

Exhibit Space Request for... GreenTrade Expo 2012

Please type or print clearly

Wednesday, February 15, 2012
9 am – 4 pm
CE Centre
4899 Uplands Drive (at the airport)



Company Name: _____
 Contact Person: _____
 Address: _____
 City: _____ Province/State: _____ Postal/ZIP Code: _____
 Phone: (____) _____ Cell: (____) _____ Fax: (____) _____
 E-mail: _____ We Site: _____

Booth Number Preference: 1st choice _____ 2nd choice _____ 3rd choice _____

Booth Dimensions: _____ feet (front) X _____ feet (deep) = _____ square feet*

PLEASE NOTE: Peninsula booths (open on three sides) must be a **minimum** of 20 feet by 20 feet, or larger.

For Your Show Guide Listing: Please list our company under the letter "____"

Product Categories: We'll have the following products/services on display...

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Equipment - Large | <input type="checkbox"/> Interlock & Precast | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Associations (Trades) | <input type="checkbox"/> Equipment - Small | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Seeds |
| <input type="checkbox"/> Chemicals (Commercial) | <input type="checkbox"/> Equipment - Snow | <input type="checkbox"/> Landscaping Supplies | <input type="checkbox"/> Services |
| <input type="checkbox"/> Christmas Tree Growers | <input type="checkbox"/> Furniture & Accessories | <input type="checkbox"/> Lighting | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Christmas Tree Suppliers | <input type="checkbox"/> Garden Centre Supplies | <input type="checkbox"/> Nursery Growing Supplies | <input type="checkbox"/> Water Gardens & Supplies |
| <input type="checkbox"/> Computer Soft/Hardware/Support | <input type="checkbox"/> Greenhouse Supplies | <input type="checkbox"/> Nursery Stock | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Education | <input type="checkbox"/> Greenhouse Equipment | <input type="checkbox"/> Organic Products | |
| <input type="checkbox"/> Equipment Accessories | <input type="checkbox"/> Hardware/Tools | <input type="checkbox"/> Ornamental Concrete | |

Booth Payment Calculations:

LO MEMBERS NON-MEMBERS

Booths of 100 to 400 square feet: **\$4.86/sq. ft.** **\$5.27/sq. ft.**

Booths of 500 square feet and larger: **\$4.76/sq. ft.** **\$5.17/sq. ft.**

Booth Cost: _____ square feet* X \$ _____ (price per square foot) = \$ _____

Corner Premium (if applicable) @ \$42/corner \$ _____

New this year – You'll need to contract for your own electrical requirements (see Exhibitors Kit for details)

Booth Space Sub-total \$ _____

Payment Terms:

A deposit of at least 50% must accompany this form.

The balance is due and payable, in full by:

January 6, 2012

The above payment is based upon your acceptance as an exhibitor by Landscape Ontario, at which time this application becomes a binding contract and is not cancelable unless agreed to by both parties.

13% HST (registration # R119005049) \$ _____

Total Booth Cost (in Canadian dollars) \$ _____

Plus Sponsorship (if applicable) \$ _____

Total Booth Cost + Sponsorship (if applicable) \$ _____

On behalf of the above applicant company, I agree to abide by the Rules & Regulations, as set out on page 2 of this application...

Authorized Signature: _____ Date: _____

If you wish to pay by Visa or MasterCard, please complete the following information fields...

Deposit only Deposit + Balance when due (January 6, 2012)

VISA MasterCard

Card Number: _____ Expiry Date (MM / YYYY): _____ / _____

Signature: _____

Mail this completed contract, including your payment to (or fax to 613-822-5155)...

The Ottawa Chapter of Landscape Ontario
PO Box 39117 – 2265 Riverside Drive, Ottawa, ON K1H 1A1

See Page 2 for Show Rules & Regulations

Page 2 – Exhibitor Rules & Regulations (also see Exhibitor Kit)

1. **Show Management** – For the purpose of this Agreement, the words, “Show Management” as used herein, refers to the **Landscape Ontario Horticultural Trades Association**, its Ottawa Chapter, its employees and agents. Enforcement and interpretation of the following rules & regulations is the responsibility of Show Management.
2. **Space Rental** – The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with backdrop drapery. No side-rail drapery, carpet or electricity is supplied.
3. **Cancellation of Display Space** – Display space may be cancelled up to 90 days prior to the opening dates of the exposition without penalty, except for a \$50.00 administration charge; however, a cancellation charge equal to one-third the cost of the space will be made by Show Management for space cancelled from 90 days to 60 days prior to the opening date of the exposition; one-half the cost of the space if cancelled from 60 days to 30 days of the opening date; and the full cost of the space if cancelled within 30 days of the opening date of the exposition.
4. **Liability & Insurance** – Neither the Landscape Ontario Horticultural Trades Association, the Ottawa Chapter, nor any of its officers, directors, employees or agents, nor the owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. On executing this contract, the exhibitor expressly releases the foregoing Association, individuals and firms from, and agrees to indemnify same against any or all claims for such loss, damage or injury. Exhibitors must provide, *in advance of the Show*, a Certificate of Insurance showing minimum general liability coverage of **\$1,000,000 (?)** per occurrence, made to the **CE Centre, 4899 Uplands Drive, Ottawa, ON K1V 2N6**, also referencing “**GreenTrade Expo**,” and naming “**Landscape Ontario**” as an additional “insured.”
5. **Use of Space & Restrictions** – The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only the exhibitor's products and/or services may be exhibited. Promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. Exhibits which interfere with the exhibits of other exhibitors or obstructs the visibility of other exhibits will not be permitted. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond the limitations set forth in the Exhibitor's Manual, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, due to noise, operation of equipment, creation of safety hazards, or any other reason, become objectionable to, or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated “common areas” of the facility.
6. **Installation, Exhibit Hours & Dismantling** – Dates and hours for installation, exhibiting and dismantling will be as specified by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than during official exhibit hours. Exhibits shall be staffed at all times when the exhibition is officially open. **No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing.** Non-compliance with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed **no later than 6 pm, Wednesday February 15, 2012**. Any and all storage and handling charges incurred for not having removed exhibit and/or materials by that time shall be the sole responsibility of the exhibitor. Show Management reserves the right to remove any exhibit, garbage, materials, packaging, sand, stone, etc., which is not removed at the conclusion of the exhibition, and charge the expense to the exhibitor.
7. **Materials Handling** – Dollies and manned forklifts will be provided during official move-in and move-out hours. Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material.
8. **Fire Regulations** – All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays, and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring his/her exhibit meets these standards.
9. **Electrical Safety Code Requirements** – All exhibitors must comply with the Electrical Safety Code Requirements of Ontario Hydro. The exhibitor assumes full responsibility for ensuring his/her exhibit meet these standards. (See Exhibitor Kit)
10. **Damage to Property** – Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment, or to other exhibitors' property, and shall indemnify the Facility Management, Show Management, and/or the Official Services Contractor(s) against, and hold them harmless from, any complaints, suits or liabilities resulting from the negligence of the exhibitor in connection with the exhibitors use of exhibit space.
11. **Care of Buildings** – Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive which is easily removed and will not damage the floor. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.
12. **Water Requirements in Exhibit Space** – Exhibitors requiring water to fill fountains, ponds or pools are subject to the “**Water Consumption Service Fees**” established by **CE Centre**. To request water, exhibitors must provide their requirements, in writing, to Freeman Electrical (see Exhibitor Kit), at least 14 days in advance of the show.
13. **Security** – Show Management will employ a reputable security company and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damage of goods, equipment, exhibits, or other materials owned, rented or leased by the exhibitor, howsoever caused.
14. **Exhibitor Badges** – Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area, and are required for entry to the show. Exhibitor badges are to be worn by only those company representatives who will staff the booth. (see Exhibitor Kit)
15. **Food and/or Alcoholic Beverages** – The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and the facility is prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.
16. **Exclusive Rights** – Only participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the express, written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.
17. **Entry to Show** – Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management, is deemed unfit to participate, is evidently intoxicated, or in any other way is disrupting the Show.
18. **Health and Safety Regulations** – The exhibitor agrees to comply, at all times, with the Health & Safety rules, as set out by the Show. Further, the exhibitor ensures that his/her staff and/or agents will also comply with these rules. Show Management reserves the right to refuse admission to any exhibitor, exhibitors' representative or agent(s) not in compliance with these rules.
19. **Booth Assignment** – Show Management reserves the right to assign any and all booth space as it best determines. If you were an exhibitor in the 2011 show, you have the first right of refusal for the same exhibit space in the Show, provided you have completed and returned your contract, along with a deposit of 50% of your total booth space cost, no later than **November 15, 2011**.