

2018 PROVINCIAL CRAFT WHOLESALE SHOW

DATE: FEB 23RD - FEB 25TH

SHERATON HOTEL AND CONVENTION CENTER

EXHIBITOR APPLICATION AND CONTRACT



CRAFT COUNCIL
OF NEWFOUNDLAND & LABRADOR

APPLICATION DEADLINE IS JANUARY 5TH, 2018

(PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY)

BUSINESS OPERATING NAME:

CONTACT NAME:

COMPLETE BUSINESS MAILING ADDRESS:

BUSINESS EMAIL:

BUSINESS PHONE:

BUSINESS WEBSITE:

Note: The contact information provided above will be used in the Wholesale Buyers Map made available to the public. You must provide contact information that can be used by potential buyers regarding orders for your product. We strongly recommend you use separate business contact information instead of your personal contact information to protect your privacy. However, if you choose to provide personal contact information above you are agreeing to its use in the Wholesale Buyers Map.

NAME BADGES REQUIRED FOR STAFF WORKING IN BOOTH:

<input type="text"/>	<input type="text"/>
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BOOTH SPACE:

\$200.00 PER 6'X8' BOOTH SPACE. INDICATE THE NUMBER OF BOOTH SPACES REQUIRED: _____

If you are seeking more than two booth spaces, we will not be able to confirm until we know how many exhibitors are applying to the show, as space is limited. Your booth fee must accompany this application. Booth space will not be confirmed until booth fees are received.

PAYMENT:

CHEQUE Please make cheques payable to the Craft Council of Newfoundland and Labrador.

CREDIT CARD Name on Card: _____
Card Number: _____
Expiry Date: _____

APPLICATION DEADLINE:

The completed & signed booth application/contract (all pages) and fee, and digital product photo must be received by:
January 5th, 2018.

RETURN YOUR APPLICATION:

MAIL OR HAND-DELIVER:

DEVON HOUSE CRAFT CENTRE
59 DUCKWORTH STREET
ST. JOHN'S, NL, A1C 1E6

EMAIL:

SIGN, SCAN AND EMAIL TO
INFO@CRAFTCOUNCIL.NL.CA

FAX:

ALL SIDES OF APPLICATION, IN-
CLUDING SIGNED CONTRACT TO
(709) 753 - 2766

DESCRIPTION OF PRODUCT:

RECOMMENDED LEAD TIME FOR ORDERS:

Indicate the lead time you require from Buyers in days or weeks to produce an order and have it ready for shipment to them:
_____ Days or _____ Weeks

PHOTOGRAPHY:

You must provide a high quality digital current product photo (minimum 300 ppi resolution in .jpg form with a file size of at least 1MB. Email digital image to design@craftcouncil.nl.ca by Jan 20th -2018

ALL FUTURE WHOLESALE SHOW COMMUNICATIONS WILL BE BY E-MAIL

If you do not have access to e-mail, please ask us to put you on a list to receive communications by regular post.

QUESTIONS?

Call (709) 753-2749 or e-mail info@craftcouncil.nl.ca for assistance.

PRIVACY

The Craft Council of Newfoundland and Labrador respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting your privacy. By completing this form, you consent to the use of the information collected to administer and promote the Wholesale Show.

EXHIBITOR CONTRACT

2018 PROVINCIAL CRAFT WHOLESALE SHOW

FEB 23RD - FEB 25TH, 2018

SHERATON HOTEL AND CONVENTION CENTER

Please read the following very carefully.

Your signature on this form indicates that you have read and agree to the terms of this agreement.

1. Definitions: (a) "Exhibitor" means the holder of a booth at the Provincial Craft Wholesale Show and includes the holder's employees, servants and agents; (b) "Craft Council" means the Craft Council of Newfoundland and Labrador, Inc.; (c) "Wholesale Show" means the Provincial Craft Wholesale Show; (d) "Wholesale Show Premises" means the Sheraton Hotel, St. John's NL.
2. All products designated as gifts to be exhibited must be approved at the Department of Tourism, Culture, Industry and Innovation's Product Review prior to the Wholesale Show. All products designated as craft to be exhibited must be approved by the Craft Council Product Review prior to the Wholesale Show. Returning Exhibitors - Products previously exhibited at this show do not have to be resubmitted. However if you have a totally new line, or work in a new medium it will require Product Review before it can be exhibited in the show. Booth spaces will be confirmed only when the results of Product Review are known. All goods must conform to any and all applicable federal, provincial or municipal legislation, regulations and bylaws. This is the Exhibitor's responsibility.
3. The show organizer reserves the right to assign booth spaces/locations to each exhibitor. If an exhibitor has special needs (such as scent allergies or accessibility needs) please advise show organizer at the time of application and we will do our best to accommodate.
4. Exhibitors must open on time and remain open and staffed for the duration of the Wholesale show. Products must remain on display. No packing up of products or dismantling of display to take place prior to show closing announcement. Exhibitors who ignore this policy may not be accepted to participate in future shows.
5. For Health and Safety reasons, Exhibitors must strictly adhere to their Booth boundaries. Any product or display units outside the booth boundaries will not be allowed. A fine of \$150.00 will be levied to those who extend beyond their boundaries.
6. Booths: Each booth is 6' deep and 8' wide. Some booth widths may vary slightly depending on the requirements of the venue (i.e. location of doors, fire exits etc.). All pipe and drape for the back and side walls of the booth is 8' high. Booths are supplied with pipe and drape, one 6' skirted table and one electrical drop. The room has general lighting. If you have a hard wall booth structure, please provide the show organizer with details and measurements at the time you apply for booth space so we can ensure your structure can fit in the space provided.
7. Exhibitors are responsible for providing their own booth lighting, extension cords and all additional display structures, backdrops, props and supplies required to do business in their booth.
8. CANCELLATIONS: Exhibitors Abandoned booths (no show, sold out) are in breach of contract and can be resold/reused by the Craft Council at no liability to the Exhibitor.
9. The consumption of alcoholic beverages is prohibited on the Wholesale Show floor.
10. All applicable taxes must be added to selling prices and remitted to Canada Revenue Agency as appropriate.
11. The Exhibitor shall not engage in conduct which results in damage to the Sheraton Hotel premises or other Exhibitor's property and shall not interfere with the operations of Wholesale Show or any other Exhibitor's booth.
12. All booth fees must be paid on or before January 15, 2018, or the booth reservation will be released and resold.
13. All booth cancellation requests must be submitted in writing prior to January 31st. After January 31st booth cancellations are offered under extraordinary circumstances pending board approval.
14. The Exhibitor will reimburse the Craft Council for any damages incurred at the Sheraton Hotel Premises by the Exhibitor or by any employees or agents thereof.
15. The Exhibitor agrees to indemnify and save harmless the Craft Council, the Sheraton Hotel from any and all liabilities, damages, costs, claims, suits, or actions arising out of the Exhibitor's participation in the Wholesale Show including without limitation (a) any breach, violation, or non-performance of any term or condition of this Agreement, set forth and contained on the part of the Exhibitor, to be fulfilled, kept, observed and performed; (b) any damage to property while said property

is in or about the Sheraton Hotel/Wholesale Show Premises; (c) any injury to any licensee, invitee, agent or employee of the Exhibitor, including death resulting at any time therefrom, occurring in or about the Sheraton Hotel/Wholesale Show Premises or (d) any interference with the operations of the Wholesale Show or any other Exhibitor and this indemnity shall survive the closing of the Wholesale Show. It is recommended that the Exhibitor carry suitable insurance and all expenses of insurance shall be borne by the Exhibitor.

16. The Craft Council, the Sheraton Hotel shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrections, riot, civil commotion, strike or by any cause whatever beyond the control of the Craft Council, the Sheraton Hotel whether similar to or dissimilar from the causes enumerated herein. In any event, liability to the Exhibitor for failure to carry out the terms of this agreement shall be limited to the return of the rental fee in whole or in part at the discretion of the Craft Council.
17. The Craft Council shall be responsible for the general security of the Wholesale Show premises for the duration of the Wholesale Show, but shall not be responsible for individual booths whether the Exhibitor's booth is staffed and open to the public or not, and shall not in any event be responsible for care and control of the Exhibitor's equipment and property or the equipment and property of third parties used by the Exhibitor, all of which shall be the sole responsibility of the Exhibitor throughout the Wholesale Show.
18. In the event that the Exhibitor breaches this Agreement: (a) the Craft Council shall have the right to unilaterally terminate the Agreement forthwith without notice and resell/reuse the booth; (b) such breach may result in a one-year suspension at the absolute discretion of the Craft Council; (c) the Exhibitor shall not be entitled to the return of any monies paid on account of the rental of the booth, which monies shall be retained as liquidated damages and not as penalty, nor shall they have any recourse, claim or right of action against the Craft Council for any damages or losses, either foreseen or unforeseen arising at any time from such breach.

IMPORTANT NOTES

PLEASE READ FULLY

SHOW LOCATION: Sheraton Hotel, St. John's

MOVE IN/SET UP DATE AND TIMES: February 23rd from 5:00pm - 9:00pm; February 24th from 8:30am - 10:00am

SHOW HOURS: Feb 24: 12 - 6pm; Feb 25: 12 - 6pm

MOVE OUT: Feb 25: 6 - 8pm

- **SAFETY: VERY IMPORTANT!!:** Exhibitors are NOT PERMITTED to remove any sections of pipe and drape from their booth area as this compromises the structural integrity of the pipe and drape system and can result in safety hazards to exhibitors and buyers. The burning of candles, painting of any sort and use/storage of flammable cleaning materials is strictly prohibited in the exhibit area. For safety reasons please ensure that there are no loose cords running along the floor of your booth space (cover them with duct tape to keep them secure).
- **SALES:** As this is a wholesale show, no retail sales are permitted. Exhibitors will have product samples on display in their booths and take orders for product to be shipped to buyers at an agreed date after the show. Exhibitors may also conduct CASH & CARRY wholesale transactions with buyers, but must have adequate additional inventory on hand to fill these orders without removing products from their display. If a buyer wants a particular piece that is in the display, the exhibitor must have another piece to replace it with or inform the buyer the product cannot be removed from the display until after the show closes on February 25th.
- **SHOW SALES REPORTS:** As a condition of exhibiting, the exhibitor agrees to complete a Show Sales Report/Survey at the end of the show, and also agrees to complete a Post-Show Sales Report for orders received within 3 months of the show that are a result of participation in the show.

- **ADMISSION TO SHOW:** This show is not open to the public. Family and friends are not permitted to 'visit' exhibitors at the show during show hours unless they are actually working in the booth. Children under the age of 16 are not permitted in the exhibit area unaccompanied.
- **BOOTH ETHICS:** Exhibitors wishing to enter another Exhibitor's booth may do so ONLY if invited. Exhibitors will staff their own booths at all times during show hours and arrange for someone mind their booth if they have to leave their booth. As this is a Business-to-Business show all exhibitors are expected to present a professional image in the exhibit area.
- **GUESTS:** Only prior approved Guests are permitted to enter the show floor per the Guest Policy.
- **PHOTOGRAPHY:** Cameras/camera phones are not permitted to be used in the exhibit area during show hours unless authorized by the show organizer. Exhibitors may only take pictures of their own booth prior to the opening of the show. Buyers and Guests are not permitted to take pictures on the show floor.
- **MUSIC IN BOOTHS:** Exhibitors may have music playing in their booth only if it is a part of the product they sell. However, due to the close proximity of other booths please keep the volume low. If music interferes with other exhibitors, you will be requested to turn it down/off.
- **SHOW ENTRANCE BADGES:** Exhibitors and their representatives must always wear their official show badges while in the exhibit area. If you lose your badge, please go to the Registration Desk to obtain a replacement.

The Exhibitor, by signing this application, acknowledges that they have read, understand and agree to abide by these terms and conditions.

Name of Exhibitor (print): _____

Signature of Exhibitor: _____

Date: _____

PRIVACY AND CONFIDENTIALITY NOTICE

We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports.

Information you provide us in confidence, both personal and business-related, will be kept confidential unless:

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act to release it