

Exhibitor Package

11th Annual

Weddings

ON THE BORDER

February 10, 2018

Alberta Building and Dick Jones Sales Pavillion

Lloydminster Exhibition Grounds

Tradeshow: 11 a.m. - 6:00 p.m.

Bride and Groom Fashion Show: 6:00 p.m.

After reading this package, we encourage you to fill out your application online at <http://www.weddingsontheborder.com/exapp.htm>

2018 Dates to Remember:

January 1 – Deadline for sponsorships and new exhibitors to be included in all promotional materials for the show.

January 10 - Pre-paid bridal bag stuffing items must be received by Weddings on the Border. 250 copies/items are needed for our 250 bridal bags.

February 9, 1:00 p.m. – Exhibitor set up begins.

February 9, 6:00 p.m. – Exhibitor bag stuffing - only if you did not pre-pay for show staff to stuff your materials for you. You will need 250 items to fill every bag. Bag stuffing is optional, you do not have to participate.

February 9, 9:00 p.m. – Exhibitor set up ends.

February 10, 9:00 a.m. – Booths will be photographed by Jennifer Jacula Photography.

February 10, 10:00 a.m. – Doors open for exhibitors.

February 10, 10:30 a.m. – All exhibitors are to be on site and ready for door opening.

February 10, 10:45 a.m. – Best Booth of 2018 will be presented.

February 10, 11:00 a.m. – Doors open to brides.

February 10, 6:00 p.m. – Tradeshow closes, fashion show begins.

February 10, 7:00 p.m. – Weddings on the Border closes.

General Information

- The 2018 show is located in the Alberta Building and Dick Jones Sales Pavillion at the Lloydminster Exhibition Grounds in Lloydminster, SK at 5521-49 Avenue.
- **Set up** is on February 9, 2018 from 1 p.m. to 9 p.m. No booth set up will be permitted after this time (bringing in fresh flowers or food samples the day of the show is permitted). You will receive your exhibitor package with your exhibitor passes when you arrive.
- **BOOTH RENTAL INCLUDES:** 10'x10' booth space (double & larger booths available), 8' high back draping and 4' high side draping (all draping is black), one 8' decorated table, two folding chairs, power (one 800 watt duplex outlet per booth; please bring your own power bars and extension cords), floodlights (two 150 watt light bulbs per exhibitor (one per corner booth); **house lights are dimmed, so please bring additional lighting if you need it**), two exhibitor badges, business name listing in our brochure distributed to each bride, business name listing on the show website at www.weddingsontheborder.com (link to your website available for \$15.00)
- Décor/displays should not extend more than 3' beyond the top of the booth(s) (maximum height 11') at the rear, or more than 4.5' high on the sides of booth(s) where exhibitor shares a common side wall with another exhibitor. Décor/displays should not under any circumstances block air or light flow to your neighbouring booths.
- *Additional tables, carpeting, décor, furniture etc. will be available to you to pre-order through our chosen show company, Superior Show Service, and you will receive their order form and price list closer to the date of the show.*
- Bridal bag stuffing will be at 6:00 p.m. on February 9, 2018 in the lobby area between the Alberta Building and Dick Jones Pavillion. If you have paid for show staff to stuff your materials into the bags (\$50 + GST), we must have your materials (250 copies or items) by January 10, 2018. **ABSOLUTELY NO EXCEPTIONS.** If your materials arrive after this date, no money will be refunded and you will be required to stuff the bags yourself. Bag stuffing is optional, you do not have to put items in the bridal bag.
- If you are in need of assistance, ask one of the staff members at the bar and they will direct you to Kaylie or Jennifer.
- There are no phone lines available on site for merchant machines.
- The Lloydminster Exhibition will be running a concession with items like hot dogs, sandwiches, chips, beverages etc. on site. There will also be complimentary coffee for exhibitors in the exhibitors lounge on Saturday a.m.
- Washrooms are located through the main entrance and into the lobby.
- An ATM will be on site, provided by the Lloydminster Exhibition, for exhibitor and guest convenience.
- We will again be running our **Best Booth Competition**, so be sure to go all-out and show us what you've got! The winner receives a certificate to display & keep, and \$100 off their rental for the next year's show. Judging will take place before 10:45 a.m. on February 10, 2018.

Pre-paid bridal bag stuffing materials should be shipped to:

Jennifer Jacula
Box 485
Elk Point, AB
T0A 1A0

or e-mail wotb@mcsnet.ca or call (780) 853-7687 to make arrangements to drop off materials in Elk Point, Alberta. Sorry, we do not have a Lloydminster pick up/drop off location.

We have a limit of one item per bag, per exhibitor. If you wish to give two items (such as a pen and a brochure), they must be pre-attached to form one item before they arrive at Weddings on the Border for staff stuffing.

ALL materials must be received by WOTB by January 10, 2018. NO EXCEPTIONS.

If materials are received after this deadline, you will be required to stuff the bags yourself on February 9, 2018 at 6:00 p.m. at the Lloyd Ex. No refunds will be issued for late materials.

(If you want to do bag stuffing but not be an exhibitor, please see the bag stuffing sponsorship form in the sponsorship package.)

Show Rules and Regulations

1. All booths are to be set up by 9:00 p.m. on February 9th, 2018. The doors will be locked at 9:00 p.m.
2. **All booths must stay set up until 6:00 p.m. on February 10th, 2018.** All exhibitors are expected to be on location and ready for the doors to open by 10:30 a.m. on February 10th, 2018. Doors will open to brides at 11 a.m.
3. There are to be no extension cords, tables, decorations or displays outside of the exhibitor's 10' x 10' booth area. Exhibitors must contain all materials, demonstrations and promotional giveaways within the boundaries of their exhibit space. Décor/displays should not extend more than 3' beyond the top of the booth(s) (maximum height 11') at the rear, or more than 4.5' high on the sides of booth(s) where exhibitor shares a common side wall with another exhibitor. Décor/displays should not under any circumstances block air or light flow to your fellow exhibitors. Exhibitors in violation will be asked to remove the objects and will be denied booth rental for one year and after that must request and be approved for future shows as a new applicant.
4. **Show storage.** Any empty space behind booths or draping is **NOT for exhibitor storage.** These areas are for Weddings on the Border and Superior Show Service use ONLY. Exhibitors may only use space within their 10x10 booth for all of their materials, boxes, etc. We recommend planning your booth around your potential storage needs, or simply putting your empty boxes etc. back in your vehicle until take-down time. Exhibitors in violation will be asked to remove the objects and will be denied booth rental for one year and after that must request and be approved for future shows as a new applicant.
5. **No booth sharing is permitted.** Only one business is permitted per booth; signage and promotional materials from only one business may be displayed per booth. Exhibitors are not permitted to hand out promotional materials or business cards from other businesses. Exhibitors in violation will be asked to remove the objects and will be denied booth rental for one year and after that must request and be approved for future shows as a new applicant.
6. When leaving and entering back into the show, exhibitors are required to show their exhibitor badges or they will be charged a \$10.00 entry fee.
7. **No door prizes will be presented on stage from any exhibitor.** Exhibitors drawing door prizes from their booth(s) must provide their own draw boxes and entry forms.
8. We love free samples! However, if food or drink samples are given out, they should be handed out in sample sizes only - ie. no full-sized glasses or dinner plates. If you are giving out samples that result in the production of garbage (empty glasses, treat bags, etc.), you will be responsible for cleaning them up - you must periodically go around the building and pick up the leftovers and trash that have resulted from your samples.
9. **All garbage must be removed from booth at the conclusion of the show.** Failure to do so will result in the exhibitor being charged a \$50 clean up fee and will be denied booth rental for one year and after that must request and be approved for future shows as a new applicant.
10. **Vendor limitations.** We accept a maximum of ten exhibitors of each type of vendor; ie. ten photographers, ten cake decorators, ten wedding planners, etc. For MLM/home party businesses such as Arbonne, Stella & Dot, Passion Parties, It Works, Scentsy etc., we accept only one representative from each brand as exhibitors at our show.
11. **Music.** We welcome disc jockeys and sound companies at our show, however, we ask that your music not be played at a level that can be heard more than 20' away from your booth. Exhibitors in violation will be asked to turn off the music and will be denied booth rental for one year and after that must request and be approved for future shows as a new applicant.
12. **Please keep it PG-13!** Many brides are accompanied by children, so we ask that displays to not include any nudity, sexuality, or objects that can be easily recognized as such. Show management will remove anything that is deemed objectionable.
13. **Refusal.** Weddings on the Border reserves the right to refuse rental to any business or individual.
14. **Payments.** All payments etc. are non-refundable once processed by Weddings on the Border. **Your payment must be made in full to secure your booth space. We will only hold your spot for 7 days after your application, after that, we will allow other applicants to fill your space.**

Please see also "STANDARD TERMS AND CONDITIONS" on page 7 of this exhibitor package for your contractual obligations.

Attention MLM/Home Party/Direct Selling Exhibitors: If you require approval from your head office to participate in trade shows, please get this approval before applying to become an exhibitor at Weddings on the Border. While Weddings on the Border does not require your head office's permission, getting the appropriate approvals will prevent conflicts amongst applicants representing the same brand.

Weddings on the Border
Kaylie Franklin or Jennifer Jacula
Box 22 Marwayne, Alberta T0B 2X0
Kaylie's cell (780) 205-6640 or Jennifer's cell (780) 853-7687
wotb@mcsnet.ca

www.weddingsontheborder.com

Exhibitor Agreement

For faster service or to secure your spot sooner (first-come, first-serve!), fill out your application online at <http://www.weddingsontheborder.com/exapp.htm>

COMPANY NAME: _____

CONTACT NAME: _____ TITLE: _____

PHONE NUMBER: _____ FAX: _____ CELL: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

EMAIL ADDRESS: _____

(Please provide an e-mail address to receive important show updates!)

WEB SITE: <http://> _____

(link to your site available for \$15)

COMPLETE EXHIBITOR PRODUCT LINE OR SERVICE

(Products and services displayed in exhibitors booth that have not been approved by Weddings on the Border will be required to be removed immediately)

BOOTH RENTAL INCLUDES:

10'x10' booth space (double & larger booths available)

8' high back draping and 4' high side draping (all draping is black)

One 8' draped table

Two folding chairs

Power (one 800 watt duplex outlet per booth)

Floodlights (two 150 watt light bulbs per exhibitor (one per corner booth); **house lights are dimmed, so please bring additional lighting if you need it**)

Two exhibitor badges per 10x10 booth space (additional badges are available for \$5.00 each)

Business name listing in our brochure distributed to each bride

Business name listing on the show website at www.weddingsontheborder.com (link to your website available for \$15.00)

Additional tables, carpeting, décor, furniture etc. will be available to you to pre-order through our chosen show company, Superior Show Service, and you will receive their order form and price list closer to the date of the show.

Booths will be assigned by show staff on a first-come, first-serve basis and you will find out your booth placement when you arrive on set up day.

Double your booth space, double your exposure! A 10'x20' or larger booth is a great way to show off what you have to offer, and is a great idea for photographers, designers, decorators, planners, cake decorators, DJs, venues and more! Custom booth sizes are available!

Your payment must be made in full to secure your booth space. We will only hold your spot for 7 days after your application, after that, we will allow other applicants to fill your space.

Rental Calculation

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Booths	Price	Quantity	Extended Price
10x10 Corner Booth	\$420.00		
10x10 Wall/Aisle Booth	\$370.00		
10x20 Corner Booth	\$800.00		
10x20 One Corner, One Wall/Aisle Booth	\$755.00		
10x20 Wall/Aisle	\$705.00		
Custom size; please contact us for a quote			
Optional Services			
Link on www.weddingsontheborder.com	\$15.00		
Bag stuffing by show staff - 250 copies of materials must be received by 01/10/18. No exceptions, no refunds!	\$50.00		
Additional exhibitor badges, each	\$5.00		
<i>Additional tables, carpeting, décor, furniture etc. will be available to you to pre-order through our chosen show company, Superior Show Service, and you will receive their order form and price list closer to the date of the show.</i>	SUBTOTAL		
	GST 5%		
	TOTAL		

METHOD OF PAYMENT

Your payment must be made in full to secure your booth space. We will only hold your spot for 7 days after your application, after that, we will allow other applicants to fill your space.

INTERAC MONEY TRANSFER ****PREFERRED**

___ Send your e-mail money transfer to wotb@mcsnet.ca – don't forget to add the GST! Please use "weddings" as your password.

Mail completed contract and payment to:

Kaylie Franklin
Box 22
Marwayne, AB
T0B 2X0
Jennifer's cell 780.853.7687
e-mail wotb@mcsnet.ca

CHEQUE

Please make cheque payable to Happily Ever After. Cheque must be mailed within 7 days of receipt of online applications or exhibitor may have to forfeit their spot.

PAYPAL

Request a PayPal invoice by e-mailing wotb@mcsnet.ca. You will be invoiced upon receipt of contract. (A 4.5% convenience fee will be added to your total to cover processing fees.)

VISA/MASTERCARD

(A 4.5% convenience fee will be added to your total to cover processing fees. You will see "Jennifer Jacula Photo" on your credit card statement.)

MasterCard _____ Visa _____

Name on card: _____ Postal Code: _____

Card #: _____ Expiry Date: _____ CVV: _____

Authorized Signature: _____

****Return this completed page to Weddings on the Border****

STANDARD TERMS AND CONDITIONS

1. **PAYMENT SCHEDULE.** Exhibitor must pay the full payment before Weddings on the Border has any obligation to provide booth rental. Exhibitor's failure to pay the full payment shall be deemed a material breach of this agreement, shall result in damage to Weddings on the Border, and shall relieve Weddings on the Border from performing any rental or other services under this agreement.

2. **CANCELLATION.** The exhibitor acknowledges that in the event that they cannot attend Weddings on the Border as an exhibitor, the show will be harmed, and that the exhibitor will notify Weddings on the Border of a cancellation as soon as possible in order to minimize the show's damages. If there is a cancellation, the show and exhibitor agree that the full payment described in Section 1 is non-refundable.

3. **COLLECTION.** In the event that the show is required to file a legal action to collect fees due from the exhibitor under this agreement, or to otherwise enforce this agreement, then the show shall be entitled to recover all costs and expenses incurred by the show in relation to such legal action, including an award of reasonable attorney's fees.

4. **SOLE EXHIBITOR.** Booth sharing is not permitted without written authorization from Weddings on the Border. Subletting booth space is prohibited. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representative products, signs, collateral or any other types of materials from any other business other than the one listed on this agreement. This includes displaying any flyers, brochures, signage or business cards of a different business other than the one shown on this agreement.

5. **SPACE LIMITATIONS.** Exhibitors are not permitted to have items, products or displays extending beyond the circumference of their assigned booth space.

5.1 Décor/displays should not extend more than 3' beyond the top of the booth(s) (maximum height 11') at the rear, or more than 4.5' high on the sides of booth(s) where exhibitor shares a common side wall with another exhibitor.

5.2. Décor/displays should not under any circumstances block air or light flow.

6. **TIME FRAME.** Booths must be completely ready by 10:30 a.m. on February 10, 2018. There will be set up time available on February 9, 2018 from 1:00 p.m. to 9:00 p.m..

7. **LIMITS OF LIABILITY.** Weddings on the Border takes the utmost care when planning the show. However, in the event that the show fails to comply with the terms of this agreement due to any event or act (includes acts of God) which prevents Weddings on the Border from taking place, the show's liability to the exhibitor shall be limited solely to a refund of all money paid by the exhibitor to the show, and the exhibitor's sole remedy shall be receiving a refund of all money paid by exhibitor to the show.

8. **INSURANCE, LOSS AND LIABILITY.** The exhibitor agrees to carry at least one million dollars in liability insurance. Weddings on the Border will not be liable for injury caused by exhibitors. The exhibitor agrees to indemnify and save harmless, the event, its producers, management and its employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any persons, including but not limited to persons to whom the exhibitor may be liable under any Workers Compensation Law, and the exhibitor themselves from any loss, damage, cause of action, claims or suits for damages or merchandise, caused by arising out of or in any way connected with the exercise by the exhibitor privileges granted herein.

9. **BOOTH SELECTION.** Booths will be assigned by show staff and will be on a first-come, first-serve basis. Exhibitors will discover their booth location when they arrive on set up day. We also reserve the right to reassign an exhibitor's booth location if necessary.

10. **EXHIBITOR COOPERATION.** Exhibitors agree to conform to the Show Rules and Regulations as set out in the exhibitor package. Exhibitors will treat show staff with common courtesy at all times. Weddings on the Border will not tolerate verbally or physically abusive behaviour. If the exhibitor is unable to control their conduct or the conduct of their employees or agents, it will result in the immediate expulsion of the exhibitor from the show. The exhibitor understands that in such event, no refunds will be granted.

I have read this entire Agreement and I understand its terms. By signing this application, we also agree to follow and abide by the terms and conditions set in the Weddings on the Border exhibitor contract.

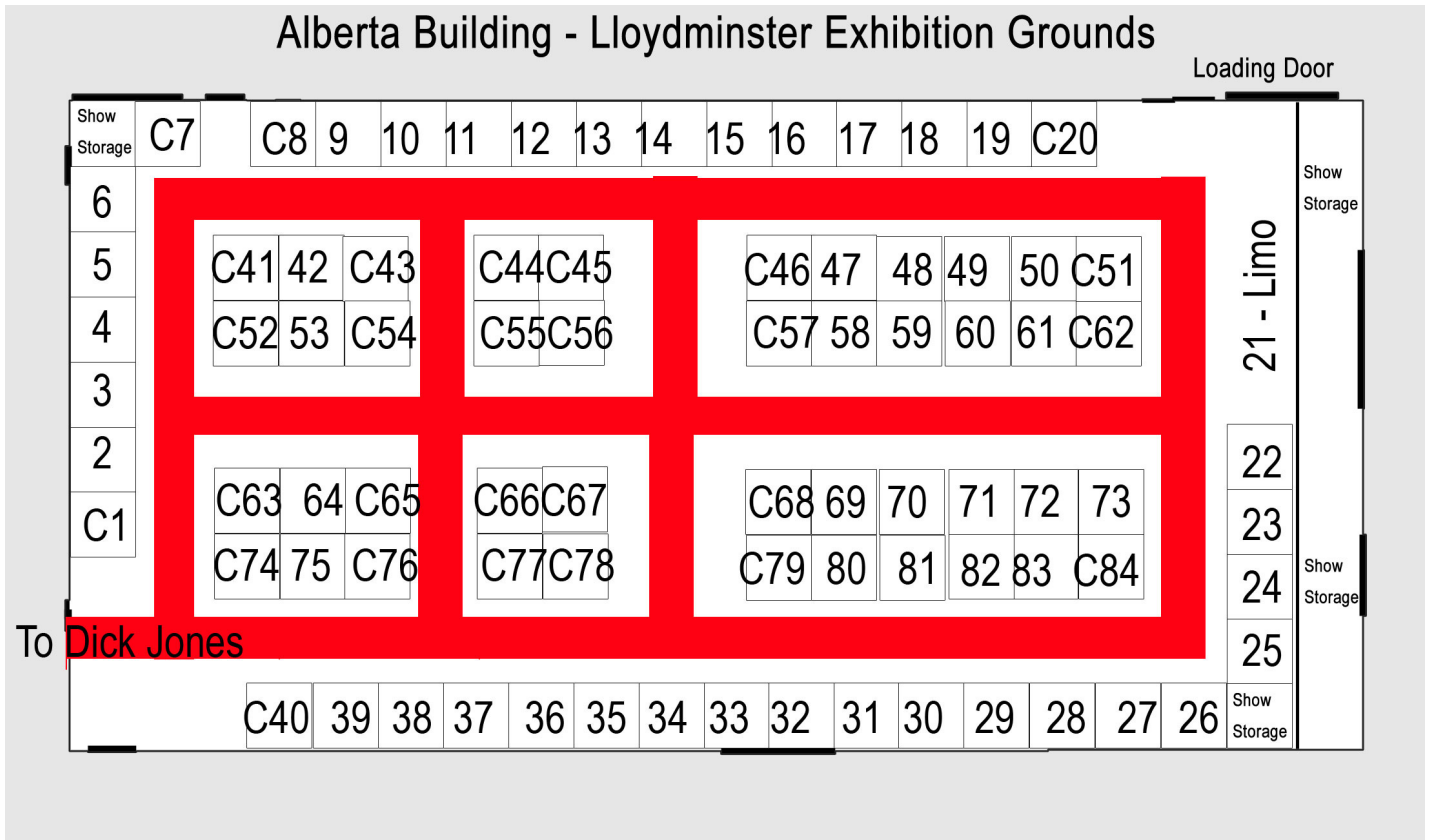
Signature

Date

*****Return this completed page to Weddings on the Border*****

2018 Show Layout

Subject to Change



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