



**2020 Winter Show
January 18th and 19th, 2020 – Shaw Centre**

Application Information

Company Name: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

Email: _____ Web Site: _____

BOOTH SIZE DEPTH X WIDTH	QTY	BEFORE JUNE 1 ST	BEFORE SEPT 15 TH	BEFORE DEC 1 ST	AFTER DEC 1 ST	TOTAL INCLUDE THE DATE
Isle o Style	<input type="checkbox"/>	\$50	\$50	\$50	\$50	
5'x5'	<input type="checkbox"/>	\$437	\$467	\$479	\$498	
5'x10'	<input type="checkbox"/>	\$798	\$827	\$858	\$895	
5'x15'	<input type="checkbox"/>	\$1231	\$1278	\$1321	\$1386	
10'x15' *	<input type="checkbox"/>	\$2252	\$2327	\$2377	\$2453	
10'x10'	<input type="checkbox"/>	\$1498	\$1529	\$1553	\$1595	
10'x20'	<input type="checkbox"/>	\$2853	\$2896	\$2948	\$2997	
10'x30'	<input type="checkbox"/>	\$4189	\$4256	\$4345	\$4458	
10'x40' *	<input type="checkbox"/>	\$4657	\$4795	\$4888	\$5223	
DISCOUNT						
SUB TOTAL						
HST (13%)						
GRAND TOTAL						

Exhibitor booth location preference(s)

Refer to Floor Plan for locations.

First Choice: _____

Second Choice: _____

Third Choice: _____

Note: Notwithstanding anything contained in this agreement, Capital Wedding Show ("CWS") in its sole discretion reserves the right to change the location of all Exhibitor Booths.

Exhibitor Booth purchase includes 8' back wall and 3' sidewalls with pipe and drape.

The Exhibitor Booth Rate does NOT include the provision of any electrical services or furnishings. Exhibitors must order these directly from the show supplier.

The Exhibitor Booth Rate includes a basic website listing on www.capitalweddingshow.com and the Exhibitor will receive a confidential bridal list ("Brides List") composed of contact information provided by show attendees in accordance with the Terms and Conditions of this Exhibitor Agreement.

IMPORTANT: Refer to Terms and Conditions for additional information relating to CWS and Exhibitor commitments.

Method of Payment

Note: Credit Card payments are available on the CWS web site at www.capitalweddingshow.com

1- Electronic Fund Transfer (EFT):

Funds should be emailed on the date of each instalment payment to: shelagh.mills@sympatico.ca

2- Cheque:

A cheque for the deposit and post-dated cheques for each installment payment are required upon signing.

A processing fee of \$30 will be assessed for each NSF cheque.

Cheques are to be made payable to **Capital Wedding Show** and mailed to:

1091 Wittke Rd, Eganville, Ontario, K0J 1T0



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3- Credit Card:

VISA Master Card

Credit Card Number _____ Expiry Date: _____

Card holder's name (as shown on the card) _____

CSV (on rear of card): _____

I agree to have my credit card charged for the deposit amount upon signing and the remaining payments charged according to the payment schedule as outlined in the Payment Plan section of this agreement.

Card holder's signature: _____

4- PayPal Payment:

PayPal payments can be made via www.capitalweddingshow.com

Payment Plan:

A payment plan is only available by contacting CWS management.

	Payment Date	Amount
1 st installment	Signing Deposit	
2 nd installment	June 1, 2019	
3 rd installment	September 1, 2019	
Final installment	December 1, 2019	

Exhibitor Category (select one):

- | | |
|--|--|
| <input type="checkbox"/> Beauty / Hair / Make-up | <input type="checkbox"/> Home Essentials |
| <input type="checkbox"/> Cakes & Chocolates | <input type="checkbox"/> Invitations / Stationery |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Decor & Rentals | <input type="checkbox"/> Music |
| <input type="checkbox"/> Destination Weddings / Travel | <input type="checkbox"/> Photography/Videography |
| <input type="checkbox"/> Fashion - Women / Men | <input type="checkbox"/> Publications / Media |
| <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Reception Facilities |
| <input type="checkbox"/> Gift Registry | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Guest Accommodations | <input type="checkbox"/> Unique Products & Service |
| <input type="checkbox"/> Health & Fitness | <input type="checkbox"/> Wedding Planners |

The Exhibitor hereby applies for Exhibitor Booth space at the Capital Wedding Show (CWS) to be held in Ottawa, Ontario on January 18th & 19th, 2020. The Exhibitor agrees that once this Exhibitor Booth Agreement 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 Exhibitor terminates or breaches this agreement, the Exhibitor understands and acknowledges that it shall not be entitled to any refunds or credits whatsoever and that it shall remain liable for the full amount of the agreement. The Exhibitor understands and acknowledges that the Exhibitor Booth Terms & Conditions (as stated on page 3) form an integral part of this Exhibitor Booth Agreement and that it will abide by these terms and conditions. The person signing below attests that they have the authority to bind the Exhibitor.

Exhibitor's Signature:

Capital Wedding Show Approval:

Print Name & Title:

Print Name & Title:

Date: _____

Date: _____

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Terms & Conditions

1. Booth Displays

- a) All Exhibitors must setup and dismantle their booth displays within the time frame allotted to them by Capital Wedding Show ("CWS"). These times will be contained in the Exhibitor Manual which will be distributed in advance of the show. Any equipment or material remaining in the CWS display areas or exhibitor areas outside of the allotted times will be removed by CWS at the Exhibitor's risk and expense.
- b) Exhibitors are responsible for the handling of their own materials. Exhibitors shall fully indemnify CWS for any and all damage to Exhibitor booth display materials during transport, installation, display or removal of such booth display materials.
- c) Exhibitors shall not dismantle or remove any part of their booth displays prior to the end of the CWS of 4:00pm on the Sunday. Doing so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.
- d) Unless otherwise approved by CWS management, Exhibitor booth displays must not: (i) protrude or extend beyond the purchased booth floor dimensions; (ii) obstruct the view of other booths; and (iii) be taller than 8' on the back wall and 3' on the sidewalls. Unless otherwise approved by CWS management, Exhibitors shall not attach any displays to walls, structural supports or flooring in the venue, by pins, nails, screws, bolts, permanent cement, or any other means nor may the Exhibitors suspend any displays from the ceilings or rafters. Exhibitors shall fully indemnify CWS for any and all damage caused by them to the venue during installation, display or removal of booth display material or by their failure to abide by any of these terms and conditions.
- e) Exhibitors are required to have at least one representative present at their booths during the operating hours of the bridal show. Failure to do so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.
- f) It is an Exhibitor's responsibility to have its booth area clean and orderly at the beginning of each day of the bridal show and throughout the bridal show. Failure to do so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.

2. Subletting & Advertising

- a) Exhibitors are not permitted to advertise, demonstrate, solicit, or display signs or place cards in or outside its booth space without prior written approval of CWS management. If the Exhibitor engages in such conduct then CWS, in its sole discretion, may determine that the Exhibitor has breached the Exhibitor Booth Agreement and immediately terminate the Exhibitor's participation in the bridal show. Nor are Exhibitors permitted to advertise or agree to be advertised in any products, signs, handouts or business cards of any non-exhibitors at the bridal show. In any of these events, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to CWS and will forfeit any right it may have under the agreement, including but not limited to, the right to receive a copy of the Bridal List.
- b) The "Capital Wedding Show" name may be included in the advertising of the Exhibitor provided that CWS management is informed in advance of the content of any such advertising. Upon request by CWS management, the Exhibitor must provide CWS with an opportunity to review the proposed advertising in advance of publication. If the advertising is not in keeping with the quality and standards of CWS then CWS, in its sole discretion, reserves the right not to permit its name or its brand to be included on the suggested advertising.
- c) CWS reserves the right to use the name, logo, or brand of the Exhibitor in any advertising campaign of the bridal show providing it is done in a courteous, respectful and professional manner.
- d) The Exhibitor agrees that all its advertising and communications associated with the bridal show and all its interactions with bridal show attendees, suppliers and CWS staff will be courteous, respectful and professional manner.

3. Exhibitor Booth Space & Display Equipment

- a) CWS management has the sole right to determine the eligibility of any business or product for inclusion in the bridal show. Exhibit space will be allocated by CWS management in its sole discretion on a first-come, first-serve basis.
- b) CWS management reserves the right to make changes to booth locations resulting from a change in the floor plan or in the interest of optimum traffic control and Exhibitor exposure. CWS management cannot be held liable for any damages in the event that competitive Exhibitors are adjacent to or opposite each other.
- c) Exhibitor Booth display areas will be 10'x10', 10'x5', 5'x5' or multiples thereof, in the general location as outlined on the Floor Plan. Each booth will be provided with 8' back wall and 3' sidewalls with standard pipe and drape unless otherwise agreed by CWS management. Refer to Section 1(d) of the Terms and Conditions regarding dimensional restrictions on booth displays.
- d) The Exhibitor Booth purchase does not include the provision of any electrical services or furnishings. Exhibitors may order these directly from show suppliers. CWS management will provide Exhibitors with the contact information of service providers who will be available to provide booth furnishing and electrical services at the bridal show. This information will be contained in the Exhibitor Manual, which will be distributed in advance of the show.

4. Exhibitor Conduct

- a) All display and promotional literature used by the Exhibitors at the bridal show must be in good taste, respectful and professional. CWS management reserves the right to remove any display or promotional materials that it determines, in its sole discretion, are not in good taste, respectful or professional.
- b) CWS management shall have the right, in its sole discretion, to stop any display or demonstration considered by CWS or other Exhibitors to be a nuisance.

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- c) If an Exhibitor engages in what CWS, in its sole discretion, considers to be objectionable conduct, then the Exhibitor has breached the Exhibitor Booth Agreement and CWS has the right to immediately terminate the Exhibitor's participation in the bridal show. In this event, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to CWS and will forfeit any rights it may have under the agreement, including but not limited to, any right it may have to receive a copy of the Bridal List.
- d) The taking of photographs or videotaping is not permitted in the Exhibitor or Fashion Show rooms without the express written consent of CWS management.

5. Exhibitor Liability

- a) CWS shall not under any circumstances whatsoever be liable or responsible for: (i) any loss, damage, theft, or destruction whatsoever or howsoever caused by any goods, equipment or any other property belonging to the Exhibitor or for which the Exhibitor is responsible; (ii) any damage or injury suffered by the Exhibitor or his servants or agents or by any other person; (iii) any loss, damage, injury or cost whatsoever suffered by the Exhibitor for any reason including any change in the date, time or place of the bridal show or the abandonment thereof.
- b) The Exhibitor shall be solely liable for all loss, damages, injuries, claims, costs and expenses whatsoever or howsoever caused by any person or property in any circumstances whatsoever by the Exhibitor, its servants or agents or the goods, exhibits, fittings, machinery, and other property belonging to the Exhibitor or for which the Exhibitor is responsible and the Exhibitor hereby agrees to fully indemnify and to hold harmless CWS, its subsidiaries, affiliates, directors, officers and employees in respect of any such loss, damage, injury claims, costs and expenses.
- c) Exhibitor assumes full responsibility with respect to any duties owed to any Performing Rights Society or other organization with regard to any live and/or recorded music played at the Exhibitor's booth. Exhibitor agrees to fully indemnify and to hold harmless CWS, its subsidiaries, affiliates, directors, officers and employees in respect of any breach of such duties.
- d) The Exhibitor is required to retain full comprehensive insurance coverage of at least \$1,000,000 to insure against the risk of loss or damage, however caused, to his property or person or to the property or person of his employees or agents. CWS reserves the right to require Exhibitors to produce written confirmation of insurance coverage in a form satisfactory to CWS management as condition of the Exhibitor's participation in the bridal show.
- e) CWS shall have no further obligation or liability to the Exhibitor in the event CWS is prevented from holding the bridal show or unable to permit the Exhibitor to occupy its rented booth space due to circumstances beyond its control including, but not limited to, strike, fire, civil disobedience, inclement weather, lockouts, or acts of God.
- f) Bridal show dates and locations may be subject to change at the reasonable discretion of CWS management, and any such change shall not be considered a breach of the Exhibitor Booth Agreement or these terms and conditions.
- g) With respect to the installation and the operation of its exhibit, an Exhibitor is responsible for complying with all applicable laws, ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety, health and environmental requirements. Exhibitor shall be properly insured for the same.
- h) Exhibitor assumes full responsibility of any lost exhibitor badges during the duration of the show. Prior to the Show, every exhibitor will be given sufficient Exhibitor Badges for booth staff. Should the Exhibitor require additional Exhibitor Badges either beforehand or at the show, they must purchased at a cost of \$5 per Badge.

7. Confidential Brides List

- a) The Brides List will be comprised of personal contact information collected by CWS on the prize ballots submitted by bridal show attendees.
- b) In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), bridal show attendees will be advised in advance that ballot information will be made available to Exhibitors through the Brides List.
- c) In keeping with the requirements of Canada's Anti-Spam Law, where bridal show attendees have provided their "express consent" to receive e-mail communications from the Exhibitors, such e-mail addresses will be included in the Brides List. All such e-mail addresses are deemed to be personal information of the bridal show attendees.
- d) Following the bridal show, the Brides List will be made available to Exhibitors in electronic format upon request. As a condition to receiving the Brides List, Exhibitors will be required to abide by and to return a signed copy of the "Brides List Terms & Conditions" to CWS management. CWS will make reasonable efforts to have the Brides List ready for distribution to Exhibitors within two weeks after the end of the bridal show.
- e) Upon request, Exhibitors must provide CWS with a copy of their Privacy Policy so that CWS management may satisfy itself that adequate controls are in place with respect to protecting the personal information contained in the Brides List.

8. General

- a) All matters and questions not covered by these terms and conditions shall be decided by CWS management in its sole discretion.
- b) CWS management shall have full discretion in the interpretation and enforcement of all rules contained herein.
- c) Exhibitors agree to be bound by these terms and conditions, as they may be modified from time to time by CWS.