



# 2010 EXHIBITOR SPACE APPLICATION & CONTRACT

Canadian Wood Council / Conseil canadien du bois

# CANADA

Vancouver, BC  
Vancouver Convention & Exhibition Centre  
Thursday, April 22, 2010

Calgary, AB  
Coast Plaza Hotel & Conference Centre  
Wednesday, October 6, 2010

Toronto, ON  
Toronto Congress Centre  
Tuesday, November 2, 2010

## 1. COMPANY INFORMATION

Company Name: \_\_\_\_\_  
Main Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Description of Product(s) to be exhibited: \_\_\_\_\_  
List specific companies (not product lines) that you do not wish to be next to, limit 3 companies:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
If exhibiting at multiple Fairs, please check off which Fairs **this** address should be used for exhibitor kit shipment:  
 Vancouver, BC  Calgary, AB  Toronto, ON

**FAX**  
Completed Contracts to:  
**613-747-6264**

**MAIL**  
Make cheques payable to:  
**Wood Solutions Fair**  
c/o 99 Bank Street, Suite 400  
Ottawa, ON K1P 6B9

### For more information contact:

Ioana Lazea  
Tel: 613-747-5544 ext.227

**Please Note:**  
This event is dedicated to the promotion of wood products & products used to facilitate the use of wood products, such as fasteners or coatings. Competing products which may displace wood, such as steel shear wall panels or cement fibreboard, as examples, will not be permitted at the Fairs. Your cooperation on this subject is appreciated.

## 2. EXHIBIT CONTACT

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address to where exhibitor kit should be sent - if different than above - no PO Box please)  
City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
If exhibiting at multiple Fairs, please check off which Fairs **this** address should be used for exhibitor kit shipment:  
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## 3. EXHIBIT SPACE - BOOTH COST

**Cost:** Each 10' x 10' booth space is \$1,250 CAD; Each 10' x 20' booth space is \$2,450 CAD  
**2-Fair Special(10'x10')**: Pre-register & Exhibit at two Canadian Fairs for only \$ 2,300 CAD  
**3-Fair Special(10'x10')**: Pre-register & Exhibit at all three Canadian Fairs for only \$3,150 CAD

Event:	Vancouver	Calgary	Toronto
1. 10' x 10' booth*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 10' x 20' booth*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: We encourage you to use our WSF logo and website link to promote this event on your website. Please contact us to coordinate.

### Your Choice:

**Option A:**  3-Fair Special: \$3,150 (paid in full by April 1, 2010) Sub Total: \$ 3150 + \$157.50 GST = **OPTION A: TOTAL \$3307.50 CAD**  
**Option B:**  2-Fair Special: \$2,300 (paid in full by April 1, 2010) Sub Total: \$ 2300 + \$115 GST = **OPTION B: TOTAL \$2415 CAD**  
**Option C:**  Total # of Fairs to exhibit \_\_\_ x \$1,250 = \$ \_\_\_\_\_ CAD = SUB TOTAL \$ \_\_\_\_\_ CAD  
SUB TOTAL = \$ \_\_\_\_\_ CAD + \_\_\_\_\_ = **OPTION C TOTAL \$ \_\_\_\_\_ CAD**  
5% GST (R106868797)

Booth space **must be paid in full** 30 days prior to exhibiting Fair date.  
\*Included in exhibit space fee: 1 draped table, 2 chairs, carpet, 1 wastebasket, booth ID sign & lunch/refreshments for two company representatives.

## 4. METHOD OF PAYMENT

Cheque enclosed  Visa  American Express  MasterCard  
Credit Card Number \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Print name as it appears on card: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signature<sup>2</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>2</sup>We understand this application becomes binding contract when accepted by Wood Solutions Fair. We agree to abide by the General Information, Terms and Conditions published on the reverse side and those included in the Exhibitor Information Kit.

### FOR FAIR MANAGEMENT USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Cheque #: \_\_\_\_\_ Booth(s) Assigned: \_\_\_\_\_

## WOOD SOLUTIONS FAIR TERMS AND CONDITIONS

Wood Solutions Fair hereinafter referred to as "WSF"

**1. SPACE RENTAL CHARGE.** The exhibit space rental charge is \$1,375 for one 10'x10' space and \$2,700 for one 10'x20' exhibit space paid in the currency of the country of Fair's designation. CWC member discount is only applicable for Fairs held in Canada.

**2. PAYMENT.** Full payment is due thirty (30) days prior to exhibiting Fair set-up date.

Applications will not be processed or assigned without the required payment.

**3. CANCELLATION OF CONTRACT.** Exhibitors may cancel their exhibit space and receive a refund for the amount over and above the nonrefundable deposit of \$100 administrative fee, providing WSF receives a written notice of such cancellation at a minimum of six weeks prior to Fair date. Cancellation by the exhibitor received in writing, less than six weeks prior to the event will result in a refund minus 50% of the exhibiting fee. Cancellation by the exhibitor the day before the event will result in NO REFUND of the exhibiting fee. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. WSF reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit, all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by Fair date or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions.

**4. ELIGIBLE EXHIBITS.** WSF reserves the right to determine eligibility of any company or product to participate in the Fair. WSF can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of WSF, compatible with the educational character and objectives of the Fair.

**5. ALLOCATION OF SPACE AND ASSIGNMENT.** Whenever possible, WSF intends to make space assignments in keeping with the exhibitor's location preferences. WSF however, reserves the right to make the final determination of all space assignments in the best interest of the Show. Final booth location is assigned by Fair Management.

**6. SUBLETTING OF EXHIBIT SPACE.** Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from WSF. Exhibitors must show goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

**7. LIABILITY.** Neither WSF or Canadian Wood Council, its sponsors, members, nor the representatives and employees thereof, Fair Management, its official service contractors, nor its representatives and employees will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the exhibitor shall be the exhibitor's responsibility.

**8. EXHIBITOR INSURANCE.** The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, and the following minimums are required: \$100,000 workmen's compensation and employer's liability; and general liability of \$500,000 bodily injury and \$100,000 property damage, or \$500,00 combined single limits of both bodily injury and property damage. Such insurance shall name WSF as an additional insured.

Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state/provincial laws, covering all of the exhibitor's employees engaged in the performance of any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall.

**9. DISABILITY PROVISIONS.** The exhibitor shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any US regulations implemented by that Act, and similarly adhering to Canadian law in this capacity.

**10. DAMAGE PROPERTY.** The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may

not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

**11. LABOR.** Exhibitors are required to observe all contracts in effect between service contractors, convention space, and labor organizations.

**12. INSTALLATION.** Exhibit installation in exhibit space depends on the location of your exhibit space. Target move-in dates are published in the Exhibitor Information Kit (EIK). Please see your EIK for your specific exhibiting Fair for move-in dates and times. After the cut-off time, any unattended booths will be set up at the discretion of WSF, and all expenses will be charged to the exhibitor. In the best interest of the Fair, WSF reserves the right, at their discretion, to reassign any un-set exhibit space.

**13. DELIVERIES AND REMOVAL DURING FAIR.** Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during Fair hours without written permission from WSF Fair Management. All arrangements for deliveries and supplies, during non-Fair hours, of supplies, such as flexible materials, cartons and products to be packaged must be made with WSF Fair Management.

**14. ADMITTANCE DURING NON-FAIR HOURS.** Booth personnel will not be permitted to enter the exhibit floor earlier than 6:30am on Fair day and will not be permitted to remain on the exhibit floor after the official closing of the Fair. Please see your EIK for complete details, as each Fair closing time will differ. Exhibitors that require additional time should check with WSF Fair Management on the previous day. No exhibitor will be permitted to set-up after the official set-up times outlined in your EIK.

**15. EXHIBITOR APPOINTED CONTRACTORS (EAC).** Exhibitors who desire to use an EAC to set up and/or dismantle their exhibit booth(s) must provide WSF with the following information thirty (30) days prior to Fair: a. name address, and telephone number of the EAC; b. name of the supervisor to be in attendance; c. assurance that a certificate of insurance is valid through the show date with minimums of \$100,000 workmen's compensation and employer's liability. General liability coverage must provide for \$500,000 bodily injury and \$100,000 property damage or \$500,000 combined single limits of both; and d. a statement that the EAC shall comply with these printed Rules for Exhibitors, shall observe local labor jurisdiction and shall assure that the EAC will be responsive to the Official Service Contractor's requirement for move-in and move-out scheduling of both the hall and dock. When requested, an EAC work space area will be provided by WSF at a nominal fee for use during setup and teardown; otherwise all tools and equipment required to accomplish the work must be stored within the exhibitor booth space. Each EAC supervisor shall be required to report to the WSF Registration Desk, to verify work authorizations and to receive workmen badges for the crew. Upon verification, official service badges allowing access to the exhibit area during service hours only will be issued. No solicitation by and EAC will be allowed in the exhibit hall. Failure to comply with these Rules for Exhibitors will result in immediate expulsion from the hall.

**16. CONFLICTING EVENTS DURING FAIR HOURS.** The exhibitor agrees not to extend invitations, call meetings, hold hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and Fair activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by WSF. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms. Exhibitors must receive written approval from WSF to conduct drawings and raffles. WSF permits contribution of souvenirs and samples, provided it is dignified and does not interfere with other exhibitors.

**17. DISMANTLING.** Exhibitor's displays must not be dismantled or packed in preparation for removal prior to the official closing time of 3:45 pm, on exhibiting Fair day. Every exhibit must be fully staffed and operational during the entire Fair. The dismantling of displays will begin at 3:45 pm, on exhibiting Fair day. At this time, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of WSF, and all charges will be applied to the exhibitor. All exhibits must be removed prior to 7pm on exhibiting Fair day.

**18. BADGES.** Official show badges shall be visibly displayed by all exhibitor representatives at all times in the exhibit area. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in badge holders. Exhibitors will be granted an allotment of two (2) full conference badges per 100 square feet of exhibit space purchased. Any changes or additional badges are \$20.00 each. Children 16 years of age and younger are not permitted in the exhibit hall during setup/teardown.

**19. CHARACTER OF EXHIBITS.** The general rule of the exhibit floor is "be a good neighbor." Exhibits, which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle will not be permitted. Booth personnel, including demonstrators, hostesses and models, are required to confine

their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with WSF, no part of the convention space and its grounds may be used by any organization other than WSF for display purposes of any kind or nature. Within exhibit space property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only.

**A. Attire.** Representatives should be conservatively attired to maintain the professional and business-like climate of the Fair.

**B. Sound.** Videos or movies relating to exhibitor's equipment will be permitted, provided projection equipment and screen are located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

**C. Lighting.** In the best interest of the Fair, WSF reserves the right to restrict the use of glaring lights or objectionable light effects.

The use of flashing electric signs or lights is not permitted.

**D. Booth Exteriors.** The exterior of any display cabinet or structure facing a side aisle or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense.

**E. Noise and Odors.** In fairness to all exhibitors, noisy or obstructive activity, noisily operating displays, and exhibits producing objectionable odors will not be allowed.

**F. Booth Identification.** All booth identification must be part of the physical structure of the booth itself. In-line booths may not have booth identification graphics or theme notices on the exposed area on the rear or outside areas of the booth. Balloons of any type, banners, or other identification, which are suspended or otherwise separated, from the booth itself will not be permitted.

**20. MUSIC LICENSING.** The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between WSF and ASCAP or BMI for meetings, conventions, trade shows and expositions. The exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present WSF Show Management with a copy of such license or grant no less than thirty (30) days prior to the start of the Show.

**21. DISPLAY HEIGHTS.** Display material (including show cases, display or storage cabinets, electrical fixtures, wire, conduits, etc.) and equipment must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Information Kit.

**22. ORDINANCES AND REGULATIONS.** Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the Show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No storage of any kind is allowed behind the back drapes or in the exhibit space. The official service contractor will store all cartons, crates, containers, and packaging materials. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the Show is open. No obstruction such as chairs, tables, displays or other materials will be allowed to protrude into the aisles.

**23. PHOTOGRAPHY AND SKETCHING.** Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of the exhibitor concerned in each case. Sketching or drawing machinery or product on display is prohibited. A photography order form will usually be included in the Exhibitor Information Kit, if not please request one from the official service contractor in advance.

**24. FOOD SERVICE.** Exhibitors shall not dispense beverages or food in the exhibit area without written permission of WSF.

**25. PR/NEWS RELEASES.** Releases must be limited to coverage of individual exhibit activities. Exhibitors are encouraged to provide product literature for use by authorized press reporters.

**26. SOLICITATION/DISTRIBUTION OF MATERIAL.** Solicitation and distribution of materials is only permitted from within your contracted booth space. Each exhibitor shall report the name(s) of the solicitor(s) to WSF for corrective action.

**27. FAILURE TO HOLD FAIR.** Should any contingency prevent holding of the Fair, WSF may retain such part of the Exhibitor's rental fees as shall be required to compensate it for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees shall be refunded. However, exhibitors will not be reimbursed if the Fair is cancelled, postponed, curtailed or abandoned due to an act of God, war, insurrection, terrorist act or epidemic, or radioactive contamination.

**28. AMENDMENT OF RULES.** WSF reserves the right to make changes, amendments and additions to these rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by WSF.