***\*\*\*EXHIBITORS SHALL NOT PROVIDE OR BRING IN THEIR OWN TABLES UNLESS PRIOR APPROVAL IS GIVEN. ANY EXHIBITORS WHO DO SO MAY BE ASKED TO REMOVE THEM IMMEDIATELY AS MAY DISRUPT THE LAYOUT AND YOUR NEIGHBORS SPACE\*\*\****

**Terms of Payment**

We must have a completed application, and full payment (Spruce Grove) or deposit/full payment (Camrose/Sherwood Park) before you are considered confirmed (no exceptions).

There are no HOLDS; tables are booked on a first come, first serve basis.

Please email all registrations forms to [silverbellswintermarket1@gmail.com.](mailto:silverbellswintermarket1@gmail.com) Out of respect and privacy of other businesses, we will not disclose the persons who have sent in applications.

Once the registration has been reviewed and accepted you will be **invoiced** for payment. Payments can be made by: credit card, EMT (email money transfers) or cheques. Review and approval of registration may take up to 5 business days. If you have not heard from us within this time, please contact us immediately.

**Cancellation**

If you are unable to attend, you may transfer your table to a consultant within your business or another business ***only* *with written approval of the Silver Bells Winter Market organizers. (not including vendors first rights)***

**ALL Tables/booths ARE 100% NON-REFUNDABLE** after September 1, 2017. All deposits prior to this date are non-refundable.

Spruce Grove tables will be refundable up to September 1, 2017, subject to a $55.oo administration fee.

**Liability**

Exhibitors must have their own insurance. Event coordinators and the event locations (Camrose Regional Exhibition, Strathcona County Community Centre, TransAlta Tri Leisure Centre) shall not be responsible for any property damage or loss, product damage or loss, or injury to yourself or your employees, customers and/or guests.

Food Vendors must fill out an AHS Food Vendor Package and submit to Organizers at least 3 weeks prior to Market Date. Organizer will forward to AHS.

**Respect of Laws**

Tradeshow participants are responsible for complying with all applicable federal, provincial and municipal laws with respect to products and services.

**General**

Set up times will vary by location and will be announced closer to the event by email. Tables must be ready to no later than 15 minutes prior to start of event*.*

Vendor agrees to maintain space and display intact until the end of show hours on the last day of the event (hours vary by event), unless prearranged with the show organizer.

**Early take down may result in loss of vendor's first right for following year or acceptance into future events.**

All tables must be manned during event hours. Organizers reserve the right to change or alter space assigned to vendor.

As a protection to all exhibitors, organizers reserve the right to restrict exhibits which in their judgment, because of noise or any other reason, may be objectionable and or distract from the character of the show. Power *MUST* be requested in contract, no last minute exceptions will be made.

Large amounts of stock, additional props or furniture must be discussed prior to show under special requests. Exhibitors are required to keep their stock and furniture within their space and be respectful of their neighbors. It will be the coordinators discretion if additional space or tables need to be purchased in order to accommodate based on special requests prior to the show. Should an exhibitor bring in additional items such as display boards, banners, racks, or other furniture, the organizers reserve the right to have the exhibitor to remove these items not mentioned on the registration form and approved.

**Exhibitor Selection**

We strive to obtain a balance in our selection of businesses for the show. Prior to the event, we may adjust the margin should we have tables available, but this does not mean that we will stop reaching out to local businesses. Number of tables purchased by each exhibitor does factor in the decision as well, so we are not able to say how many tables are available for each category.

We also review the products/services each business is offering for sale in each category. This is done to reduce duplication and overly similar items. These selections are made by the organizers.