



ATLANTIC ECO-EXPO

Exhibitor Application

Contact Information

Show Manager: Casey Binkley
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Application Process

1. Mail or fax the completed Exhibitor Application to:

Atlantic Eco-Expo
PO Box 33026
RPO Quinpool Centre
Halifax, Nova Scotia
B3L 4T6

Fax: 902.494.1107
Attn: Ed Leach

*Note: In an effort to save paper, please only print pages 2 & 3 of this registration package.

2. Once the Exhibitor Application and 40% deposit are received, Atlantic Eco-Expo will contact applicants to ensure accuracy of information and to complete the Green Screen (see below).
3. Exhibitors will be sent an event guide, which will include information regarding event dates, times, locations, what to bring, and other essential information.
4. Exhibitors will be added to the consumer marketing campaign the Atlantic Eco-Expo website.

Green Screen

The Atlantic Eco-Expo is committed to encouraging and promoting sustainable development by uniting consumers with organizations that provide sustainable products and services. To ensure the highest level of consistency, exhibitors will be "green screened" by the Atlantic Eco-Expo review board. The review board will consider information on the company's website and the company profile provided to the Atlantic Eco-Expo to confirm that exhibitors' products and services are sustainable. If further information is required, exhibitors will be contacted directly.

Cooperative Booths

The Atlantic Eco-Expo recognizes that small organizations and businesses may not be interested in purchasing an entire booth, therefore we are offering cooperative booths. If you are interested, the Atlantic Eco-Expo team will match you up with a compatible business or organization.

Applicant Checklist

- ___ 1. Mail or fax the completed Exhibitor Application to the above address
- ___ 2. Credit card information or cheque
- ___ 3. Company profile (100 words to be added to the Atlantic Eco-Expo website)



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CONTACT INFORMATION

Name	
Address	
City & Province	
Postal Code	
Telephone Number	
Fax Number	
Email	
Website	
Contact Name/Title	
Exhibitor Category	

PRODUCT & SERVICE INFORMATION

Please describe your products and/or services below.

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IN-KIND DONATION

Please describe your in-kind donation item (including value).

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BOOTH DIMENSIONS

There will be three standard booth sizes offered:

1. 10 ft. by 10 ft. - Total size: 100 sq. ft.
2. 20 ft. by 10 ft. - Total size: 200 sq. ft.
3. 20 ft. by 20 ft. - Total size: 400 sq. ft.

Price per sq. ft. on or before July 31, 2009	\$10.25 + tax * †
Price per sq. ft. after July 31, 2009	\$11.75 + tax * †

*Corner booths will be charged an extra \$1.25 per sq. ft.

†Not-for-profit organizations will receive a 40% price reduction

What booth dimensions do you require? ____ feet x ____ feet

Would you prefer a corner booth? ____ Yes ____ No

Would you prefer a cooperative booth? ____ Yes ____ No

PAYMENT INFORMATION

Exhibitors are required to pay 40% of the balance upfront. Above rates do not include tax.

The final 60% must be paid by November 1, 2009.

Payment Amount _____ + 13% HST = Payment Total _____

Please indicate the method of payment: ____ Credit Card ____ Cheque

Credit Card Type (Visa, MC, AMEX)	
Card Number	
Expiry Date	
Cardholder's Name	

Cardholder's Signature: _____

Cheques can be made payable to: Atlantic Eco-Expo

EXHIBITOR CONTRACT

I have read and agree with the terms and conditions of the Exhibitor Contract and Cancellation Policy below.

Signature

Date



Exhibitor Application

Exhibitor Contract

1. The Exhibitor must provide proof of adequate insurance coverage as outlined by the guidelines set by Atlantic Eco-Expo.
2. Management reserves the right at any time to alter or remove exhibits or any part thereof, including materials, products, lights and to expel exhibitor if their conduct is objectionable to that of Atlantic Eco-Expo and attendees.
3. The Exhibitor agrees to remain within the confinement of their given space in regards to height, sound and visuals.
4. The Atlantic Eco-Expo has the responsibility to provide attendees with environmental products and services. The applicants are subject to a review board to ensure the products and services presented meet the criteria under the Green Screen Process.
5. Atlantic Eco-Expo agrees to provide the Exhibitor with all subject matter presented in the Exhibitor Manual.
6. All electrical wiring and outlets will be at the Exhibitors expense. Global Convention Services will serve as the provider for these services.
7. The Exhibitor may not distribute literature or promotional material from a third party without the consent of Atlantic Eco-Expo.
8. The Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interests of the Show, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the Event.
9. The Exhibitor will be liable for and will indemnify and hold harmless Management from any loss or damages whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including without limiting the generality of the foregoing, the Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending the Event, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitors occupancy of said space.
10. The Exhibitor may use the Atlantic Eco-Expo logo to promote only his/her participation at the Event. It cannot be used in any way that is perceived as an endorsement by the Atlantic Eco-Expo of the Exhibitor's company, product, and/or service.
11. Goods shipped to the show will be at the expense of the Exhibitor. Atlantic Eco-Expo assumes no responsibility for loss or damage to goods before or during the period of the Event, or after its closing.
12. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Event and must stay intact until after the closing hour of the Event. The Exhibitor agrees to remove his/her exhibit, equipment from the Event building by the final move-out time. If any exhibitor equipment is left behind after the specified move out time we will remove said items.
13. Management reserves the right at its sole discretion to change the dates upon which the Event is to be held and shall not be liable in damages or otherwise by reason of any such change. Management shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of Management whether similar to or dissimilar from the causes enumerated herein. A refund of monies paid by the Exhibitor to Management will be made by Management in the event that the Event is not held as proposed by Management.
14. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Event Rules and Regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him/her and any further occupancy of such space.
15. The Exhibitor Agrees to observe all union contracts and labour relations in force, and agreements between Management, official contractors servicing companies and the building in which the Event will take place and do so according to the labour laws of the jurisdiction in which the building is located.
16. Management reserves the right to alter or change the space assigned to the Exhibitor.
17. Exhibitor move-in is November 20 between 1 and 6 pm. Move-out is November 22 between 5 and 8 pm.



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Cancellation Policy

This contract may be cancelled by either party provided written notice is received as follows:

- By June 15, 2009 in which case all monies paid by the Exhibitor will be refunded.
- After June 15, 2009 and prior to July 30, 2009 in which case the Exhibitor will be responsible for the full amount of the deposit.
- After July 30, 2009 and prior to August 30, 2009 in which case the Exhibitor will be liable for 50% of the total contracted space costs.
- After August 30, 2009 in which case the Exhibitor will be liable for 100% of the total contracted space costs.
- By cancelling this contract the Exhibitor forfeits all rights or claims to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidation damages.
- We agree to abide by all the Rules and Regulations adopted by the Event Management (Atlantic Eco-Expo) and have reviewed the Conditions of Contract above.
- If this contract is sent to the Atlantic Eco-Expo, we authorize the Atlantic Eco-Expo to take any and all steps as though the copy of the contract was original.
- We understand that as an Exhibitor at the Atlantic Eco-Expo we are subject to the Green Screen review. As the industry grows and standards evolve, all products and services are subject to year-to-year review by Management of Atlantic Eco-Expo.