



**PGA of BC Buying Show**  
**October 11-12, 2017**  
**Richmond Olympic Oval – Richmond, BC**

Exhibitor Name (as will be listed in Exhibitor Guide)

Email

Primary Contact

Office Phone / Cell Phone

**2017 PGA of BC Booth Pricing**

Signed Registration Forms and Full payment must be received by PGA of BC Administration Office no later than 4:00PM June 30, 2017 in order to qualify for early registration rates. **No exceptions will be made.** All booths will be furnished with one (1) covered table, two (2) chairs, and one (1) electrical outlet.

**EARLY REGISTRATION: MAY 1 – JUNE 30, 2017**

**Early Registration Rate**

Initial 10'x10' \$1,300  
 Each Additional 10'x10' \$825

**PGA of BC Sponsors Rate**

Initial 10'x10' \$1,200  
 Each Additional 10'x10' \$775

**REGULAR REGISTRATION: JULY 1 – SEPTEMBER 15, 2017**

**Regular Registration Rate**

Initial 10'x10' \$1,500  
 Each Additional 10'x10' \$975

**PGA of BC Sponsors Rate**

Initial 10'x10' \$1,400  
 Each 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)  
*Cheques must accompany Registration form*

VISA

MASTERCARD

AMERICAN EXPRESS

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

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

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

The 2017 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 12<sup>th</sup> will be subject to a non-negotiable penalty of up to \$1,000. Registration will be deemed received when paid in full and confirmation of registration will be sent by Show Administration. By signing below, I agree to accept all rules and regulations as listed in the *2017 PGA of BC Buying Show Exhibitor Terms & Conditions*. 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



## 2017 PGA OF BC BUYING SHOW EXHIBITOR TERMS & CONDITIONS

### CANCELLATION POLICY & PAYMENT DEADLINE

Cancellations must be made by September 15, 2017. A sum of \$200.00 will be retained as Administrative fees. Cancellations received after this date & prior to 4:00PM September 29, 2017 will receive 50% reimbursement of total registration fees. Cancellations received after 4:00PM on September 29, 2017 will forfeit registration fees entirely. No exceptions will be made.

### BOOTH SETUP

The 2017 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. Please contact the PGA of British Columbia if booth surrounding or walls are not pipe and drape for prior approval.

### 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, 2017. 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. Partners and Sponsors of Association events and programs receive first priority. Subsequent booth allocations will be subject to the discretion of 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 exhibitor 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 subject to penalties as determined by the PGA of BC.

#### 2017 BUYING SHOW HOURS

Tuesday October 10	Move-in	11:00am – 6:00pm	
Wednesday, October 11	Day 1	9:00am – 5:00pm	
Thursday, October 12	Day 2	9:00am – 4:00pm	
	Move-out	4:00pm – 6:00pm	<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, & ADVERTISING 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.

All signage within the parameters of your booth may not advertise any other brands, trade organizations, or groups in which the Exhibitor is affiliated with. Failure to abide by all height, signage & advertising 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 10<sup>th</sup> from approximately 11:00am – 6:00pm, subject to change as required. Exhibitors must have booths completely setup & merchandised by 6:00pm on Tuesday October 10<sup>th</sup>. Exhibitors **will not** be permitted to setup booths on Wednesday October 11<sup>th</sup> prior to Show opening and will be subject to discipline or removal without refund if not setup in full by the end of the move-in period.

#### MOVE-OUT

Move-out may not begin prior to 4:00pm on Thursday, October 12<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 6:00pm on Thursday October 12<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.

#### SMOKING POLICY

Smoking is not permitted at the Richmond Olympic Oval. City of Richmond bylaws indicate that smoking is not permitted within 25 metres of a sports facility or playground. Please see Show admission for designated smoking areas.

#### ALCOHOL POLICY

The consumption of alcohol is not permitted at the Richmond Olympic Oval. This policy will be strictly enforced throughout the course of the PGA of BC Buying Show and violators will be subject to fines. This includes and not limited to the move-in and move-out process.

#### 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

Forklifts will not be available on-site for Move-In & Move-Out and forklifts supplied by carriers and exhibitors will not be permitted on the show floor. Please contact the PGA of BC office for further details.

#### INTERNET SERVICE ON-SITE

Wireless Internet Services is provided by the Richmond Olympic Oval and availability of use throughout the Show is based strictly on the facility's capabilities.