



**ISA Edmonton Section**  
P.O. Box 92123, Meadowbrook RPO  
Edmonton, AB T6T 1N1  
**DIRECT SHOW LINE** 780.690.2600  
**SHOW FAX** 780.449.3529  
**EMAIL** info@isaedmontonshow.ca  
**ONLINE** www.isaedmontonshow.ca

# ISA Edmonton 2012

## Scaling New Heights

April 18 & 19, 2012, Edmonton Expo Centre, Halls F, G & H

### Exhibit Space Contract

#### 1 Exhibit Space Selection

Apply for exhibit space by listing at least 3 choices below.

<p><b>Choice</b>                      <b>Booth Number(s)</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>ISA does not guarantee that the booth choices listed will be the booth space(s) assigned. ISA reserves the right to assign comparable space if the selections listed are not available.</p>	<p><b>Exhibit Space Rate:</b>  <b>Standard Rate: * \$15.00/sq.ft</b>  <small>*Rates do not include 5% gst</small></p> <p>Booth Size _____ x _____ @ _____ sq.ft. x Rate \$15.00 = \$ _____</p> <p>5% Goods &amp; Services Tax (GST) applicable to all orders \$ _____</p> <p style="text-align: right;">Total Amount \$ _____</p> <p style="text-align: right;">Less 30% Deposit included with this contract \$ _____</p> <p style="text-align: right;"><b>Balance Due January 31, 2012 \$ _____</b></p>
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**Note:** If sending your deposit/payment by mail, please also fax or email a copy of your Exhibit Space Contract to 780.449.3529 or info@isaedmontonshow.ca

#### 2 Payment for Space

Company requires an Invoice to pay Deposit (P.O. # required \_\_\_\_\_)

- **30% of total exhibit fee must accompany signed Exhibit Space Contract. Full and Final payment is due January 31, 2012.**
- **Applications received after January 31, 2012 will require 100% full payment with signed Exhibit Space Contract.**
- Submit completed application by Email, Fax or mail to ISA Edmonton Section P.O. Box 92123, Meadowbrook RPO, Edmonton, AB T6T 1N1
- Payment in Canadian Funds only, cheques payable to ISA Edmonton Section

Cheque is enclosed       Cheque will be delivered within 10 days

To pay by credit card for the selected exhibit space complete the following: (check one)

Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Deposit Amount  Full Amount

Card Holder's Name: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

I Authorize ISA Edmonton to charge the Final Balance Due on January 31, 2012 to the above credit card. Initial \_\_\_\_\_

#### 3 Applicant Information

Applicant Company: \_\_\_\_\_  
*The company information listed here will be used for all promotional purposes. See co-tenant information below to list additional company names.*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Company Web site: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ ISA's preferred method of communication is email. Please provide your email address.

Contact's Email: \_\_\_\_\_

I have read, understand and agree to the Terms & Conditions as stated in the Exhibit Space Application/Contract and on the reverse of this page I hereby accept the Terms & Conditions as outlined for exhibit space in the ISA Edmonton 2012 Exhibit & Conference.

Authorized Signature: \_\_\_\_\_ Position: \_\_\_\_\_

We request that, if possible, space assignment near the following potential Exhibitors be avoided: \_\_\_\_\_

**See Terms and Conditions and Exhibition Rules and Regulations. Please note paragraph on cancellation. Please retain a copy for your files and return the original to ISA.**

#### 4 Co-tenant Information

List Company Name(s):

\_\_\_\_\_

\_\_\_\_\_

ISA USE ONLY — EXHIBIT SPACE ASSIGNMENT						
Date Application Rec'd	Booth Number(s)	Booth Dimensions	Total Square Feet	Date Deposit Rec'd	Balance Due	Final Payment Rec'd

# SCALING NEW HEIGHTS



April 18 & 19, 2012

## ISA Edmonton 2012 Exhibit & Conference

### EXHIBITOR COVENANTS

- a) The exhibitor agrees to abide by all rules and regulations adopted by the ISA Edmonton Exhibit & Conference Committee (herein known as the Committee) and agrees that the Committee shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the exhibit.
- b) The exhibitor agrees to observe all union contracts and labour relation agreements in force, agreements between the Committee and the official contractors serving the show facility and companies operating in the building in which the show is taking place and to observe the labour laws of the jurisdiction in which the building is located. The exhibitor will not do anything directly or indirectly connected with their display, which might be a violation of any laws, bylaws, ordinances or regulations of any government or regulatory body.
- c) The exhibitor agrees to obtain, at its own expense, any licenses or permits that are required, including without limitation, from government bodies, trade or industry associations and any other third parties for the operation of its trade or business during the exhibit, and to pay all taxes that may be levied against it as a result of the operation of its trade or business in their space allocated.
- d) The exhibitor agrees not to conduct or be associated with a promotional contest in connection with the show, where a prize or prizes having a value in excess of \$50.00 are offered, unless the exhibitor (i) satisfies the Committee that the contest is being operated in accordance to regulations and (ii) provides a letter of credit or other security satisfactory to the Committee covering the value of the prize(s).
- e) The exhibitor agrees to obey all non-smoking regulations in effect at the facility and agrees to ensure that its officers, agents, employees and those for whom they are responsible for obey any such regulations as outlined by the City of Edmonton bylaws.

### DISPLAY

- a) The exhibitor agrees to occupy the contracted exhibit space during the full term of the show and to exhibit only the products described in this contract.
- b) The Committee reserves the right, in its sole and unfettered discretion to: (i) determine the eligibility of exhibitors and exhibits for the Exhibit & Conference, (ii) reject or prohibit exhibits or exhibitors that the Committee considers objectionable, and (iii) relocate exhibitors or exhibits when in the opinion of the committee such moves are necessary to maintain the character and/or good order of the Exhibit & Conference.

### ASSIGNMENT AND SUBLETTING

- a) The exhibitor shall not assign any rights under this agreement or sublet the space without the prior written permission of the Committee, which permission may be arbitrarily withheld.

### INSURANCE

- a) The exhibitor shall obtain and maintain at its own expense during the period commencing as of the move-in date and terminating on the move-out date, a policy of insurance acceptable to the Committee. The policy of insurance shall name the Committee as loss-insured and insure the exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations at the show. Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of the Committee, the exhibitor shall provide the Committee with a copy of such policy.

### INDEMNITY

- a) The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against the Committee, the exhibit sponsors or the facility in which the exhibit is held, for any loss, damage or injury however it may have been caused, to the exhibitor, its officers, employees, agents or their property.

- b) The exhibitor agrees to indemnify and hold harmless the Committee, exhibit sponsors and the facility, their respective officers, agents and employees against all claims, costs and charges of every kind resulting from their occupancy of the exhibit space or its environs for personal injuries, death, property damages or any other damage sustained by the exhibitor or its officers, agents, employees or those for whom by law are responsible, the Committee or a visitor of the show.

### EXHIBITORS PROPERTY

- a) All of the exhibitor's property at the exhibit shall be at the sole risk of the exhibitor and the Committee assumes no responsibility for loss or damage thereto.

### BUILDING

- a) The exhibitor is liable for any damage they cause to the facility or to any property of the Committee, its agents or any other exhibitor. The exhibitor may not apply paint, lacquer, adhesive or other coatings to the facility or to the property of the Committee, its agents or any other exhibitor.

### CANCELLATION AND TERMINATION

- a) This contract may only be cancelled if notice, in writing, is received by the Committee. All deposits received up to the date of notice of cancellation are non-refundable. If notice of cancellation is submitted within 90 days or less, prior to the first day of the exhibit, the exhibitor is liable for full payment of said space rental under this contract.
- b) In the event the exhibitor fails to make payment as afore mentioned or fails to comply in any respect with the terms of this contract, the Committee reserves the right to cancel this contract without notice and all rights of the exhibitor hereunder shall cease and terminate. Any payment made by the exhibitor on account hereof will be retained by exhibit management as liquidated damages for breach of said contract and exhibit management may there upon rent said space. Failure to appear at the event does not release exhibitor from the responsibility for payment of the full cost of the space rented.

### REMOVAL OF EXHIBITS

- a) The exhibitor agrees that no display will be dismantled or goods removed during the entire operation of the exhibit, but will remain intact until the end of the final closing hour of the last exhibit day. The exhibitor also agrees to remove its display and equipment from the exhibit site by the final move-out time limit. Failure to do so will result in the exhibitor paying for any additional costs incurred to remove said exhibit.

### CANCELLATION OR CURTAILMENT OF EXHIBIT

- a) In the event that the facility in which the Exhibit is to be held or is held is destroyed or becomes unavailable for occupancy, for reasons beyond the control of the Committee and sponsors, or if for any reason the Committee is unable to permit the exhibitor to occupy the facility or space, or if the exhibit is cancelled or curtailed, the Committee and sponsors will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the exhibitor may suffer. The reasons include, but are not limited to such reasons as: casualty; explosion; fire; lightning; flood; weather; epidemic; earthquake or other Acts of God; acts of public enemies; riots or civil disturbances; strike; lockout or boycott.

### NSF CHEQUES

- a) In the event that an exhibitor's cheque is returned by a bank due to insufficient funds, a \$50.00 administration fee will be charged to the exhibitor.