

SAULT STE. MARIE  
CHAMBER OF COMMERCE  
2018

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WE • ARE • THE  
SOO  
EXPOS

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WE ARE THE  
**SOO**

**HOME  
DECOR &  
RENOVATION  
EXPO 2018**

**FRIDAY**  
FEBRUARY 23<sup>th</sup>  
11 A.M. - 8 P.M.

**SATURDAY**  
FEBRUARY 24<sup>th</sup>  
10 A.M. - 6 P.M. **THE MACHINE SHOP**  
83 HURON STREET



## CONTRACT FOR EXHIBIT SPACE

It is required that all terms & conditions are read and understood.

### COMPANY DETAILS

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ FB/Twitter: \_\_\_\_\_

### RATES & BALANCE

_____ Total booth cost	_____ Extra Tables	_____ Table Skirting	_____ <b>Sub Total</b>
_____ Early Bird	_____ Extra Exhibitor	(Includes 1 tablecloth)	_____ <b>HST</b>
_____ Tablecloths	_____ Identification Passes	_____ Show Program	_____ <b>TOTAL</b>
		_____ Advertising	_____ <b>Deposit</b>
			_____ <b>BALANCE DUE</b>

### PAYMENT INFORMATION

Invoice sent to the attention of: \_\_\_\_\_

This option is available for Chamber members in good standing only.

CHEQUE(S) ENCLOSED — Post-dated cheques payable to Sault Ste. Marie Chamber of Commerce.

VISA  MASTERCARD  Amex  CARD #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit of 50% due at commitment. Balance due on or before January 24, 2018**

### FORM SUBMISSION

Completed registration forms can be sent by mail, emailed, fax or in person to **Bob Burns, Membership & Business Development Leader** as follows:

**Sault Ste. Marie Chamber of Commerce**  
369 Queen Street East, Suite 1  
Sault Ste. Marie, ON P6A 1Z4  
Tel: 705-949-7152, Fax: 705-759-8166  
bob@ssmcc.com

**BOOTH + DEMONSTRATIONS**

Booth includes 8' back drape, 3' side drape (where applicable), one table, two chairs and access to electrical (Electrical must be 'checked' on registration). **Booth rental does not include table cloth or draping for tables.**

- Standard Booth 10'x10' - \$400.00 +<sup>HST</sup>** (discount rate for additional booths: \$375.00 + HST/booth) Quantity: \_\_\_\_\_  
**A \$200 / booth surcharge applies to Non-Sault Ste. Marie Chamber of Commerce member exhibitors**
- Quad Booths 20'x20' - \$1,300** (Limited. First come, first serve) Quantity: \_\_\_\_\_  
**A \$400 / booth surcharge applies to Non-Sault Ste. Marie Chamber of Commerce member exhibitors**
- Six Pack - \$1,650** (Limited. First come, first serve) Quantity: \_\_\_\_\_  
**A \$600 / booth surcharge applies to Non-Sault Ste. Marie Chamber of Commerce member exhibitors**
- Eight Pack - \$1,800** (Limited. First come, first serve) Quantity: \_\_\_\_\_  
**A \$800 / booth surcharge applies to Non-Sault Ste. Marie Chamber of Commerce member exhibitors**
- Mirco Market** A market on the mezzanine or corridor level for home base consultants & artisans Quantity: \_\_\_\_\_  
(Includes table and chair)- **\$100.00 +<sup>HST</sup>**
- Early Bird Discount.** Book before December 15, 2017 and receive 5% discount on booth rental (does not apply to extras). Quantity: \_\_\_\_\_  
Payment in full is required

**ELECTRICAL:**  Yes  No

**Please specify what electrical will be used for, to ensure your needs can be met.** \_\_\_\_\_

**WIFI:**  Yes  No

**FUEL OR BATTERY OPERATED EQUIPMENT:**  Yes  No

If you will be displaying any equipment that will be connected to a battery or will have fuel within a tank while on display, please read and sign on the last page.

**MEZZANINE & OUTDOOR DEMONSTRATIONS:**  Yes  No

- Free to vendors**  
Highlight a fitness/yoga class/circuit class, demonstrate a product or sample, or provide an information session to a captive audience, in a comfortable and bright environment.  
**Sponsors have first access to demonstration.**  
Please indicate what type of demonstration you would like to provide  
  
\_\_\_\_\_

**EXTRAS**

- Advertising Show Program. Business Card Size. \$150. Program will be distributed to households and at expo event. Quantity: \_\_\_\_\_
- Extra Tables @ \$20.00 +HST/TABLE Quantity: \_\_\_\_\_  
Each booth comes with 1 table. If additional tables are required please indicate.
- Extra Exhibitor Identification Passes @ \$5.00 + HST/PER PASS Quantity: \_\_\_\_\_  
Each exhibitor will be provided with up to 4 complimentary exhibitor I.D. passes. Additional exhibitor I.D.s must be ordered in advance. Exhibitors without I.D.s will be required to pay admission.
- Table Skirts \$29.99 +HST per table. Includes table cloth. Quantity: \_\_\_\_\_  
Booths do not include table skirting. If your booth requires table skirting please indicate.
- Table Cloth \$15.00 +HST per table. Quantity: \_\_\_\_\_  
Booths do not include table cloths. If you require a table cloth please indicate.

# WE ARE THE SOO

# BIG SPORT & OUTDOOR SHOW 2018

SATURDAY  
MARCH 10  
10 A.M. - 6 P.M.

SUNDAY  
MARCH 11  
10 A.M. - 4 P.M.

THE MACHINE SHOP  
83 HURON STREET



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## EXHIBITOR CONTRACT

Please read, sign and return with your registration and deposit.

1. This serves as both an agreement and contract.
2. Exhibitor agrees to accept exhibit space assigned and will not sublet or apportion to anyone else. Exhibit, regardless of location, will be staffed during all hours of the show.
3. It is the sole obligation of the Sault Ste. Marie Chamber of Commerce to furnish Exhibitors with contracted draped booth space, electrical outlets, tables and show identification passes as requested.
4. Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the show. Exhibitors are encouraged to construct attractive and eye-appealing booths. Exhibitors will supply their own extension cords, power bars, table cloths and skirts, carpeting, pins or whatever is required to put up their display. All extension cords and power bars must comply with CSA regulations and may be subject to inspection. Exhibitor is responsible for company signage identifying their booth. Exhibitors will be responsible for any damage caused to their display site or booth drapes.
5. Exhibitors and their staff must have their show passes in their possession at all times. Up to 4 passes are provided complimentary per exhibitor. FOR SECURITY PURPOSES: Exhibitors seeking access to their booth outside of show hours will be required to produce their show pass for show security before gaining entrance. Exhibitors without passes will be required to wait until the show opens and pay the admission.
6. Any damage to the property of The Machine Shop and/or pipe and drape provided incurred during set up or take down will be charged to the exhibitor.
7. EXHIBITORS WILL NOT BE PERMITTED TO TEAR DOWN BEFORE SHOW CLOSING. Exhibits must be removed from the show premises and building at conclusion of expos. Exhibits and any refuse remaining after that time will be removed and expenses charged to the exhibitor. Exhibitor shall be responsible for delivery, handling, erection and removal of own displays and materials. Storage is not available for crates or excess exhibit material at The Machine Shop prior to, during or after the show. Exhibitors who do not abide by the tear down rules may be barred from participating in future shows and may result in additional costs.
8. Exhibitor will not commit any act which may endanger public safety or inconvenience other exhibitors or the public. Exhibitor is responsible for cleaning own booth daily. Exhibitor should bring own garbage can/bags for refuse.
9. Exhibitor will keep music or other activities at an acceptable noise level, subject to the approval of show officials.
- 10. If moving heavy equipment vendors must use caster wheels/floor covering to avoid damaging the floor.**
11. The Exhibitor may bring a cash register and/or credit card machines. Exhibitor must confine all sales activities to the limits of their own booth. It is suggested that all exhibitors bring their own LOCKABLE change box and change.
12. All pertinent fire codes and laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. Smoking will not be permitted anywhere in The Machine Shop.
13. All signage MUST be professionally designed (NO hand written signs or posters)
- 14. All participants are required to provide a 50% initial deposit at time of registration. Balance is due no later than 30 days prior to expo. Members in good standing can be invoiced for remaining balance.**
15. Cancellation Policy: Cancellations received no less than 30 days prior to expo will be refunded 50% of **initial deposit**. Cancellations with less than 30 days will not be offered a refund.
16. Exhibitors will have access to the venue (The Machine Shop) the day immediately before expo between 10am-6pm for setup.  
\*Based on vendor requirement, a scheduled setup may be required and will be communicated.

**PLEASE NOTE: Payment is confirmation that you have reviewed and agreed to the above terms & conditions and the payment cancellation policy.**

## EXHIBITOR CONTRACT (CONT'D)

Please read, sign and return with your registration and deposit.

17. Nothing shall be nailed, stapled, or otherwise fixed to walls, floors or any other part of the exhibition area or any other part of The Machine Shop. Masking tape is permitted. All necessary measures for the protection of the building, equipment and furniture shall be at the expense of the exhibitor.
18. Exhibitors agree that all photographs taken throughout expo can be used by the Sault Ste. Marie Chamber of Commerce for purposes of social media and marketing future expos.
19. The Exhibitor authorizes the Sault Ste. Marie Chamber of Commerce, its agents and employees, to use the Exhibitor's name to promote the show and to solicit other exhibitors for this and future shows.
20. Amendments and Terminations: The Show Management shall have full power to interpret these rules. Wherever these rules do not cover, the Show Management shall have the full power to make such ruling as may appear to be in the best interest of the show, and the Exhibitor agrees to accept and abide by such rulings. Show Management reserves the right to terminate Exhibitors rights under their contract in the event of a violation of their contract by the Exhibitor and retain all amounts paid in addition to any other remedies.
21. **NO** raffle or prize tickets will be **sold** at the exhibitor's table, on the exhibit floor, in the parking area or any area deemed to be part of the "Show". Vendors are permitted to hold door prize draws - with stipulation that no purchase is necessary.
22. Any vendor wishing to sell/distribute food and beverage must be approved by venue. Chamber staff will facilitate.

## LIABILITY

1. Neither the Sault Ste. Marie Chamber of Commerce nor The Machine Shop will be responsible for any injury which may arise to the Exhibitors, their employees or agents, guests or business invitees, or for the loss or damage to any goods from any cause whatsoever while in transit to or from, or while in The Machine Shop. By executing this contract, Exhibitor agrees absolutely and irrevocably to waive and release any claim it may have against the Sault Ste. Marie Chamber of Commerce, The Machine Shop, their officers, agents or employees on account of Exhibitor's use of the exhibit space described herein. Security will be provided after the closing each evening (Friday, Saturday) until the opening of the show the following day. Exhibitors, however, are advised to secure small valuable items each day and never to leave their booth unattended during show hours.
2. When Acts of God or any other cause not within the control of the Sault Ste. Marie Chamber of Commerce or The Machine Shop make it impossible to permit the exhibitor to occupy the premises, then in such cases, the Sault Ste. Marie Chamber of Commerce and The Machine Shop, its officers and employees are jointly released from any and all claims for damages which may arise in consequence thereof.

I have read, understand and agree to comply with the terms and conditions set forth in this Application/Contract and understand they shall constitute a binding contract.

**EXHIBITOR CONTRACT** (CONT'D)

Please read, sign and return with your registration and deposit.

**INDOOR DISPLAY REGULATIONS**

Exhibitors displaying motorized vehicles must ensure that they adhere to the following regulations, **please initial each box:**

**GAS TANKS**

- Gas tanks must be less than ¾ full.

**GAS CAPS**

- Gas caps must be locked or access to gas caps must be secured from tampering.

**FIRE EXTINGUISHERS**

- All exhibitors displaying any type of motorized vehicle (gas powered or otherwise) must keep on-hand a class ABC fire extinguisher. Extinguishers must be visible and exhibitor staff / representatives must be trained in their proper use.  
*Exhibitors are responsible for providing their own extinguishers.*

**STORAGE OF KEYS AND DEMONSTRATION OF AUXILLIARY / SPECIAL FEATURES**

- Vehicle keys must be stored securely in a way that they are not accessible to any individuals other than exhibitor staff or representatives. Keys must not be left in ignition.
- Vehicles may keep batteries connected in order to demonstrate battery-powered features; however keys to vehicles shall NEVER be turned to the point of ignition during the event. Keys may only be turned to an auxiliary position in order to demonstrate vehicle features such as lighting, stereo or other features or additions powered by the vehicle's battery that do not require engine ignition.
- Only exhibitor staff or representatives are allowed to handle keys, insert keys into the vehicle or turn keys to the auxiliary position.

**DISPLAY OF ENGINE**

- Engine covers / vehicle hoods must remain closed when not in the direct supervision of an exhibitor staff member or representative.

**All exhibitors must ensure that they adhere to the following regulations:**

**DISPLAY STAFFING**

- Displays must be staffed or 'manned' at all times during the operational hours of the expos.

**FLAMABLE / COMBUSTABLE MATERIAL**

- The use of flammable liquids (such as gasoline) is not allowed in The Machine Shop.
- The storage of flammable liquids (such as gasoline) is not allowed in The Machine Shop.

**Fire Extinguishers are positioned throughout The Machine Shop. Please make a point of learning where your closest extinguishers are located.**

In addition to the points above, specific to the display of motorized vehicles, all exhibitors must also adhere to all other points covered by the Ontario Fire Code

Confirmation of Review of Regulations

Business / Exhibitor:

\_\_\_\_\_  
We agree to adhere to all points pertaining to fire and emergency safety and procedures covered by the Ontario Fire Code.

\_\_\_\_\_  
We further agree that we will not place any lighting, or other electrical components on exhibit curtains, as curtains may not be fire proof.

\_\_\_\_\_  
Business Representative (print)

\_\_\_\_\_  
Business Representative (sign)

\_\_\_\_\_  
Date

**PLEASE NOTE: Payment is confirmation that you have reviewed and agreed to the above terms & conditions and the payment cancellation policy.**