



48th Annual Fort St. John TRADE SHOW

EXHIBIT SPACE APPLICATION FORM

Company Name: _____
Contact Name: _____ Position: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ E-mail: _____
First Space Choice: _____ Second Space Choice: _____

RADIO PKGS: To help increase awareness & traffic to your exhibit, radio packages for Bounce Radio, MoveFM & Pure Country 890 are available. If interested in learning more, please indicate: YES

PLEASE INDICATE IF A FORKLIFT IS
REQUIRED FOR SET-UP & TAKE-DOWN
YES NO

Please provide a short description of the product or service to be displayed:

See Insurance Requirements below

- **Renewal deadline for last year's exhibitors is January 27, 2023**
- A 50% deposit must accompany renewing vendor's application forms. The balance is due and payable by March 13, 2023.
- **New Trade Show exhibitors must pre-pay total applicable fees at time of booking.**
- **Please make cheques payable to Bell Media Radio GP.** Visa, MasterCard, and American Express are also accepted. Please fill out the form below for credit card payments and include with application.
- Cheques and credit card payments will not be processed until exhibitors are confirmed into the show (confirmations begin in early February).
- In the event of a cancellation by an exhibitor, there is a 100% refund up to three weeks prior to the show.
- There is NO refund three weeks or less prior to the show.

SALES REPRESENTATIVE _____ (fill in name of radio sales rep)

To reserve your space at the Trade Show, please return this application and payment to:

Bell Media Radio G.P.
10532 Alaska Road
Fort St. John, BC
V1J 1B3

Application and Credit Card Forms can
also be emailed to
Christina.hogarth@bellmedia.ca

Signed _____

Date _____

PLEASE MAKE A COPY AND KEEP FOR YOUR RECORDS!



Bell Media Credit Card Authorization Agreement
2019 Fort St. John Trade Show

Client Name: _____

This agreement serves as authorization for Bell Media to charge your credit card as indicated below:

Full Booth Amount
50% Booth Deposit
Amount: _____
Invoice #: TBD
Date of Payment: _____

Balance of Deposit for Returning Vendor
Amount: _____
Date of Payment: March 13, 2023

***The full booth amount must be paid if you are a new vendor for 2023. Returning vendors from 2019 have the option of paying 50% with their application and the balance due March 13, 2023 or they can pay the full amount with application.*

Credit Card Information

Card Type: Visa, Mastercard, or Amex: _____
Card Number: _____
Expiration Date: _____
CVV: _____
Card Holder Name: _____
Card Holder Phone Number: _____
Email Receipt to: _____

Authorization Details

Name of the authorized signer: _____
Title of the authorized signer: _____
Signature: _____
Date: _____

INSURANCE REQUIREMENTS

To participate in the Fort St. John Trade Show, the exhibitor (hereinafter called, "The Client"), must provide a certificate of insurance to Bell Media (hereinafter called, "The Promoter"). The certificate of insurance shall be provided to Bell Media a minimum of 7 (seven) days from the starting date of the event.

The Fort St. John Trade Show, with set-up days April 12-14, 2023 and show dates April 14, 15, and 16, 2024, takes place at the Pomeroy Sports Centre (9324 – 96th Street).

The certificate must include Commercial General Liability Insurance (including contractual) with minimum limits of \$2,000,000, combined single limit per occurrence, protecting The Client and The Promoter from claims for personal injury (including, without limitation, bodily injury and death) and property damage which may arise from and/or in connection with the performance of the Client's obligations hereunder and/or from and/or of any acts and/or omissions of The Client, its officers, directors, agents, and/or employees.

This insurance coverage may be already included in your existing liability insurance or a weekend event insurance package can be arranged. For more information, contact your insurance broker. If you do not have an insurance broker and require the advice of a broker, the producers can recommend HUB International, Barton Insurance Brokers at (250)261-6696 or Western Financial Group at (250)785-4408.