



SPACE AGREEMENT AND APPLICATION

April 14 - 16, 2023

Lloydminster Exhibition Grounds

Move In April 13, 2023

The following agreement will serve as both your application and your contract:

- **Read all the rules and regulations**
- Fill out the Application/Contract completely
- Sign the contract to validate your agreement with the Lloydminster Agricultural Exhibition Association (LAEA)
- Return pages 3, 4, 5 & 6 with your required deposit to the information below. Please return page 7 if wishing to contribute to the Major Door Prize and/or page 8 if wishing to participate in a speaker session.
- **Keep a copy for your records**

BOOTH SPACE WILL NOT BE HELD WITHOUT PAYMENT

BOOTH ALLOCATION

Booth space will only be allocated once your signed Application/Contract and deposit have been received. An LAEA Tradeshow Coordinator will contact you to confirm your booth space allocation.

CONFIRMATION STATEMENT/PAYMENT SCHEDULE

- **100% deposit is due with the Application/Contract on March 15, 2023.**
- **NO REFUNDS WILL BE PAID FOR ANY REASON AFTER WEDNESDAY, MARCH 15, 2023.** Should an application be withdrawn on or prior to March 15, 2023, a refund will be provided, less a \$50.00 administration fee. Please notify the Event Administrator in writing (email or fax) before 5:00 pm on MARCH 15, 2023, should you wish to cancel your booth booking.
- Confirmation in the form of an invoice or receipt will be emailed
- LAEA reserves the right to make any necessary modification to the floor plan or traffic flow
- All exhibitors will receive (via email) the complete "Exhibitor's Information Kit" **30 days** in advance of the show to aid in planning and preparation
- LAEA reserves the right to approve any and all Trade Show applications

Return Your Application and Contract To:

Lloydminster Exhibition Association

Box 690, Lloydminster, SK, S9V 0Y7 Fax: 306-825-7017

eventadmin@lloydex.com

Maps and Additional Details can be found at www.lloydex.com/everythingequine

General Show Information

WHAT DOES A BOOTH PACKAGE INCLUDE?

Each 10' x 10' booth includes:

- 3' side drape & 8' back drape
- 1 skirted 8' table with 2 folding chairs
- 1 – 1800-watt power outlet

Each bulk space includes:

- 1 skirted 8' table with 2 folding chairs
- 1 – 1800-watt power outlet

WHO IS THE SHOW SERVICE PROVIDER?

The Tent Guys is the contracted trade show service provider for this event. They will be on-site to oversee the display and electrical requirements of the trade show and exhibitors. If you require additional tables, chairs, electrical power, carpeting, or any other display items, they can supply these for you. They can also provide a daily janitorial service to keep your booth looking great! Any requests made on-site will be accommodated at an increased rate, pending availability. Order forms for changes or additional items for your booth are available from the Lloydminster Exhibition Association or The Tent Guys. The Tent Guys can be reached at 780-205-7368 or by fax: at 780- 875-1838 or on the web at <https://www.thetentguys.net/index.asp>. Please book well in advance of the show to avoid disappointment.

WILL THERE BE SECURITY ON-SITE?

The LAEA hires a security firm to be on site from 9:00 pm on Thursday evening until 6:00 pm on Sunday evening. The LAEA is NOT responsible for lost or stolen items. Items that may be easily damaged or stolen should be removed immediately after the show each day.

CAN I PRE-BOOK THE SAME BOOTH FOR NEXT YEAR?

Exhibitors who attend the show this year will have the opportunity to book their same space for next year's show, or request a different location, based on availability. A form will be included in the welcome package and can be turned in to the Event Administrator, along with a **\$200 PER BOOTH** deposit. **SPACE WILL NOT BE CONSIDERED AS PRE-BOOKED UNTIL THE DEPOSIT OR A CREDIT CARD HAS BEEN RECEIVED.** Please be advised the *Everything Equine Committee* reserves the right to decline an exhibitor at any time regardless if the exhibitor has pre-booked or been previously accepted other years.

WHAT AREAS WILL I REACH BY BEING AT EVERYTHING EQUINE ON THE BORDER?

Our main region stretches north to Cold Lake, south to Unity, west to Vegreville and east to North Battleford, and everywhere in between.

WIRELESS INTERNET ACCESS

Due to the large number of people using the free wireless internet at one time, the Lloydminster Agricultural Exhibition Association Ltd. CANNOT guarantee fast or consistent service. If required, order a private telephone or hard wire internet access from SaskTel. To order a private telephone from SaskTel for your booth, call toll free 1-800-667-6870 or go to their website www.sasktelmobility.com for more information.

ELECTRICAL APPLIANCES

Exhibitors are advised to unplug all electrical appliances after the show is closed each evening.

EXHIBITOR BADGES

Each exhibitor is eligible for 2 complimentary exhibitor badges with their first 10' x 10' booth and one additional exhibitor badge for each additional 10' x 10' booth. Two (2) additional exhibitor badges can be purchased on site and must be purchased prior to 2:00 pm on the first day of the show at a cost of \$25.00 per badge. After 2:00 pm on the first day of the show NO exhibitor badges will be available for purchase. Any workers coming to the door without their exhibitor badge will be required to pay full admission price of \$15.00.

MAJOR DOOR PRIZE

General admission to *Everything Equine* includes an opportunity for an attendee to win money to spend at the trade show. The initial \$500 is provided by the *Everything Equine Committee*. This \$500 pot will be split to be won throughout the days of the expo. Participating trade show exhibitors have the opportunity to add to our pot. **More information and application to participate in the major door prize can be found at the back of this package.**

RULES AND REGULATIONS

The following rules will be strictly adhered to and enforced. Failure to comply may result in removal from this and future trade shows operated by the Lloydminster Agricultural Exhibition Association Ltd.

- 1) All exhibitors must be in place on Thursday, April 13 at 9:00 pm. If you are not set up by 8:00 am on Friday, April 14, the *Everything Equine Committee* has the right to fill your booth with a stand-by exhibitor. **NO REFUNDS** will be given.
- 2) Exhibitors are to maintain an attractive display until the end of the show. Exhibitors may sell and take future delivery orders, but a full display must be maintained till the end of the show. The display may not be dismantled until 5:00 pm on Sunday, if the removal of the item significantly affects the display. Exhibitors may sell items and arrange for pick up to take place after the show closes on Sunday. The building must be cleared the evening of Sunday, April 16. Please contact the Event Administrator if you have large equipment to move out or if you cannot remove your display the evening of April 16.
- 3) All booths must be always manned during show hours.
- 4) **DISPLAYS MUST STAY INSIDE THE BOUNDARIES OF THE BOOTH(S)**. If products overhang or are outside the boundaries of your booth space, you will be asked to reposition or remove the item immediately. The front 1/3 of your booth must not exceed 4 ft in height. Outdoor space boundaries will be marked.
- 5) Everything Equine is a non-exclusive show, and it is the responsibility of the exhibitor to determine if there is a violation of a company's corporate policies for attending the show. Please completely fill out the entry form with a specific and detailed product list and brand names for easier allocation of booths.
- 6) **NO REFUNDS WILL BE PAID FOR ANY REASON AFTER WEDNESDAY, MARCH 15, 2023**. Should an application be withdrawn on or prior to March 15, 2023, a refund will be provided, less a \$50.00 administration fee. Please notify the Event Administrator in writing (email or fax) before 5:00 pm on March 15, 2023, should you wish to cancel your booth booking.
- 7) The operation of equipment or sound systems must be done in a manner to minimize interference with the presentation of other exhibitors and the public. The *Everything Equine Committee* has the right to ask an exhibitor to refrain from using a sound system at the Committee's discretion.
- 8) Exhibitors are required to keep their exhibit space free of trash, paper, etc. Refuse is to be disposed of in a manner indicated by the Health Authorities or the LAEA. The exhibitor will conduct his/her business in a quiet and orderly manner and keep his/her space neat and clean. An exhibitor will not set up his/her exhibit or operate equipment to interfere with the adjoining space or obstruct the aisle ways.
- 9) A representative of the LAEA shall have access to said Exhibitor's premises at all times.
- 10) Exhibit space shall not be sublet, traded, or sold without the approval of the Everything Equine Committee.
- 11) Each exhibitor must provide all its own display signs, etc. A commercial artist is not available at the site.
- 12) The Exhibitor is responsible for public liability, theft, fire, and other insurance on his/her exhibit.
 - a) LIABILITY – Notwithstanding anything to the contrary, herein contained it is understood that each entrant, by the act of making an entry, waives all claims against the Lloydminster Agricultural Exhibition Association Ltd., and/or any of the members, officers, or agents thereof, for any and all injury, loss or damage which he, his employees, helpers and/or property may sustain arising in any way out of the operations or activities of the said Association's officers, members or agents and indemnifies the said Association, officers, members, or agents from and against any loss or damage, sustained by the said Association by reason of any claims made by any of his helpers or assistant introduced to or engaged by an entrant through the said Association or any of them through their members, officers, or agents shall be at the sole risk and responsibility of such entrant.

INITIAL HERE: _____

- b) The Exhibitor shall be solely responsible for all accidents and injuries to persons and property caused by any negligence or breach of warranty on his/her part or his/her servants or agents and hereby agrees to indemnify the Lloydminster Exhibition Association for each such claim for damages.
- 13) **PETS ARE NOT ALLOWED IN EXHIBIT AREA**, unless it is a service dog. The Committee reserves the right to make a ruling on this point - the Committee's decision will be final.
- 14) Selection of & priority for exhibits in all areas will be given to LOCAL suppliers, businesses, etc. at the discretion of the *Everything Equine Committee*.
- 15) Any special requirements for booths or open displays must be discussed with Show Management. Alterations to facilities or booths are strictly prohibited. If any exhibitor is found willfully damaging show facilities, they will be found liable to cover any costs incurred to repair said facilities.
- 16) Exhibitor parking is provided in a designated area located on the east side of the show facility. Exhibitors must also enter the facility through east side exhibitor doors. The main parking lot is designated for general public parking. Any exhibitors found parking away from the designated area will be asked to move immediately and may have their booth removed from the show.
- 17) Application for exhibit space and location will be subject to approval by the *Everything Equine Committee*, the decision will be final. The Committee reserves the right to refuse an exhibitor at its discretion without providing written or verbal reasons.
- 18) Exhibitors are **REQUIRED** to hold a one-million-dollar liability package on the display/exhibit at this show. A copy of the insurance policy must be shown upon request.
- 19) Any questions that may arise during the event or any point not covered by the rules will be decided by the Committee in charge and their decision will be final.
- 20) The LAEA may at any time in its discretion, require the Exhibitor to remove himself/herself, his/her employees, and his/her property from the property of the Lloydminster Exhibition Association for any violation of this agreement.
- 21) The LAEA shall have a lien upon all property being kept, used or situated upon said leased premises or upon said LAEA Grounds whether such property be exempt or not, for the rent or privilege money to be paid under this contract, for any damage sustained for any breach hereof; and that said Association shall have the right to retain, take and remove same without any process of law and appropriate said property to the use of said Lloydminster Exhibition Association or sell the same to satisfy its claim against the said Exhibitor, and the Exhibitor hereby expressly waives and forever releases the Lloydminster Exhibition Association, its officers, directors and servants from all claims and demands of every nature.
- 22) It is further mutually understood and agreed by and between the parties hereto that in addition to the expressed terms and conditions hereof, the Licensee shall be bound by all the rules and regulations and requirements of the Lloydminster Exhibition Association as are published in the Premium List of the Lloydminster Exhibition and are hereby made an integral part of this agreement in like manner as is set forth at length and in full herein.
- 23) The Exhibitor admits having read over this Agreement and receives this copy thereof and no Agreement exists other than herein contained.
- 24) Each food exhibitor must comply with the *Prairie North Health Region Food Safety Regulations*, which includes applying for a Temporary Food Vendor License. Please download an application at www.pnrha.ca/bins/doc.asp?rdc_id=423 and for further information contact:
- Lloydminster Community Health
3830 – 43 Street
Lloydminster, SK S9V 0Y5
Phone: (306) 820-6225 Fax: (306) 820-6251

INITIAL HERE: _____

- a) All beverages served or offered for sale through all food outlets are to be exclusively *Coca Cola Brands*, including all sparkling and still, natural and artificially-flavoured non-alcoholic beverages such as fruit juices; fruit drinks containing juice; fruit flavoured drinks; fruit punches and sport drinks; frozen sparkling beverages; bottled sparkling and still water; ready to drink iced teas and coffees, vegetable and vegetable based juice drinks, energy and vitamin enhanced natural and stimulated drinks. This policy excludes outlets that solely or exclusively provide special drinks i.e., Lemonade, pineapple, orange freshly squeezed juices etc. including jet spray dispensers

25) If conducting a raffle or lottery additional documents are required and will be sent out following submission of this entry form.

HOLD HARMLESS AND INDEMNITY CLAUSE: That by signing any of the enclosed contracts, I, the Exhibitor of the facilities/grounds of the LAEA, further agree I will save harmless and indemnify the LAEA and their Directors, Officers, Volunteers, Employees, Agents Representatives, or Sponsors from all liabilities and claims, which may occur from renting at the LAEA.

Initial Here: _____

Company Name: _____

Authorized Signature: _____

Print Name: _____



APRIL 14 - 16, 2023

APPLICATION DEADLINE:

WEDNESDAY, MARCH 15, 2023

COMPANY NAME: _____ CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

(A) BOOTH TYPE & SIZE MARKETING	(B) RATE	(C) GST	(D) TOTAL (B+C)	(E) QUANTITY	GRAND TOTAL (D x E)
COMMERCIAL DISPLAY BOOTH					
1 st 10 x 10 Booth	\$500.00	\$25.00	\$525.00		
2 nd & subsequent 10 x 10 Booths	\$450.00	\$22.50	\$472.50		
Corner 10 x 10 Booths	\$550.00	\$27.50	\$577.50		
LARGE BULK DISPLAY BOOTH					
20 x 40 Booth	\$760.00	\$38.00	\$798.00		
20 x 50 Booth	\$950.00	\$47.50	\$997.50		
25 x 70 Booth	\$1,662.50	\$83.13	\$1,745.63		
40 x 50 Booth	\$1,900.00	\$95.00	\$1,995.00		
OUTDOOR SPACE (per sq. ft.)	\$1.00	\$0.05	\$1.05		
MARKETING					
Business Card	\$50.00	\$2.50	\$52.50		
¼ Page Ad (Black & White)	\$150.00	\$7.50	\$157.50		
½ Page Ad (Black & White)	\$250.00	\$12.50	\$267.50		
Full Page Ad (Black & White)	\$400.00	\$20.00	\$420.00		
Full Page Ad Inside cover or Back Pg	\$500.00	\$25.00	\$525.00		
ADDITIONAL BADGES	\$2.00	\$0.10	\$2.10		
SERVICE HANDLING FEE FOR CREDIT CARDS	\$5.00	\$0.25	\$5.25		
				GRAND TOTAL	\$

List 3 choices of booths in order of preference 1) _____ 2) _____ 3) _____

Please indicate/describe the products/services to be displayed:

I will need forklift assistance (please check if you will need forklift assistance)

FULL PAYMENT is required at time of booking

Payment can be made by:

VISA/MASTERCARD. CC # _____ **EXP** _____ **CVV** _____

MAKE CHEQUES PAYABLE TO:

Lloydminster Agricultural Exhibition Association Ltd.
Box 690, Lloydminster, SK S9V 0Y7

OR E-TRANSFER TO:

accounting@lloydexh.com

I/We hereby apply for exhibit space at Everything Equine on the Border. If accepted, I/We have read and agree to all conditions of the contract on pages 3 and 4. Any change in the exhibiting company's mailing address, show guide information, brand names, or product listings, as well as cancellations, must be communicated in writing. Filming may be in progress at the event. By exhibiting at this event, you agree to allow your image to appear in our videotaping and photography for all commercial purposes.

Authorized Signature X _____ **Date:** _____

FOR OFFICE USE ONLY:

Date Received: _____ Assigned Booth Space: _____

Final Payment Processed: _____ Deposit Amount: _____ Invoice No.: _____

Final Payment Amount: _____ Invoice No.: _____

APPLICATION TO CONTRIBUTE TO MAJOR DOOR PRIZE

The Major Door Prize at Everything Equine 2023 allows exhibitors and attendees to benefit from each other. The *Everything Equine Committee* has provided a **\$500** prize for attendees to enter to be drawn to win. This \$500 prize will be split to be won as follows:

Draw Amount	Draw Time
30% = \$150	Friday @ 5PM
30% = \$150	Saturday @ 5PM
40% = \$200	Sunday @ 4PM

Only one name will be drawn on Friday and Saturday. The attendee **MUST** be present at the time of drawing to claim the prize on **Friday and Saturday**, or the prize money will roll over to the following day. **On Sunday**, names will continue to be drawn until the prize is claimed. The winner of the draw **MUST** spend their prize money at the tradeshow booths **DURING** the Everything Equine Expo. The prize money is **NOT** transferable to online purchases from participating exhibitor booths.

Your business is able to contribute to this prize! As the balance grows, the incentive to participate in the door prize grows too, which translates into more potential sales for your business! As well as, increased visibility and marketing opportunity for your business.

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

MAJOR DOOR PRIZE CONTRIBUTION AMOUNT:

\$ _____

APPLICATION TO PARTICIPATE IN SPEAKER SESSIONS

Can you, or your business provide our attendees with valuable information relating to horses?

If so, we invite you to apply to participate in our speaker sessions. Speaker sessions are designed to allow businesses and individuals the opportunity to educate attendees about topics that attendees may not learn about just from visiting a booth.

Business Name: _____

Contact Person: _____

Address:

Phone Number: _____

E-mail Address: _____

Speaker Session Topic:

AV Requirements:

*Speaker proposals should be received by the Event Administrator no later than 5:00 pm on **March 15, 2023***

For more information or to submit your proposal, contact:

Jennifer McRobert, Event Administrator

Lloydminster Agricultural Exhibition Association

Ph: (306) 825- Fax: (306) 825-7017 Email: eventadmin@lloydex.com