



APRIL 15TH & 16TH, 2023
MCINTYRE COMMUNITY CENTRE

APPLICATION FOR VENDOR BOOTH

CONTACT DETAILS: Please CLICK on box to complete information

Company Name

Contact Name

Address

City

Province/State

Postal/ZIP Code

Country

Phone

Email

Website (if available)

AREAS OF INTEREST: Please circle or highlight below all that applies

PRODUCTS THAT YOU SELL:

Sci-fi Gaming Horror Anime Comics

Books Art Jewelry Toys/Action Figures

Other

VENDOR BOOTH RATES 2023

Vendor booth consists of a 10'(W) x 8'(D) space, the space includes 1 – 8' non skirted table, 2 chairs and 2 vendor passes. Additional passes are \$5.00 each.

Booth \$175.00 X _____ = \$ _____

Extra Vendor Passes X _____ = \$ _____

Extra Booth(s) \$100.00 ea. X _____ = \$ _____

Corner Premium \$200.00 ea. X _____ = \$ _____
(Limited availability)

Electricity \$20.00 extra X _____ = \$ _____

Sub-Total \$ _____

Please make cheques payable to: Northern Ontario Expo
E-Transfers to fdenisnoe@gmail.com

Payment terms: 100% due once application is approved
(Non-Refundable)

LOCATION

Placement of space(s) is at **show management's** sole and absolute discretion.

I understand that this is only an application and does not guarantee exhibit space until approval. Once approved, all payments are non-refundable. We will review your application and a representative will contact you.

X-

Return this completed form by email to Francine Denis:

fdenisnoe@gmail.com

PLEASE NOTE: It is not the responsibility of The Northern Ontario Expo to supply any extension cords, man power or dollies. It is the **SOLE** responsibility of the vendor to make the proper arrangements ahead of time to have the proper equipment required when they arrive to off load and load their products.

SECURITY

At all times during the event, the vendor shall be solely responsible to safeguard its property. The event organizer shall not be held liable for any loss, damage, theft, or otherwise sustained by vendor during the event. However, security will be on site during the entire event.

DISPLAY RESTRICTIONS AND SAFETY

1. The event is alcohol free. Alcohol and consumption of alcohol by vendor is not permitted.
2. A limited number of power outlets are available for use and MUST be booked and paid at the time of approval.
3. All booths MUST BE MANNED during exhibit hours. NO EXCEPTIONS.
4. As a protection to all vendors, management reserves the right to restrict exhibits which in its judgment, because of noise, safety or for any other reason, may be objectionable and / or detract from the character of the event.
5. Any inflatable objects used in display, must be safely secured and attached to such display.
6. Products that cause hazards or pose a safety concern to public/exhibitors such as slip hazards, products that cause bodily harm; trip hazards, etc. will not be permitted at the discretion of the event organizer. The event organizer may request the termination of product use, relocation, etc. as deemed necessary.

BOOTH ALLOCATION

The event organizer will assign booth spaces to the vendors. Information regarding booth assignment will be communicated to the vendor prior to the event. The event organizer reserves the right to alter assigned space(s) if it is deemed necessary to the best interest of the event.

EXHIBITOR EXCLUSIVITY

The event organizer will not restrict or provide exclusivity to one activity or product from another business providing a like or same activity or product during the event. The event organizer will do its best to have the booths allocated to different areas within the exhibit hall however cannot guarantee distance or location. All booth assignments are at the discretion of the event organizer.

EXHIBITOR PARKING

Event organizer will follow up via email with loading and parking information within 2 weeks of the event.

EXHIBITOR GUIDELINES

Move-In/Move-Out Times

Set-up of booths must take place on Friday April 14th, 2023 between the hours of 9:00am – 9:00pm. Star time for booth(s) dismantling starts at 4:00pm on Sunday, April 16th, 2023. No displays can be removed from the event prior to closing time due to public still being in the facility.

EXHIBITOR RULES AND REGULATIONS

Booth Space & Sound

Vendors must not extend their displays beyond the space allotted. Any vendor using sound equipment (video or audio tapes) should keep the volume at a minimum to avoid distracting other exhibitors.

Exhibit Booth Operation

- a. Vendors shall be self-sufficient and shall be responsible for all costs incurred in the setup, operation and tear down of its booth.
- b. All persons working in the vendor booth are the responsibility of the vendor, and the vendor assumes all responsibility for its training and activities.
- c. Vendors are expected to keep their booth(s) clean and assist with ensuring the best possible experience for event participants.

Signage

Vendors must provide and display a sign with its business name on or within its allocated booth space and visible to the public at all times. Vendors signs and/or posters may not be affixed to any surfaces not brought by the vendor themselves. Vendor signage must not interfere with walkways.

Distribution of Printed Materials

Marketing or promotion of vendor's activity or program must be confined to vendor's allotted booth area.

Labour/Drayage

Vendors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. The event organizer does not provide labour for this purpose

COVID-19 Regulations

Vendors will be required to follow all COVID-19 guidelines imposed by the province and/or event organizers. This includes wearing masks at all times while in their booth and/or when interacting with the public. Masks mandates may be requested by event organizers regardless of provincial COVID-19 mandates are being lifted and must be followed by all exhibitors.

Liability & Insurance

The vendor shall indemnify, defend and hold harmless the event organizer. Event organizer is The Northern Ontario Expo, their respective Board of Directors, volunteers, agents and suppliers from and against any and all claims, demands, causes of action and costs, including legal fees for damages of any kind whatsoever including without limitation, any action of any nature by the event organizer, including the event organizer's failure to hold the event as scheduled and/or direct damages to property and injury or death to persons, caused by, arising from or connected with the vendor's occupancy or use of the space by any act or omission on the part of the vendor, its employees, agents, contractors, subcontractors or invitees which may cause or result in any such damage, injury or death.

The event organizer reserves the right to change the date or dates upon which the event is held, and/or the location at which the event is held and shall not be liable for damages or otherwise by reason of any such change. In the event that the event is cancelled for any reason beyond the event organizer's control (such as, but not limited to, Acts of God, restrictive government regulations, riots, disasters, strikes, curtailment of transportation facilities, insurrections, war, terrorist activities, quarantine restrictions, or public health emergencies of national or international concern) then the event organizer shall in no way whatsoever be liable to the vendor.

By signing below, you confirm that you have read and agreed to the above terms and conditions that all exhibitors are adhered to follow.

Signature:

Date: