

Confirmed Booth # _____



Aboriginal Business Showcase

March 18, 2010

Contract Agreement

Eligibility: NAABA's full members and 3% maximum capacity non-profit associate members are eligible to have a booth at the Aboriginal Business Showcase, which is on a first come first serve registration bases.

These rules and regulations become part of the exhibit space contract for the Aboriginal Business Showcase. Exhibitors must read, sign and return both pages of this contract.

Company Name: _____ Contact Person: _____
Address: _____ City: _____ Prov: _____ Postal Code: _____
Phone: _____ Fax: _____ Email: _____

Exhibit Description Required: Supply a description of the products/services that describe your company.

Do you require electrical outlets: (These are limited and are on a first come first registration basis) _____

Contracts require a refundable deposit of \$500.00. The deposit is 100% refundable, unless there is a no show, late set up or early take down. Please complete the payment method and sign the credit card authorization and we will only charge the deposit to your credit card based on the contract terms. **This contract is only for exhibit and does not include your reception ticket for \$100. You need to fill out the Ticket Registration Form to purchase your reception ticket.**

Credit Card Authorization Visa MasterCard Expiration Date ____/____

Cardholder: _____ Card #: _____

Business Name (for Info) _____

I hereby authorize Northeastern Alberta Aboriginal Business Association to process payment on the given card.

Signature: _____

Office use:

Amount paid: _____ Date: _____ Method: _____

Important Notice Regarding Set – Up:

Please check in with NAABA volunteers located at the registration desk before set up. You will receive a package that contains your exhibitor tags and any outstanding paperwork. You may begin set up at 7:00 a.m. on Thursday March 18. All exhibits must be completely set up by 11:30 pm. The exhibit area will be closed from 4:30pm to 6:00pm. During this time it will allow Sawridge staff to set up for reception.

Exhibitors Badges:

If information received one week prior to Event, each booth will receive two exhibitor badges. Any individual working your booth must wear a badge at all times. We appreciate those volunteers from your organization maybe donating their time to work; we ask you to consider that we rely on this as major fundraiser and are not able to accommodate additional requests for passes. Name (1) _____ Name (2) _____

Move Out:

Displays must not be dismantled prior to 9:00 pm on Thursday March 18. Items that may be easily damaged or stolen should be removed immediately following the show. The premises must be vacated by midnight on March 18th. Northeastern Alberta Aboriginal Business Association and the Sawridge & Conference Centre assume no responsibilities for items left on the floor.

Security:

There will be no security during the Aboriginal Business Showcase and during the re-opening of the evening presentations. Thus, Northeastern Alberta Aboriginal Business Association and the Sawridge & Conference Centre cannot assume any responsibility for losses incurred from theft or any other causes.

Exhibitor Services:

Standard display includes the following: One 8' draped display table and one chair. All other display board, posters, pamphlets are your company's responsibility. Please advise if table is necessary Yes No

**Northeastern Alberta Aboriginal Business Association
Aboriginal Business Showcase – March 18, 2010
Rules & Regulations:**

Terms of Payment:

- No exhibitor will be permitted space, or part of the exhibit space until refundable deposit has been identified.

Cancellation Policy:

- Contracts require a refundable deposit of \$500.00. The deposit is 100% refundable, unless there is a no show, late set up or early take down. Please complete the payment method and sign the credit card authorization and we will only charge the deposit to your credit card based on the contract terms. **This contract is only for exhibit and does not include your reception ticket for \$100. You need to fill out the Ticket Registration Form to purchase your reception ticket.**

General Rules:

- Exhibitor agrees to display only products that are outlined on the front of this contract. Exhibitor agrees that no product will be exhibited, parked, or stored except in the exhibit space contracted for.
- No nails or screws may be driven into the floor of the show room. No tacks in walls, only painters tape (supplied by Sawridge staff) is permitted on building walls or floor. No damage of any nature may be done to the booth structure or any part of the building. Exhibitors will be held responsible for damages.
- All aisles must be clear of exhibits, interviews, demonstrations, and distribution of literature. No canvassing, solicitations of business or conference in the interest of business except by exhibiting firms are allowed.
- All combustible exhibit and display materials must be flame proofed. Explosive materials are not allowed on the premises.
- All rules, regulations, and codes pertaining to Public Buildings, Liquor Health, Fire, City Ordinates, Safety and Electrical, both provincial and municipal, must be adhered to.
- Use of audiovisual equipment will be permitted where appropriate to the display, provided sound is maintained at not more than "conversation" level. NAABA Event Committee reserves the right to restrict exhibitors' use of sound and other devices which may interfere with the best interest of the show.

Waiver of Liability and Indemnity:

- All property used or exhibited is at the sole risk of the Exhibitor, and NAABA will not assume any responsibility for the safety of exhibits against theft, robbery, fire, accidents, or for any matter or thing whatsoever, or for bodily injury or damage to property or persons caused by the operations of the Exhibitor.

Character of Exhibit:

- All exhibits must remain intact until the close of the evening. Exhibitors shall maintain a responsible individual or individuals at their booth at all times during the showcase, and ensure that they are familiar with the rules and regulations of the showcase.
- NAABA Event Committee retain the right to restrict, exclude, or evict Exhibitors or Exhibits which because of their method of operation, become objectionable or in the opinion of the NAABA Event Committee detract from the general character of the showcase. This includes person, things, printed matter, or anything else the NAABA Events Committee judge to be objectionable. In the event that the above mentioned becomes necessary, NAABA Event Committee may retain the deposit paid as liquidated damages for breach of this agreement.

Height Limitations for Displays:

- Racks and display shelves must not exceed eight feet in height and exhibitors are required to exercise care so that their displays do not unduly obstruct visibility of adjacent displays. At least 50% of the total area between adjacent exhibits must allow for eye level visibility.

Signs:

- Suspended signs will not be allowed in the Showcase room. Signs must not exceed the eight foot height restriction and may not be attached to or painted on, equipment and machinery above that height. If your display is prefabricated and exceeds the height restriction, please advise NAABA Event Committee so special location can be arranged.

Amendments:

- NAABA Event Committee shall have full power in the interpretation and enforcement of all Rules and Regulations and the power to make such amendments and additional rules and regulations as considered necessary for the proper conduct of the Exhibitors.

I acknowledge that I have read the Rules and Regulations on this contract and understand that they shall be incorporated into and form part of this contract.

Signature: _____ Date: _____

Print Name: _____