

# REQUEST FOR EXHIBIT SPACE

OCTOBER 19-20, 2010

TORONTO CONGRESS CENTRE, 650 DIXON ROAD, TORONTO, ON CANADA

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

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV./STATE:** \_\_\_\_\_ **POSTAL/ZIP:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**FOR THE EXPO SHOWGUIDE:** Please list our company name under the letter " \_\_\_\_\_ "

**BOOTH NUMBER PREFERENCE:** 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**BOOTH DIMENSIONS:** \_\_\_\_\_ feet x \_\_\_\_\_ feet = \_\_\_\_\_ sq.ft.\*  
 (Please note that peninsula booths (open on three sides) must be 20' x 20' or greater).

**PRODUCT CATEGORIES:**  
 We will have the following products/services on display:

- Apparel
- Annual Bedding Plants
- Artificial Floral
- Association
- Bulbs
- Chemicals
- Christmas Supplies
- Computer Hardware/Software
- Containers/Vases
- Dried Floral
- Education
- Equipment
- Florist Supplies
- Fresh Floral/Foliage
- Furniture & Accessories
- Garden Centre Supplies
- Gift Bags/Wrap
- Giftware
- Greenhouse Supplies
- Hardware/Tools
- Interlock/Precast
- Lighting
- Nursery Stock
- Nursery Supplies
- Organic
- Ornamental concrete
- Pottery
- Publications, Books, Web sites
- Seeds
- Services
- Water Gardens & Supplies
- Other (please specify): \_\_\_\_\_

**BOOTH PAYMENT CALCULATIONS:**

Booth Cost: \_\_\_\_\_ sq.ft.\* x \$13.75 per square foot = \$ \_\_\_\_\_

**LESS:**  
 Landscape Ontario member discount of \$1.25 per square foot: \_\_\_\_\_ \$ \_\_\_\_\_

**SPECIAL LIGHTING AREA:**  
 10' x 10' Booths add \$180  
 (Includes: 1-500 watt overhead light and 1-800 watt duplex outlet) + \$ \_\_\_\_\_

10' x 20' Booths add \$270  
 (Includes: 2-500 watt overhead light and 1-800 watt duplex outlet) + \$ \_\_\_\_\_

**LARGER BOOTHS AVAILABLE IN THIS AREA - PRICING UPON REQUEST**

**SUB-TOTAL** = \$ \_\_\_\_\_

5% GST (reg. #R119005049) \$ \_\_\_\_\_

**TOTAL BOOTH COST** (in Canadian dollars) \$ \_\_\_\_\_

**PAYMENT TERMS: 20% deposit must accompany this form.**  
 The balance is **due** and **payable in full** by **July 23, 2010**.

THE ABOVE PAYMENT IS BASED UPON ACCEPTANCE OF LANDSCAPE ONTARIO. THIS APPLICATION BECOMES A CONTRACT AND IS NOT SUBJECT TO CANCELLATION EXCEPT BY THE CONSENT OF BOTH PARTIES. ON BEHALF OF THE ABOVE COMPANY, I AGREE TO ABIDE BY THE RULES AND REGULATIONS SET OUT IN THIS CONTRACT AND CONDUCT ALL BUSINESS AT THE SHOW IN ACCORDANCE TO THE OCCUPATIONAL HEALTH & SAFETY ACT AS OUTLINED BY THE MINISTRY OF LABOUR. AS AN EXHIBITOR, OUR COMPANY WILL HAVE PROPER INSURANCE FOR THE EVENT INCLUDING A \$2,000,000 COMPREHENSIVE GENERAL LIABILITY LISTING LANDSCAPE ONTARIO AND THE TORONTO CONGRESS CENTRE AND RELATED COMPANIES AS ADDITIONAL NAMED INSURED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If you wish to pay by Visa or Mastercard, please provide the following information:  
 Deposit Only  Deposit and balance when due

VISA/MC#: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

◆◆ PLEASE TAKE A PHOTOCOPY OF THIS CONTRACT FOR YOUR RECORDS ◆◆

**OFFICE USE ONLY**

Assigned Booth#: \_\_\_\_\_ Date Manual Sent: \_\_\_\_\_

Deposit Received: \_\_\_\_\_  US  CDN Cheque #: \_\_\_\_\_ Date: \_\_\_\_\_

Balance Received: \_\_\_\_\_  US  CDN Cheque #: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**SEND PAYMENT TO:** Landscape Ontario - 7856 Fifth Line South, RR 4, Milton, ON, Canada, L9T 2X8  
 Tel: 1-800-265-5656 or 905-875-1805 ext. 2366 • Fax: 905-875-3942 • showinfo@loexpo.ca • www.loexpo.ca

# EXHIBIT RULES AND REGULATIONS

- 1. Show Management:** The words "Show Management" as used herein refers to the Landscape Ontario Horticultural Trades Association and its employees and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Show Management.
- 2. Space Rental:** The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with backdrop and siderail drapery. **NO CARPET OR ELECTRICITY IS SUPPLIED, HOWEVER ALL BOOTHS MUST HAVE SOME FORM OF FLOOR COVERING.**
- 3. Cancellation of Display Space:** Display space may be cancelled up to 90 days prior to the opening dates of the exposition without penalty; except for \$150.00 per 10' x 10' booth administration charge; however, a cancellation charge equal to one-third the cost of the space will be made by Show Management for space cancelled from 90 days to 60 days prior to the opening date of the exposition; one-half the cost of the space if cancelled from 60 days to 30 days of the opening date; and the full cost of the space if cancelled within 30 days of the opening date of the exposition.
- 4. Use of Space & Restrictions:** The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in the Exhibitor's Manual, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common area of the facility.
- 5. Installation, Exhibit Hours and Dismantling:** Dates and hours for installation, exhibiting and dismantling will be as specified by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be staffed at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing. **Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed by midnight, Wednesday, October 20, 2010, and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit, any excess garbage, materials, packaging, sand, stone, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.**
- 6. Materials Handling:** Dollies will be provided free of charge during official move-in and move-out hours. Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material. **MANNED FORKLIFTS MAYBE RENTED.**
- 7. Fire Regulations:** All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to C.S.A. or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
- 8. Electrical Safety Code Requirements:** All exhibitors must comply with the Ontario Electrical Safety Code Requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
- 9. Damage to Property:** Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the Facility Management. Show Management, and/or the Official Services Contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of exhibit space.
- 10. Care of Buildings:** Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.
- 11. Security:** Show Management will employ reputable guards on a 24 hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damaged, howsoever caused, of goods, exhibits, or other materials owned, rented or leased by the exhibitor.
- 12. Exhibitor Badges:** Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show. Exhibitor badges are to be worn by only those company representatives who will staff the booth.
- 13. Food and/or Alcoholic Beverages:** The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and the facility is prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.
- 14. Liability and Insurance:** Neither the Landscape Ontario Horticultural Trades Association, or the Toronto Congress Centre, and related companies, nor any of its officers, directors, employees or agents, nor the owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing Association, individuals and firms from, and agrees to indemnify same against, any or all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.
- 15. Exclusive Rights:** Participating exhibitors have the exclusive right to promote or sell goods or services in the show. **All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.**
- 16. Entry to Show:** Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the Show.
- 17. Booth Assignment:** Landscape Ontario reserves the right to assign any and all booth space as it best determines.

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