

# Contract for Exhibit Space

This agreement covers the rental of exhibit space at Home Educators of New Brunswick Annual Conference to be held at Sussex Wesleyan Church/Christian School, 280 St. George Street, Sussex, NB

**May 26 and 27, 2017**

## Exhibit Space Rental

First 6 foot space/table - \$35  
Each additional space/table - \$20

## Exhibit Hall Hours

Set-up, 3pm - 5:45pm on Friday  
6:00 PM - 8:00 PM, Friday, May 26, 2017  
8:00 AM - 4:00 PM, Saturday, May 27, 2017

We hereby agree to lease space, to be used for display and sales purposes at Home Educators of New Brunswick, Sussex Christian School on May 26th and May 27th, 2017

We have read all rules and regulations of the show, as set forth on following pages as part of this contract: They are acceptable to us and we agree to comply with the said rules.

It is further understood that the space will be allocated by HENB according to the official floor plan (on a priority basis determined by availability of space) at the time of receiving contract. HENB may refuse any vendor application for any reason.

For consideration, HENB agrees to provide the designated space to be used by the vendor signing this contract, for the purpose and during the time aforesaid. HENB further agrees to the terms and conditions set forth in this contract. A signed copy will be returned to all accepted vendors.

ALL SPACES MUST BE MANNED Saturday during the hours the exhibit hall is open (listed above). HENB assumes no responsibility for contents of space on premises. (Volunteers are available to help at breaks.)

The vendor hall closes at 4pm on Saturday, May 26th, 2017. At that time vendors may remove items until 6:00 PM. No dismantling of exhibits or removing of product will be allowed prior to 4pm.

Home Educators of New Brunswick  
Vendor Coordinator: Dawn Cumberland  
507 Route 616, Keswick Ridge NB E6L 1S4  
Phone: (506)363-3060 e-mail: dawncumberland2@gmail.com

|                             |      |
|-----------------------------|------|
| Company Name                |      |
| Authorized Vendor Signature | Date |

# **RULES AND REGULATIONS**

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## **1) PLACE**

Each vendor will be furnished with one 6 foot table. Vendors may request additional tables. The rental agreement covers a 6 foot long space (tables are supplied). Should a Vendor furnish their own book- or display cases, those will be counted towards the rented "space". Displays in passage ways may be allowed, space permitting and after consulting with Vendor Coordinator. Payment for displays in passage ways will be required.

## **2) ASSIGNMENT OF SPACE**

Assignment will be made by the Vendor Coordinator (on a priority basis determined by prior space commitment and availability of space at the time contract and payment are received, and the number of tables needed). HENB reserves the right to alter location, if deemed advisable, in the best interest of the show. Payment in full must accompany the return of the signed contract.

All vendors must include a catalogue or detailed description of their products or services with their application form. All exhibits need to be acceptable to Christian home schooling parents.

The Vendor Coordinator reserves the right to refuse any exhibit and all decisions made by the committee are final. Only one representative per company will be allowed in the hall. As a general rule, the first vendor to send in a paid application will be accepted. Individual book or product duplications are permitted (i.e., two bookstores carrying some of the same titles). The decision as to what would constitute an unacceptable duplication will be made by the Vendor Committee.

Exhibitors may not share their space with any other company or organization, or display materials for another company or organization without the written consent of the vendor coordinator. If requesting permission to share space, please include adequate information about the second exhibitor.

## **3) RULES OF DECORUM**

Vendors agree that no criticism will be made of other vendors, attendees, the conference, or Home Educators of New Brunswick EXCEPT to the Vendor Coordinator, the Conference Coordinator, or the HENB Board.

All special needs and requests must be directed to the Vendor Coordinator.

Children of vendors must be accompanied by an adult at all times. Children left wandering unsupervised throughout the facility will be returned to their parents with a verbal warning. After three verbal warnings from the Vendor Coordinator the vendor will be asked to leave the conference.

## **4) REFUNDS**

Vendor cancellations of signed, paid contracts, on or before April 1, will receive a 75% refund of monies paid. After April 1, but before May 1, a 50% refund of monies will be issued only if the vacated space is resold. After May 1, no refunds will be issued for any reason.

## **5) CARE OF EXHIBIT**

Aisles will be swept, but each vendor must keep his/her space cleaned and exhibits manned and in good order. All exhibits must be ready for display by 6:00pm on Friday.

## **6) DAMAGES**

Vendors are liable for any damage caused to the building floor, walls, tables, or other vendors' property. No vendor may attach anything to any part of the exhibit hall outside of their floor space. Helium filled balloons may be attached to the vendors own booth and removed from the facility at the close of the conference. **NO HELIUM FILLED BALLOONS ARE PERMITTED TO BE GIVEN TO ATTENDEES.**

## **7) UNOCCUPIED SPACE**

If the vendor fails to occupy space contracted for by Friday 6:00pm or fails to comply in any other respect with the terms of this agreement, HENB shall have the right to use such space in any manner without releasing vendor from paying the sum agreed upon in the contract.

## **8) LIMITATIONS**

Distribution of printed matter, souvenirs, or other articles must be restricted to the space of the exhibit. Any part of the exhibit that is over 8 ft. high must have prior written approval for installation by HENB. No individual public address system or highly flammable material will be permitted. Music or audio-visual sound must not be audible more than 8 ft.

## **RULES AND REGULATIONS**

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### **9) FURNITURE**

Each space comes equipped with a 6 ft. table and two chairs. A Vendor may supply their own book or display cases. Those will be considered "rented space" (i.e.: 2 three ft. book cases count as one 6 ft. space).

### **10) SIGNS**

All vendors are required to have a professional, visible sign indicating the name of their company.

### **11) EXHIBIT HOURS**

Vendors are required to keep their tables opened from 6:00pm to 8:00pm (Friday) and 8:00am to 4:00pm on Saturday. All booths must be manned during vendor hall times.

### **12) ELECTRICAL CURRENT & LIGHTING**

Please note on registration if electrical service is required for your space. HENB will endeavor to accommodate each vendor; however, due to limited electrical availability, some requests cannot be met.

### **13) INSTALLATION / DISMANTLING**

Vendors must install their exhibits between 3pm to 5:45 PM on Friday. Spaces must be completely ready by 6:00pm Friday.

The vendor hall closes at 4:00 PM on Saturday. At that time vendors may remove items until 6:00 PM. No dismantling of exhibits or removing product will be allowed prior to 4:00 PM. Vendors who begin to dismantle their space prior to 4:00 PM on Saturday forfeit their preferred status when applying for exhibit space the following year.

### **14) COMPLIANCE**

The vendor agrees that his/her exhibit shall be admitted and shall remain in strict compliance with the rules herein laid down. HENB reserves the right to reject, eject, or prohibit any exhibit in whole or part, or any vendor or representatives, with or without cause. If cause is not given, liability shall not exceed the return to the vendor of the amount of rental unearned at the time of ejection. If an exhibit or vendor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.

### **15) LIABILITY**

HENB cannot guarantee vendors against loss or damage of any kind. Space is leased with the understanding that the vendors will hold HENB harmless from any or all liabilities from any cause. HENB shall not be responsible for any loss, damage, or injury that may occur to the vendors, their employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the vendor contract. The vendor, on signing the contract, expressly releases HENB from and agrees to indemnify same against any and all claims for such loss, damage or injury.

### **16) EVENTUALITIES**

In the eventuality that Sussex Christian School shall be partly or totally destroyed by fire, or the elements, or any other cause, or in case any other circumstances shall make it impossible to permit the contracted space to be occupied by the vendor, then this lease shall be terminated and the vendor shall waive any claim for damages or compensations except the pro rate return of the amount paid for space rented.

### **17) DISPUTES**

All parties agree that any dispute arising from this conference will be settled by conciliation in conjunction with *Peacemaker Ministries*.

### **18) DONATED MATERIALS**

If a vendor wishes to donate a door prize, these items must be given to the Vendor Coordinator before the second Keynote address. Please ensure that your company information is attached to the prize. These door prizes will be awarded after the second keynote address. Please note that gift certificates, while appreciated, are not practical as they might be awarded after the vendor hall closes.