



# 49<sup>th</sup> 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 26, 2024**
- A 50% deposit must accompany renewing vendor's application forms. The balance is due and payable by March 15, 2024.
- **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 also accepted. Fill out the form below for credit card payments and include with application. Send EFT payment to [BCIaccounting@bellmedia.ca](mailto:BCIaccounting@bellmedia.ca). In the notes, reference Trade Show and business name your booth is booked under.
- 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:

Application and Credit Card Forms can be  
emailed to [Christina.hogarth@bellmedia.ca](mailto:Christina.hogarth@bellmedia.ca)

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE MAKE A COPY AND KEEP FOR YOUR RECORDS!



**Bell Media Credit Card Authorization Agreement**  
**2024 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 15, 2024

*\*\*The full booth amount must be paid if you are a new vendor for 2024. Returning vendors from 2023 have the option of paying 50% with their application and the balance due March 15, 2024 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 11-12, 2024 and show dates April 12, 13, and 14, 2024, takes place at the Pomeroy Sports Centre (9324 – 96<sup>th</sup> 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.