

# Registration Form



## EXHIBITOR INFORMATION:

Legal Name: \_\_\_\_\_  
 Name used for business: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_  
 Business Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EXHIBITOR REQUIREMENTS:

6' table	\$350	Earlybird	\$325	<input type="text"/>
6' table + advertising package	\$450	Earlybird	\$425	<input type="text"/>
8' table	\$400	Earlybird	\$375	<input type="text"/>
8' table + advertising package	\$500	Earlybird	\$475	<input type="text"/>
Other display package	ask for details			<input type="text"/>
Advertising sponsor package			\$300	<input type="text"/>
Presenting sponsor package			\$2,000	<input type="text"/>
Main stage sponsor package			\$3,000	<input type="text"/>
Other sponsor package	ask for details			<input type="text"/>
Power available for perimeter tables			\$20	<input type="text"/>
Boxed lunch delivered to your table			\$20	<input type="text"/>
			Subtotal	<input type="text"/>
			PST	<input type="text"/>
			<b>TOTAL:</b>	<input type="text"/>

**Shared Tables Permitted**

**Non-Profits contact us for discount rate**

Table preference: **1st choice**  **2nd choice:**

Do you wish to contribute to the Grand Prize draw? **Yes** **No**  
 Do you plan to hold a draw at your table? **Yes** **No**

## PAYMENT DETAILS:

Pay by Credit Card using PayPal *Please check*  
 (We will email you for payment)

Pay by cheque   
 (Please make cheques payable to 'Oodles Family Clubhouse)

Payment in full now

**OR**

50% Deposit now (non-refundable) and **balance to be paid by Dec 31st, 2008**

# Terms & Conditions



## **Terms**

"Organizers" refers to Oodles Family Clubhouse. "Vendor(s)" refers to the company or person(s) named on the contract.

## **Registration:**

The Vendor is only deemed as registered for the event once organizers receive payment of the fees in full. Organizers will confirm registration by sending out the vendor kit, which will include confirmation of table allocation.

## **Sub-Letting:**

The Vendor is free to share tables as long as the details of all parties exhibiting are made known to the organizers at the time of registration. Sub-letting of tables after registration is not permitted unless written permission has been given by the event organizers.

## **Table Allocation:**

Tables will be allocated on a first come - first served basis. Requests for particular positions on the room plan will be accommodated where possible and organizers will try to avoid adjacent competitors, but final table allocation is at the discretion of the organizers and event organizers will not be held liable.

## **Set-Up & Take-Down:**

Vendors are responsible for setting up and taking down their tables within the prescribed times of the event as set out in the vendor kit. Vendors are requested not to set-up or take-down within the public show times for safety reasons. The Vendor is requested to use the Venue's overhead door entrance at the rear of the Hotel for transporting displays, items and products. All displays must stay within the boundaries of the allocated table and the vendor is not permitted to use the walls for display purposes. Vendors may provide their own display boards, but the organizers have the right to refuse use of any structures or materials that they consider unsafe.

## **Conduct:**

There shall be no outside food, pets, smoking or alcohol permitted in the venue and the Vendor will work with the organizers to ensure the appropriateness of all materials and conduct of persons for a family-oriented event. The organizers reserve the right to request Vendors to remove any materials or persons that are presenting a security or safety concern. The Vendor agrees to abide by and observe all federal, provincial, and local laws, codes, ordinances, by-laws, rules and regulations as well as all rules and regulations of the exhibit facility (including any union labor work rules and details in the Vendor Kit). You further agree to obtain, at your expense, any licenses or permits which may be required for the operation of your business at the event, and agree to pay all fines and penalties which may be levied or due as a result of your use and occupancy of the booth space at the event.

## **Insurance:**

The organizers shall not under any circumstances be held liable for any losses incurred by the Vendor through participation at the event. Examples of such losses may include, but are not limited to, damage, theft, injury or loss of revenue. It is the responsibility of the Vendor to ensure that they have any necessary insurance to cover such eventualities.

## **Indemnity:**

The Vendor accepts all risks associated with participation in the event. The Vendor indemnifies and holds harmless the Organizers, sponsors, the facility, their respective officers, employees and agents, against all claims, costs and charges of every kind resulting from participation in the event.

## **Promotion:**

By registering for the event, the vendor gives permission for use of their name in any promotional literature or media used to help advertise the event.

## **Cancellation:**

Registration fees are non-refundable unless the event should be cancelled by the event organizers, in which case fees will be returned in full. Organizers will make every effort to ensure the event proceeds as advertised, but should the event be re-scheduled or cancelled due to reasons beyond the control of the organizers, the organizers will not be held responsible for any losses incurred by the vendor.

## **REGISTRATION AGREEMENT:**

I have read and agree to the Terms and Conditions of this event as provided on page 2 of the registration document. I understand that by submitting this online I agree to be bound by them.

**Application submitted by** \_\_\_\_\_