displays, equipment and materials must be removed from the outdoor expo by 9:00 pm that evening. Special considerations and arrangements may be made with the Chamber office. Please call before April 15th, 2018 for special considerations.

Please note: The expo does not restrict the number of industry / business of the same nature to reserve space in this event. The expo will, however, ensure that like businesses are not in close proximity to each other unless requested.

RESERVE YOUR SPACE NOW by completing the enclosed agreement and including a deposit of 50% (\$150.00)

FINAL PAYMENT IS DUE ON OR BEFORE APRIL 30, 2018

please review the "cancellation policy" as written in the contract

Fax, Mail, Email or drop off your completed contract to:

The Spruce Grove & District Chamber of Commerce
Mailing: Box 4210, Spruce Grove, Alberta T7X 3B4
Location: 99 Campsite Road, Spruce Grove, Alberta T7X 3B4
E: twendel@sprucegrovechamber.com T: (780) 962-2561 F: (780) 962-4417

LIFE & LEISURE 2018 VENDOR RENTAL AGREEMENT

BETWEEN: THE SPRUCE GROVE & DISTRICT CHAMBER OF COMMERCE (hereafter referred to as "the chamber") and _____ ("the vendor")

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

1. The chamber shall permit the vendor to use the space (vendor assigned space) for the period specified, subject to the terms and conditions contained on the reverse side of this agreement.
2. **Space Fee:** The vendor agrees to pay the sum of **\$300.00** for rental of the assigned booth / space, according to the enclosed cost schedule. GST is additional to all prices in the cost schedule. The Spruce Grove & District Chamber of Commerce GST Number – 10800 0910 RT0001
3. Additional Wrist Bands: Each vendor booth / space is assigned two (2) vendor wrist bands in the above booth / space fee. Additional ribbons may be purchased for \$10.00 each from the chamber or may be purchased at the time of booth booking. The vendor agrees to pay ____ for ____ additional ribbons. All ribbons will be included with your final show package.
4. The vendor with proper identification by wrist bands shall be entitled to use the assigned booth / space at the Life & Leisure Family Expo 2018 from 10:00 AM to 6:00 PM on Saturday, May 12th, 2018 and for reasonable access to the assigned space before and after this period for assembly and removal of exhibit. Booths must be dismantled immediately following show closing on Saturday, May 12th, 2018.
5. To fully comply with the terms and conditions set forth in the contract between the vendor and the show management.
6. To observe and abide by all rules and directives of the show management including those for set-up, take-down, procedures and further the municipal law as it may apply to the vendor.
7. To use the space for the purpose assigned in the contract.
8. That the space is not to be shared, assigned, sublicenses in whole or in part except with the prior written approval of show management.
9. To have a representative in attendance at the exhibit space during all times when the show is officially open from 10am-6pm.
10. To store in the exhibit space only those goods or merchandise actually for the promotion or for sale.
11. To be responsible for the continued cleaning and removal of garbage or other refuse from their booth at all times including set-up and take-down.
12. To comply with all valid, federal, provincial and municipal legislation, regulations, by-laws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business.
13. **Food and concession spaces require local health board and fire department permits and must conform to all applicable regulations. All intended food samples or products must be approved by The Spruce Grove & District Chamber of Commerce.**
14. **To provide the show management with completed documentation required by the contract including confirmation of comprehensive general liability and non-owned automobile insurance coverage in the form of a Certificate of Insurance.**

15. The vendor is responsible for all damage caused by the vendor to the facility and to all property owned or leased in connection with the show by management, howsoever such damage is caused. Management will maintain event security and take reasonable precautions to safe-guard the vendor's property, however, management assumes no liability for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the vendor.

16. **The vendor shall indemnify the management, its employees, directors, officers, agents, volunteers and the City of Spruce Grove, and hold them harmless from and against all liability, claims, damages or expenses which shall include, but, not be limited to any and all costs in enforcing this agreement, including legal fees on a solicitor client basis, for or arising out of nay act or neglect by the exhibitor, its servants, employees, agents, invitees, licensees in and about the event premises.**

17. In the event it becomes necessary to restrict any installation or activity or to evict an offending vendor, the show management is not liable for any refund of vendor space rental or any other expenses incurred by the vendor.

20. All vendor display material must not exceed the 19 foot limit of the exhibit space. Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the event committee.

21. Failure to comply with regulations may result in removal from the show, forfeiture of all fees paid and or termination of the contract.

22. There are no color restrictions on tents or curtains

23. Event will take place regardless of the weather conditions. No refunds will be issued due to adverse weather. Please consider adverse weather when setting up booth. In the event of extreme inclement weather, all booths will be moved inside the Grant Fuhr Agrena Building. Street Hockey, Food Trucks, Petting Zoo, Inflatable Playground will remain outdoors regardless of weather.

***These above terms and conditions form part of the booth rental agreement.**

Summary: Booth Space - \$300.00 Power/Equipment/Activity Rental - \$_____ TOTAL CONTRACT: \$_____

2018 CONTRACT TERMS AND CONDITIONS

The vendor acknowledges that they have read the Terms and conditions of this Agreement, and agree to be bound by them.

Authorized Signature: _____ Printed Name: _____

Industry / Business Type: _____ Date: _____

Business Trade Name: _____ Operating as: _____

Authorized Contact Person: _____ Email: _____

Mailing Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Payment Options:

Cheque: # _____ Cash: _____ Debit: _____ Amount Paid: \$ _____

Please Circle: Visa/Master Card No.: _____ Exp. Date: _____

Membership Confirmed

Insurance Certificate Provided

Deposit Received

AB Health Food Vendor Permit

Please note 50% of contract is payable now and full payment can be completed on or before April 30, 2018. If balance is not received by April 30, 2018 an administration fee of \$50.00 will apply.

The Spruce Grove & District Chamber of Commerce
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