

# Exhibitor Check List - Calgary

all forms are enclosed in your exhibitor kit!



## Ordered/Submitted

## Send To:

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | <b>Final Payment</b><br>DUE: September 1, 2011         | Payable to Canwest Productions Inc.  |
| <input type="checkbox"/> | <b>Exhibitor Badges</b><br>DUE: October 28, 2011       | Canwest Productions Inc. -- Fx.403.246-3856 or lindsay@canwestproductions.com  |
| <input type="checkbox"/> | <b>Door Prize Information</b><br>DUE: October 28, 2011 | Canwest Productions Inc. -- Fx.403.246-3856 or lindsay@canwestproductions.com  |
| <input type="checkbox"/> | <b>Equipment Order Form</b><br>DUE: October 28, 2011   | Canwest Productions Inc. -- Fx.403.246-3856 or lindsay@canwestproductions.com<br>(carpet, tables, booth vaccuuming etc.) |
| <input type="checkbox"/> | <b>Insurance</b><br>DUE: October 28, 2011              | Canwest Productions Inc. -- Fx.403.246.3856 or lindsay@canwestproductions.com  |
| <input type="checkbox"/> | <b>Electrical Order Form</b>                           | **More information to follow**   |
| <input type="checkbox"/> | <b>Phone Lines</b>                                     | **More information to follow**   |
| <input type="checkbox"/> | <b>Parking Passes</b>                                  | FREE OF CHARGE   |
| <input type="checkbox"/> | <b>Hotel Reservations</b><br>DUE: October 20, 2011     | Sandman Hotel<br>Ph: 403-237-8626 Fax: 403-290-1238  |





## #1 SHOW MANAGEMENT

### The Calgary SnowFest

is managed and produced by Canwest Productions Inc. and WinSport Canada.

**Kevin Blackburn** Show Director, Managing Partner

#218, 7710 5 St. SE  
Calgary, Alberta T2H 2L9

Ph: (403) 242-0859  
Toll Free: 1-800-626-1538  
Fax: (403) 246-3856  
Toll Free Fax: 1-800-659-7942

Email: [sales@canwestproductions.com](mailto:sales@canwestproductions.com)  
[www.canwestproductions.com](http://www.canwestproductions.com)

## #2 SHOW DATES

Friday	November 04
Saturday	November 05
Sunday	November 06

## #3 SHOW FACILITIES

**Canada Olympic Park**  
88 Canada Olympic Road SW  
Calgary, AB T3B 5R5  
**Ph: Events - 403-202-6591**

## #4 TELEPHONE SERVICE

Exhibitors must make their own arrangements for telephone booth service. **More information to follow.**

## #5 ELECTRICAL SERVICE

**More information to follow.**

## #6 SHOW CONTRACTOR

The official Show contractor is **Canwest Productions Inc.** We are responsible for the following: furniture rentals (tables, chairs, etc.), draping, on-site labor and cleaning. We will also be responsible for drayage. – Please see the enclosed forms.

**ONLY** Pipe & Drape is included with your booth set-up. Any additional requirements or required changes to pipe/ steel must be made in advance (i.e.: 8ft side walls, change rooms, etc.)

**Regular Booths (10x10) include – Draped 8ft Backwall and 3ft Sidewalls**

**See your Equipment Order Form Attached.**  
Charges will apply to any on-site orders.

**NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e.: carpet stains, broken chairs, etc.)**

For further information please contact us directly:

### **Canwest Productions Inc.**

#218, 7710 5 St. SE  
Calgary, Alberta T2H 2L9  
Ph: (403) 242-0859  
Toll Free: 1-800-626-1538  
Fax: (403) 246-3856

Onsite orders have a surcharge and must be paid in full by cash or credit card.

All on-site orders are to be placed with the Show Office.

## #7 SIGNS

All booth signage and banners are to be professionally made and fit in the confines of your booth. Arrangements can be made to hang your banners from the ceiling if the facility permits. In this case a service fee will be charged to you for the lift cost and hanging. Exhibitors can order this service directly from the facility (please see forms section of this manual). Booth signage must not appear in adjacent exhibits. Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

## #8 SHOW HOURS

<b>Friday</b>	3:00pm – 9:00pm
<b>Saturday</b>	10:00am – 6:00pm
<b>Sunday</b>	10:00am – 5:00pm

## #9 MOVE-IN

<b>Thursday</b>	12:00pm-6:00pm
<b>Friday</b>	10:00am-3:00pm

A limited number of dollies are available to use on a first come, first serve basis. Security guards will be posted at move-in doors.

Exhibitors may enter the exhibit hall 2 hours prior to Show opening, however all exhibits are to be setup by 3:00pm on Friday evening.

**Please Note:**

**Once Aisle Carpet is laid down – dollies will NOT be permitted.**

## #10 MOVE-OUT

**Sunday** 5pm – 12 Midnight

No materials may be left on location past 12 Midnight Sunday night.

**AS OF 12:01 AM ANY EXHIBIT MATERIALS & SKIDS LEFT BEHIND WILL HAVE A FORCED MOVE- OUT.**

All materials will be forced transferred through the designated Show Freight Carrier (Reimer Express) at the expense of the exhibitor. If you have any concerns, please contact our offices ASAP.

No removal or dismantling of exhibits or exhibit materials will be permitted before the end of the Show.

Exhibitors are strongly urged to remove all cartons and cases of product from the building immediately after the close of the Show.

While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

PLEASE NOTE the special instructions under the heading of "Insurance."

### **EARLY MOVE OUT WILL NOT BE TOLERATED**

If anyone is caught tearing down or packing up their exhibit materials before show close they will be prohibited from exhibiting in any future Canwest produced trade show.

## #11 FORKLIFT SERVICES

Forklift Service is available on a first come, first serve basis to offload/load shipments and stock. The forklift is ONLY available during move-in and move-out. If you have any unusually large or time consuming loads (ie: Hot tubs), please let us know in advance and we will schedule your move-in/move-out accordingly.

## #12 SPACE APPLICATIONS

Show Management reserves the right to accept or reject applications at any time.

**PAYMENT OF EXHIBIT SPACE MUST BE PAID IN FULL BEFORE SEPTEMBER 1<sup>st</sup>, 2011.**

## #13 ALTERATIONS TO BUILDING

Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

## #14 BOOTH CONSTRUCTION

### A. HEIGHT

Inline booths may reach a maximum of 8' in height. Island booths may be over 3' in height. Perimeter booths may be 10' in height.

### B. SIGNAGE

Must be incorporated into your exhibit design and height of 8'. Signage must not appear in adjacent exhibits.

### C. DRAPE

All booths will be supplied with 8' high draping at the back and 3' high on the sides. No draping is allowed on the aisle side of the booths. Any variation or changes in the standard draping are at the exhibitor's expense. Nothing is to be pinned or stapled to the drape -"S" hooks are available from Canwest Productions.

## #15 EXHIBITOR BADGES

Please indicate how many exhibitor badges your company requires - to a maximum of 6 per 10x10 – on your Exhibitor Badge Form (enclosed).

Exhibitor badges are required to gain access to the Show – and must be worn at all times.

Please submit the enclosed Exhibitor Badge Form by October 28, 2011.

Exhibitor badges are available for pick-up at the Show Office during move-in.

**Please Note:**

**Exhibitor Badges are for working booth staff ONLY.**

## #16 ADMISSION PRICES

Adults	\$10.00
Seniors and Students	\$8.00

\*\*Advance Tickets are \$2.00 off when purchased On-line or at any local Safeway  
[www.calgarysnowshow.com](http://www.calgarysnowshow.com)

## #17 SAMPLES, SOUVENIRS AND SOLICITING

**Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.**

## #18 ELECTRICAL EQUIPMENT

Regulations made by the Labour Electrical safety branch, provide that all electrical equipment operating at the show be approved. Equipment that is approved by the CSA and bears that association's mark of approval is acceptable to the commission.

## #19 CUSTOMS

Exhibit booths and equipment-from outside Canada, may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with Canada Customs.

If you require a Customs Broker for assistance with paperwork and shipment clearance into Canada, please contact **North American Logistics Services Inc.** at 778.328.2841, Toll Free 855.328.2841 or Fax 778.328.2845.

## #20 CARRIERS

The official carriers appointed by Show Management are:

**YRC Reimer Express**

**Contact: Bruce Norcott for Quotes & Transport  
Phone: 1-877-330-3321 or 403-312-3607**

**\*\*For all other inquiries contact Andrea Powell  
Email: Andrea.Powell@yrcw.com**

Please ship all materials directly to the Show Facilities address (see #2) – please include your full company name and booth number. Shipments will be accepted during Move-In.

**Please mention Calgary SnowFest for special rates.**

## #21 CLEANING

**ONLY** the aisle carpet will be cleaned (vacuumed) at the end of each night – arrangements for your own booth can be made through Canwest Productions. Please see the attached forms.

## #22 HANDLING OF EXHIBITS, MATERIALS AND EQUIPMENT

Should your display require the use of heavy duty unloading equipment, you are requested to notify management at least two weeks in advance of show time so that arrangement can be made to have it available.

Costs of renting and operating such equipment must be borne by the exhibitor.

Exhibitors who can supply their own trucks and dollies are urged to do so.

Canwest Productions provides forklift service and a limited number of dollies on a first come first served basis.

### **NOTE:**

*Canwest Productions will clear skids and packaging from the aisles after move in.*

*Any Skids & Packaging for Storage must be clearly marked for **STORAGE** or it will be recycled.*

## #23 INSURANCE

Show Management, SnowFest, WinSport Canada, SnowSeekers, Canada Olympic Park, the City of Calgary, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

**Canwest Productions recommends all Exhibitors have a \$2,000,000 minimum in liability insurance and have proof of Insurance.**

**To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Canwest Productions Inc., the Show name, the current facility and city of the Show. There should be no additional cost from your insurance provider for this service.**

**Please Note: This is an official request, if proof of Insurance is not supplied – Canwest Productions Inc. will not be held liable.**

**For more information please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.**

## #24 SECURITY

Security guards will be on site 24-hours a day and in the building during the opening hours of move-in, show hours and move-out.

Show Management, however cannot assume any responsibility for losses incurred from pilfering or any other causes.

## #25 FIRE REGULATIONS & FLAMEPROOFING

For further information on fire regulations, please contact the Show Facility.

## #26 DRAWS OR CONTESTS

Exhibitors offering draws in-booth are required to provide their own entry forms, draw boxes and signage for their prize draws.

Please Note: Winning announcements will not be made over the facility sound system due to Seminars & Stage events.

If you are participating in Door Prizes please submit the enclosed Door Prize Form before October 28, 2011.

## #27 PARKING

Parking is free of charge for the duration of the show

## #28 PRESS RELEASES AND PHOTOGRAPHS

Exhibitors are urged to provide Show Management with any information on new and exciting products and or features. This information will be forwarded to our publicist for possible media attention. **(No guarantee of coverage).**

## #29 ADMIT ONE Admittance Tickets

Included with your Exhibitor Kit are ADMIT ONE Admittance Tickets (\$10 value each). These free tickets are courtesy of Canwest Productions and are meant for your client base & preferred customers only.

**\*LAST MINUTE EXHIBITORS ARE NOT GUARANTEED ADMIT ONE TICKETS.**

### ***Please Note:***

***Resale or dispersing tickets on-site or during Show Hours is strictly prohibited.***

## #30 SLANDER & DEFAMATION

Character and/ or Company slights and insults of any kind will not be tolerated. Any exhibitor responsible for the above will have their exhibit space cancelled (non-refundable) from the show.

## #31 STAGE & SEMINAR PERFORMERS

Please note SnowFest, WinSport Canada and Canwest Productions accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance.

If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

## #32 HOTEL ARRANGEMENT

CALGARY



### **The Sandman Hotel – Calgary City Centre**

888 – 7<sup>th</sup> Ave. SW  
Calgary, AB T2P 3J3  
Tel: 403-237-8626

Toll-Free: 1-800-266-4684

- 301 Rooms (19 Floors)
- Fitness Facilities
- Swimming Pool
- Room Service
- Kitchen Units
- Moxie's Classic Grill
- M-Bar & Lounge

**\$99/night Single and/or Double Occupancy**

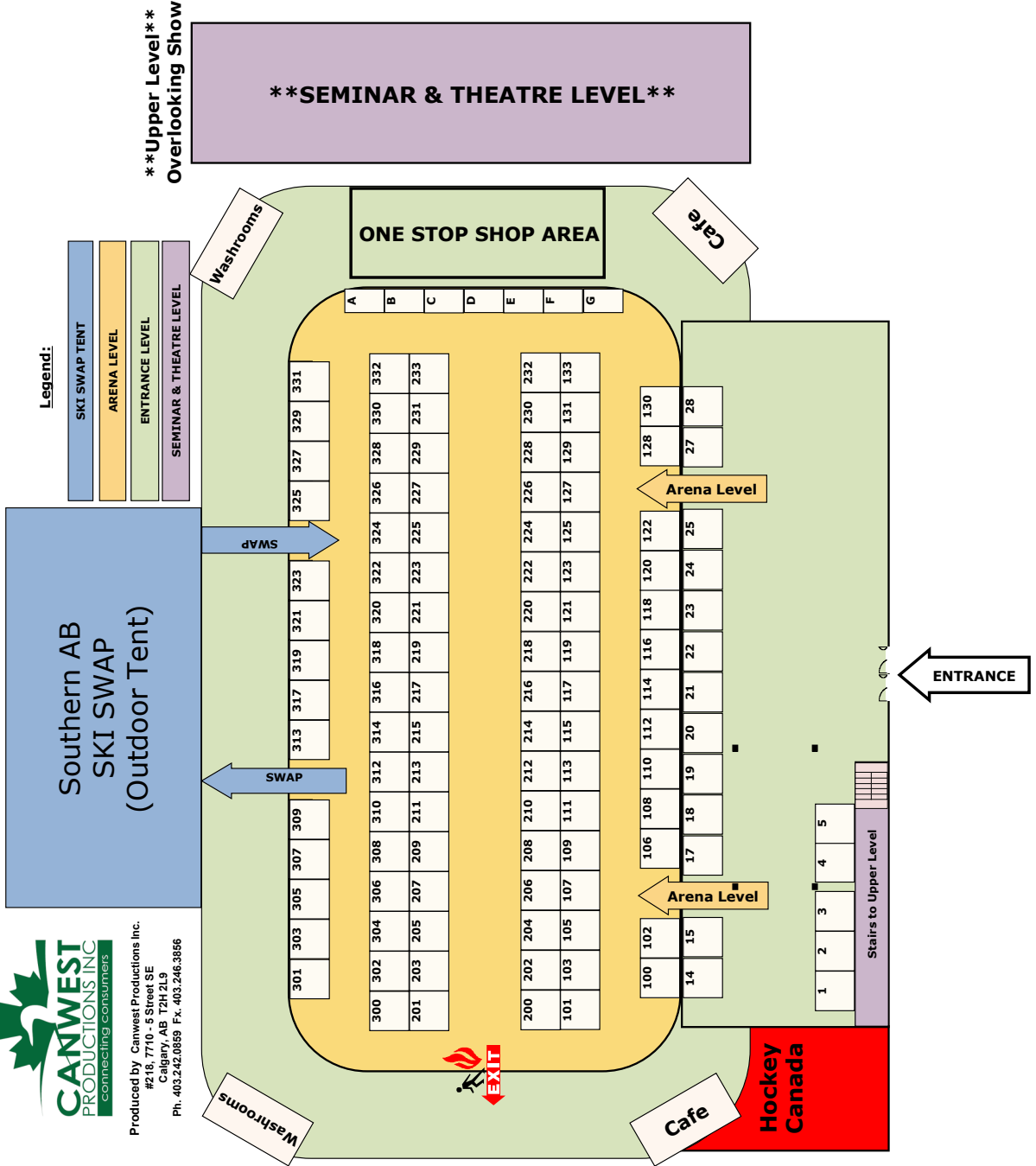
**Cut-Off Date: October 20, 2011**  
**Please Mention: Calgary SnowFest.**



Calgary SnowFest  
 Nov 4-6 2011 Canada Olympic Park  
 \*\*Floor Plan Subject To Change\*\*



Produced by Canwest Productions Inc.  
 #218, 7710 - 5 Street SE  
 Calgary, AB T2H 2L9  
 Ph. 403.242.0859 Fx. 403.246.3856





Calgary  
November 4-6, 2011

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**EXHIBITOR BADGES**

Please note that all Exhibitor badges will be generic, with company name and "Exhibitor".

**Exhibitors Receive:**  
  
6 Complimentary Exhibitor Badges per Booth.  
Additional badges are available upon request.  
  
There will be a charge of \$2.00 per badge after the deadline -  
with proceeds going to charity.

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

**Booth #:** \_\_\_\_\_ **Sq. Ft** \_\_\_\_\_

**All badges can be picked up at the Show Office during move-in. Thank you!!**

.....  
**DOOR PRIZES**



*Donate Door Prizes (minimum \$25 value) and you will receive extra value added promotion/recognition and shout-outs at the show, and on our website.*

We would like to submit the following Door Prize(s):

**DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL VALUE: \$** \_\_\_\_\_

.....  
**PLEASE COMPLETE THIS FORM BY OCTOBER 20, 2011**

Mail or Fax to:  
**Canwest Productions Inc.**  
#218, 7710 – 5<sup>th</sup> Street SE, Calgary, AB T2H 2L9  
Ph. (403)242-0859 Fx: (403) 246-3856

**OR Email all information to:**  
**Lindsay@canwestproductions.com**



# Show Furniture & Equipment Order Form

Canwest Shows is pleased to welcome you to the: **Calgary Snow Fest**

Your standard 10' x 10' exhibit booth includes: **8' backwall drape - black/silver & 3' sidewall drape - black/silver**

For any additional booth furniture and equipment orders - please complete the form below.

Must be completed & returned to our office with full payment by: **October 20, 2011**

Company:		Contact:
Show Name: <b>2011 CALGARY SNOW FEST</b>		
P:	F:	Booth # & Size (sq. Ft.):

## FURNITURE RENTAL PRICES GUARANTEED UNTIL: October 20, 2011

**Please Note:**

**All On-Site orders are subject to a 25% rate increase.**

All discrepancies and/or claims must be finalized prior to Show closing

Orders will not be processed until full payment is received.

	Cost Before Oct. 20, 2011	Cost After Oct. 20, 2011	Quantity	Total
<b>Fully Equipped Booth</b>				
Carpet, Table, 2 Folding Chairs	\$125.00 / booth	156.25 / booth		
<b>Tables</b>	<b>Skirted / Non Skirted</b>	<b>Skirted / Non Skirted</b>		
8' Table	\$45.00 / \$22.00	\$56.25 / \$27.50		
6' Table	\$40.00 / \$18.00	\$50.00 / \$22.50		
4' Table	\$35.00 / \$12.00	\$43.75 / \$15.00		
Folding Plastic Chairs	\$8.00	\$10.00		
<b>Pipe and Drape</b>				
Up to 50 sq. Ft. Dressing Rooms	\$50.00 / room	\$62.50 / room		
Additional Draping & Changes	\$15.00 / wall	\$18.75 / wall		
<b>Electrical</b>				
800 Watt, 6 Amps, 120 V	\$90.00	\$110.00		
<b>*FLOOR COVERING IS MANDATORY IN ALL BOOTHS*</b>				
<b>Carpet (grey)</b>				
10' x 10' standard	\$70.00	\$87.50		
10' x 20' standard	\$140.00	\$175.00		
<b>Bulk Carpet</b>				
Booth size ___' x ___'	\$0.70 / sq. ft.	\$0.88 / sq. ft.		
<b>Booth Vacuuming (daily)</b>				
Booth size ___' x ___'	\$0.15 / sq. ft. / day	\$0.19 / sq. ft. / day		

Subtotal:   
 GST / HST:   
 TOTAL:

**PAYMENT**

Payment must be included with all orders. Please make cheques payable to Canwest Productions Inc.

Chq #: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Visa/MC#: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Holder: \_\_\_\_\_ CVV#: \_\_\_\_\_

I hereby authorize Canwest Productions Inc. to process payments as per the

above total to my Visa/MC \_\_\_\_\_ (initials).

**\*\*CVV number must be included for your order form to be processed\*\***

Canwest Productions Inc.  
 #218, 7710 - 5th St. SE  
 Calgary, AB T2H 2L9  
[lindsay@canwestproductions.com](mailto:lindsay@canwestproductions.com)  
[www.canwestproductions.com](http://www.canwestproductions.com)

P: 403-242-0859  
 F: 403-246-3856

## Limits of Liability & Responsibility

1. It is understood that the following Limits of Liability and Responsibility are applicable to all subcontractors of Canwest Productions Inc. and apply to all of Canwest's locations and employees.

2. Canwest shall not be liable for damages, losses or delays due to strikes, lockouts or work stoppages of any kind.

3. Canwest shall not be responsible for loss or damage due to water, windstorm, theft, fire, vandalism, acts of God, mysterious dissipation, common wear and tear in handling of equipment or other factors beyond their control.

4. Canwest shall not be held liable for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

5. There may be a lapse of time between the placement of incoming shipment(s) in the booth by Canwest and the arrival of the Exhibitor's represented at the booth. There is a possibility that some time may pass between the pick-up of materials from the booth for loading on a carrier and the completion of packing. It is understood that if these circumstances occur, the shipment(s) will be left in the booth unattended. If, after the placement of any goods, it is agreed that Canwest is not liable. The same is applicable if there is a loss or disappearance of any material from the booth prior to Canwest picking up the shipment after the show. As a result, where discrepancies exist on outgoing shipping documents, Canwest will make the necessary corrections upon pickup of material from the booth.

6. Canwest does not provide for full liability should loss or damage occur. Canwest is not an insurer; therefore, insurance should be obtained by the exhibitor. **All materials should be insured from the time they leave the Exhibitor's firm until they are returned after the show. All risk coverage can usually be arranged with riders to existing policies. Contact your insurance company to make arrangements for coverage during transit and return of the materials, during storage and at the show site.** Any amounts payable by Canwest are based on the scope of the responsibility set forth herein and are unrelated to the value of the Exhibitor's property.

If Canwest is found liable for disappearance or damages to Exhibitor's material, it is agreed that liability will be limited to that specific article only. Liability will be restricted to a settlement equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Compensations outlined in this paragraph shall apply if loss or damage occurs regardless of cause of origin, results directly or indirectly to property through execution or non-execution of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise by Canwest.

7. A minimum of 10 days notification must be given to Canwest in order to obtain any special equipment necessary to properly handle shipment for loading, placing or reloading. Canwest shall not be held responsible for any damages incurred unless written notification is issued within the time period stated above.

8. Canwest shall not be held responsible to any degree for any current, possible or anticipated loss of profit or revenues or for any related costs that may result from any loss or damage to Exhibitor's materials which may be inconceivable or unfeasible to exhibit materials.

9. Claims for loss or damage must be submitted to Canwest by the close of the applicable show or event. No suit or action shall be brought against Canwest more than one year after the cause of action.

10. All parties agree relevant to receiving, handling, temporary storage and reloading of materials, that Canwest will provide these services as the Exhibitor's agent. Canwest is not a bailee or shipper. Canwest signing of a delivery receipt, bill of lading or other document is done so as an agent of the Exhibitor only and the Exhibitor accepts all responsibility thereof.

11. Canwest shall not be responsible for shipments received without receipts, freight bills or specific piece counts on receipts or freight bills such as a courier or van line. Such shipments will be delivered to the booth without guarantee of piece count or condition.

12. Empty storage labels are available from Canwest service desk. Affixing the labels is the sole responsibility of the Exhibitor. It is understood that these labels are for Empty Storage Only. Canwest will not assume responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

13. If designated carriers fail to pick-up shipments on time, Canwest shall have the authority to change carriers in order to accelerate removal of goods from the show site. Where no arrangement is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions. The Exhibitor agrees to be responsible for payment of charges incurred with such handling and transporting to the warehouse. Canwest assumes no liability pertaining to such re-routing or handling.

14. The Exhibitor agrees that they will not withhold payment in any amount due to Canwest for material handling or any other service provided by Canwest as an offset against the amount of an alleged loss or damage to any material or equipment. The Exhibitor agrees to pursue any claim against Canwest independently as a completely separate transaction to be resolved on its own merit.

**Acceptance of the above terms and conditions will be construed upon consignment or delivery of a shipment to Canwest by an exhibitor or by any shipper on behalf of the Exhibitor.**

***IMPORTANT- Please take care of immediately!***

***RE: CERTIFICATE OF LIABILITY INSURANCE***

*As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself.*

**Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.**

There are (2) ways to arrange the required Insurance:

**OPTION #1: SINGLE EVENT INSURANCE**

**Canwest Productions Inc.** has appointed Canfinse Group Inc. as the recommended Insurance contractor for exhibitors. Order directly online at [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com) and scroll to **Calgary Snow Fest**

**OPTION #2: YOUR OWN INSURANCE**

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- **Canwest Productions Inc.** listed as an additional insured.
- Dates of the show: **November 4-6, 2011** (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Dam--age Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

*Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.  
Have a prosperous and safe show.*



I - Exhibitor Company Name:				Tel:			
Type of Business:				Fax:			
Mailing address:		Unit/Ste	City	Province	Postal Code		
(*) Email address (PLEASE INCLUDE YOUR EMAIL ADDRESS – REQUIRED TO RECEIVE YOUR INVOICE AND CERTIFICATE OF INSURANCE):							

II - Show Organizer (Complete legal Name(s) to be added on certificate as additional insured):

**Canwest Productions Inc.**

Address: #218, 7710 – 5 <sup>th</sup> Street SE		Unit/Ste	City Calgary	Province AB	Postal Code T 2 H – 2 L 9				
Event Name: Snow Fest Address: Calgary		Unit/Ste	City Calgary	Province AB	Booth#:				
Event Date ( Includes Move In and Move Out):		FROM	dd 04	mm Nov	yyyy 2011	TO	dd 06	mm Nov	yyyy 2011

**SCHEDULE OF COVERAGES**

**\$25,000** Property of Every Description (At the designated booth space) – Broad Form. **\$25,000 In Transit Coverage** (3 days before and after the show) Subject to \$1,000 Deductible and a 90% Co-Insurance. Higher limits available for an additional premium.

**Vendor/Exhibitor Extra Expenses - \$5,000 limit** Coverage up to purchase replacement items, and/or last-minute printing, due to event giveaways, brochures, audio visual equipment, or display structure(s) having been lost in transit, or damaged and therefore unusable, through no fault of the insured and reasons beyond their control, for any duration of the event. See wording for full coverage details.

**\$2,000,000** Comprehensive General Liability – Bodily injury and Property Damage Liability, Subject to \$1,000 BI, PD and Expenses Deductible. Products and Completed Operations Liability (\$2,000,000 aggregate limit), Personal & Advertising Injury (\$2,000,000 aggregate limit), Employees as additional insureds, Volunteers as additional insureds, Owners, Managers or Lessors of Premises as additional Insured. **\$250,000** Tenants Legal Liability – Broad Form

- Coverage is subject to underwriting review. Limited coverages available for non qualifying risks. Asbestos Exclusion, Mold Fungi Exclusion, Data, War, Nuclear, Property flood and earthquake exclusion. Coverage limited to Event Premises. Territory Restriction – Canada Only. Suits brought in Canada Only.

**Ineligible Risks:** Children’s Toys, Chemicals, Fertilizers, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Firearms, Pesticides, Fireworks, Computers, Alcoholic beverages, Games, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: **There is no Liability coverage for Vehicles in Motion.**

**Property excluded:** EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts valued at \$5,000 per item or greater. **Insurer: Various Insurers through Canfinse Group Inc.**

**Note:** I hereby appoint Canfinse Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.

Please Print Owner’s Name (if Sole Proprietorship):	Signature:	dd	mm	yy
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**Note:** The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Note: Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. Premium and fee are minimum, retained and fully earned. Coverage is void if payment is returned N.S.F. NSF fee of \$50 will apply. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com.  
A copy of the certificate is available to your Show Organizer upon their request.

III - PAYMENT TERMS AND CONDITIONS - \* higher property limits available upon request

▼ Please Select ►	<input type="checkbox"/> Liability Only - *** NEW ***	<input type="checkbox"/> Liability + Property \$25,000*
<input type="checkbox"/> Preferred Rate      Payment received <i>at least 14 days before the opening day of show</i>	Premium \$50 + Fee \$70.37 + PST = \$130	Premium \$75 + Fee\$63.89 + PST = \$150
<b>TOTAL ►</b>	<b>\$</b>	<b>\$</b>

Payment type:

Card# \_\_\_\_\_ Expiry Date   /

If mailing a cheque, please remit payment to: \_\_\_\_\_  
(The payment due on the Credit Card statement will be in the name of www.ExhibitorInsurance.com)

Name of the Credit Card Holder: \_\_\_\_\_

Important: \*Fill in your credit card billing address if it is different from mailing address above, to process your payment:

\_\_\_\_\_

Cheque  Money Order (Please make Cheque or Money Order payable to Canfinse Group Inc.)

Tel: 416-667-9177, Fax: 1-866-591-5613

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cardholder Signature \_\_\_\_\_  
I agree to pay above total according to my card issuer agreement.