



**Edmonton
Northlands
Edmonton
Expo Centre**

Sept. 23-25, 2011

Fri. 3pm - 10pm
Sat. 10am - 9pm
Sun. 11am - 7pm

This document will confirm the agreement of the undersigned; herein after referred to as the exhibitor, to exhibit in the Body Soul & Spirit Expo; herein after referred to as the expo. It is hereby agreed that the undersigned will abide by the rules and regulations set forth in this agreement. The acceptance to exhibit by or on behalf of the expo shall constitute a contract.

- 1) The exhibitor(s) agree to pay all contracted and requested services to the Body Soul & Spirit Expo, and it's suppliers, and to protect, indemnify and hold harmless the expo and any venue in which the expo shall take place, it's employees and agents from any claims, losses, and damages to persons or property, government fees or fines, expenses and attorneys' fees arising out of or caused by the exhibitor, outside contractor installations, removal, maintenance, occupancy or use of the exhibition or venue premises or any part thereof financially or otherwise made by any individual or entity.
- 2) Failure to comply with any of the terms of this contract will result in the exhibitor and/or the exhibitor's staff being ejected and removed from the expo and forfeiture of the exhibitor space without any monetary refund upon the expo's discretion.
- 3) Refund & cancellation policy: All deposits and booth payments are non-refundable, and it is the exhibitor's responsibility to assure that they have obtained appropriate insurance to cover any unexpected occurrences that may affect their ability to attend! All cancellations must be in writing and faxed or mailed to our office. Cancellations more than 60 days prior to the event are required to pay 50% of total charges. Cancellations 60 days or fewer prior to the event are required to pay 100% of total charges and any administrative costs associated with their cancellation. All cancellations once accepted are firm, and the show management is under no obligation to rescind cancellations, or carry over deposits or payments to subsequent events.
- 4) Your space or booth is nontransferable, and once assigned may not be resold, shared, reassigned or changed to a different company, product or service other than indicated on the exhibitor registration without authorization and written consent of the show management. All booths representing more than one company, product line, or business are subject to additional fees as indicated on the booth registration page.
- 5) The expo reserves the right to fully determine the eligibility of any company, person, product and/or service in the exhibit area. The exhibitor shall bear all liability where the venue, customs or other offices determine that their product or service is not permitted at the Expo. Exhibitors are required to disclose all products and services on exhibitor registration form (under step one: general information). The show reserves the right to limit "brand specific" products to one exhibitor to show, this ONLY applies to specific products distributed by independent representative of the same company! An additional "exclusivity" fee of \$100.00 will be added to the booth cost to insure exclusivity of such exhibitors.
- 6) The venue may provide overnight security for the exhibit hall, but assumes no liability for theft or loss of any kind. Insurance to cover all losses, including but not limited property or injury shall be the sole responsibility of the exhibitor.
- 7) All product sales & services, sessions, promotions and placement of products must be confined to the exhibitor's booth and areas designated by the expo management and will be limited to those specified on the exhibitor registration.
- 8) The Expo will provide a draped exhibitor booth with a 8' back drape wall and 3' side wall(s) and three identification passes. Signage, booth display, and furnishings are the sole responsibility of the exhibitor. Additional set up must be ordered from the official display company, and orders must be placed one week prior in order to assure availability. For a list of suppliers for see page 11 "Important Contacts".
- 9) Exhibitor Passes (Wristbands) are solely issued for the purpose of providing entry for staff and exhibitors during show hour and are kept at the front registration desk until signed for. To be valid, exhibitor wristband must be properly affixed to the exhibitor's or staff's wrist whom must also be "signed in" on the staff list at the front registration desk. The exhibitor hereby agrees to provide all names of staff prior to arrival (see staff list form page 4), and accepts responsibility for any additional wristbands issued. Any damaged or lost wristbands will only be replaced at a cost of \$2.00 each for those on the staff list, and only with Valid Photo I.D. Any person presenting themselves at the expo as staff that is not included on the staff list WILL NOT be granted entry, and will be required to pay full admission. Each person will be required to know the booth number and name of exhibiting company to pick up wristbands. Failure to provide the information above or names for a staff list for your exhibit space in the time allotted will result in the requirement of payment of admission at the door. Wristbands are Non-Transferable, and any attempt to do so is considered theft of services.
- 10) Exhibitors hereby agree to observe and adhere to all provincial and city bylaws pertaining to but not limited to fire, health, safety, & food handling, and accept sole responsibility for any fines expenses or loss of revenue due to any violation of these laws, or failure to meet any requirements by such agencies.
- 11) Exhibitors agree to be solely responsible in acquiring all permits and licenses required for the sale and/or promotion of their products and/or services and must have any necessary permits and licenses in place for the entire duration of the Expo.
- 12) In event of outside causes that prevent the Expo from taking place or forces the Expo to change locations or dates the management reserves the right to retain exhibitor payments as is reasonable to cover incurred costs associated with the expo. It is the sole responsibility of the exhibitor to obtain adequate insurance to cover any such losses.
- 13) All exhibitors and exhibitors' staff agrees to conduct themselves in a peaceful, cooperative and harmonious manner as is appropriate to the integrity of patrons, fellow exhibitors, show management and the venue staff.
- 14) The Show Hours (for public attendance) are Friday 3 PM - 10 PM, Saturday 10 AM - 9 PM and Sunday 11 AM - 6 PM. Each exhibitor is required to keep at least one attendant in their booth during all show hours. There is absolutely no moving out allowed prior to the official end of the show unless agreed upon by the expo management. This clause will be strictly enforced; failure to comply will result in a fine of up to \$450 per occurrence.
- 15) The Expo reserves the right to move or relocate an exhibitor's booth, or modify the show floor plan for the betterment of the show.
- 16) Booth prices are discounted as set out in the payment schedule of the exhibitor package, failure to meet with payment deadlines may result in the full, non-discounted price being due and payable upon the expo administration's discretion.
- 17) The expo reserves the right to change the booth cost on any un-contracted booths without notice.
- 18) A minimum 50% deposit and a signed contract is required to secure any discount offers and reserve your space. Your final payment is due no later than August 23, 2011.
- 19) All certified cheques and money orders are to be made payable to The Body Soul & Spirit Expo. All uncertified cheques received will be returned for certification. All receipts for payments will be provided after the opening of the exhibition. Accepted forms of payments are Visa, MasterCard, American Express, certified cheques and money orders. Credit Card Payments will be charged a 3% merchant processing fee.
- 20) Balances must be received no later than August 23, 2011, or your exhibitor space may be cancelled upon the discretion of the show management. All bookings not paid in full by this date are required to pay the non-discounted price in full. All outstanding or overdue payment will be subject to a 3% per month financial charge, and all cost incurred for collection of such accounts.
- 21) Setup will commence no earlier than 10:30 am on the Friday opening date of the show. Exhibitors must be set up by 2:45 pm Friday or their space may be forfeited and reassigned or resold without refund.
- 22) The Expo shall have full power to interpret and/or amend these Rules and Regulations, and the expo must be accepted as final in any dispute with the Exhibitor or in any situation not covered by these Rules and Regulations. Whereas any part of this contract is considered unenforceable, all other terms of this agreement shall stand as true and binding!!

Name: _____ Date: _____

Signature: _____

The Body Soul & Spirit Expo -Edmonton 2011

◆ 121 Thornfield Close SE, Airdrie, AB, Canada T4A 2K9 ◆ Tel 1-877-560-6830 ◆ Fax (1-877-560-6832
www.bodysoulspiritepo.com E-mail: info@bodysoulspiritepo.com

Referred by: _____ Please provide the name of the person that originally contacted you regarding the Body Soul & Spirit Expos if applicable. (referral pro-

➔ **Step One: General Information**

First Name: _____ Last Name: _____
 Company: _____ City: _____ Prov.: _____ Zip: _____
 Address: _____ E-mail: _____
 Phone: _____ Fax: _____ Products / Services: _____
 Web: _____

➔ **Step Two: Pre Registration** (Before Oct. 20, 2010)

NEW PRE REGISTRATION \$100.00
I would like to reserve my exhibit space in advance

Terms of Pre-Registration

If booking before (Oct. 20, 2010) a \$100.00 Pre Registration Deposit holds your booth until Official Registration Starts (Typically 6 months prior to Event). Once Regular Booking starts, the standard deposit of 50% minus \$100.00 will be applied to your account!

➔ **Step Three: Booth Selection**

Booth Type	Booked Before June 14, 2011	Booked Until Aug 23, 2011	Booked After Aug 23, 2011
<input type="checkbox"/> Small 8'x8'	\$700.00	\$735.00	\$770.00
<input type="checkbox"/> Regular 8'x10'	\$760.00	\$798.00	\$836.00
<input type="checkbox"/> Lg. Booth 10'x10	\$820.00	\$860.00	\$900.00
<input type="checkbox"/> Double Booth	\$1440.00	\$1520.00	\$1600.00

Corner +\$75.00, Shared booths +\$175 per share (on approval) "brand specific" exclusivity +\$100.00
NO booth sharing or subleasing of space Allowed

1st _____	Booth Preference See Floor Plan to indicate preference. Booth Assignments are based on Availability, and discretion of show management!	Assigned Booth _____
2nd _____		
3rd _____		

Special (if booked when registering)

- Online Listing \$20.00 (Reg. \$25 + Setup)
 Full Page Profile in Magazine \$342.00 (Reg. 684.00)

** No Payment Until August15 (Final Ad Deadline)

➔ **Step Four: Booth Staff Registration** (indicate weekend or day by circling (Fri) (Sat) (Sun) (Wknd))

1st: _____ (Fri) (Sat) (Sun) (Wknd) **5th:** _____ (Fri) (Sat) (Sun) (Wknd)
2nd: _____ (Fri) (Sat) (Sun) (Wknd) **6th:** _____ (Fri) (Sat) (Sun) (Wknd)
3rd: _____ (Fri) (Sat) (Sun) (Wknd) **7th:** _____ (Fri) (Sat) (Sun) (Wknd)
4th: _____ (Fri) (Sat) (Sun) (Wknd) **8th:** _____ (Fri) (Sat) (Sun) (Wknd)

Company: _____

* ONE Exhibitor Pass (Exhibitor Wristband) is provided for each exhibitor booth. Extra Wristbands are \$15.00 for the Weekend or \$8.00 per day. Fax at east Fax (or re send fax when your list is confirmed) at least 30 DAYS in advance of the expo (by Sept 9), or with you registration upon booking. Wristbands may be picked up and signed for (by each person) for at the front registration desk.

➔ **Step Five: Payment Information**

50% of your total cost is due upon booking your space, the remaining is due and payable September 1, 2011. Forms of payment accepted are Master Card, Visa, Certified Cheque, and Money Orders. A 3% fee will be applied to cover all credit card payments! If paying by credit card, your final payment and additional orders of services will be billed to the same credit card account unless an alternative form of payment is provide! If paying by Cheque, please include a post dated cheque for September 1, 2011. with you deposit Payment.

Payment Method: Visa Master Card Amex Cheque

Card No. _____

Expiry: _____ / _____
Month Year

Name as it appears on Card: _____

I have read the exhibitor Contract and agree to abide by all terms & conditions governing the Body Soul & Spirit Expo

Signature: _____ **Date:** _____

Fax this form to 1-877-560-6832

Several NEW Economical Booth Size Choices Fall 2011

The Body Soul & Spirit Expo is now offering several NEW booth sizes, ranging from large product booths, regular practitioner booths, to our news mini consultations booths which start at just \$700.00 for all three days. Whether you have a lot of products, or just need a little bit of space, we put together a floor plan that will accommodate your needs, both in size and price! Need a custom booth size? We also can provide several options to suit your companies display needs - from gross footage, raised platforms and much more.

Exhibitor booths are assigned by the Event Manager at time of booking. A representative will call to confirm your assigned booth after all the appropriate booking forms are received. Please call if you have any specific requirements.

