***\*\*\*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\*\*\****

**General Policy**

* Management reserves the right to decline, restrict or relocate exhibitors/exhibits which in their opinion is required to maintain the character and flow of the show.
* Management reserves the right to make such changes, amendments and additions to the rules and regulations as shall be considered necessary to the proper conduct of the show. Interpretation of the rules and regulations shall rest with the management and their decision shall be final.
* Approval of show management must be acquired prior to the distribution (for sale or promotion) of any product.
* All electrical wiring over and above that provided in the contract shall be at the exhibitor’s expense and must be indicated on registration form and approved by management.
* Exhibits shall be installed so as not to obstruct the view of, or interfere with the exhibit of others. All exhibit structures, activities and material must be confined within the limits of the space purchased/assigned. Exhibitors that stretch the boundaries of space purchased or place products/displays outside of their purchased area (including demos) will have items removed by Management.
* The exhibitor will hold the management harmless from any damage, expense, or liability, arising from any injury or damage to said exhibitor, his agents, servants or employees, or to the property of the said exhibitor occurring in the venue or the approaches and entrances thereto. Exhibitor will be responsible for any damages by exhibitor or employees found by management to be caused to the building during set-up/teardown, loading or anytime during show.
* The exhibitor’s property shall be placed on display and exhibited at his risk and the management assumes no responsibility for damage thereto. Exhibitor is liable for any damage caused to building floors, wall, or columns, or to standard booth equipment, or to other exhibitor’s property. Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns or floors or to standard booth equipment without written permission of the management.
* The exhibitor shall assume all responsibility for loss or damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any cause beyond the control of the management.
* All goods shipped to this show must be clearly marked with the name of the exhibitor. Management assumes no responsibility for loss or damage to goods before, during or after the show
* Any harassment, abuse, or disrespect from an exhibitor towards the show management, staff, volunteers, CRE Staff, or it’s agents will not be tolerated and shall result in removal from the show/premises. Zero Tolerance Policy is in effect.
* If the exhibitor fails to comply in any respect with the contract and rules and regulations, all rights of the exhibitor hereunder shall cease and terminate, and management may thereupon rent said space.

**Terms of Payment**

Legacy Events Canada Ltd. must receive a completed application, and full payment 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. Out of respect and privacy of other businesses we will not disclose any information.

Registration will be reviewed and upon acceptance applicant 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 registered exhibitor unable to attend, they may transfer your table to a consultant within your business or another similar business ***only* *with written approval of the Legacy Events Canada Ltd. organizers. (excluding vendors first rights)***

**ALL Tables/booths ARE 100% NON-REFUNDABLE after January 2nd, 2018. Cancellations prior to January 2nd, 2018 will be refunded minus a 30% administration fee.**

**Liability**

The exhibitor is responsible for the placement and cost of insurance related to his participation in the

Show. Exhibitors must complete the insurance liability form attached. 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 event. Management will forward all forms to AHS.

If any circumstances should occur which might make it impossible for the management to permit exhibitors to occupy the premises or if the show must be cancelled, the exhibitor shall pay for space only for the period the space was or could have been occupied by such exhibitor. Management will be in no way responsible for any claims or damage, which might arise in consequence thereof. A refund of all monies or portion of received from the exhibitor will be made by the management in the event of this show not being held as proposed, and the management shall be released from all claims for damages.

**Respect of Laws**

Tradeshow participants are responsible for complying with all applicable federal, provincial, and municipal laws with respect to products and services. The exhibitor agrees to observe all Union Contracts and Labor Relations Agreement in force.

The exhibitor will not do anything directly or indirectly connected with his display which may be a violation of any law, bylaw, ordinance or regulation of any government body or which may be in violation of the regulation of the Canadian Fire Underwriters Association or any other similar body.

**General**

Set up times and unloading locations will vary by venue, information will be sent by email prior to show. Exhibits 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.

**Exhibitor Selection**

We strive to obtain a balance in our selection of businesses for the show. Prior to the event, management may adjust the margin of tables available.