



Hometown  
**Family  
Fun!**

Presented by the Spruce Grove  
& District Chamber of Commerce

**LIFE** AND  
**LEISURE**  
**EXPO**

**Where Business Meets  
Community**

**Saturday, May 12, 2018**

FESTIVAL STREET FOOD PACKAGE

# WELCOME TO THE LIFE AND LEISURE FAMILY 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 12<sup>th</sup> 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 12<sup>th</sup>, 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:** \$250 + GST

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

**SIZE:** 1 stall to fit unit along the Festival Street Food line-up

**Vendors are responsible for supplying tents and tables if required 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 are available to purchase for \$10 each. 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 11<sup>th</sup>, 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 Saturday morning from 7:00 AM to 9:00 AM on **Saturday, May 12<sup>th</sup>**. Absolutely no move in after **9:00 AM on Saturday, May 12<sup>th</sup> to accommodate protective services final inspection.**

**MOVE OUT:** Take down and move out is immediately after the expo on May 13<sup>th</sup> 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 15<sup>th</sup>, 2018 for special considerations.

**POWER SOURCE:** I require a power source at a charge of \$25 plus taxes. **YES NO (circle one)**

***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 \$125.00

**FINAL PAYMENT IS DUE ON OR BEFORE APRIL 15, 2018**

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

Fax, Mail, Email or drop off your contract and deposit 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](mailto: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 \$\_\_\_\_\_ for rental of the assigned space in the food vendor line-up. 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 wristbands 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 bands. All bands will be included with your final show package.
4. The vendor with proper identification by wrist bands shall be entitled to use the assigned space at the Life & Leisure Family Expo 2018 from 10:00 AM to 6:00 PM on Saturday, May 12<sup>th</sup>, 2018 and for reasonable access to the assigned space before and after this period for assembly and removal of exhibit. Vendor must be dismantled immediately following show closing on Saturday, May 12<sup>th</sup>, 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. Not to assign or transfer the contract.
8. To use the space for the purpose assigned in the contract.
9. That the space is not to be shared, assigned, sublicenses in whole or in part except with the prior written approval of show management.
10. To have a representative in attendance at the exhibit space during all times when the show is officially open.
11. To store in the exhibit space only those goods or merchandise actually for the promotion or for sale.
12. 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.
13. 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.
- 14. 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.**
- 15. 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.**

16. 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.

**17. 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.**

18. 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.

19. 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.

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

21. There are no color restrictions on tents or curtains

22. 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.

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

## 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: \_\_\_\_\_

Chamber Member of: \_\_\_\_\_ Membership Confirmed: Yes \_\_\_ No \_\_\_

***Please note deposit of \$125.00 is payable now and full payment must be received on or before April 30, 2018. If a balance remains outstanding after this date, an administration fee of \$50.00 will apply.***

The Spruce Grove & District Chamber of Commerce  
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