



46th ANNUAL

Sunfm
#1 HIT MUSIC STATION
Fort St. John 98.5 Dawson Creek 95.1



Fort St. John TRADE SHOW

EXHIBIT SPACE APPLICATION FORM

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

RADIO PKGS: To help increase awareness & traffic to your exhibit, special radio packages for The Bear, Sun FM and 890 CJDC have been developed. 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 on reverse side of this Application Form

- **Renewal deadline for last year's exhibitors is January 26, 2018.**
- A 50% deposit must accompany renewing vendor's application forms. The balance is due and payable by March 9, 2018.
- **New Trade Show exhibitors must pre-pay total applicable fees at time of booking.** Scroll down for Credit Card Form.
- **Please make cheques payable to Bell Media Radio GP.** Visa, MasterCard, and American Express are also accepted. Please fill out attached form 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 faxed to 250-785-4544 or emailed to Christina.hogarth@bellmedia.ca

Signed

Date

PLEASE MAKE A COPY AND KEEP FOR YOUR RECORDS!



CLIENT CREDIT CARD CHARGE AGREEMENT

ONE TIME CHARGE

Client Name: _____

Account #: _____

(Please use your business name for this field)

This agreement serves as authorization for Bell (also known as CJDC, CHRX, CKNL, CKRX, CJDC-TV, GLBL-TV) as indicated below.

Invoice #	Amount:	Total Charge Amount	Date
TBD	*		
Fort St. John	*		
Trade Show 2018	*		
_____	*		
_____	*		
_____	*		

VISA

Mastercard

AMEX

CVV#: _____

Credit Card Number: _____

Expiry Date: _____

Cardholder Name: _____

Cardholder Phone Number: _____

Receipt Required: No Yes **FILL OUT CONTACT INFO BELOW FOR RECEIPT**

Fax or Email _____

Authorizing Signature: _____

**Please sign and fax back to 1-250-785-4544 to process payment.
Thank you.**

Bell OFFICE USE ONLY:

Authorization # _____

Approval 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 12-13, 2018 and show dates April 13, 14, and 15, 2018, 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.