

RECREATION FACILITY ASSOCIATION OF NOVA SCOTIA EXHIBITOR CONTRACT



Recreation Facility Association of Nova Scotia

Recreation Facility Association of Nova Scotia
5516 Spring Garden Road, 4th Floor, Halifax, NS B3J 1G6
P: 902-425-5450 ext. 330 • F: 902-425-5606 • E: rfans@sportnovascotia.ca
Contact Person: Brittany Hunter, Executive Director

Supporting you - from the ground up

The Recreation Facility Association of Nova Scotia's Annual General Meeting & Trade Show "All Access" will take place June 6th & 7th, 2019. The Trade Show will take place at the Centennial Arena followed by a social event at Kings Arm Pub in Kentville, NS on June 6th. Our AGM and symposium will take place June 7th at the Old Orchard Inn in Greenwich, NS. Exhibitors will be showcasing products and information in the fields of arenas, aquatics, turf, playgrounds, building operations and more! Live demos will be taking place throughout the day of the trade show. This event will have something for everyone!

All show information will be addressed to the following address unless otherwise indicated

Exhibitor Information

Company Name _____
Mailing address _____
City: _____ Prov.: _____ Postal Code: _____
Phone (Office): _____ Phone (Cell): _____ Fax: _____
Website: _____ E-Mail (required): _____
Products Displayed: _____
1st Representative: _____ E-Mail (required): _____ Phone: _____
2nd Representative: _____ E-Mail (required): _____ Phone: _____
Location Request (Choices): 1st _____ 2nd _____ 3rd _____
Floor plan is attached.

Rental Details / Payments Options

Booths must be paid for in FULL by March 15th, 2019. All prices are subject to HST. To ensure your reservation a signed contract and payment must be received as per terms above.

Cancellations

Cancellation of any reserved booth must be received in email form prior to April 4th, 2019 and will include a \$50.00 administration fee. Any cancellation requests made after April 4th, 2019 will leave the vendor responsible for 50% of the agreed upon registration fee.

Booth Requests

- Regular Booth (Member) \$460.00 +HST
- Regular Booth (Non-Member) \$550.00 +HST
- Middle Booth (For live demos) TBD (contact Brittany)
- Outside Space (For live demos) TBD (contact Brittany)
- Electricity Yes No

Advertising / Sponsorship Options

- Platinum - inclusion in all print media, page ad in show brochure, promotion on RFANS website and social media \$600.00*
- Gold - full page ad in the show brochure \$400.00*
- Silver - half page ad in the show brochure \$250.00*
- Bronze - ¼ page ad in the show brochure \$175.00*

**15% discount for members*

Subtotal = _____ + HST (15%) _____ Total = _____

Payment Method

- Cheque (Made payable to the Recreation Facility Association of Nova Scotia and mailed to above address)
- Invoice (Above address to be used)
- Visa/Mastercard # _____ Expiry _____

Signature _____

Date _____

TERMS & CONDITIONS

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1.0 Exhibition Hours & Location

Date: June 6th, 2019
Location: Centennial Arena
120 Webster Street, Kentville, NS
Hours: 2:00 p.m. - 6:00 p.m.

2.0 Vendor Set-Up and Tear Down

All displays must be set-up by 1:00 p.m. on June 6th at the Centennial Arena in Kentville, NS unless prior arrangements have been made with show organizer. Hotel accommodations can be made at the Old Orchard Inn, Greenwich, NS.

Set up times are as follows:

June 5th - 6:00 p.m. - 10:00 p.m.
June 6th - 8:00 a.m. - 1:00 p.m.

All displays must be taken down by 9:00 p.m. on June 6th unless prior arrangements have been made with RFANS. No exhibitors are to begin tearing prior to 6:00 p.m.

3.0 Booth Specifications

- A. A standard booth is 10'x15'. Pipe and drape, skirt, tablecloths, one 8' table and 2 chairs will be provided by the RFANS. Middle and Outdoor Booth sizes to be negotiated depending on vendor needs. All displays must be kept within the confines of the rented booth space. **Booth carpet and extra lighting must be rented prior to the show and do not come included in the price. See contact information for contractor.**
- B. Painting or fastening to walls, floors or any other part of the building is prohibited. Attaching signs or display material to the show's contractor's equipment will be with approved methods only. Any damage to the building or show dressings will be the responsibility of the exhibitor.
- C. Final allotment of booth space will be at the discretion of the RFANS.
- D. Space is to be used for products and purpose of the exhibitor and cannot be sublet or used by anyone other than the exhibitor without written consent from the organizer.

4.0 Lighting and Power

Event organizers will supply all power needs. Each booth has access to 110v power. If 240v is needed, advanced notice is required to allow for set up. Vendors requiring 240v will have to provide their own plug that can connect to or have the power hard wired.

5.0 Passes

Each vendor will receive 2 passes for their business. If more are required exhibitor must contact RFANS two (2) weeks prior to show.

6.0 Parking

Exhibitors will be provided with a parking map for options to park prior to show. The event will not permit exhibitor parking in the front of the facility.

7.0 Show contractor

RFANS has stated they will provide each exhibitor the space they reserved ONLY. Any other furnishing or necessary items must be booked prior to the show through:

Darwin Event Group
info@darwineventgroup.com
1-877-679-7177

8.0 Payment

If payment is not received at the time of booking and exhibitors require an invoice from the Recreation Facility Association of Nova Scotia they must still make payment as per the terms of this contact.

9.0 Regulation Enforcement

Organizers shall have full power in the interpretation and enforcement of the violation of proper conduct of an exhibit and all connected personal items. Such decisions shall be binding upon all exhibitors. Failure by exhibitors to comply with these or any other regulations or amendments may be sufficient cause for the committee to require immediate removal of the exhibit from the offending exhibitor, who forfeits all further rights at the trade show and all the fees and rentals paid. The committee shall reserve the right to reject any or all applications.

Agreement to abide by terms and conditions

I, (Exhibitor's name) _____ have read, understood and will comply with all the terms and conditions of this contract.

Signature: _____ Date: _____