****

APRIL 15TH & 16TH, 2023

MCINTYRE COMMUNITY CENTRE

**APPLICATION FOR VENDOR BOOTH**

**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**](mailto:fdenisnoe@gmail.com)

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

**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)

**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.

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

**PRODUCTS THAT YOU SELL:**

Sci-fi Gaming Horror Anime Comics

Books Art Jewely Toys/Action Figures

Other

X-

**For Office Use Only**

**Return this completed form by email to Francine Denis:** [**fdenisnoe@gmail.com**](about:blank) **www.northernontarioexpo.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: