

## 2017 Fall Show September 30th & October 1st ~ Shaw Centre

### Exhibitor Information

The information in this portion of the agreement will be used for billing and invoicing purposes and to provide the Exhibitor with information about current and future events being organized or sponsored in whole or in part by Wedding Palace Bridal Show Limited ("WPBS"). The information provided will also be included in WPBS's company directory listing.

**Company Name**

Company Contact

Title

Address

City

Province

Postal Code

Telephone Number

E-Mail Address

Website Address

### Exhibitor Category Selection

Please indicate your category of preference below:

- |  |  |
|--|--|
| <input type="checkbox"/> Beauty, Hair & Make-up        | <input type="checkbox"/> Home Essentials         |
| <input type="checkbox"/> Cakes & Chocolates            | <input type="checkbox"/> Invitations/Stationery  |
| <input type="checkbox"/> Catering                      | <input type="checkbox"/> Jewellery               |
| <input type="checkbox"/> Decor & Rentals               | <input type="checkbox"/> Music                   |
| <input type="checkbox"/> Destination Weddings / Travel | <input type="checkbox"/> Photography/Videography |
| <input type="checkbox"/> Fashion - Women's / Men's     | <input type="checkbox"/> Publications/Media      |
| <input type="checkbox"/> Financial Planning            | <input type="checkbox"/> Real Estate             |
| <input type="checkbox"/> Flowers                       | <input type="checkbox"/> Reception Facilities    |
| <input type="checkbox"/> Gift Registry                 | <input type="checkbox"/> Transportation          |
| <input type="checkbox"/> Guest Accommodations          | <input type="checkbox"/> Unique Products &       |
| <input type="checkbox"/> Health & Fitness              | <input type="checkbox"/> Wedding Planners        |

Selection(s) MUST be Representative of the Products or Services Offered by the Exhibitor

### Exhibitor Booth Rate

	Rate	# of Booths	Total
Standard Booth	\$1,595.00	<input type="text"/>	<input type="text"/>
Half Booth	\$895.00	<input type="text"/>	<input type="text"/>

1 The Exhibitor Booth Rate includes draped back and sidewalls for each booth. All booths are provided with an 8' back wall and 3' sidewalls with standard pipe and drape. Exhibitor Booth contents are REQUIRED to fit within these heights and dimensions unless otherwise approved in writing by WPBS management staff.

1 The Exhibitor Booth Rate does NOT include the provision of any electrical services or furnishings. Exhibitors may order these directly from show suppliers.

1 The Exhibitor Booth Rate includes a basic website listing for the Exhibitor on [www.weddingpalace.ca](http://www.weddingpalace.ca) and the entitlement of the Exhibitor to receive a confidential bridal list composed of contact information provided by bridal show attendees ("Bridal List"). Release of the Bridal List to the Exhibitor is contingent on the Exhibitor providing WPBS management with a signed copy of the Bridal List Terms & Conditions and having fulfilled all of its obligations to WPBS under the terms of the Exhibitor Booth Agreement.

1 Advertising on behalf of businesses other than the one registered is strictly prohibited.

1 Subletting of booths, in whole or in part, is strictly prohibited.

### Exhibitor Booth Selection

Please indicate location(s) of booth(s) in order of preference, using numbers from the attached floor plan.

1st Choice

2nd Choice

3rd Choice

1 Exhibitor Booth locations are made available to Exhibitors from the previous Fall & Winter bridal shows on a first-right-of-refusal basis (until **April 14, 2017**). Thereafter, Exhibitor Booth space is assigned on a first-come, first-serve basis.

1 A signed Exhibitor Booth Agreement and deposit is required to reserve an Exhibitor Booth location.

1 Notwithstanding anything herein, WPBS reserves the right to change or modify the final locations of all Exhibitor Booths in its sole discretion.

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### Billing Summary

Booth Total	<input type="text"/>
Premium Booth Surcharge	<input type="text"/>
Discount (if Applicable)	<input type="text"/>
<b>Sub-Total</b>	<input type="text"/>
HST (13%)	<input type="text"/>
<b>Grand Total</b>	<input type="text"/>

### Payment Method - Credit Card

Visa   
  MasterCard   
  American Express

Credit Card Number     Expiry Date

Card Holder's Name (Exactly as shown on card)     CSV

Card Holder's Signature

As the cardholder, I agree to have my credit card charged for the deposit amount upon signing and the remaining payments charged according to the payment schedule as outlined in this agreement.

### Payment Schedule

	Due	Amount
Deposit	On Signing	<input type="text"/>
1st Instalment	June 1st, 2017	<input type="text"/>
Final Instalment	August 1st, 2017	<input type="text"/>

### Payment Method - Cheque & Transfer

**Interac e-Transfer** • Funds should be e-mailed on the date of each instalment payment to:  
**amanda@weddingpalace.ca**

**Cheque** • Cheque in the amount of the deposit is due upon signing.  
 • Post-dated cheques for each instalment payment are required upon signing.  
 • A processing fee of \$25 will be assessed for each NSF Cheque.

Cheques Payable To  
**Wedding Palace Bridal Show Limited**  
 446-1568 Merivale Road, Ottawa, Ontario, K2G 5Y7

### Agreement

The Exhibitor hereby applies for Exhibitor Booth space at the Wedding Palace Bridal Show to be held in Ottawa, Ontario on September 30 & October 1, 2017. The Exhibitor agrees that once this Exhibitor Booth Agreement has been signed and accepted by WPBS, it is a valid and legally binding agreement that cannot be cancelled, transferred, or modified without the express written consent of WPBS. In the event the Exhibitor terminates or breaches this agreement, the Exhibitor understands and acknowledges that it shall not be entitled to any refunds or credits whatsoever and that it shall remain liable for the full amount of the agreement. The Exhibitor understands and acknowledges that the Exhibitor Booth Terms & Conditions (as stated on page 3) form an integral part of this Exhibitor Booth Agreement and that it will abide by these terms and conditions. The person signing below attests that they have the authority to bind the Exhibitor.

Exhibitor Signature     Date

Exhibitor Name & Title (Print)

Wedding Palace Bridal Show Signature     Date

**Amanda Andrews, President**   
 amanda@weddingpalace.ca

## 2017 Fall Show

September 30th & October 1st ~ Shaw Centre

### Terms & Conditions

#### 1. Operation & Booth Displays

- All Exhibitors must setup and dismantle their booth displays within the time frame allotted to them by Wedding Palace Bridal Show Limited ("WPBS"). Exhibitors are not permitted to make any significant changes to booth displays during the operating hours of the bridal show.
- All booth display equipment and materials belonging to the Exhibitor must be removed within the time frame provided by WPBS. Any such equipment or material remaining after this time will be removed by WPBS at the Exhibitor's risk and expense.
- Exhibitors are required to have at least two staff members available to assist with the loading and unloading of booth material at the venue.
- Exhibitors shall not dismantle or remove any part of their booth displays until after the bridal show is closed to the public on the final day. Dismantling or removing a booth display prior to the end of the bridal show shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will be responsible for all damages incurred by WPBS and will forfeit any right it may have under the agreement including, but not limited to, any right it may have to receiving a copy of the Bridal List.
- Unless otherwise approved by WPBS management, Exhibitor booth displays must not: (i) protrude or extend beyond the measured booth dimensions; (ii) obstruct the view of other booths; and (iii) be taller than 8' on the back wall and 3' on the sidewalls. Unless otherwise approved by WPBS management, Exhibitors shall not attach any displays to walls, structural supports or flooring in the venue, by pins, nails, screws, bolts, permanent cement, or any other means nor may the Exhibitors suspend any displays from the ceilings or rafters. Exhibitors shall fully indemnify WPBS for any and all damage caused by them to the venue during installation or removal of booth display material or by their failure to abide by any of these terms and conditions.
- Exhibitors are required to have at least one representative present at their booths during the operating hours of the bridal show.
- It is an Exhibitor's responsibility to have its booth area clean and orderly at the beginning of each day of the bridal show and to maintain a clean and orderly appearance throughout the bridal show.
- Unless the Exhibitor has made appropriate prior arrangements, Exhibitor booth materials cannot be delivered to the venue in advance of the bridal show. Exhibitors are responsible for the handling of their own materials.

#### 2. Subletting & Advertising

- The Exhibitor shall not assign, sublet or partition, in whole or in part, any of its booth space to any other person or business, including another Exhibitor, without the prior written approval of WPBS management.
- No advertising, demonstrations, solicitations, signs or place cards may be displayed on persons or otherwise outside the Exhibitor's booth space without the prior written approval of WPBS management.
- The "Wedding Palace Bridal Show Limited" name may be included in the advertising of the Exhibitor provided that WPBS management is informed in advance of the content of any such advertising. Upon request by WPBS management, the Exhibitor must provide WPBS with an opportunity to review the proposed advertising in advance of publication. If the advertising is not in keeping with the quality and standards of WPBS then WPBS, in its sole discretion, reserves the right not to permit its name or its brand to be included on the suggested advertising.
- WPBS reserves the right to use the name, logo, or brand of the Exhibitor in any advertising campaign of the bridal show.
- The Exhibitor agrees that all its advertising and communications associated with the bridal show and all its interactions with bridal show attendees, suppliers and WPBS staff will be courteous, respectful and of the highest professional standards.
- At the bridal show, Exhibitors will not advertise or permit to be advertised any products, signs, handouts or business cards of any non-exhibitors. If the Exhibitor engages in such a course of conduct then WPBS, in its sole discretion, may determine that the Exhibitor has breached the Exhibitor Booth Agreement and immediately terminate the Exhibitor's participation in the bridal show. In this event, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to WPBS and will forfeit any right it may have under the agreement, including but not limited to, any right it may have to receive a copy of the Bridal List.

#### 3. Exhibitor Space & Equipment

- WPBS management has the sole right to determine the eligibility of any business or product for inclusion in the bridal show. Exhibit space will be allocated by WPBS management in its sole discretion on a first-come, first-serve basis.
- WPBS management reserves the right to make reasonable shifts of booth locations resulting from a change in the floor plan or in the interest of optimum traffic control and Exhibitor exposure. WPBS management cannot be held liable for any damages in the event that competitive Exhibitors are adjacent to or opposite each other.
- Exhibitor Booth display areas will be 10' x 10' or 10' x 5' (or multiples thereof), in the general location as outlined on the floor plan and will be provided with 8' back wall and 3' sidewalls with standard pipe and drape. Exhibitor Booth contents are REQUIRED to fit within these heights and dimensions unless otherwise approved in writing by WPBS management. If these requirements are not adhered to then WPBS reserves the right to have the Exhibitor dismantle booth contents that are in violation of the requirements or to immediately terminate the Exhibitor's participation in the bridal show.
- The Exhibitor Booth Rate does NOT include the provision of any electrical services or furnishings. Exhibitors may order these directly from show suppliers.
- WPBS management will provide Exhibitors with the contact information of service providers who will be available to provide booth furnishing and electrical services at the bridal show. This information will be contained in the Exhibitor Manual, which will be distributed in advance of the show.
- WPBS management shall have the right, in its sole discretion, to stop the display, demonstration or the running of an engine or machine which by causing vibration, noise, smoke or smells may be considered by WPBS or other Exhibitors to be a nuisance.

#### 4. Character or Conduct

- All display and promotional literature used by the Exhibitors at the bridal show must be in good taste, respectful and professional. WPBS management reserves the right to remove any display or promotional materials that it determines, in its sole discretion, are not in good taste, respectful or professional.
- All products or services must be presented by the Exhibitors in a professional manner, no carnival tactics or side-show type come-ons will be permitted.
- Exhibitors may distribute free samples during the bridal show. Raffles and giveaways may also be conducted by Exhibitors provided they obtain the prior written approval of WPBS management.
- If an Exhibitor engages in an objectionable course of conduct then WPBS, in its sole discretion, may determine that the Exhibitor has breached the Exhibitor Booth Agreement and immediately terminate the Exhibitor's participation in the bridal show. In this event, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to WPBS and will forfeit any rights it may have under the agreement, including but not limited to, any right it may have to receive a copy of the Bridal List.

#### 5. Exhibitor Liability & Insurance

- WPBS shall not under any circumstances whatsoever be liable or responsible for: (i) any loss, damage, theft, or destruction whatsoever or howsoever caused by any goods, equipment or any other property belonging to the Exhibitor or for which the Exhibitor is responsible; (ii) any damage or injury suffered by the Exhibitor or his servants or agents or by any other person; (iii) any loss, damage, injury or cost whatsoever suffered by the Exhibitor for any reason including any change in the date, time or place of the bridal show or the abandonment thereof.
- The Exhibitor shall be solely liable for all loss, damages, injuries, claims, costs and expenses whatsoever or howsoever caused by any person or property in any circumstances whatsoever by the Exhibitor, its servants or agents or the goods, exhibits, fittings, machinery, and other property belonging to the Exhibitor or for which the Exhibitor is responsible and the Exhibitor hereby agrees to fully indemnify and to hold harmless WPBS, its subsidiaries, affiliates, directors, officers and employees in respect of any such loss, damage, injury claims, costs and expenses.
- Exhibitor assumes full responsibility with respect to any duties owed to any Performing Rights Society or other organization with regard to any live and/or recorded music played at the Exhibitor's booth. Exhibitor agrees to fully indemnify and to hold harmless WPBS, its subsidiaries, affiliates, directors, officers and employees in respect of any breach of such duties.
- The Exhibitor is required to retain full comprehensive insurance coverage of at least \$1,000,000 to insure against the risk of loss or damage, however caused, to his property or person or to the property or person of his employees or agents. WPBS reserves the right to require Exhibitors to produce written confirmation of insurance coverage in a form satisfactory to WPBS management as condition of the Exhibitor's participation in the bridal show.
- The Exhibitor is responsible for the loss of or damage to the Exhibitor booth display.
- The taking of photographs or videotaping is not permitted in the Exhibitor or Fashion Show rooms without the express written consent of WPBS management.
- WPBS shall have no further obligation or liability to the Exhibitor in the event WPBS is prevented from holding the bridal show or unable to permit the Exhibitor to occupy its rented booth space due to circumstances beyond its control including, but not limited to, strike, fire, civil disobedience, inclement weather, lockouts, or acts of God.
- Bridal show dates and locations may be subject to change at the reasonable discretion of WPBS management, and any such change shall not be considered a breach of the Exhibitor Booth Agreement or these terms and conditions.

#### 6. Security, Safety, Fire & Health

With respect to the installation and the operation of its exhibit, an Exhibitor is responsible for complying with all applicable laws, ordinances, regulations and codes of duty authorized local, provincial and federal governing bodies concerning fire, safety, health and environmental requirements. Exhibitor shall be properly insured for the same.

#### 7. Confidential Brides List

- The Bridal List will be comprised of personal contact information collected by WPBS on the prize ballots submitted by bridal show attendees.
- In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), bridal show attendees will be advised in advance that ballot information will be made available to Exhibitors through the Bridal List.
- In keeping with the requirements of Canada's Anti-Spam Law, where bridal show attendees have provided their "express consent" to receive e-mail communications from the Exhibitors, such e-mail addresses will be included in the Bridal List. All such e-mail addresses are deemed to be personal information of the bridal show attendees.
- Following the bridal show, the Bridal List will be made available to Exhibitors in electronic format upon request. As a condition to receiving the Bridal List, Exhibitors will be required to abide by and to return a signed copy of the "Bridal List Terms & Conditions" to WPBS management. WPBS will make reasonable efforts to have the Bridal List ready for distribution to Exhibitors within two weeks after the end of the bridal show.
- Upon request, Exhibitors must provide WPBS with a copy of their Privacy Policy so that WPBS management may satisfy itself that adequate controls are in place with respect to protecting the personal information contained in the Bridal List.

#### 8. General

- All matters and questions not covered by these terms and conditions shall be decided by WPBS management in its sole discretion.
- WPBS management shall have full discretion in the interpretation and enforcement of all rules contained herein.
- Exhibitors agree to be bound by these terms and conditions, as they may be modified from time to time by WPBS.
- The Exhibitor agrees to abide by all decisions of WPBS management and further agrees to cease any activity that WPBS management deems to be in violation of these terms and conditions.

FASHION SHOW STAGE  
WITH RUNWAY

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724	625
722	623

624	525
622	523

524	425
522	423

718	619
716	617
714	615

618	519
616	517
614	515

518	419
516	417
514	415

710	611
708	609
706	607

610	511
608	509
606	507

510	411
508	409
506	407

702	603
700	601

602	503
600	501

502	403
500	401

703 701

Service/Support  
Corridor

F.H.C.

Elevator  
(Freight)

Elevator  
(Freight)

Elevator  
(Freight)

Elevator  
(Freight)

F.H.C.

