



EXHIBITOR CONTRACT

- ✓ Please complete, sign and return **this form** with a 50% deposit. Balance of payment is due **July 1st, 2010**.
- ✓ Confirmation of booth space will be sent to you (by email and mail) and will include **Exhibitor Information – ONLY after a signed contract and deposit have been received.**
- ✓ **April 1st, 2010** is the deadline for booking the booth(s) occupied by you last year.

1. EXHIBITOR INFORMATION - * PLEASE NOTE THAT ALL SHOW RELATED INFORMATION WILL BE SENT TO THE EMAIL ADDRESS BELOW.
 PLEASE TYPE OR PRINT CLEARLY.

COMPANY NAME:		
CONTACT NAME:	TITLE:	
CITY:	CITY:	
PROVINCE/STATES:	POSTAL/ZIP CODE:	COUNTRY:
TELEPHONE:	TOLL FREE (IF APPLICABLE IN CANADA):	FAX:
EMAIL:	WEBSITE:	

2. BOOTH INFORMATION – LIST YOUR CHOICE OF EXHIBIT BOOTHS IN THE ORDER DESIRED.

Same as last year (if before April 1 st , 2010)	First Choice	Second Choice
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All cheques are to be made in CAD \$ and any BANK FEES will be charged to the Exhibitor.

Total # of booth(s) _____ at _____ (check one)

Member Price \$1005.00 CAD each
 Non-Member Price \$1165.00 CAD each

Total \$ _____ (all prices include 5% GST and 7.5% QST)

Booth Dimensions:
10' x 10'

EXHIBIT DESCRIPTION: Manufacturer Distributor - Please supply specific description of products /services/animals to be exhibit in your booth: _____
 (Ex: food, treats, accessories, livestock, health products, maintenance, etc...do not list brand names)

LIST THREE COMPANIES YOU DO NOT WANT TO BE NEAR: _____, _____, _____.

3. METHOD OF PAYMENT - PAY IN FULL BY APRIL 1ST, 2010 AND AUTOMATICALLY BE ENTERED INTO OUR DRAW TO WIN A BOOTH!

All booth deposits are final and non-refundable unless a booth space is not assigned.

Please find enclosed my cheque* OR bill my VISA/MC in the amount of \$ _____.

The balance \$ _____ will be paid by July 1st, 2010. Payment will be remitted by Cheque / VISA/MC

VISA /MC #:	Expiry Date:
Card Holder Name:	Signature: _____ Date: / /

*Please make all cheques payable to: **PIJAC Canada** and mail to: **PIJAC Canada, 2495 Lancaster Rd, Suite 202, Ottawa, Ontario, K1B 4L5 Canada (GST #121263024RT).**

I/We agree to abide by the rules and regulations governing PIJAC Canada's ExpoZoo 2010, as described on the reverse of this application. The acceptance of this application, rules and regulations and confirmation of booth space by PIJAC Canada will constitute a binding contract. We hereby make application for booth space at PIJAC Canada's ExpoZoo 2010, for the dates indicated above, in accordance with the floor plan and scheduled rates furnished by you. I/We understand that PIJAC Canada retains sole discretion to determine whether booth or exhibit space will be awarded to an applicant and may, accordingly, limit or refuse to grant space. In the event space is not awarded, I/We understand that the deposit that accompanies this application will be returned.

X Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received: _____	File #: _____	Invoice #: _____	Confirmation Sent <input type="checkbox"/>	Total Booth Cost: \$ _____
Approved By: _____	Date: _____	# of Booth(s): _____	Booth #: _____	Amount Received: \$ _____
				Balance Due: \$ _____



Rules and Regulations Governing the PIJAC Canada ExpoZoo 2010

SETTING UP AND DISMANTLING: Booth areas will be open to exhibitors at 8:00 am, Saturday, August 28, 2010, for setting up their displays. Dismantling must not begin before 5:00 pm Monday, August 30, 2010 and must be completed no later than 11:00 pm Monday, August 30, 2010. It is mutually agreed that it is the duty and responsibility of the exhibitor to install and put into place his exhibit before the opening of the show, and to dismantle immediately after the close of the show, and that all property shipped to or from the Hôtel des Seigneurs by the exhibitor for installation or display at the show is at the sole risk of the exhibitor. Exhibit material must remain in place until the closing time of the show.

BOOTH CONSTRUCTION: All booths shall have draped 8-ft high back and 3-ft high sidewalls. Nothing shall be attached to any walls, columns, floors or any of the building interior or exterior. All exhibitors shall arrange their displays so that they utilize only the booth area contracted for, and in such manner as to recognize the rights of the other exhibits and show visitors and to conform to the overall patterns developed by show management. Any damage will be charged back to the exhibitor. See booth plan in kit for sidewall restrictions.

SETUP HOURS: SATURDAY, AUGUST 28, 2010 - 8:00 am to 6:00 pm (Exhibitors who require additional setup time will be charged a fee of \$200 per hour.)

EXHIBIT DAYS & HOURS: SUNDAY, AUGUST 29, 2010 – 10:00 am to 6:00 pm **and** MONDAY, AUGUST 30, 2010 – 10:00 am to 5:00 pm.

TEARDOWN: MONDAY, AUGUST 30, 2010 – 5:00 pm to 11:00 pm.

AUDIO VISUAL EQUIPMENT & SOUND SYSTEMS: Audiovisual promotions and displays will be permitted only if they are unobjectionable to neighbouring exhibitors. PIJAC Canada (Show Management) reserves the right to curtail any sound systems. Machines, which create excessive noise, may, at the discretion of show management, be removed. All promotional materials and personnel, such as models (company mascots), signs, banners and mechanical devices, must be confined to the rented booth space.

FIRE PREVENTION: All exhibitors must comply with Municipal, Provincial and Federal building and fire codes. Drapery, carpeting, table coverings and any booth decorations must be of flame retardant material. All material is subject to inspection and flame testing at any time by the fire department. Boxes and packing materials must not be stored under tables or behind displays but in the approved storage area. Aerosols- it is permissible to display one pressurized container not to exceed one-pint capacity of each product classified as a flammable liquid. Non-flammable products are not restricted. Smoking is NOT permitted on the show floor.

DELIVERY & REMOVAL OF MATERIAL: It is mutually agreed that each exhibitor will be responsible for the delivery of his equipment, display material, or equipment classified as machinery, to the Hotel des Seigneurs loading dock and for removal of same from the Hôtel des Seigneurs, either via his own carrier or by contracting the official supplier.

LIABILITY: The exhibitor agrees to protect, save and keep Show Management and the Hôtel des Seigneurs forever harmless from any and all bodily personal injury (including death) and damage to property or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor as well as to comply strictly with the applicable terms and conditions contained in the agreement between the Hôtel des Seigneurs and Show Management, regarding the exhibition premises; and further, the exhibitor shall at all times, protect, indemnify, save and keep harmless Show Management and Hôtel des Seigneurs against and from any and all loss, cost damage, liability or expense including attorney's fees and expenses of legal proceeding arising from or out of or by reason of any accident or other occurrence to anyone, including exhibitor, his agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereby.

The "Exhibitor" will at all times possess liability insurance against all losses due to fire, theft, accidents and all other perils. Neither the Show Management, the Hôtel des Seigneurs nor the property owners have any intention of being the insurers nor in any way have they foreseen being held responsible for the "Exhibitor", its agents or employees of any loss or damage of whatever nature without distinction to cause.

MISCELLANEOUS: No signs or displays will be permitted to be displayed by Exhibitors in the foyer or aisle areas. Passes signed by the exhibitor will be required for all merchandise taken out of the exhibit area at any time.

****No children under the age of 16 will be allowed in the exhibit area during move in and move out times. Protective footwear must be worn on the show floor on setup and teardown.***

In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy or other cause, the show or any part thereof is prevented from being held, is cancelled by Show Management or the exhibit space applied for herein becomes unavailable, Show Management shall determine the refund to the applicant his proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by Show Management and reasonable compensation to Show Management, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

Exhibitors shall not be entitled to a refund of any part of any fee should the exhibitor for any reason be unable to exhibit at the show, and shall be liable for any unpaid balances.

Exhibitors shall observe and abide by additional rules or regulations that may be adopted by Show Management which shall be as much a part hereof as though fully incorporated herein.

If an exhibitor fails to make payment due hereunder on the date herein designed, Show Management may change exhibitor's space assignment without further notice or such exhibitor's rights to exhibit may be cancelled by the management without further notice and such exhibitors shall not be entitled to a refund of any part of any fee. The Show Management shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees or other representatives to perform, meet or observe any term or condition set forth herein. In such event exhibitor shall immediately remove its display and Show Management may re-lease the space to others and exhibitors shall not be entitled to a refund of any part of any fee.

Show Management reserves the right, in its sole discretion, and for the orderly and proper co-ordination and conduct of the Trade Show and exhibits, to change or revoke any booth assignment at any time prior to the opening of the show. Show Management further reserves the right to terminate an exhibitor's space assignment during the Trade Show in the event of a breach of these Rules and Regulations or in the event the exhibitor's booth, display or conduct is, in Show Management sole discretion, disruptive to the Trade Show. In the event an exhibitor's booth or space assignment is cancelled no refund will be issued.

BUILDING:

1. Hôtel des Seigneurs signs and graphics may not be visibly blocked in any way.
2. Hôtel des Seigneurs telephone numbers may not be used or published as an official show number
3. Planters and furniture located in common areas throughout building may not be repositioned or removed unless agreed to by Hotel des Seigneurs Management.
4. All livestock displays must be cleared by Show Management.

FIRE SAFETY:

5. All fire and emergency equipment located in the building must not be hidden or obstructed in any way.
6. Emergency exits and aisles must be kept clear and unobstructed. Vehicles parked on fire routes will be removed at the owner's expense, including unauthorized and illegally parked vehicles.
7. All electrical equipment must be CSA approved.

SECURITY:

8. All show related personnel should enter and exit the building through the designated entrance and must be properly identified with their exhibitor badge.
9. Any intended or actual breach of security will result in the immediate removal from the premises and prosecution if appropriate.

ALLOCATION OF BOOTH SPACE:

Show Management reserves the sole right and discretion to determine whether booth and/or exhibit space will be awarded to an applicant. All decisions by PIJAC Canada are final.

EXHIBIT HALLS:

10. Items to be suspended or rigged from the exhibit hall ceiling are to be approved by the Hôtel des Seigneurs in advance. Items that have been suspended from the ceiling must be removed together with their rigging immediately upon completion of the show.
11. Tape removal from the floors is the responsibility of the show exhibitor. Removal of the tape by the Hôtel des Seigneurs after the move out period will be charged to the exhibitor.
12. Clear access is to be maintained to exhibit hall concession stands and washrooms at all times.
13. Garbage must be neatly packed, not left exposed or lying around. Arrange disposal with show management.
14. Any form of transportation or movement of exhibits within Hôtel des Seigneurs must be made on rubber wheeled dollies or flat carts approved by the Hôtel des Seigneurs. The exhibitor shall not:
 - a) Permit or allow beer, wine, or liquors of any kind to be sold or given away.
 - b) Commit any nuisance.
 - c) Cause any unusual, noxious or objectionable smoke or odor to emanate from the exhibit.
15. Exhibitors must adhere to the rules and regulations of the Hôtel des Seigneurs.

