



March 24-26, 2023



SPACE AGREEMENT AND APPLICATION

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

- Read all of the rules and regulations on the following pages**
- 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 4, 5, 6, 7 & 8 with your required deposit to the information below. Please return page 3 if wishing to submit an application for a door prize.

BOOTH SPACE WILL NOT BE HELD WITHOUT A DEPOSIT

BOOTH ALLOCATION

Booth space will only be allocated once your signed Application/Contract and deposit have been received. LAEA reserves the rights to allocate space for the betterment of the show. An LAEA Tradeshow Coordinator will contact you to confirm your booth space allocation.

CONFIRMATION STATEMENT/PAYMENT SCHEDULE

- ✓ **Full Payment is due with the Application/Contract by February 22, 2023 by noon MST.** NO REFUNDS WILL BE PAID FOR ANY REASON AFTER FRIDAY, February 24, 2023. Should an application be rejected or withdrawn on or prior to February 24, 2023, a refund will be provided, less a \$50.00 administration fee. Please notify the Show Manager in writing (email or fax) before noon on February 24, 2023, should you wish to cancel your booth booking.
- ✓ Confirmation in the form of an invoice or receipt will be emailed.
- ✓ All Exhibitors will receive (via email) the complete "Exhibitor's Information Kit" in advance of the show to aid in planning and preparation
- ✓ LAEA reserves the right to make any necessary modification to the floor plan or traffic flow.
- ✓ **A \$200.00 refundable performance bond is required with each exhibit space application. Submit performance bond when picking up exhibitor package.**

For any questions, or to submit your application/contract, contact:

Lloydminster Exhibition Association
Jen McRobert
Box 690, Lloydminster SK, S9V 0Y7 Fax: 306-825-7017 eventadmin@lloydex.com



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 – 800-Watt Duplex Power Outlet

Each bulk space includes:

- 1 skirted 8' table with 2 folding chairs
- 1 – 800-Watt Duplex 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. If you **pre-book** any requests or changes for your booth there will be a **pre-show discount**. 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 on the web at www.thetentguys.net. 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 9:00pm on Thursday evening until 9:00pm 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?

You can pre-book, please fill out and return the pre-book paperwork and return to the Show Manager. If there are any questions, please feel free to inquire.

WHAT AREAS WILL I REACH BY BEING AT SPRING SPORT & LEISURE SHOW?

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

We have upgraded our Wi-Fi with SaskTel and as such have a greater ability to support more customers. 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 hardwire 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.

If you have a SaskTel carrier device – connect automatically by selecting SaskTel Select Wi-Fi. If you are not connecting on a SaskTel carrier device but are a SaskTel customer (i.e., tablets or laptops), connect using your SaskTel account username/password by selecting the SaskTel Select Wi-Fi 1. All others can use the SaskTel Select Guest Wi-Fi **password: lloydexh2018**

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 1 additional Exhibitor badge for each additional 10' x 10' booth. Additional Exhibitor badges can be purchased on site and must be purchased prior to 2:00pm on the first day of the show at a cost of \$2.00 per badge. After 2:00pm 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.



MAJOR DOOR PRIZE

General admission to Spring Sport & Leisure Show includes an entry form for the major door prize offered to the public. This year's major door prize provided by the Spring Sport & Leisure Show Committee is yet to be determined. All Exhibitors have an opportunity to submit an application to provide a package for this year's door prize. Please see the attached Major Door Prize form in this package for more information.

APPLICATION TO PROVIDE A

MAJOR DOOR PRIZE

Spring Sport & Leisure Show offers a chance at a MAJOR DOOR PRIZE to any paid entrant to the trade show. The entry form is received as attendees enter the show. The Spring Sport & Leisure Show Committee contributes \$500.00 to the prize, while a supplier/sponsor supplies the product or service valued between \$2,000.00 and \$3,000.00.

This MAJOR DOOR PRIZE is a key attraction to our attendees and is featured in event advertising. We will have 3 prizes or prize packages on offer and the winner will be awarded their choice of the 3. The draw is held Sunday, 1 hour prior to show closing.

Prizes in the past have included lawn tractors, garden equipment, travel packages, pool tables, etc. A variety of home renovation, garden, travel or outdoor prize packages are ideal.

Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Prize Description _____

Prize Value \$ _____

**Proposals should be received by the Show Manager no later than
5:00 pm on Friday, February 24, 2023.**

For more information or to submit your proposal, contact:

Jen McRobert

Event Administrator

Ph: (306) 825-5571 Fax: (306) 825-7017 Email: eventadmin@lloydex.com



**For the betterment of the show,
we reserve the rights for the following Rules & Regulations**

1. All Exhibitors must be in place on Friday, March 24, 2023, at 9:00 am. (1 hour prior to show opening). If you are not set up by 9:00 am on Friday, March 24, the Spring Sport & Leisure Show 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.
 - a) The display **MUST NOT** be dismantled until 4:00 pm on Sunday, if the removal of the item significantly affects the display, the Spring Sport & Leisure Show Committee reserves the rights to not allow violators into future shows held by the Exhibition.
 - b) Exhibitors may sell items and arrange for pick up to take place after show closing on Sunday.
 - c) The building must be cleared the evening of Sunday, March 26, 2023.
 - d) Exhibitors with large equipment and/or displays may be required to move their products in earlier the week of Spring Sport & Leisure Show to avoid any disruption to the drape or carpeting

3. A \$200.00 refundable performance bond is required with each exhibit space application.

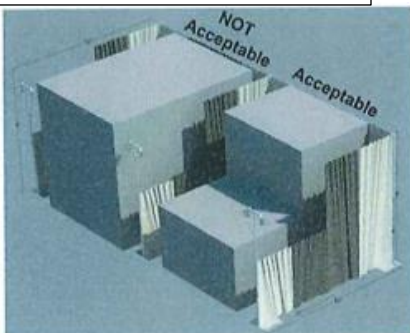
Conditions of this bond are that the display will be set up and manned by show opening time, continually manned during show hours and that the display is not dismantled prior to show closing time. Exhibitors must meet all show rules and regulations to be eligible for a refund. It is at the discretion of the Spring Sport & Leisure Show Committee to ask any violators to immediately leave the show and will not be welcomed back to Spring Sport & Leisure Show or any other tradeshow hosted at the Lloydminster Exhibition. Rulings are made at the committee's discretion - their decision will be final. Performance bond refunds will be paid at show closing time. *Submit Performance Bond to the office when picking up exhibitor packages.*

4. Application for exhibit space and location will be subject to approval by the Spring Sport & Leisure Show Committee, the decision will be final. LAEA reserves the rights to make any necessary modifications to the floor plan, traffic flow or booth reallocation with little to no notice for Exhibitors. The Committee reserves the rights to refuse an Exhibitor at its discretion without providing written or verbal reasons.

5. DISPLAYS MUST STAY INSIDE THE BOUNDARIES OF THE BOOTH(S).

- a) If products overhang or are outside the boundaries of your booth space, you will be asked to reposition or remove the item immediately. If items are not moved or repositioned as per the request of the Spring Sport & Leisure Show Committee or the Show Manager, it is at their discretion to ask the vendor to remove the entirety of their booth.
- b) **The front 3rd of your booth must not exceed 4' in height – see photos below.** If your display or booth is required to infringe, please notify the Show Manager prior to the show and your arrival.

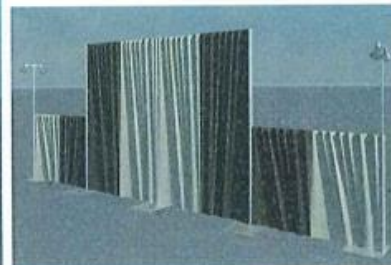
Tents with fully walled sides are not acceptable & will be removed from the display during show hours



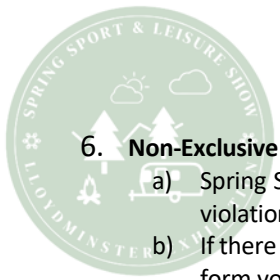
Acceptable booth display



NO END CAPS WILL BE SOLD.
20ft wide back wall
(End cap – with booths behind)
Only accepted with bulk floor space purchase



Initial Here _____



6. Non-Exclusive Show

- a) Spring Sport & Leisure Show 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.
- b) If there is more than one Exhibitor promoting or displaying the same product and it is not listed on the Exhibitor's registration form you will be asked to remove that item.
- c) Exhibitors are required to provide a detailed list of items, product brands etc. in their display. In the event of the duplication or conflicting product line, if the item is not listed on the Exhibitor's application, they will be required to take the item(s) down for the remainder of the show. Please completely fill out the entry form with a **specific** and **detailed** product list and brand names.

7. Cancellation Policy

- a) **NO REFUNDS OF DEPOSIT OR FULL BOOTH RATE WILL BE PAID FOR ANY REASON AFTER FRIDAY, FEBRUARY 24, 2023.**
 - b) Should an application be rejected or withdrawn on or prior to February 24, 2023, a refund will be provided, less a \$50.00 (+GST) administration fee per 10' of booth frontage.
 - c) It is the sole responsibility of the Exhibitor to notify the Show Manager in writing (email or fax) before 5:00 pm on February 24, 2023, should you wish to cancel your booth booking.
 - d) After February 24, 2023, should you wish to cancel your booth space with only having paid a deposit, you will be required to pay the full payment of the booth space.
 - e) If the Lloydminster Agricultural Exhibition Association Ltd. must cancel the show, a refund will be provided, less a \$50.00 (+GST) administration fee per 10' of booth frontage.
8. 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 Spring Sport & Leisure Show Committee has the right to ask an Exhibitor to refrain from using a sound system at the Committee's discretion.
9. 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 as to interfere with the adjoining space or obstruct the aisle ways.
10. Exhibitors are responsible for sanitizing/disinfecting their own booth(s), at their own discretion.
11. A representative of the LAEA shall have access to said Exhibitor's premises at all times.
12. Exhibit space shall **not** be sublet, traded, or sold without the approval of the Spring Sport & Leisure Show Committee. Exhibitors shall **not** share space with another vendor or company to reduce the overall cost of the booth. Each vendor is required to purchase the allotted space needed.
13. Each Exhibitor must provide all aspects of the display design (including signs, etc.) A commercial artist is not available at the site.
14. 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.
15. Selection of & priority for exhibits in all areas will be given to **LOCAL** suppliers, businesses, etc. at the discretion of the Spring Sport & Leisure Show Committee.
16. 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.

Initial Here _____



17. 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 outside of the designated area will be asked to move immediately and may have their booth removed from the show.
18. Application for exhibit space and location will be subject to approval by the Spring Sport & Leisure Show Committee, the decision will be final. The Committee reserves the right to refuse an Exhibitor at its discretion without providing written or verbal reasons.
19. The Exhibitor is responsible for public liability, theft, fire, and other insurance on his/her exhibit. **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
 - 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.
20. Any questions that may arise during the course of the event or any point not covered by the rules will be decided by the Committee in charge and their decision will be final.
21. 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.
22. 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.
23. 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.
24. Open flame is not permitted on the tradeshow floor. For the purpose of food preparation, protected flame will be considered provided that all equipment is CSA approved.
25. **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 [Temporary Food Service Food Vendors Application .pdf \(pnrha.ca\)](#) and for further information contact Lloydminster Community Health at 3830 – 43rd St. 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.

Initial Here _____



26. **VERBAL HARASSMENT AND DISORDERLY CONDUCT** will not be tolerated in any form or for any reason. This is included but not limited to abusive or offensive language, gestures or other discourteous conduct towards venue staff, volunteers, or fellow vendors. There is a ZERO TOLERANCE policy. Violators will be asked to leave the show immediately and will not be allowed back to any other tradeshow held at the Lloydminster Agricultural Exhibition Association.

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

- a) A lottery for this application shall mean an operator who will conduct (as per rules governed by Saskatchewan Gaming Commission) a raffle, nevedas, crown and anchor, games of chance or other.
- b) A copy of your lottery license must accompany this application OR be present prior to opening.
- c) For this lottery privilege, the operator shall pay the Association, for the period of the annual Exhibition a fee of SEVENTEEN PRECENT (17%) commission of the gross product sales or \$275.00, whichever is greater, plus GST.

28. As per the local bylaws all places are non-smoking. ***It is strictly prohibited to smoke cannabis in any public place within the City of Lloydminster.*** As for tobacco and vaping, the bylaw says no person can do either ***within 5 meters from a doorway, window or an air intake of a building or patio.***

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 any and all liabilities and claims, which may occur from renting at the LAEA.

Rules and Regulations Initial Here: _____ Company Name: _____

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



MARCH 24-26, 2023

APPLICATION DEADLINE:
WEDNESDAY, FEBRUARY 22, 2023 at NOON

COMPANY NAME: _____

Contact Person: _____ **Email:** _____

Mailing Address: _____ **City & Postal Code** _____

Phone: _____ **Fax:** _____

(A) BOOTH TYPE & SIZE	(B) RATE	(C) GST	(D) TOTAL (B+C)	(E) QUANTITY	GRAND TOTAL (D x E)
COMMERCIAL DISPLAY BOOTH					
Corner 10 x 10 Booth	\$550.00	\$27.50	\$577.50		
Inline 10 x 10 Booth	\$500.00	\$25.00	\$525.00		
Additional 10 x 10 Booths	\$475.00	\$23.75	\$498.75		
LARGE EQUIPMENT BOOTH					
20 x 40 Booth	\$760.00	\$38.00	\$798.00		
20 x 50 Booth	\$950.00	\$47.50	\$997.50		
40 x 40 Booth	\$1,520.00	\$76.00	\$1,596.00		
25 x 70 Booth	\$1,662.50	\$83.13	\$1,745.63		
40 x 50 Booth	\$2,000.00	\$100.00	\$2,100.00		
40 x 55 Booth	\$2,090.00	\$104.50	\$2,194.50		
ADVERTISING IN PROGRAM					
Business Card	\$50.00	\$2.50	\$52.50		
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 _____

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

Or
E-TRANSFER TO: accounting@lloydexh.com

I have read, agree to and accept all the rules and regulations of the show and guarantee my booking for Spring Sport & Leisure Show 2023.

AUTHORIZING SIGNATURE (required)

OFFICE USE ONLY:

Payment:
 AMOUNT \$ _____
 DATE _____
 INVOICE # _____
 RECEIPT # _____

Performance Bond:
 AMOUNT: \$200.00
 DATE RECEIVED: _____
 DATE RETURNED: _____