



# SPACE AGREEMENT AND APPLICATION

**April 12-14, 2024,  
Move In April 11, 2024**

**Lloyd Ex Grounds**

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)
- Keep a copy for your records**
- Return pages 3, 4, & 5 with your required deposit to the information below. Please return page 6 if wishing to submit an application for a door prize

**BOOTH SPACE WILL NOT BE HELD WITHOUT A DEPOSIT or a credit card**

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## 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.

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## CONFIRMATION STATEMENT/PAYMENT SCHEDULE

- ✓ **100% deposit is due with the Application/Contract. Final payment must be provided by March 22, 2024. NO REFUNDS WILL BE PAID FOR ANY REASON AFTER FRIDAY, March 15, 2024. Should an application be withdrawn on or prior to March 22, 2023, a refund will be provided, less a \$50.00 administration fee. Please notify the Event Administrator in writing (email) before 5:00 pm on MARCH 22, 2024, 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

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## Return Your Application and Contract To:

Lloydminster Exhibition Association  
Box 690, Lloydminster, SK, S9V 0Y7

[eventadmin@lloydex.com](mailto:eventadmin@lloydex.com)

**Maps and Additional Details can be found at [www.lloydex.com/everythingequine](http://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](http://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 entry form for the major door prize offered to the public. This year's major door prize provided by the Everything Equine Committee is yet to be determined. All exhibitors have an opportunity to apply to provide a package for this year's door prize. Please see the attached Major Door Prize form in this package for more information.

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

1. All exhibitors must be in place on Thursday, April 11 at 9:00 pm. If you are not set up by 8:00 am on Friday, April 12, 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 show closing on Sunday. The building must be cleared the evening of Sunday, April 14. Please contact the Event Administrator if you have large equipment to move out or if you cannot remove your display the evening of April 14.
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' 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 FRIDAY, MARCH 15, 2024.** Should an application be withdrawn on or prior to March 22, 2024, a refund will be provided, less a \$50.00 administration fee. Please notify the Event Administrator in writing (email) before 5:00 pm on March 22, 2024, 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.
  - 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 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 Showcase 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. a) **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](http://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
- b) 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.
26. **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.



**APRIL 12<sup>th</sup> - 14<sup>th</sup>, 2024**

**APPLICATION DEADLINE:**  
 Friday, March 22, 2024 at 5:00 pm MST

**COMPANY NAME:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City & Postal Code** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

(A) BOOTH TYPE & SIZE MARKETING	(B) RATE	(C) GST	(D) TOTAL (B+C)	(E) QUANTITY	GRAND TOTAL (D x E)
<b>COMMERCIAL DISPLAY BOOTH</b>					
1 <sup>st</sup> 10 x 10 Booth	\$500.00	\$25.00	\$525.00		
2 <sup>nd</sup> & subsequent 10 x 10 Booths	\$450.00	\$22.50	\$472.50		
Corner 10 x 10 Booths	\$550.00	\$27.50	\$577.50		
<b>LARGE BULK DISPLAY BOOTH</b>					
20 x 30 Booth	\$990.00	\$49.50	\$1,039.50		
20 x 36 Booth	\$1,188.00	\$59.40	\$1,247.40		
20 x 40 Booth	\$1,320.00	\$66.00	\$1,386.00		
40 x 55 Booth	\$3,630.00	\$181.50	\$3,811.50		
<b>OUTDOOR SPACE</b> (per sq. ft.)	\$1.00	\$0.05	\$1.05		
<b>MARKETING</b>					
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		
<b>ADDITIONAL BADGES</b>	\$2.00	\$0.10	\$2.10		
<b>SERVICE HANDLING FEE FOR CREDIT CARDS</b>	\$5.00	\$0.25	\$5.25		
				<b>GRAND TOTAL</b>	<b>\$</b>

List 3 choices of booths in order of preference \_\_\_\_\_

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** \_\_\_\_\_

Or **CVV** \_\_\_\_\_

**MAKE CHEQUES PAYABLE TO:**

Or E-TRANSFER TO: [accounting@lloydex.com](mailto:accounting@lloydex.com)

**Lloydminster Agricultural Exhibition Association Ltd.**

Box 690, Lloydminster, SK S9V 0Y7

**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.: \_\_\_\_\_

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.