

## EXHIBITOR APPLICATION FORM - 2020 OTTAWA-GATINEAU GOLFEXPO

Company Name		NGCOA Canada Member?	
		<b>Yes</b>	<b>No</b>
Address (#, Street name, City)		Province / State	Country
			Postal Code
Contact Name	Title	Office Phone	Cell Phone
Email Address	Website		

Please provide Exhibitor Rep for Ottawa-Gatineau GOLFEXPO if different from person above. ALL information regarding the Ottawa-Gatineau GOLFEXPO will be sent to this person, including booth assignment correspondence, Exhibitor Kit and other exhibitor communications.

### Exhibit Space Only Rates

### Turnkey Booth Rates

#### NGCOA Canada Member Rates

#### Regular Rates

10' X 10' - \$1,600.00	10' X 10' - \$1,900.00
10' X 20' - \$2,600.00	10' X 20' - \$3,000.00
10' X 30' - \$3,300.00	10' X 30' - \$3,800.00
10' X 40' - \$4,000.00	10' X 40' - \$5,000.00
20' X 20' - \$5,000.00	20' X 20' - \$6,000.00

#### NGCOA Canada Member Rates

#### Regular Rates

Turnkey 10' X 10' - \$2,400.00	Turnkey 10' X 10' - \$2,700.00
Turnkey 10' X 20' - \$3,500.00	Turnkey 10' X 20' - \$3,900.00

**Larger than 10' X 20' Please contact the show manager**

**Inclusions:** 8 ft. pipe & drape in back 3 ft. ½ pipe & drape on side.

**Does not include carpet or furnishings**

**Turnkey Includes:** 8 ft. solid wall in back, 3 ft. solid wall on the side, one (1) counter, two (2) stools, one (1) garbage can, one (1) carpet, one (1) lighting fixture, one (1) 1500 watt electrical outlet and front identification lettering.

## Discount Section

#### MULTI-SHOW Discount:

2 shows - 5% | 3 shows - 10% | 4 shows - 15% | 5 shows - 20%

#### Expo Auction Discount:

Provide a Foursome of Golf & Carts, and receive an additional \$100 savings on exhibit space.

## Show Guide Advertising Section

#### \*\*Contra Classified Ad (Fill out Auction Item Description)

\$200.00 Horizontal Banner Ad (full colour)
\$300.00 1/4 page Ad (full colour)
\$500 1/2 page horizontal or vertical (full colour)
\$900 Full page (full colour)

**\*\*Contra Classified Ad Auction Item Description** - Exhibitor must donate 3 foursomes with cart that will also be used in the Auction for additional promotional visibility. (The Contra option is separate from the Discount Auction item)

## Payment Summary

Total of Selected Items:  
Multi-Show Discount:  
Expo Auction Discount:

### Sub-total:

HST 13% 895039553RT0001:

### Total Cost:

Cheque      Visa      MC      Amex

With my signature below, I accept and agree to the terms and conditions; I have read and agree to the rules and regulations set forth by the association and event organizer.

I understand that an invoice will be created which may vary from the amount displayed in the payment summary. If different, the invoice prevails.

Signature

This document is your contract. A minimum deposit of 50% is required with application.

**Balance of payment is due by January 5th, 2020.**

After **January 5th, 2020**, payment in full is required to confirm exhibit space.

This signed application is a binding agreement between the Ottawa-Gatineau **GOLFEXPO** and Exhibitor noted above.

This booking may be cancelled on or before **January 5th, 2020** with a refund less a 20% Admin Fee.

After **January 5th, 2020** the refund will be 50% of contracted amount.

The parties agree to all conditions stated in the Terms and Conditions.

The information collected through this Contract to Exhibit form will be used to support your exhibition at the trade show.

## Cheques are payable to "NGCOA Canada"

**Send completed Contract, Terms/Conditions and Payment to: NGCOA Canada,  
515 Legget Drive, Suite 810 Ottawa, ON K2K 3G4**

If paying deposit by credit card, email/fax completed application to: [ddiop@ngcoa.ca](mailto:ddiop@ngcoa.ca) or 613.226.4148

**Show Manager:** Greg Chambers PH: 613.288.0447 / 1.866.626.4262 ext. 45 or 613.913.3548

**Email:** [gchambers@ngcoa.ca](mailto:gchambers@ngcoa.ca)

### For Internal Use Only

**Date received :**

**Reference # :**

**Space Assigned:**

**Amount deposited:**

**Amount Due:**

**Authorized By:**

### TERMS AND CONDITIONS OF THE EXHIBITOR AGREEMENT

The Ottawa-Gatineau GOLFEXPO, owned and operated by the National Golf Course Owners Association Canada - Eastern Ontario/ Outaouais Chapter, hereinafter referred to as Management does let and license unto the herein signed exhibitor (hereinafter referred to as the Exhibitor), and Exhibitor does hereby hire and license from Management, exhibition space subject to the terms and conditions hereinafter specified:

#### **SPACE RENTAL AND CONTRACT EXECUTION:**

Space rental shall be paid upon the following terms in order to confirm any exhibit space. All space requested requires a minimum deposit of 50%, such deposit due immediately upon space application. Balance of space rental cost must be paid on or before **January 5th, 2020**. This document, including the reverse side, becomes a binding contract upon the acceptance and signature by Management. ADDITIONAL BOOTH REQUIREMENTS BEYOND WHAT IS CONTRACTED ARE AVAILABLE THROUGH THE SHOW DECORATOR.

#### **ASSIGNMENT OF EXHIBIT SPACE:**

- (i) It is understood by both parties that Management will attempt to accommodate all requests for specific exhibit location, however Management cannot guarantee the assignment of any requested space. In the event that more than one Contract is received for the same available space; that space shall be awarded to the exhibitor whose payment was first received.
- (ii) Subletting of exhibit space is prohibited except where agreed upon in advance between Management and Exhibitor (see section iii below). The Exhibitor agrees not to assign, sublet or apportion the whole, or any part thereof of the assigned space, or to have representatives, equipment or materials from other than the Exhibitor's own, without the written consent of Management.
- (iii) In cases where an Exhibitor is representing multiple independent clients, subletting of exhibit space is allowed only if agreed upon in advance with Management. If the Exhibitor is an organization created for the sole purpose of promoting a specific tourist destination (i.e. provincial golf marketing organizations), they will be exempt from this clause. Otherwise, each client represented by the Exhibitor must be contained in an individual exhibit space (minimum single booth per client). With regards to the exhibit fee structure, regardless of the number of clients being represented, the actual exhibit booth rental rate will remain as per the prices stated on the front of this contract i.e. if an Exhibitor is representing three clients, the minimum rate charge will be the single exhibit booth rate x 3 (not the posted triple booth rate). An Exhibitor representing multiple clients will not be able to negotiate a reduced exhibit booth rate; the Exhibitor's clients will pay the exact same exhibit booth price as all the other Exhibitors at the Ottawa-Gatineau GOLFEXPO.

**EXHIBITOR:**

- (i) Full payment is compulsory in advance of move-in schedule. **Management reserves the right to decline any exhibitor Contract and to remove or prohibit any part of any exhibit that, in the sole discretion of Management,** is not suitable with the character of the Ottawa-Gatineau **GOLFEXPO**.
- (ii) The Exhibitor must submit, on the Contract to Exhibit form, a brief summary of the products and services to be exhibited and, if requested, shall submit a more detailed written explanation to Management prior to acceptance of the Contract. In the event that the exhibitor promotes products or services that, in the sole discretion of Management, are inappropriate and were not disclosed upon the Contract to Exhibit form, Management shall have the right to remove such products and services or cancel the Exhibitor's space rental agreement retaining all sums paid by the Exhibitor.
- (iii) The Exhibitor will in no way connect or disconnect any utility services, install electrical wiring, or other electrical or carpentry without the written consent of Management.
- (iv) The Exhibitor agrees that no alcoholic beverages of any kind will be allowed within the Exhibitor's space without consent of Management.
- (v) The Exhibitor agrees that no display may be dismantled or goods removed from the Exhibitor's space during the Show and the same must remain intact until the closing of the last day of the Show. The exhibitor agrees to complete the move-out from the Show building according to the move-out schedule or accept responsibility for all additional costs incurred.
- (vi) The Exhibitor is solely responsible for all expenses incurred while exhibiting at the Ottawa-Gatineau **GOLFEXPO**, including but not limited to exhibitor agreements with suppliers, vendors, hotels, printers, EY Centre, delivery companies, etc.

**LIABILITY:**

Management shall provide adequate security at all times during the Show. Neither the Management, nor the EY Centre nor any agents, nor employees of the Ottawa-Gatineau **GOLFEXPO**, shall be liable for injury, damage, loss or destruction, by fire, theft, accident or other destructive causes to the Exhibitor's personnel and materials. The Exhibitor shall be liable to the EY Centre for any damages to the premises, which occur through acts or omission of the Exhibitor.

**LIABILITY INSURANCE:**

The Exhibitor shall be responsible for insuring against any and all losses due to fire, theft, accident, personal injury, bodily harm and all other perils and neither Management nor the EY Centre are intended to be the insurers nor liable to the Exhibitor, nor its agents, nor its employees, respecting any losses or damage of any nature whatsoever, regardless of cause. A copy of your insurance certificate may be required by the Show Manager prior to the show. Management reserves the right to refuse admission to any exhibitor who fails to comply with this regulation. In this event, no refund will be forthcoming for exhibit costs.

**EXHIBITOR CONDUCT:**

The Exhibitor, and its agents and employees, shall conduct themselves in an appropriate manner so as not to disturb other exhibitors or show attendees. In the event of concerns regarding the Exhibitor's conduct, Management shall have the right to take actions necessary to resolve any concerns that, in the sole discretion of Management, are deemed to be detrimental to the Show. The Exhibitor shall also confine its activities to within the assigned Exhibit Space and shall not solicit or promote beyond the boundaries thereof.

**EXHIBITOR INFORMATION KIT:**

Management shall provide a link to an electronic Exhibitor Information Kit upon accepting the Contract for space rental, and the Exhibitor shall adhere to the procedures outlined therein. The Kit will include reference material for the Exhibitor to arrange electrical and equipment rentals as required and move-in and move-out procedures.

**CANCELLATION POLICY:**

In the event the Exhibitor must cancel the contracted exhibit space, notice in writing must be received prior to **January 5th, 2020** in order to receive a refund less a 20% administration fee. After **January 5th, 2020**, Management shall refund the contracted amount **less an administration fee of 50%**.

**TERMINATION OF BUILDING CONTRACT:**

In the event that the EY Centre cannot adequately provide the contract premises for the Expo in the sole determination of Management, or becomes unfit for occupancy or is substantially interfered with by picketing, strike, embargo, injunction, act of God, fire or Government agency regulations, or any other act beyond the control of Management, this Agreement may be terminated by Management. In the event of such termination, the Exhibitor waives any and all damages and agrees that Management, may, after deducting all costs and expenses, refund the Exhibitor the prorate of all sums paid by all exhibitors