

# 2009 PGA of BC Trade Show – Contract Terms

## CANCELLATION POLICY

Cancellations must be received 60 days in advance of the show (August 12<sup>th</sup>, 2009) to receive a full refund. Cancellations received after this date & prior to September 12<sup>th</sup>, 2009 will receive 50% of their registration fee. Cancellations received after September 12<sup>th</sup>, 2009 will forfeit their registration fee entirely.

## RENTING SPACE

**A space is considered sold once it has been paid for.** Space is sold to an exhibitor at the sole discretion of the organizing committee. Due to the limited space available at the PTCC, if desired, the committee may change the layout or location of an exhibitor's space up to 15 days before the show. **Booth Assignments will not be released until the Association office has received payment in full. The PAYMENT DEADLINE for all exhibitors is AUGUST 15<sup>TH</sup>, 2009.** Failure to abide by the deadline will result in booth space being revoked. All booths are subject to approval by Show Management.

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 another 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 Association and show management that all exhibitors are pleased with their participation in the Trade Show. Sponsors of Association events & programs receive first priority followed by Members of the CGIA, provided they have registered and paid by July 15<sup>th</sup>, 2009. Space is then allocated on the basis of several factors: past exhibitors of the PGA of BC Trade Show, when registration & payment is received, as well as the size and nature of the display. The Penticton Trade & Convention Centre 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 Penticton Trade & Convention Centre are in no way and at no time liable for losses or damage to the exhibitor's merchandise before, during or after the golf 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 Penticton Trade & Convention Centre, 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, 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 golf show.

Neither the PGA of British Columbia, Penticton Trade & Convention Centre, Show In Motion, Reimer Express nor the City of Penticton 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 Trade Show. The PGA of British Columbia, Penticton Trade & Convention Centre, Show In Motion, Reimer Express and the City of Penticton 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 & SHOW INFORMATION

- 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 golf 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.

### SHOW HOURS

Move-In - Monday, October 12 <sup>th</sup> & Tuesday, October 13 <sup>th</sup>	8am – 6pm
Wednesday, October 14 <sup>th</sup>	9am – 5pm
Thursday, October 15 <sup>th</sup>	9am – 5pm
Friday, October 16 <sup>th</sup>	9am – 1pm

- The exhibitor must ensure the presence of at least one representative at his booth during business hours for the golf show.
- The exhibitor agrees to comply with the regulations respecting height of the walls used in his booth. The exhibition booth must appear in good condition on all sides and from top to bottom.
- 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.

## **BADGES**

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

Absolutely **NO** guests will be allowed. All exhibitors must be pre-registered under the exhibiting company name (up to a maximum number of 8). Exhibitors not registered will be required to pay **\$60 plus GST per badge on-site**.

Badge identification must be worn at all times. **There are no exceptions to the badge policy as stated above.**

## **HEIGHT & SIGNAGE REGULATIONS**

Please note the Height Regulations for the 2009 PGA of British Columbia Trade Show. **ALL WALLS IN YOUR BOOTH MAY NOT EXCEED 15 FEET**. Signage cannot be hung from the ceiling at the Penticton Trade & Convention Centre. 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 Convention Centre. FAILURE TO ABIDE BY THE HEIGHT and/or SIGNAGE REGULATIONS WILL RESULT IN PORTIONS OF YOUR BOOTH BEING TAKEN DOWN TO ACCOMMODATE THE RULES.**

## **MOVE-IN**

The move-in days are Monday, October 12<sup>th</sup> and Tuesday, October 13<sup>th</sup>. A schedule for exhibitor move-in traffic in and out is essential. A move-in requirements form will be sent to all exhibitors upon receipt of registration. From the information gathered a schedule will be developed in order to make the move-in as smooth as possible. **EXHIBITORS MUST HAVE THEIR BOOTHS COMPLETELY SET UP & MERCHANDISED BY 6PM ON TUESDAY, OCTOBER 13<sup>TH</sup>. EXHIBITORS FAILING TO COMPLY WITH THIS WILL BE REQUIRED TO FINISH SETTING UP AT 7 AM ON WEDNESDAY, OCTOBER 14<sup>TH</sup> BEFORE THE SHOW OPENS.**

## **MOVE-OUT**

**Move-out will not begin prior to 1:00pm on Friday, October 16<sup>th</sup>**. The PGA of British Columbia has attempted to accommodate as many people as possible with this schedule and all exhibitors will be expected to abide by it. 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 on October 16<sup>th</sup> before midnight will be charged for labour and disposal costs.

Exhibitors are responsible to pack all outgoing shipments to the point where they can be shipped. The Penticton Trade & Convention Centre and the PGA of BC are not responsible for loss or damages to any samples, displays, properties, or personal effects brought to the Penticton Trade & Convention Centre for the purposes of the function, except where Penticton Trade & Convention Centre is directly responsible.

Under no circumstances may an exhibitor begin dismantling their booth before the golf show has closed. Should an exhibitor violate this regulation, they may be banned from subsequent PGA of BC Buying Shows.

## **OFFICIAL SERVICE CONTRACTORS**

**Show in Motion** has been contracted to handle all display requirements. Please contact **Samantha Luymes at 250.495.5025** or [samantha@showinmotion.com](mailto:samantha@showinmotion.com). Show in Motion order forms will be emailed upon receipt of registration and may also be downloaded from their website: [www.showinmotion.com](http://www.showinmotion.com). All forms must be received prior to the start of the show. Costs are higher if material is ordered on site.

## **ELECTRICAL – NEW CHANGES TO THE 2009 SHOW**

All electrical requirements for your booth will be provided through the Penticton Trade & Convention Centre. The forms can be downloaded at: [www.pentictonconventioncentre.com](http://www.pentictonconventioncentre.com). The forms will also be emailed to you upon receipt of registration.

## **CLEANING & JANITORIAL SERVICE**

The Penticton Trade & Convention Centre 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 In Motion.

## **DRAYAGE & FORKLIFT SERVICE**

A forklift will be available on-site on Monday and Tuesday. There will be forklifts at your disposal for move-out on Friday from 1:00 pm on.

## **INTERNET SERVICE ON-SITE**

Internet Service will be complimentary to all exhibitors & attendees. Please check at the registration desk for the password.

## **OFFICIAL FREIGHT FORWARDERS**

The PGA of BC is pleased to offer two companies to help service your shipping needs for this year's show.

**YRC Reimer** – [www.yrcw.com](http://www.yrcw.com) - Please contact Bill Rachar at 604.830.0057 or [Bill.Rachar@yrcw.com](mailto:Bill.Rachar@yrcw.com).

**Show In Motion** – [www.showinmotion.com](http://www.showinmotion.com) - Please contact Samantha Luymes at 250.495.5025 or [samantha@showinmotion.com](mailto:samantha@showinmotion.com).

## **OFFICIAL CUSTOMS BROKERS**

Exhibitors shipping goods from the United States should contact the Official Customs Broker for the 2009 PGA of BC Trade Show, Events on the Move, at 1.877.355.1116. Customs and Excise Canada has been notified of the Trade Show and the appointment of Events on the Move as the official broker, which expedites the customs process.