



Exhibitors Package

Packages must be completed and returned no later than January 8th, 2019.



Exhibitor Booth Details

Booth rental for the duration of the show includes:

- One Table (6ft) *
- Two Chairs *
- Table Linens *
- Listing in program (Business Card)
- Tile and link on show web-site
- Exhibitors Pass (6 max.) a fee may be charged if more badges are required
- Your company name listed in our directory of exhibitors
- Wi-Fi

*Will vary based on booth size

Not Included

- Any furnishings other than stated above
- Signage
- Communication Outlets (to be announced)
- Electrical (to be announced)
- Food and drink (is available for purchase at the food bar)

PLEASE READ SHOW RULES & REGULATIONS



VISITORS BOOKLET AD PRICING

All Vendors will receive a basic business card listing in our booklet. This default directory will include the business name and website. Separate pricing for ad space is as follows:

- | | |
|---------------------------------|-------|
| • Back Cover (5.5 x 8") | \$699 |
| • Inside Covers (front or back) | \$599 |
| • Full Page Ad | \$399 |
| • 1/2 Page Ad | \$299 |
| • 1/4 Page Ad | \$199 |

PREFERRED FILE FORMAT: High Resolution PDF

RESOLUTION AND COLOUR MODE: Must be at least 300 dpi and CMYK

WEBSITE AD PRICING (www.onceuponapromshow.ca)

- | | |
|-----------------------|-----------|
| • Banner Ad (728x90) | \$100/mo. |
| • Square Ad (250x250) | \$50/mo. |

***ALL ABOVE OPTIONS DO NOT INCLUDE GRAPHIC DESIGN**

For graphic design assistance please contact Amanda at:

branderthedesigner@gmail.com

PLEASE READ SHOW RULES & REGULATIONS



SHOW RULES AND REGULATIONS AGREEMENT

ARRANGEMENTS OF EXHIBITS

Displays must not protrude beyond the designated vendor area, nor obstruct a clear view of the neighboring exhibitors, and may not be taller than 10ft. high. Exhibitor's may not attach displays to walls, structural support, or flooring in the exhibit area or building by nails, screws, bolts, or permanent cement, nor may they suspend anything from the ceiling or rafters. No exhibitor shall permit the exposure of any unfinished surface to neighboring tables. If exhibitor fails to correct the unfinished part, Once Upon A Prom Show (OUAP) will have the right to finish such outside partitions. The exhibitor shall pay the cost of such repairs to OUAP upon demand. OUAP reserves the right to restrict the use of glaring or irregular lighting effects.

ADVERTISING

The name "Once Upon A Prom" is a registered trademark and may, upon obtaining written consent of OUAP to be included in the advertising of the exhibitor however, OUAP must be informed in advance of the content of same to be certain it is in the best interest of the show as well as the exhibitor. OUAP reserves the right to use the name of the exhibitor as part of its advertising in so far as to say that the exhibitor is displaying/selling products and/or services at the show. The exhibitor hereby acknowledges that the name "Once Upon a Prom" is the exclusive property of MPB Marketing Productions. Nothing herein shall be interpreted as consent, authorization or license to use the term "Once Upon a Prom" Show or any related trade name, trademark or other intellectual property of OUAP.

SET-UP AND DISMANTLING

All exhibitors must be set up at least two hours before the show starts. There are no major changes allowed to exhibit space during the public show hours. No exhibitor is allowed to remove his/her display until after 6:00 pm on the show date. All exhibitor material and items must be removed by 11:00pm.

SECURITY, SAFETY, FIRE AND HEALTH

The exhibitor will assume all responsibility for compliance with the local, city and provincial fire, safety and health ordinances regarding installation and the operation of their display. Except during show hours and where possible, door will be locked and guards will be on the premises. Limited access will be provided at other times, only to confirmed exhibitors and their authorized representatives. Such admittance will be by exhibitors badge only.

GENERAL SHOW AREA

All lobbies, corridors, stage areas, aisles, restrooms, food and beverage concessions and special assembly rooms will be of a clear cut nature and free of any obligation to the exhibitor.

CARE

Exhibitor area must be attended during all show hours by at least one representative of the exhibitor. It's the exhibitor's responsibility to keep their assigned area clean and orderly throughout the show and to ensure that it's ready for opening at the time the show opens.



CHARACTER AND CONDUCT

All displays and promotional literature must be in good taste. The products and services must be presented in a professional manner. No carnival styled tactics or sideshow type come-ons will be permitted. Free samples may be distributed, orders for products may be taken and merchandise may be sold at cash retail pricing or special show pricing that is exclusive to the Once Upon a Prom show. Raffles and giveaways may be conducted and are encouraged but only with the prior written permission of OUAP. If, in the opinion of OUAP, an exhibitor, or their employees, brokers or agents conduct themselves in an objectionable manner, they will be liable at the sole discretion of OUAP for immediate expulsion from the show. In such circumstances, OUAP will not be liable for any refunds of rental fees.

SHOW MANAGEMENT LIABILITY AND EXHIBITOR'S INSURANCE

OUAP shall not under any circumstances whatsoever be liable or responsible for (a) any loss, damage, theft, destruction whatsoever or howsoever caused to any goods, equipment, or any other property belonging to the vendor or for which the exhibitor is responsible. (b) any damage or injury suffered by the exhibitor or their employees, brokers or agents or by another person, any loss, damage, expense or cost whatsoever suffered by the exhibitor or the abandonment thereof. The exhibitor shall be liable for all loss, damage, injury, claim costs and expenses whatsoever caused to any person or property in any circumstances whatsoever by the exhibitor, their employees, brokers or agents for the goods, exhibits, fittings, machinery and other property belonging to the exhibitor or for which the vendor is responsible and the vendor hereby agrees to indemnify the show management in respect of (a) any such loss, damage, injury, claims, costs and expenses as aforesaid and (b) all or any infringement of copyright or breach of license granted by the Performing Rights Society Limited or any other person whatsoever since the exhibitor, exhibits entirely at his own risk he is strongly advised to cover the risk of loss or damage, however cause to his property or person to the property or person of his employee, brokers or agents.

BADGES AND PASSES

Exhibitor badges will be issued only to people named in the exhibitor's application, or such other persons as may be approved by OUAP. Badges will be picked up at the show's registration desk the day of move in. **NO BADGES WILL BE MAILED.**

It is **MANDATORY** that **ALL** exhibitors supply OUAP with a copy of Proof of Insurance in respect to all liabilities, howsoever caused. In the event, the exhibitor fails to provide such proof OUAP may at its discretion, without assuming any liability, arrange for appropriate insurance and charge the exhibitor for such insurance as well as a fee for all administrative efforts in connection therewith. OUAP at its sole discretion can/will deny show participation for the exhibitor/sponsor who does not have the mandatory insurance coverage. If OUAP should be prevented from holding the show by any cause beyond its control or if it cannot permit the exhibitor to occupy their rented space due to circumstances beyond its control including, but not limited to, strike, fire, civil disobedience, inclement weather, lockouts, acts of God, then OUAP shall in no way whatsoever be liable to the exhibitor/sponsor, other than to return such portion of any amounts paid as may be determined to be equitable by OUAP in its sole opinion, after deduction of such amounts maybe necessary, in OUAP's sole opinion, to cover all expenses incurred by OUAP in connection with the SHOW or its promotion or its publicity.



Application for Exhibitor Space, February 1st & 2nd, 2019

Company Name: _____

*The Company name listed above will be the one printed in the Show Program/Website. Only one company per booth space.

Contact Person(s): _____ Cell: _____

Office Phone #(s): _____ Company Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Company Website: _____

Product/Service: _____

BOOTH RENTAL FEES: (Please select one option below) * \$100 surcharge for corner booth



10 x 10 \$599



10 x 20 \$1100



10 x 30 \$1600



20 x 20 \$2000

BOOTH CHOICE: 1ST _____ 2ND _____ (Please review Floor Plan)

FASHION SHOW FEES: Women's Formal Wear: \$200 _____ Men's Wear: \$200 _____ Floral/Jewelry/Accessories: \$100 _____

| BOOTH RATES: | / | CORNER RATE | / | FASHION SHOW | / | SUBTOTAL | / | HST | / | TOTAL |
|--|---|--------------|---|--------------|---|------------------|---|------------|---|-------|
| | / | | / | | / | | / | | / | |
| PAID BY: | | Cheque _____ | | Visa _____ | | MasterCard _____ | | Cash _____ | | |
| *Please make cheques payable to MPB Marketing Productions | | | | | | | | | | |

Name on Card: _____ Signature: _____

Credit Card Number: _____ Expiry: _____ CVV Code: _____



Please check if you authorize MPB Marketing Productions to charge your credit card for the balance owing on January 8th, 2019.

I/we have provided a deposit of \$ _____ which is 50% of the TOTAL and understand that the owing balance of \$ _____ is due prior to January 8th, 2019.

Please note that space is not fully confirmed unless 50% of the total Exhibitor Space is included with this application. No monies shall be returned or credited if exhibitor cancels booth (s). I/we understand that this contract shall not become valid until it has been accepted by: Once Upon a Prom Management. NSF cheque fee is \$50.00. Email: info@onceuponaprom.ca Office: 905-462-6343 Please retain a copy for your records.

DATE

AUTHORIZED EXHIBITOR'S SIGNATURE

PRINT NAME

Show Management Signature: _____ Date: _____