



**PGA of BC Buying Show**  
**October 15-16, 2014**  
**Richmond Olympic Oval – Richmond, BC**

Exhibitor Name (as will be listed in Exhibitor Guide)

Email

Primary Contact

Office Phone / Cell Phone

**2014 PGA of BC Booth Pricing**

Signed Registration Forms and Full payment must be received by PGA of BC Administration Office no later than September 15<sup>th</sup>. All booths will be furnished with one (1) covered table, two (2) chairs, and one (1) electrical outlet.

**REGULAR REGISTRATION: JULY 1 – SEPTEMBER 15, 2014**

**Regular Registration Rate**

Initial 10'x10' \$1,450  
 Additional 10'x10' \$950

**PGA of BC Sponsors & CGIA Member Rate**

Initial 10'x10' \$1,350  
 Additional 10'x10' \$900

**REGISTRATION**

**BOOTH CONFIGURATIONS**

Initial 10'x10' Booth

\_\_\_\_\_ Number of Additional 10'x10' Booths

Subtotal \$ \_\_\_\_\_

GST (5%) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**METHOD OF PAYMENT**

CHEQUE (payable to PGA of BC)

VISA

MASTERCARD

AMERICAN EXPRESS

\_\_\_\_\_  
 Name on Card

\_\_\_\_\_  
 Credit Card Number

\_\_\_\_\_  
 Expiry (MM/YY)

The 2014 PGA of BC Buying Show will feature a "Pipe & Drape" format. All exhibitors must abide to show standards and regulations and forfeit all rights to the PGA of BC to modify non-conforming booths as required. It is also understood that any signs of move-out procedures commencing prior to 4:00pm on October 16<sup>th</sup> will be subject to a non-negotiable penalty of up to \$1,000. By signing below, I agree to accept all rules and regulations as listed in the 2014 PGA of BC Buying Show Exhibitor Terms & Condition. If paying by Credit Card, I also agree to all terms and conditions of the Credit Card provider to the charges listed above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name / Company Name



## 2014 PGA OF BC BUYING SHOW EXHIBITOR TERMS & CONDITIONS

### CANCELLATION POLICY & PAYMENT DEADLINE

Cancellations must be made by September 15, 2014. A sum of \$200.00 will be retained as Administrative fees. Cancellations received after this date & prior to September 30, 2014 will receive 50% reimbursement of total registration fees. Cancellations received after September 30, 2014 will forfeit registration fees entirely. No exceptions will be made.

### BOOTH SETUP

The 2014 PGA of BC Buying Show will feature a Pipe & Drape Setup. All 10'x10' booths will be furnished with one (1) table, two (2) chairs, and one (1) electrical outlet. No hard walls or of similar presence will be permitted. Breaches to this policy will be subject to the immediate removal by the PGA of BC and no refunds will be granted. No exceptions will be made.

### RENTING SPACE

A space is considered sold once Registration Form, Signed Show Contract, and Full payment is received. Space is sold to an exhibitor at the sole discretion of the PGA of BC. Due to the limited space available at the Richmond Olympic Oval, if desired, the committee may change the layout or location of an exhibitor's space without notice. The payment deadline for all exhibitors is September 15, 2014. Failure to abide by the deadline will result in booth space being revoked.

The exhibitors agree to use the rented space for their own purposes, to sell their goods or promote their services exclusively. The exhibitor may not share the assigned space in part or in whole with any other company. The exhibitors agree to respect any contract, agreement or collective agreement binding them to the PGA of BC and to the suppliers for the show. They also agree to obey the laws of all levels of government and regulations of the fire department. This applies to the material to be sold and to the components of the exhibition booth.

### BOOTH ALLOCATION

Booth space is allocated on the basis of several factors. It is of primary concern to the PGA of BC that all exhibitors are pleased with their participation in the Buying Show. Sponsors of Association events and programs receive first priority. Subsequent booth layout is subject to the decision made by the Buying Show Committee. The Richmond Olympic Oval has limited floor space & therefore the PGA of British Columbia will do its best to accommodate all exhibitors' requests.

### EXHIBITOR'S LIABILITY

The exhibitor is responsible for the merchandise presented at their booth and for insuring their goods with their insurance company. The PGA of British Columbia & the Richmond Olympic Oval are in no way and at no time liable for losses or damage to the exhibitor's merchandise before, during or after the Buying Show.

Should the show be cancelled, the organizing committee cannot be held liable for losses or damage to the exhibitor's goods if this cancellation results from a natural disaster, an explosion, an act of terrorism, or any other cause beyond the Committee's control.

The exhibitor is liable for damage and deterioration caused to the Richmond Olympic Oval, the booth, and the merchandise and goods of the other exhibitors. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc. in such manner as to deface or destroy them. Likewise, no attachments may be made to the floors by nails, adhesives, screws or any other device that would damage them.

The exhibitors agree to behave respectfully toward the other exhibitors, the organizing committee and the suppliers for the Buying Show.

Neither the PGA of BC, Richmond Olympic Oval, Show In Motion, or the City of Richmond are responsible for injury to exhibitors' employees, loss or damage that may occur to the exhibitors' property from any cause whatsoever, prior to, during or subsequent to the period of the Buying Show. The PGA of BC, Richmond Olympic Oval, Show In Motion, and the City of Richmond do not guarantee or insure exhibitors against loss for any reason. Exhibitors are reminded to verify that their company insurance includes extra-territorial coverage, theft, public liability and property damage insurance.

### GENERAL RULES & REGULATIONS

The exhibitor agrees to abide by the regulations in force and any other regulation that the organizing committee may adopt before, during or after the Buying Show. The exhibitor agrees to respect the timetable in the show schedule. In return, the organizing committee agrees to provide access to the exhibition site as stipulated in the timetable. Under no circumstances may exhibitors begin dismantling their booths until the show is formally closed. Should any exhibitors violate this regulation, they will be subject to penalties as determined by the PGA of BC.

#### 2014 BUYING SHOW HOURS

Tuesday October 14	Move-in	12:00pm – 8:00pm
Wednesday, October 15	Day 1	9:00am – 5:00pm
Thursday, October 16	Day 2	9:00am – 4:00pm
	Move-out	4:00pm – 10:00pm <i>(All times subject to change as required)</i>

The exhibitor must ensure the presence of at least one representative at his booth during all business hours for the Buying Show.

The exhibitor agrees to comply with the regulations respecting height of booths. The exhibition booth must appear in good condition on all sides and from top to bottom.

Due to limited space availability, early shipments cannot be made to the Richmond Olympic Oval. However, shipments may be made arranged through official show providers. Please visit the Buying Show website for contact details.

During the set-up of the show, the exhibitor must ship their merchandise postage paid. No one is authorized to accept merchandise requiring payment on delivery.

The PGA of BC has the sole right to refuse entry should any exhibitor violate any rules and regulations of this contract. Any such violations forfeits the right for the PGA of BC to terminate the contract without any refund.

#### BADGES

Identification badges must be worn at all times. No exceptions will be made for this show.

Exhibitor badges are only for members of the exhibiting company's staff who are participating in the show. The PGA of BC has the right to refuse or prohibit entry should an exhibitor violate these regulations. Any such violation gives the organizing committee the right to terminate the contract and expel the exhibitor from the premises.

The PGA of BC Buying Show is a private show. Absolutely no guests will be permitted to attend the show. All exhibitors must be pre-registered under the exhibiting company name. Each 10'x10' booth is inclusive of two (2) badges at no charge. Additional badges may be purchased as required. Non-registered Exhibitors who attend will be subject to a cost of \$60.00+GST per badge on-site.

#### HEIGHT & SIGNAGE REGULATIONS

Booth displays must not exceed 10 feet. Signage cannot be hung from the ceiling at the Richmond Olympic Oval. All signage must be hung by employees of your exhibiting company. Signage with your own logo/advertising cannot back onto or overhang another exhibitor's booth. Signage may not be placed on the walls of the Richmond Olympic Oval. Failure to abide by all height & signage regulations will result in portions of booths being amended or removed at the discretion of the PGA of BC.

#### MOVE-IN

The move-in will take place Tuesday October 14<sup>th</sup> from approximately 12:00pm – 8:00pm, subject to change as required. Exhibitors must have booths completely setup & merchandised by 8:00pm on Tuesday October 14<sup>th</sup>. Exhibitors will not be permitted to setup booths on Wednesday October 15<sup>th</sup> prior to Show opening.

#### MOVE-OUT

Move-out may not begin prior to 4:00pm on Thursday, October 16<sup>th</sup>. Any Exhibitors that commence move-out procedures prior to this time will be subject to a non-negotiable fine of up to \$1,000. It is the responsibility of each exhibitor to arrange for the dismantling and removal of all display materials and equipment. Exhibitors failing to remove all display materials by 10:00pm on Thursday October 16<sup>th</sup> will be subject to labour and disposal charges.

Exhibitors are responsible to pack all outgoing shipments in a reasonable manner. Neither the PGA of BC, Richmond Olympic Oval, Show In Motion, or the City of Richmond are not responsible for loss or damages to any samples, displays, properties, or personal effects brought to the Richmond Olympic Oval.

Exhibitors are reminded to be courteous to others during the move-in and move-out procedures. Any reported actions as a result of Exhibitors behavior that tarnish the PGA of BC's Show or Brand will be subject to further discipline and fines as determined by the Committee.

#### CLEANING & JANITORIAL SERVICE

The Richmond Olympic Oval will provide a nightly cleaning of all common areas. It is the responsibility of each exhibitor to arrange for cleaning of individual booths. Booth cleaning can be arranged through Show Services providers.

#### DRAYAGE & FORKLIFT SERVICE

A forklift may be available on-site for Move-In & Move-Out at a cost, subject to formal request from exhibitors. These will be for loading in & out only. No forklifts are allowed on the show floor. Please contact the PGA of BC office to inquire about requests.

#### INTERNET SERVICE ON-SITE

Availability of Internet Services will be updated once information is available.