CAPITAL WEDDING SHOW

VENDOR APPLICATION

FALL · October 24th, 2027

WINTER · January 23rd & 24th, 2027

OTTAWA CONFERENCE & EVENT CENTRE

Application Information

Company name _____

Contact person _____

Address _____

City _____ Province _____ Postal code _____

Telephone _____ Email _____

Company Information (for public listing)

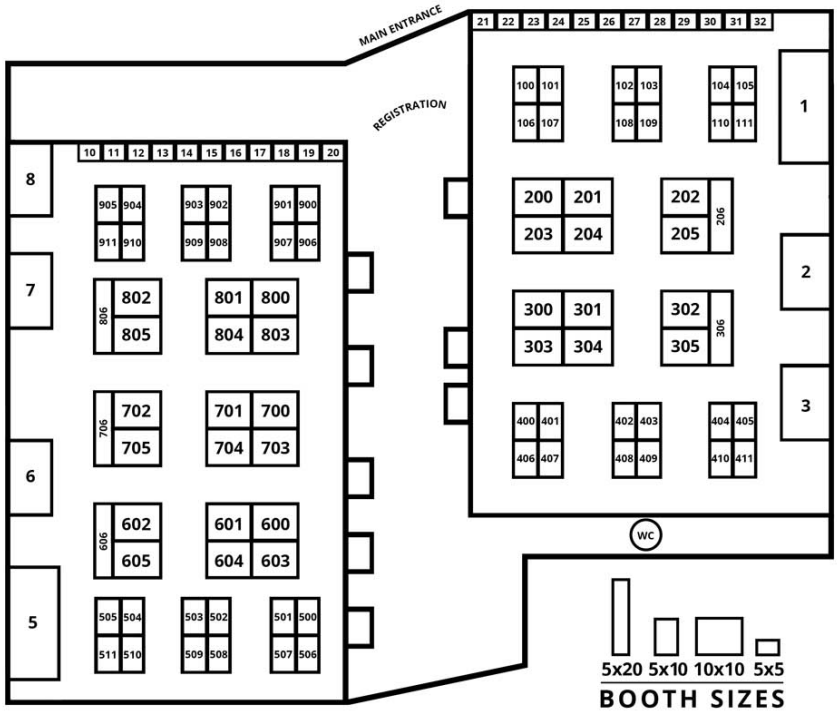
Company website/URL _____

Company contact (phone or email) _____

Vendor category(ies) _____

Company logo: Attach your company logo to this form, or email it to media@capitalweddingshow.com. Preferred: a vector file (SVG, EPS or PDF), or a high-resolution PNG with a transparent background.

CAPITAL WEDDING SHOW FLOOR PLAN



Refer to the floor plan for location preference(s) and booth numbering.

FALL BOOTH LOCATION

First choice:_____

Second choice:_____

Third choice:_____

WINTER BOOTH LOCATION

First choice:_____

Second choice:_____

Third choice:_____

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FALL | October 24, 2027

Booth size (depth x width)	Before Apr 1	Before Jun 1	Before Sept 1	After Sept 1	Amount
BOOTH RATES					
5'x5'	$355	$375	$395	$420	
5'x10'	$640	$680	$720	$745	
5'x20'	$960	$985	$1,010	$1,050	
10'x10'	$935	$960	$985	$1,025	
10'x20'	$1,455	$1,495	$1,555	$1,595	
10'x20' *	$1,695	$1,735	$1,765	$1,795	
15'x20' *	$2,645	$2,695	$2,745	$2,845	
20'x20' *	$2,945	$3,045	$3,145	$3,295	
PROGRAM ADVERTISING					
1/4 Program Ad	$105	$105	$105	$155	
1/2 Program Ad	$195	$195	$195	$245	
Full Program Ad	$300	$300	$300	$350	

WINTER | January 23–24, 2027

Booth size (depth x width)	Before Sept 1	Before Nov 1	Before Dec 15	After Dec 15	Amount
BOOTH RATES					
5'x5'	$480	$495	$525	$550	
5'x10'	$840	$870	$905	$940	
5'x20'	$1,575	$1,630	$1,675	$1,730	
10'x10'	$1,525	$1,580	$1,625	$1,680	
10'x20'	$2,860	$2,920	$2,990	$3,140	
10'x20' *	$3,180	$3,330	$3,400	$3,500	
15'x20' *	$3,850	$4,100	$4,200	$4,350	
20'x20' *	$4,800	$4,950	$5,200	$5,450	
PROGRAM ADVERTISING					
1/4 Program Ad	$105	$105	$105	$155	
1/2 Program Ad	$195	$195	$195	$245	
Full Program Ad	$300	$300	$300	$350	

* The size shown is the entire booth grouping. You can remove the walls if you want 360° access to your booth.
Program advertising: the amounts shown are the discounted vendor rates. HST (13%) is added to the subtotal.

Discount	
Sub total	
HST (13%)	
Grand total	

Method of Payment

Select one payment method.

☐ 1. Electronic Fund Transfer (EFT)

Full payment is required with your signed contract. Send the payment to dave.mills@bell.net

Write your security answer here: _____ or email it in advance to the same address.

☐ 2. CWS Website (Stripe / PayPal / Apple Pay / Google Pay)

Use the CWS website to pay the full amount.

Go to www.capitalweddingshow.com, use the 'Reserve A Booth' page, Cart & Checkout to complete your order. Upon completion, a receipt will be immediately sent to your chosen email.

☐ 3. Credit Card

Card number _____

Expiry date _____ CVV (security code on back of card) _____

Cardholder's name (as shown on the card) _____

How would you like your credit card payment processed?

- ☐ I would like to make full payment upon signing, or
- ☐ I would like a payment plan, as described below for my booth purchase

Payment Plan – Fall Booth (only)

Four equal payments are automatically charged to your credit card on these dates:

#1 ☐	**Deposit (due upon signing)**
#2 ☐	May 15
#3 ☐	July 15
#4 ☐	September 15

Payment Plan – Winter Booth | Winter & Fall

Five equal payments are automatically charged to your credit card on these dates:

#1 ☐	**Deposit (due upon signing)**
#2 ☐	May 15
#3 ☐	July 15
#4 ☐	September 15
#5 ☐	December 1

HST is included in every payment. You will receive a detailed payment schedule after your deposit has been received.

Vendor Agreement

The Vendor named in this application (the "Vendor") applies to Capital Wedding Show ("CWS") for booth space at the CWS show in Ottawa, Ontario on October 24, 2027 (the "Fall 2027 Show") and/or January 23–24, 2027 (the "Winter 2027 Show"). Each is a "Show". This application and the Terms and Conditions that follow together form the "Agreement".

The Vendor agrees that once this Vendor Booth Application has been signed and approved by CWS management, it is a valid and legally binding Agreement that cannot be cancelled, transferred, or modified without the express written consent of CWS.

In the event the Vendor terminates or breaches this agreement, the Vendor understands and acknowledges that it shall not be entitled to any refunds or credits whatsoever and shall remain liable for the full amount of the agreement.

Not withstanding anything contained in this agreement, CWS in its sole discretion reserves the right to change the location of Vendor Booths.

Unless specified otherwise, Vendor Booth purchase includes 8' back wall and 3' sidewalls pipe and drape. The Vendor Booth Rate does NOT include the provision of any electrical service or furnishings. Electrical service and furnishings must be arranged separately at an additional cost. Please reference Clause 2(d) of the Terms and Conditions in this agreement to purchase electrical power for your booth.

The Vendor Booth Price includes a website listing on www.capitalweddingshow.com. The vendor will also receive a confidential bridal list ("Bridal List") composed of contact information provided by engaged couples in accordance with the Terms and Conditions of this Vendor Application.

Refer to Terms and Conditions for additional information relating to CWS and Vendor commitments.

I, _____, have read and accept this application in its entirety. I acknowledge that the Terms and Conditions form an integral part of it. By signing below, I agree to abide by them, and I confirm that I have the authority to bind the Vendor to the Agreement.

VENDOR	**CAPITAL WEDDING SHOW**
Vendor signature	Capital Wedding Show Signature
Print name & title	Print name & title
Date	Date

Terms & Conditions

1. Booth Displays

(a) Vendors must set up and dismantle their booth displays within the times CWS allots. These times will be in the Vendor Manual, which CWS will distribute before the Show. CWS may remove any equipment or material left in the display or vendor areas outside those times, at the Vendor's risk and expense.

(b) Vendors are responsible for handling their own materials. Vendors fully indemnify CWS for any damage to booth display materials during transport, installation, display, or removal.

(c) Vendors must not dismantle or remove any part of their booth display before the end of show hours on the final day of the Show. Doing so breaches the Agreement, and the Vendor forfeits all rights under it, including the right to receive a copy of the Bridal List.

(d) Unless CWS management approves otherwise, booth displays must not: (i) extend beyond the purchased booth floor dimensions; (ii) obstruct the view of other booths; or (iii) be taller than 8' on the back wall or 3' on the sidewalls. Vendors must not attach displays to walls, structural supports, or flooring by any means, including pins, nails, screws, bolts, permanent cement, tape, or staples, and must not suspend displays from the ceilings or rafters. Vendors fully indemnify CWS for any damage they cause to the venue during installation, display, or removal of booth display material, or by failing to follow these Terms and Conditions.

(e) Vendors must have at least one representative at their booth during the Show's operating hours, unless CWS management has given prior written approval. Failing to do so breaches the Agreement, and the Vendor forfeits all rights under it, including the right to receive a copy of the Bridal List.

(f) Vendors must keep their booth area clean and orderly at the start of each day of the Show and throughout the Show. Failing to do so breaches the Agreement, and the Vendor forfeits all rights under it, including the right to receive a copy of the Bridal List.

2. Advertising and Promotion

(a) Vendors must not advertise, demonstrate, solicit, or display signs or place cards outside their booth space, or in the immediate vicinity of the Show, without CWS management's prior written approval. Vendors also must not advertise, or agree to be advertised, in any products, signs, handouts, or business cards of non-Vendors at the Show. If an Vendor does either, CWS may, in its sole discretion, determine that the Vendor has breached the Agreement and immediately terminate its participation in the Show. The Vendor is then not entitled to any refund, remains fully liable for all outstanding amounts owed to CWS, and forfeits all rights under the Agreement, including the right to receive a copy of the Bridal List.

(b) Vendors may use the "Capital Wedding Show" name in their advertising if they tell CWS management the content of the advertising in advance. On request, the Vendor must give CWS a chance to review the proposed advertising before it is published. CWS may, in its sole discretion, refuse to allow its name or brand on advertising that does not meet CWS's quality standards.

(c) CWS may use the Vendor's name, logo, or brand in any advertising for the Show, as long as it does so in a courteous, respectful, and professional manner.

(d) Vendors must be courteous, respectful, and professional in all advertising and communications related to the Show, and in all dealings with Show attendees, suppliers, and CWS staff.

3. Booth Space and Display Equipment

(a) CWS management has the sole right to decide whether a business or product is eligible for the Show. CWS management allocates vendor space in its sole discretion, on a first-come, first-served basis.

(b) CWS management may change booth locations because of a change to the floor plan, or to improve traffic flow and Vendor exposure. CWS is not liable for any damages if competing Vendors are next to or across from each other.

(c) Booth display areas are 10'x10', 5'x10', 5'x5', or multiples of these, in the general location shown on the floor plan. Unless CWS management agrees otherwise, each booth comes with an 8' back wall and 3' sidewalls with standard pipe and drape. Section 1(d) sets out the limits on booth displays.

(d) The booth price does not include electrical service or furnishings. Vendors may order these directly from Show suppliers. CWS will give Vendors the contact information for the suppliers who will provide booth furnishings and electrical service at the Show. This information will be in the Vendor Manual, which CWS will distribute before the Show.

4. Vendor Conduct

(a) All display and promotional materials used at the Show must be in good taste, respectful, and professional. CWS management may remove any display or promotional materials that it determines, in its sole discretion, do not meet this standard.

(b) CWS management may, in its sole discretion, stop any display or demonstration that CWS or other Vendors consider a nuisance.

(c) If CWS, in its sole discretion, considers an Vendor's conduct objectionable, the Vendor has breached the Agreement and CWS may immediately terminate its participation in the Show. The Vendor is then not entitled to any refund, remains fully liable for all outstanding amounts owed to CWS, and forfeits all rights under the Agreement, including any right to receive a copy of the Bridal List.

(d) Vendors must not photograph or videotape other Vendors' booths or products without both the other vendor's permission and CWS management's written consent.

5. Liability, Insurance and Compliance

(a) CWS is not liable or responsible, under any circumstances, for: (i) any loss, damage, theft, or destruction, however caused, of goods, equipment, or other property belonging to the Vendor or for which the Vendor is responsible; (ii) any damage or injury suffered by the Vendor, its employees or agents, or any other person; or (iii) any loss, damage, injury, or cost suffered by the Vendor for any reason, including a change in the date, time, or location of the Show, or the abandonment of the Show.

(b) The Vendor is solely liable for all loss, damage, injury, claims, costs, and expenses, however caused, arising from the acts of the Vendor or its employees or agents, or from the Vendor's goods, exhibits, fittings, machinery, or other property, or property for which the Vendor is responsible. The Vendor agrees to fully indemnify and hold harmless CWS, its subsidiaries, affiliates, directors, officers, and employees against all such loss, damage, injury, claims, costs, and expenses.

(c) The Vendor is fully responsible for any duties owed to a performing rights society or similar organization for live or recorded music played at its booth. The Vendor agrees to fully indemnify and hold harmless CWS, its subsidiaries, affiliates, directors, officers, and employees against any breach of those duties.

(d) The Vendor must keep comprehensive insurance of at least $1,000,000 against the risk of loss or damage, however caused, to its property and person, and to the property and persons of its employees and agents. CWS may require the Vendor to give written confirmation of this coverage, in a form satisfactory to CWS management, as a condition of participating in the Show.

(e) In installing and operating its booth display, the Vendor must comply with all applicable laws, ordinances, regulations, and codes of local, provincial, and federal authorities on fire, safety, health, and the environment, and must be properly insured for this.

(f) Before the Show, CWS will give each Vendor enough badges for its booth staff. The Vendor is responsible for any badges lost during the Show.

6. Force Majeure and Changes

(a) CWS and the Vendor are each excused from performing an obligation under the Agreement to the extent that the obligation is hindered so that holding the Show is inadvisable or commercially impractical because of any of the following:

- an act of God or natural disaster, including a violent storm, hurricane, tornado, blizzard, earthquake, or flood;
- labour unrest, strike, riot, civil disturbance, act of terrorism, or war;
- damage or destruction by lightning, explosion, or fire, or a failure of telecommunication or electric services;
- a prolonged curtailment of mass transportation within or into Ottawa;

- a major national or international travel health advisory that curtails travel within 300 km of the City of Ottawa, issued by the Government of Ontario, the Ministry of Health or Chief Medical Officer of Health, Health Canada, the U.S. Department of State, the Centre for Disease Control, or the World Health Organization;
- a major national or international advisory that curtails public gatherings, or materially affects the ability of groups to gather, in the City of Ottawa, issued by the City of Ottawa or any of the bodies listed above;
- a declaration by the Canadian government of a high, imminent, or severe risk of terrorist attack in Ontario or Quebec;
- extreme weather, such as flooding, drought, hailstorms, fire, ice storms, extreme cold, or heavy precipitation;
- any governmental law, regulation, or order that directly affects CWS's ability to meet its obligations under the Agreement; or
- major damage to the Ottawa Conference & Event Centre, by fire or any other cause beyond a party's control, that makes the venue unsafe or impossible to use.

(b) A party claiming force majeure must notify the other party in writing as soon as it becomes aware of the event. A party that fails to do so is liable for the damages that result. The other party may require the claiming party to show: (i) that its failure to perform was caused by an impediment beyond its reasonable control; (ii) that it could not reasonably have been expected to take the impediment into account when the Agreement was made; and (iii) that it could not reasonably have avoided or overcome the effects of the impediment.

(c) If force majeure applies, CWS will terminate the Agreement without liability to either party. Where the cancellation is because it is inadvisable for the Vendor to perform, CWS may require the Vendor to show a reasonable basis for that claim. Both parties will make their best efforts to negotiate in good faith a possible rescheduling of the Show, or an event of similar magnitude. All payments the Vendor has made to CWS up to the date of termination are non-refundable, except as CWS decides in its sole discretion based on third-party expenses CWS has incurred or will unavoidably incur under the Agreement. CWS will take reasonable steps to manage these expenses in a way that maximizes any payment returned to the Vendor.

(d) CWS management may change the dates and locations of the Show at its reasonable discretion. Such a change is not a breach of the Agreement.

7. Confidential Bridal List

(a) The Bridal List is made up of personal contact information that CWS collects from the prize ballots submitted by Show attendees.

(b) In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), CWS will tell attendees in advance that ballot information will be made available to Vendors through the Bridal List.

(c) In keeping with Canada's Anti-Spam Legislation, an attendee's e-mail address is included in the Bridal List only if the attendee has given "express consent" to receive e-mail from Vendors. All such e-mail addresses are deemed to be the attendee's personal information.

(d) After the Show, CWS will make the Bridal List available to Vendors in electronic format on request. To receive it, an Exhibitor must agree to, and return a signed copy of, the "Bridal List Terms & Conditions" to CWS management. CWS will make reasonable efforts to have the Bridal List ready for distribution within two weeks after the Show ends.

(e) On request, Vendors must give CWS a copy of their privacy policy, so that CWS management can satisfy itself that adequate controls are in place to protect the personal information in the Bridal List.

8. General

(a) CWS management decides, in its sole discretion, all matters and questions that these Terms and Conditions do not cover.

(b) CWS management has full discretion in interpreting and enforcing all rules in the Agreement.

(c) Vendors agree to be bound by these Terms and Conditions as CWS may modify them from time to time.