



**Evergreen Park – TARA Centre  
Grande Prairie, AB**

Tel: 780-538-4494 Fax: (780) 513-4459

Email: [homeshow@bildgp.ca](mailto:homeshow@bildgp.ca)

**April 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> 2024**

**Exhibitor Application:** Please print clearly

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Contract Execution**

The signing authority agrees that rentals will be paid upon the following terms:

1. Deposit of 50% of the total cost is due with the Exhibitor's Application & Terms. Booth space is only guaranteed upon receipt of deposit - Unpaid booths will not be held.
2. Booths booked after March 1<sup>st</sup>, 2024 require payment in full to reserve your booth.
3. Cancellations prior to February 28<sup>th</sup>, 2024 will be charged \$100.00 per booth + GST.
4. Cancellations after February 28<sup>th</sup>, 2024 are not entitled to a refund. All cancellations must be submitted in writing to [homeshow@bildgp.ca](mailto:homeshow@bildgp.ca)
5. All remaining balances must be paid in full by April 12<sup>th</sup>, 2024

Deposit of 50% of the total cost must be paid to reserve your booth(s)

**Booth Rates (All Booths are 10x10)**

1 booth .....\$650.00 each

2 booths.....\$640.00 each

3 booths.....\$625.00 each

4+booths.....\$600.00 each

Corner booths: Additional \$50.00 per corner booth

\*GST not included in these prices.

**Special Discounts**

5% for BILD Grande Prairie Members

3% for booths booked by January 1<sup>st</sup>, 2024  
(50% deposit must be paid to qualify)

2% additional for booths paid in full by January 1<sup>st</sup>, 2024

**Please note:** Deposits must be paid in full to reserve booth(s) if registration is submitted by January 1<sup>st</sup> 2024. All submissions after March 1<sup>st</sup>, must be paid in full.

If you would like the same booth you had in our 2023 Show, please select "Yes" in the section below. We will do our best to place you accordingly. Right of refusal ends December 21<sup>st</sup> 2023.

**Booth Request**

Yes, same booth(s) as last year please  No thank you, we would like to choose a different location this year   
I am a new exhibitor this year

Total Number of Booths: \_\_\_\_\_ + # of Corner Booth(s) \_\_\_\_\_  
(See Booth Rates Above) (Each corner booth = Additional \$50.00)

Booth(s) #: 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_  
(Please note: Booths are booked as per their availability. If your booth choices are not available, a similar booth space(s) will be assigned to you)

Please list what products or services you will be offering in your booth(s)

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Please select box if your exhibit is higher than 8FT

One table is included in your booth rental. Please specify which size you would like. 6FT  or 8FT

Two chairs are included with your booth rental, please specify whether you would like them in your booth.

Yes  No

If you would like any additional tables or chairs, please fill out the [Rental Display Form](#) and attach it with your registration form.

**Please note:** 600W/120V of power is included in every booth space suitable for small electronics (i.e. laptop, phone chargers, small TV etc.). For any additional power, please refer to our [Electrical Form](#) found on our website and attach it with your registration form.

## Payment Details

All registrations will be reviewed, and an invoice will be sent to the email you have provided. Applicable discounts will be applied and listed on your invoice.

Please provide an Accounts Payable Contact and e-mail (if different from exhibitor contact):

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**Invoices are due upon receipt. Payment must be received within 14 days or your registration will be voided.**  
**NOTICE:** We will be accepting Email Transfers (EFT) to [admin@bildgp.ca](mailto:admin@bildgp.ca) Credit Card payments or mailed cheques are also accepted. We will no longer accept cash payments, Debit or VISA Debit.

Please select the following:

**Please Note:** All invoices MUST be paid in full after March 1<sup>st</sup>, 2024

Invoice for full amount

Invoice for 50% Deposit

Please note: All invoices issued after March 1<sup>st</sup> are not entitled to a 50% deposit

Please e-mail all registrations to [homeshow@bildgp.ca](mailto:homeshow@bildgp.ca) or fax to (780) 513-4459

To confirm your registration, please provide a signature below:

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

You will be receiving your invoice shortly!

Thank you!



## The 2024 BILD Grande Prairie Home & Garden Show TERMS AND CONDITIONS:

These TERMS AND CONDITIONS are part of the EXHIBITOR CONTRACT for the 2024 Grande Prairie Home & Garden Show. From herein, BILD Grande Prairie of the Grande Prairie Home & Garden Show will be referred to as Show Management, the Participant will be referred to as the Exhibitor and the Grande Prairie Home & Garden Show will be referred to as the Show.

1. **SHOW DATES:** Friday April 19<sup>th</sup>, Saturday April 20<sup>th</sup>, and Sunday April 21<sup>st</sup>, 2024.
2. **SHOW HOURS:** Exhibitors' access is one hour prior to the Show's Public Hours.  
Show hours are Friday 4pm-9pm; Saturday 10am-5pm; Sunday 10am-4pm.
3. **LOCATION:** TARA Centre-Evergreen Park, Grande Prairie (Formerly known as the ENTREC Centre)
4. **MOVE-IN DATE:** Thursday April 18<sup>th</sup> from 12pm-9pm; Friday April 19<sup>th</sup> from 9am-12pm.  
NO ONE will be allowed to set up or load in after this time.
5. **MOVE-OUT DATE:** Sunday April 22<sup>nd</sup> at 4:01pm-9pm (As per 13F)  
Monday April 22<sup>nd</sup>, 2024 by Special Request emailed to [homeshow@bildgp.ca](mailto:homeshow@bildgp.ca)  
Note: If you require fork lift assistance there will be a specific load in and out schedule for your booth. Please book your time with Show Management; there will be a forklift usage fee. Please see the Show Management Display Rental Order Form.
6. **SPACE RATE:** As listed on the registration form.
7. **EXHIBIT SPACE RENTAL INCLUDES:** One standard draped booth with 8ft high and 10ft wide drapes with 3ft drapes on each side. 1-skirted table (of your choice 8ft or 6ft), 2- chairs, 1- 800 Watt Power Outlet, Exhibitor Passes, Overnight Security.  
Excludes: electrical lighting, and any other materials such as signage, hanging signage, handling, uncrating, assembly, or spotting.
8. **TERMS OF PAYMENT**
  - a. Method of Payment- E-Transfers to [admin@bildgp.ca](mailto:admin@bildgp.ca), Visa, MasterCard and cheques will be accepted. Please make all cheques payable to **BILD Grande Prairie**.
  - b. Deposit- A deposit of 50% of the total amount payable will be required upon signing of this agreement if submitted prior to February 28<sup>th</sup>, 2024. All invoices after this date will require full payment. No Exhibitor will be permitted Space or part of an Exhibit Space, until the rental of the space has been paid in full.
  - c. Cancellation of space must be received in writing to the Show Management Team. If cancellation is made prior to February 28<sup>th</sup>, 2024 the exhibitor will be charged \$100 per booth + GST. After March 1<sup>st</sup>, 2024 the Exhibitor is liable for full payment of the space rental.
9. **GENERAL RULES**
  - a. All aisles must be clear of Exhibits, interview, demonstrations, signage, and distribution of literature.
  - b. The Exhibitor agrees to abide by all Rules and Regulations.
  - c. The Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required; including without limitation, from government bodies, trade, or industry association, and any other third parties for

the operation of its trade or business during the show and to pay all taxes that may be levied against it as a result of the operation of its trade or business in their space allocated.

- d. All combustible Exhibit and Display Materials must be fire proofed. Explosive materials are not allowed on premises. Vehicles may not be operated on the premises during show hours. Gas tanks must not be more than one-quarter full of gas. Tank openings must have a secure cap and be taped to prevent fumes from escaping. Battery cables must be disconnected and taped to prevent contact.
- e. All rules, regulations and codes pertaining to public buildings, liquor, food, health, fire, city/count ordinates, safety and electrical, both provincial and municipal, must be adhered to.
- f. Use of audiovisual equipment will be permitted only where appropriate to the display, provided sound is maintained at no more than conversation level. The Show Management reserves the right to restrict the Exhibitor's use of sound and other devices, which may interfere with the best interests of the Show.
- g. No damage of any nature may be done to the booth structures or any part of the building. The Exhibitor will be held responsible for damages.
- h. The Show Management reserves the right to photograph and/or videotape the events and images of the Show and reproduce these images for future promotional purposes.

## 10. INSURANCE

The Exhibitor shall obtain liability insurance coverage of at least \$1,000,000.00 at their expense; they will provide the Show Management team with a certificate of insurance. The certificate of insurance should include coverage commencing Thursday, April 18<sup>th</sup>, 2024 and terminating Monday, April 22<sup>nd</sup>, 2024. It shall name [BILD Grande Prairie](#) as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the Exhibitors' presence or operations at the Show.

[Show Management Info: BILD Grande Prairie](#)

PO Box 23149  
Grande Prairie, AB  
T8V 6X2  
780-538-4494

## 11. WAIVER OF LIABILITY AND INDEMNITY

- a. BILD Grande Prairie shall NOT be liable for any damages or losses whether: direct, indirect, general, special, consequential, or otherwise to the Exhibitor; its goods, materials, agents, employees, or visitors to its Exhibit no matter how caused. You must insure your goods and liability.

## 12. ASSIGNMENT AND SUBLETTING

The Exhibitor shall NOT sublicense, transfer, or allocate any part of its allotted space except as specially approved by the Show Management. The Exhibitor shall not exhibit nor permit to be exhibited in its space any merchandise not a part of its own regular products and shall not exhibit any advertising material not directly pertaining to the products exhibited.

## 13. BOOTHMANSHIP

- a. The Exhibitor agrees not to display anything directly or indirectly that would be in violation of any laws, bylaws, ordinances, or regulations of government or of regulatory body.
- b. The Exhibitor agrees to occupy the entire Exhibit Space during the full term of the Show and Exhibit or Sell only products described in the Contract in their booth Space.
- c. It is the right of the Show Management to express good opinion and relocate Exhibitors and Exhibits to maintain the character and/or good order of the Show.

- d. The Show Management retains the right to restrict, exclude or evict Exhibitors or Exhibits, which, because of their method of operation, become objectionable or, in the opinion of the Show Management, detract from the general character of the Show. This includes person, things, printed matter, products, or anything else the Show Management judges to be objectionable. In the event that the above mentioned becomes necessary, the Show Management will retain the rent paid as liquidated damages for breach of this agreement.
- e. The Exhibitor agrees to display only products that are outlined on the Exhibitor Description Form. The Exhibitor agrees that NO product will be exhibited, parked, or stored except in the Exhibit Space contracted and paid for.
- f. All exhibits must remain intact until the close of the Show. At the end of the show Exhibitors can collapse their displays and pack up products but are not to have items in the aisles or move products or displays out of booth area until the Show Management has all the aisle carpet removed from the aisles. The Exhibitor shall maintain a responsible individual or individuals in the leased space at all times during the Show and ensure that they are familiar with the Terms and Conditions and all Rules and Regulations of this Show.
- g. Racks and display shelves must not exceed 8ft in height and the Exhibitor is required to exercise care so that displays do not unduly obstruct visibility of adjacent displays.
- h. If your display is pre-fabricated and exceeds the height restriction please advise the Show Management so special location can be arranged. The Show Management must approve all signage.

#### **14. SAMPLING AND DEMONSTRATION**

- a. Sampling, demonstrations, and the distribution of information must be complimentary to all condition unless pre-approved by the Show Management and done within the confines of your Exhibit area, and in a manner that the aisles are not blocked or restrict the flow of traffic.
- b. Exhibitors with food products must have an Alberta Health Services food permit <https://www.albertahealthservices.ca/eph/Page13999.aspx>
- c. Remote controlled products will be demonstrated in a specific demonstration area as decided by the Show Management.

#### **15. AMENDMENTS**

- a. BILD Grande Prairie shall have full power in the enforcement of all Rules and Regulations and the power to make such amendments and additional rules and regulations as considered necessary for the proper conduct of the Show.
- b. BILD Grande Prairie must approve all Exhibits, all health testing, all promotional draws/prizes, contesting, all retail sales, and all events taking place in the booth.

#### **16. SPONSORSHIP EXCLUSIONS**

- a. BILD Grande Prairie reserves the right to negotiate sponsorship arrangements with various companies, which may include limitation or exclusion of corporations, logos, advertisements, and products. Sponsorship contracts are subject to be reviewed on a yearly basis and are subject to change.

I HAVE READ AND AGREE TO THESE TERMS & CONDITIONS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_