



Office Use Only

Date Received: _____
Invoice #: _____
Booth Size: _____
Booth #: _____

EXHIBITOR APPLICATION

1. Fill out the application as completely as possible.
2. Submit along with payment, online or by mail only. No phone registrations accepted.
3. Confirmed registrations will be e-mailed an Invoice.
4. Submit your proof of Liability Insurance to our office.
5. Send in Exhibitor Staff List Form by required date.

Applicant is responsible for following up should anything not be received, as well as for reviewing all documents.

Company Name: _____

Is this the name to appear in the Exhibitor Listings? Yes No, use: _____

If your company is known by any other names include them here: _____

Contact: _____ **Position/Title:** _____

Phone: _____ **Cell:** _____

Address: _____

City Province Postal Code

E-Mail Address: (write clearly): _____

Note: Invoices and instructions will be sent to the e-mail address above.

Also send a copy of the instructions to a 2nd person. E-mail: _____

List and/or describe the type of **product(s) and/or service(s)** to be displayed, along with any materials or samples to be distributed. Undisclosed products or services, along with unauthorized third party promotion, are not permitted and may be removed at the discretion of show management.

**Vendors/exhibitors purchasing a 10 x 6 or 10 x 10 space will be supplied with four (4) weekend passes.*

Vendor Booth Options – Circle One			
Size	Reserve by January 25, 2019	Reserve by March 22, 2019	Reserve by May 24, 20169
10 x 6 - Outdoor <i>Small business</i>	\$155.00	\$175.00	\$195.00
10 x 6 - Indoor <i>Small business</i>	\$165.00	\$185.00	\$205.00
10 x 6 - Outdoor <i>Retail/Corporate</i>	\$200.00	\$245.00	\$295.00
10 x 6 - Indoor <i>Retail/Corporate</i>	\$215.00	\$260.00	\$310.00
10 x 10 - Outdoor <i>Retail/Corporate</i>	\$225.00	\$275.00	\$325.00
10 x 10 - Indoor <i>Retail/Corporate</i>	\$245.00	\$290.00	\$345.00

Power & Vendor Extras – Please Circle	
Description	Price
Power	\$25.00
4 x 4 Storage	\$50.00
Mascot Changing Area	\$25.00
Extra Exhibitor Passes	\$8.00/pass
6' Table	\$30.00
Folding Chairs	\$15.00/chair

Booth Fee Calculator

Table:	\$ _____
Power:	\$ _____
Storage:	\$ _____
Change Area:	\$ _____
Extra Passes: _____ x \$8.00 =	\$ _____
Table:	\$ _____
Folding Chairs: _____ x \$15.00 =	\$ _____
TOTAL:	\$ _____

All booths are assigned on a first come, first served basis. You will have an opportunity to request your top three preferences for booth location. We cannot reserve your spot without payment.

ADVERTISING

All vendors will be listed in our **Expo Guide**, which will be given to attendees at the door. Additional Expo Guide advertising is available as follows:

Expo Guide			
Size	Vendor	Non-Vendor	
Full Page 8" h x 5" w	\$200.00	\$375.00	Provided to attendees at the door. Includes map and listings of all vendors. Full colour. Artwork must be photo-ready or additional charges will apply. Artwork Due: April 26, 2019
Half Page 3.875" h x 5" w	\$150.00	\$295.00	
Quarter Page 2.375" h x 3.875" w	\$125.00	\$275.00	

EXHIBITOR TERMS & CONDITIONS

For the purposes of these conditions, SouthPaws Training Club shall herein be referred to as Management, the event shall be referred to as the Expo, and the vendor or exhibitor shall be referred to as Exhibitor.

1. **RULES & REGULATIONS:** The Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interest of the Expo, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Show. All Exhibitors will be required to observe such further rules and regulations as Management may consider it necessary to impose for the success, safety, and well being of the Show, Exhibitors, and others attending the Show.
2. The Management reserves the right to exercise its sole discretion in the acceptance or rejection of all applications. Priority may be given to Exhibitor applications according to the order of their receipt.
3. **LOSS OR DAMAGE:** Exhibitor will be liable for and will indemnify and hold harmless Management from any loss or damages whatsoever suffered by the Expo as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the Exhibitor, other Exhibitors, Show Sponsors, Management, the Show, the owners of the building, their respective agents, servants and employees, and attendees of the Show (public), either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space. Management assumes no responsibility whatsoever for loss or damage of goods before, during the period of the Expo, or after its close. Management is hereby expressly released and discharged from any and all liability from any loss or damages. The Exhibitor shall observe and abide by additional reasonable regulations made by the Management from time to time for the efficient or safe operation of the Expo. The Exhibitor assumes all liabilities and/or obligations caused by faulty or improper displays.
4. **FORCE MAJEURE:** Management shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatsoever beyond the control of Management whether similar to or dissimilar from the causes enumerated herein.
5. **BOOTH ASSIGNMENT:** Notwithstanding the acceptance of any application, the Management reserves the right to make the final decision regarding the location of space to be allocated to any particular Exhibitor, and to change such location whether because of conflict regarding requested space or other conditions or for any other reason. The Management shall have the exclusive right to assign space to the Exhibitor or rearrange the floor plan and/or relocate any booth.
6. **SUBLETTING:** Subletting of any space by the Exhibitor, sharing of space, or other use of the space which is not specifically authorised by the Management is prohibited.
7. Full payment for the requested space in the Expo is due at the time of application. Booth spaces will not be reserved without payment.
8. **CANCELLATION:** This contract may be cancelled by either party provided written notice is received by the other at least eight (8) weeks prior to the first day of the Expo, in which case the Exhibitor will be responsible for 50% of the total contracted amount. If the Exhibitor cancels after this date the Exhibitor will be liable for 100% of the total contracted space costs. By cancelling this contract the Exhibitor forfeits all rights or claims to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidation damages. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Conditions of Contract, in which case the Exhibitor shall forfeit as liquidated damages all space rental payments made by him and any further occupancy of such space.
9. The use of generators is strictly prohibited.
10. **INSURANCE:** The Exhibitor is responsible for the acquisition and cost of insurance related to their participation in the Expo in advance of the Expo. Proof of Insurance must be submitted to SouthPaws Training Club no later than one week prior to scheduled Expo. The insurance carried by the Management does not cover your loss, damage, or liability. Neither the Management, the Town of Leamington, the Roma Club, nor any of their officers, agents, employees, or other representatives, shall be held accountable or liable for, and are hereby released from accountability or liability for, any damage, loss, harm, or injury to the person or property of any person exhibiting at or attending the Expo, or the Exhibitor or any of its officers, agents, employees, or other representatives, or invitees, resulting from theft, fire, water, accident, actions, or omissions of the Management or its representatives, or other causes.
11. **DISPLAY:** The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Expo but must remain intact until the closing hour of the last day of the Show. The Exhibitor also agrees to remove his or her exhibit, equipment and appurtenances from the Expo grounds by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred. No signs or advertising devices shall be displayed outside Exhibitor space other than those furnished by the Management. Displays blocking the unobstructed view from Exhibitor space to Exhibitor space are prohibited. No displays or signs may be affixed to building walls or posts. Any signs or displays erected by Exhibitors shall be of a professional nature. Management reserves the right to refuse inappropriate or unprofessional signs and displays.

12. SALE OF ANIMALS: To prevent impulse purchases, the sale of animals is prohibited at the Expo.
13. Exhibitors agree to staff their booths during all hours that the Expo is in progress. The Expo hours are from 10:00am to 5:00pm on Saturday, June 22, and 10:00am to 5:00pm on Sunday, June 23, 2019.
14. Exhibitors agree to setup their booths on Saturday, June 22, from 8:00am to 9:45am for the Expo. Exhibitors must be completely set up by the time the Expo opens, as vehicles will be restricted to certain areas soon after.
15. THIRD PARTY PROMOTION: Exhibitor agrees to promote only the business(es) registered for and approved by Management. No third party promotion will be permitted without prior authorization by Management, in writing. This includes, but is not limited to, display and any sampling or distribution of materials (ex. business cards, brochures, etc.).
16. The use of "barkers", "pitchmen", or "hand-outs" is prohibited. Vendors who include music or any noise-making machines must ensure that the resulting noise does not annoy or disturb adjacent Exhibitors and their patrons, or cause the aisles to be blocked. Without limiting the authority of the Management herein, Management reserves the right to require any such sounds or noises be reduced or turned off, in the sole discretion of the Management.
17. PRIVACY: Exhibitor agrees to abide by all federal and provincial laws regarding the collection of personal information, including but not limited to, abstaining from the sale or sharing of personal information to a third party.
18. Exhibitors bear the full responsibility for cleaning the assigned space at the end of the Expo, and shall at all times during the Expo keep their display area in a clean and professional condition. Garbage generated by the Exhibitor is the responsibility of the Exhibitor and shall be disposed of in a timely fashion. The space designated to the Exhibitor shall be left by the Exhibitor in a clean, broom-swept condition at the end of the Expo.
19. The Management will ensure overnight security on June 22, 2019.
20. PHOTOGRAPHS & VIDEO: Management reserves the rights to reproduce all photographs, images and likenesses taken during the Show for future promotional purposes.

I have read and will abide by the SouthPaws Pet Expo Exhibitor Terms & Conditions.

_____ / _____ / _____
Name (print legibly) *Signature* MM DD YY

RAFFLE

Our Rescue Raffle benefits charities and rescues who provide aid, comfort, and adoption opportunities for animals in need.

Providing a donation for our Rescue Raffle can benefit your business or company.

- Increased advertising on our Facebook and Instagram, being identified as a "Community Sponsor" with a link to your website.
- An opportunity to present your service and/or products to thousands of new customers.
- Enhanced exposure at SouthPaws Pet Expo.
- Tabletop announcement of your donation at your booth.
- Inclusion on the sponsor board at the Expo entrance.

All donation descriptions and specifications must be received no later than one week prior to the Expo. You may deliver your donation to our information desk upon check-in on Saturday morning. Donations may also be dropped off in advance.

Would you like to contribute a donation for the Rescue Raffle? Yes No

Please list the Rescue Raffle items you will contribute, along with their descriptions.

APPLICATION SUBMISSION & PAYMENT

Applications can be submitted by mail (address below), or scanned and sent by email (address below).

Payment may be made by e-transfer, cheque, or money order.

E-transfers can be sent to thedoglady@southpawstraining.com. Please use your last name as provided on this application as the password.

Cheques and money orders can be made out to **LINDSAY LOGSDON** and mailed to:
SouthPaws Training Club
c/o Lindsay Logsdon
1720 Mersea Road D
Leamington, ON N8H 3V4